

# expense | monthly tracking report

claimant | McLeod, Sheila  
 position | Director, Global Learning Services  
 level | Director  
 reporting period | January 1 to February 28, 2013  
 date of report | April 12, 2013



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Holy Grill	01/07/2013	Lunch with guest from Macau	\$20.00	hospitality	BUS food/non alcoholic beverage
La Vita Bella	01/11/2013	Staff recognition	\$72.98	working session	employee recognition
Farm Restaurant	01/17/2013	Guest from McGill re Second Language Symposium	\$38.31	hospitality	BUS food/non alcoholic beverage
2013 International Education Study in Alberta Mexico Marketing Mission	02/02/2013	Flight from Calgary to Mexico City, to Calgary	\$783.60	travel	BUS airfare/bus/rail
2013 International Education Study in Alberta Mexico Marketing Mission	02/06/2013	Flight from Puerto Vallarta to Leon Mexico	\$433.17	travel	BUS airfare/bus/rail
2013 International Education Study in Alberta Mexico Marketing Mission	02/06/2013	Flight time change Guadalajara to Mexico City	\$57.69	travel	BUS airfare/bus/rail
2013 International Education Study in Alberta Mexico Marketing Mission	02/02/2013	Sheraton Buganvillas Hotel Jalisco Mexico	\$352.76	travel	BUS accommodation
2013 International Education Study in Alberta Mexico Marketing Mission	02/06/2013	Crowne Plaza Leon Mexico	\$250.60	travel	BUS accommodation
2013 International Education Study in Alberta Mexico Marketing Mission	02/02/2013	Meals	\$34.17	travel	BUS food/non alcoholic beverage
2013 International Education Study in Alberta Mexico Marketing Mission	02/07/2013	Crowne Plaza Leon Mexico, Guest room for translator - L. Tellez	\$124.03	hospitality	BUS accommodation
2013 International Education Study in Alberta Mexico Marketing Mission	02/08/2013	Riu Plaza Guadalajara	\$317.52	travel	BUS accommodation
2013 International Education Study in Alberta Mexico Marketing Mission	02/10/2013	Sheraton Gateway Hotel Toronto	\$168.37	travel	BUS accommodation
2013 International Education Study in Alberta Mexico Marketing Mission	02/10/2013	Taxis in Mexico for Marketing Mission	\$57.34	travel	BUS airfare/bus/rail
2013 International Education Study in Alberta Mexico Marketing Mission	02/05/2013	Interpreters fee's	\$193.06	travel	BUS general

2013 International Education Study  
in Alberta Mexico Marketing  
Mission  
2013 International Education Study  
in Alberta Mexico Marketing  
Mission  
2013 International Education Study  
in Alberta Mexico Marketing  
Mission  
2013 International Education Study  
in Alberta Mexico Marketing  
Mission  
Telus  
Telus

02/07/2013	Lunch with translator	\$34.53	travel	BUS food/non alcoholic beverage
02/08/2013	Shared van from Leon to Guadalajara	\$62.57	travel	BUS airfare/bus/rail
02/11/2013	Meals per diem Feb 2 - 11/2013	\$447.00	travel	BUS food/non alcoholic beverage
02/11/2013	Taxi from Calgary Airport to home	\$95.00	travel	BUS airfare/bus/rail
01/13/2013	Cell Phone	\$61.46	other disclosed	telecom/cell phone
11/02/2013	Cell Phone & termination charge	\$305.54	other disclosed	telecom/cell phone

HOLY GRILL  
827 10TH AVE SW  
CALGARY AB T2R0B4  
403/261-9759

MERCHANT ID: 17635790017 TERM ID: 001

**SALE**

XXXXXXXXXXXXXXXXX0402

DEBIT/CHQ

ENTRY METHOD: CHIP

01/07/13

11:37:54

INV #: 000010

APPR CODE: 133753

RET REF#: 00000004

BATCH #: 000091

TRACE: 00871633

REF #: 010

AMOUNT

**\$20.00**

PIN VERIFIED BY CARD ISSUER  
ACCOUNT WILL BE DEBITED WITH THE  
ABOVE AMOUNT  
(OR CREDITED IF CREDIT VOUCHER)  
RETAIN THIS COPY FOR STATEMENT  
VERIFICATION

CARDHOLDER COPY

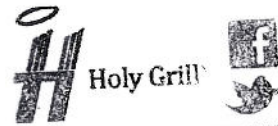
APPROVED

APPLICATION LABEL: Interac

AID: A0000002771010

TUR: 80 00 00 80 00

TSI: 78 00



**827 - 10TH AVENUE SW**  
Calgary, Alberta • T2R 0B4

403.261.9759

GST#113376263

• THANK-YOU •

*2 chicken sandwiches  
2 diet cokes*

*Guest from Macau*

✓



*Charged to Personal Am Ex.*

LA VITA E BELLA  
401 12 AVE SE  
CALGARY AB

CARD \*\*\*\*\*1000  
CARD TYPE AMEX  
DATE 2013/01/11  
TIME 3085 13:40:12  
CLERK ID 13  
RECEIPT NUMBER  
S06100689-001-413-001-0

PRE-AUTHORIZATION  
AMOUNT \$72.98

TIP

TOTAL

APPROVED

AUTH# 545669 00-025  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

*Staff recognition*

La Vita 'e Bella  
401 - 12th Avenue S.  
Calgary, Alberta  
GST# 888142619

*3 employees*

Table #22

Trans#: 43829 Serv: Aja  
1/11/2013 1:36 PM # Cust:3

Quan	Descript	Cost
1	Brewed Coffee	\$2.50
2	Diet Coke	\$6.00
1	Puttanesca	\$16.00
1	Lob Riso	\$22.00
1	Cannelloni	\$23.00

Net Total: \$69.50  
GST \$3.48

TOTAL: \$72.98

Amount Due: \$72.98

Food: \$61.00  
Beverage: \$8.50

<-REPRINTED->

Have a Great Day  
Thank You!



2 PERSONS  
 GUEST From McGill  
 re Second languages  
 Symposium

RHR??

**Farm**  
 1006 17th AVE SW  
 Calgary, Alberta  
 Tel:  
 check #: 75145

Ser:            rfer            Date: 01/17/2013  
 Pa:                            Time: 12:27  
 Client: z

-----  
 1 Chicken Sandwich            16.00  
 1 Turkey Stuffer                16.00  
 -----  
 SUB-TOTAL:                    32.00  
 GST:                              1.60  
 -----  
**TOTAL:                         33.60**  
 -----

Thinking about booking a large group?  
 Ask us about our Harvest Table.  
 403-245-2276

FARM RESTAURANT  
 1006 17th Avenue SW  
 Calgary, AB  
 T2T 0G6  
 403-245-2276

## TRANSACTION RECORD ##

Table #: 9605  
 User: 100  
 Receipt ID: 000010045785  
 Receipt #: 005  
 Order #: 00000000

XXXXXXXXXXXX2889  
 American Express  
 Entry Method: SWIPE

Amount	130.60
Tax	44.71
<b>TOTAL</b>	<b>175.31</b>

2013/01/17 12:30:13  
 00-001 527001  
 FARMRS02/FARMR02  
 APPROVED 527001

Customer Code  
 TRAIL 100  
 Come Back!





\* [Can my booking be changed online?](#)



**Additional passenger information is required**

Your current flight itinerary includes travel to a country that requires additional passenger information.

If you haven't already done so, **we strongly encourage you to provide this information ahead of time from the comfort of your home or office with our secure online form.**

**Provide passenger information**

**Flight Itinerary**

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC1874	<b>Calgary (YYC)</b> Sat 02-Feb 2013 06:15	<b>Puerto Vallarta (PVR)</b> Sat 02-Feb 2013 12:05	0	4hr50	320	<u>Tango Plus, L</u>	F
AC992	<b>Mexico City, Juarez Int'l (MEX)</b> Sun 10-Feb 2013 13:20 - Terminal 1	<b>Toronto, Pearson Int'l (YYZ)</b> Sun 10-Feb 2013 18:45 - Terminal 1	0	24hr00	319	<u>Tango Plus, W</u>	M
AC119	<b>Toronto, Pearson Int'l (YYZ)</b> Mon 11-Feb 2013 10:00 - Terminal 1	<b>Calgary (YYC)</b> Mon 11-Feb 2013 12:20	0		320	<u>Tango Plus, W</u>	F



M: Meal (Non Specific)



F: Food for purchase onboard All Onboard Café purchases made on board Air Canada flights are payable only with Visa, MasterCard and American Express credit cards.

**Passenger Information**

1: Ms Sheila Mcleod : Adult (16+), Ticket Number: [REDACTED]

Air Canada -  
Aeroplan :

Meal Preference : **Regular**

Payment Card: -

Special Needs: **None**

Seat Selection: AC1874 **17D (Preferred)** , AC992 **13D** , AC119 **13D**

**Purchase Summary**

**Fare Summary**

Passenger Type	Adult
Base Fare	<b>545.99</b>
Surcharges	30.01
Fuel Surcharge	100.00

**Taxes, Fees and Charges**

**Subject:**

FW: Air Canada - 02-Feb: Calgary - Puerto Vallarta (booking r... - seat selected

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*



## Itinerary/Receipt

**Your booking is confirmed.** Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check in kiosk.



### Hotels in Puerto Vallarta

From (per night)

**\$72** CAD



Krystal Vallarta:



From (per night)

**\$82** CAD



Holiday Inn Puerto Vallarta:



From (per night)

**\$96** CAD



Villa Del Palmar Beach Resort and Spa, Puerto Vallarta:



**Why** book your hotel stay at aircanada.com?

- **Lowest price** guaranteed
- Great choice of hotels
- Aeroplan Mile offer exclusive to aircanada.com

**More Hotel Offers**

Hotels provided by WWTMS.

### Booking Information

Booking Reference:

#### Customer Care

**Air Canada**  
1-888-247-2262  
**Flight Arrivals and Departures**  
1-888-422-7533

**Electronic Ticketing confirmed. This is your official itinerary/receipt.**

**Main Contact:**

Ms Sheila Mcleod

Sr

MOBILE

Wc

#### Online Services

**Manage** my booking online (view/change my booking; select seats\*).

**Request an upgrade**

**Alert me** of flight status changes directly to my mobile phone or email.

**Flight Arrivals & Departures** - check online if my flight is on time.

**Check-in online** and print my boarding pass.

Canada Airport Improvement Fee	29.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	1.25
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	0.52
Mexico Intl. Arpt. Departure Tax	27.58
Mexico Tourism Tax	23.34
Air Travellers Security Charge (ATSC)	25.91
<b>Total airfare and taxes before options (per passenger)</b>	<b>783.60</b>
<b>Options</b>	
Return Flight - <b>Tango Plus</b>	
★ NIL	
<b>Total airfare, taxes and options (per passenger)</b>	<b>783.60</b>
Number of passengers	1
<b>Grand Total - Canadian dollars</b>	<b>\$783.60</b>

## Fare Rules

**Departing Flight** Calgary (YYC) To Puerto Vallarta (PVR) - **Tango Plus**

**Return Flight** Mexico City (MEX) To Calgary (YYC) - **Tango Plus**

- **Changes:**
  - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
  - Day of departure, at the airport - \$100 CAD per direction, per passenger, plus applicable taxes (no charge for fare difference) for same-day flights only.
  - Flights can only be used in sequence from the place of departure specified on the itinerary.
  - **Minimum/maximum stay**, and other conditions may apply.
- **Cancellations:**
  - Tickets are **non-refundable** and **non-transferable**.
  - **Cancellations** can be made up to 45 minutes prior to departure.
  - Provided the original booking is cancelled prior to the original flight departure, the value of unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to a change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- **Complimentary advance seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Flights operated by Air Canada: earn 100% Air Canada Status Miles
- Flights operated by Air Canada rouge: earn 400 Air Canada Status Miles.

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

## Important Information

Please review this itinerary/receipt and, should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

### Before You Go: A 'To-Do' List

All passengers are advised to view the [Travel documentation](#) page for important information on identification required for travel.

### Baggage Policy

[Carry-on baggage](#) | [Checked baggage](#)



Subject:

FW: Leon - Wed 6/Feb/2013 (Itinerar

COPY



On personal AmEx

This Expedia Itinerary was s  
version.

have access to this account, you can view the most up-to-date

### Leon

Wed 6/Feb/2013 - Sun 10/Feb/2013

Itinerary

#### Important Information

- Remember to bring your itinerary and government-issued photo ID for airport check-in and security.
- We noticed you did not choose travel protection coverage when booking this flight. If you change your mind, you can purchase insurance prior to travel and receive your insurance certificate via email.

### Puerto Vallarta (PVR) → Leon (BJX)

BOOKED

Wed 6/Feb/2013 - Sun 10/Feb/2013 , 1 ticket

Your reservation is booked and ticketing is in progress. No need to call and reconfirm this reservation.

#### Traveller Information

**Sheila Jane McLeod**  
Adult

No frequent flyer details provided

Ticketing in progress

\* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

06/02/13 - Departure 1 stop

Total travel time: 4 h 20 m

	Puerto Vallarta PVR 6:28pm Aeromexico 145 Economy/Coach (W)   Confirm seats with the airline*	Mexico City MEX 7:57pm	1 h 29 m
--	--	---------------------------	----------

Layover: 1 h 41 m

	Mexico City MEX 9:38pm Aeromexico 132 Operated by AEROLITORAL DBA AEROMEXICO CONNECT Economy/Coach (W)   Confirm seats with the airline*	Leon BJX 10:48pm	1 h 10 m
--	--	---------------------	----------

10/02/13 - Return Nonstop

Total travel time: 1 h 28 m

	Guadalajara	Mexico City	1 h 28 m
--	-------------	-------------	----------

#### Price Summary

<b>Traveller 1: Adult</b>	<b>C\$433.17</b>
Flight	C\$331.00
Taxes & Fees	C\$102.17

Total: C\$433.17

All prices quoted in Canadian dollars.

#### Additional Flight Services

- The airline may charge additional fees for checked baggage or other optional services.

*Paid on Personal Amex*



**GDL 9:08pm**      **MEX 10:36pm**  
This flight departs from **GDL** not **BJX**  
Aeromexico 101 Operated by AEROLITORAL DBA AEROMEXICO  
CONNECT  
Economy/Coach (P ) | Confirm seats with the airline\*

#### Airline Rules & Regulations

- Fares are not guaranteed until ticketed.
- We understand that sometimes plans change. We do not charge a cancel or charge fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.
- **Tickets are nonrefundable, nontransferable and name changes are not allowed.**
- Please read the complete penalty rules for changes and cancellations applicable to this fare.
- Please read important information regarding airline liability limitations.
- For residents of Québec, prices include a contribution to the Indemnity Fund of C\$3.50 per C\$1,000 of travel services purchased.

#### Need help with your reservation?

- Call us at 1(888) EXPEDIA (1-888-397-3342) / (+1-613-780-1386)
  - For faster service, mention itinerary
- Customer Support / FAQ

#### Complete Your Trip

Get rested  
Add a Hotel

Get around  
Add a Car

Get out and explore  
Add an activity

#### Travel Industry Council of Ontario

In accordance with the *Ontario Travel Industry Act, 2002*, this page contains detailed information on the names, addresses and registration numbers applicable to the providers of travel and ticket fulfillment services.

Ticket fulfillment services provided by Tour East Holidays (Canada) Inc., 15 Kern Road, Suite 9, Toronto, Ontario M3B 1S9. TICO Registration No.: 50015827

You are receiving this transactional email based on a recent booking or account-related update on [Expedia.ca](https://www.expedia.ca).

© 2012 Expedia, Inc. All rights reserved. Expedia, Expedia Extras, Best Price Guarantee, Trend Tracker, Insiders' Select and the Airplane logos are registered trademarks, or trademarks, of Expedia, Inc. in the U.S. and/or other countries. Other product and company names mentioned herein may be trademarks of their respective owners.

{EMID: ETM\_ENSIE\_4.0\_X\_X\_X\_EN\_1}(MD: 130111080503 )(ETID: 0)

Page  
Invoice no.  
PNR  
Client No  
Agent  
Date of issue  
Printed

30 January 2013  
4 February 2013 5:02 PM

SHEILA MCLEOD

Ref : ADT

*Ticket change.*

Passengers  
1. MCLEOD SHEILA JANE

Flight

Flight No	Class	Depart Date	Arvl Date	Route
AM 145	I	2/6/2013 6:28 PM	2/6/2013 7:56 PM	PUERTO VALLARTA - MEXICO CITY
AM 132	I	2/6/2013 9:38 PM	2/6/2013 10:48 PM	MEXICO CITY - LEON
AM 207	X	2/10/2013 9:12 AM	2/10/2013 10:31 AM	GUADALAJARA - MEXICO CITY

Passenger	Carrier	Ticket #	Fare	Tax	Penalty/Ppd svc fee	Total
MCLEOD SHEILA JANE	AM		57.00	0.69	0.00	57.69 AX*****2688
				0.00	GST	0.00 AX*****2688
			57.00	0.69	0.00	57.69
						-57.69 by credit card
						0.00
<b>Total flight(s)</b>						<b>0.00 CAD</b>

Auxiliary

Type	Vendor	City	Date	Remark	
Other	INFO	PUERTO VALLARTA	11/11/2013		
<b>Total amount owing</b>					<b>0.00 CAD</b>
<b>Total GST</b>					<b>0.00</b>







☎ 52 332 216 0401  
 ☎ 1 800 326 4600  
 ☎ 52 321 222 0900

GUEST/CLIENT  
 HUÉSPED/CLIENTE

TRAVEL AGENT / CHARGE TO  
 AGENTE DE VIAJES / CARGO A NOMBRE DE

MCLEOD, SHEILA\*W\*

ROOM | HABITACIÓN

RATE | TARIFA

# PERS. | # PERS.

FOLIO | FOLIO

PAGE | PÁGINA

ARRIVE | ARRIBO

DEPART | PARTIDA

PAYMENT | PAGO

1  
 134598- 4 Res : I 186892 1  
 1/1  
 2013/02/02  
 2013/02/06

DATE   FECHA	REFERENCE   REFERENCIA	DESCRIPTION   DESCRIPCIÓN	CHARGES / CREDITS   CARGOS / CRÉDITOS
13/02/03		RENTA HABITACION	1,454.30
13/02/04		RENTA HABITACION	1,454.30
13/02/05		RENTA HABITACION	1,454.30
13/02/06		XXXXXXXXXXXX2688	4,362.90

*AmEx 352.16*

\*\*\* ESTE ES UN ESTADO DE CUENTA \*\*\*  
 Original: Hotel Copia: Huesped

Cargos y Abonos	4,362.90	4,362.90
IMPUESTO		586.62
BALANCE		0.00

06/02/13 16:14





CROWNE PLAZA EXTRANJERO  
BLVD MANUEL J. CLOUTHIER 245  
COL. JARDINES DEL CAMPESTRE  
LEON GU 37128

Membership  
AR Number  
Group

RFC: \*\*

McLeod, Sheila

Room

Page

1 / 1

Arrival 06-02-13

Departure 08-02-13

-----

Date	Description	Debits	Credits
06-02-13	1000 *Renta Habitacion	1,300.00	
06-02-13	7100 16% Impuesto	208.00	
06-02-13	7101 2 ISH	26.00	
07-02-13	Alimentos 1191	200.01	Breakfast 16.08
07-02-13	1000 *Renta Habitacion	1,300.00	
07-02-13	7100 16% Impuesto	208.00	
07-02-13	7101 2 ISH	26.00	
08-02-13	Alimentos 1378	250.02	Breakfast 18.01
08-02-13	5504 Transporte Shared Van Leon to Guadalupe	777.78	Shared Van 62.57
08-02-13	9003 American Express		4,295.81
<b>Total:</b>		<b>4,295.81</b>	<b>4,295.81</b>
<b>Balance:</b>		<b>0.00</b>	<b>3345.78</b>

Thank you for staying at [[resort\_name]]. Qualifying points for this stay will automatically be credited to your account. To make additional reservations online, update your account information or view your statement please visit [www.priorityclub.com](http://www.priorityclub.com). We look forward to welcoming you back soon.

Guest Signature : \_\_\_\_\_

I have received the goods and / or services in the amount shown here on. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Meals = 34.17  
Transportation = 62.57

AmEx 347.34  
5,346.177 net  
313.17  
(62.57) Van  
Accommodation 250.60



CROWNE PLAZA NACIONAL  
 BLVD MANUEL J CLOUTHIER 245  
 JARDINES DEL CAMPESTRE  
 LEON, GTO GU 37000

Membresía  
 No. de CxC  
 Grupo

TELLES, LETICIA

Habitación

Página

1 / 1


Llegada 07-02-13

Salida 08-02-13

Fecha	Descripción	Débitos	Créditos
07-02-13	9003 American Express		1,534.00
07-02-13	1000 *Renta Habitación	1,300.00	
07-02-13	7100 16% Impuesto	208.00	
07-02-13	7101 2 ISH	26.00	
<b>Total:</b>		<b>1,534.00</b>	<b>1,534.00</b>
<b>Saldo:</b>		<b>0.00</b>	

Firma Huésped : \_\_\_\_\_

Estoy de acuerdo con el monto arriba mencionado en concepto de los bienes y servicios recibidos. Asumo la responsabilidad sobre esta cuenta, en caso que la persona indicada, la compañía o asociación fallara/n en el momento de cancelar parte o el monto total de estos cargos. En el caso de un cargo de tarjeta de credito, asumo las obligaciones publicadas en el acuerdo con el Hotel.

*AmEx 124.03*  




Cliente:  
MCLEOD, SHEILA

-PROFORMA-  
cfdi disponible en: facturacion.riu.com

México  
RFC:  
Observaciones

Folio  
Referencia

RIU PLAZA GUADALAJARA  
Tlf: +52 (33) 38 80 75 00

Observaciones

Expediente ALBERTA FERIA ESTUDIA EN ALBERTA

Fechas Exp. 08/02/2013-10/02/2013

HAB	NOMBRE OCUPANTE	LLEGADA	SALIDA
3904	MCLEOD, SHEILA	08/02/13	10/02/13

Fecha Entrada	08/02/2013	Fecha Salida	10/02/2013	Pax	1
---------------	------------	--------------	------------	-----	---

F. Emi.	reserva	Ofe.TO	Ocupante	Bono/Ref	Inicio	Fin	Edad	Pax	Rg	THab.	HAB	PRECIO	Días	T.Días	TOTAL
03/01/13			MCLEOD,SHEILA	GRX00CWE	08/02/13	10/02/13				SUK	3904	1.650,00	2	3.300,00	
			MCLEOD,SHEILA	GRX00CWE	08/02/13	10/02/13			AD	HD		0,00	2	0,00	
														3.300,00	
														TOTAL ESTANCIAS	3.300,00

Abreviaturas

SUK	Senior Suite King	AD	ADULTO
HD	Habitación y Desayuno		

FECHA	CONCEPTO	IMPORTE	TOTALES
10/02/2013	Recepción/American Express	-3.927,00	
		TOTAL ENTREGAS	-3.927,00
		PENDIENTE DE PAGO	0,00

BASE IMPONIBLE	%	CUOTA	IMPORTE
3.300,00	3,000	IROP	3.399,00
3.300,00	16,000	IVAD	3.828,00

Total Factura 3.927,00  
Pesos Mexicanos. MXN

AmEx 31752







Sheraton Gateway Hotel  
PO Box 3000  
Toronto AMF  
Toronto, ON L5P 1C4  
905-672-7000  
<http://www.starwood.com/>



Ms Mcleod, Sheila	Page Number	1	Invoice Nbr	
	Guest Number		Arrive Date	02-10-2013
	Folio ID		Depart Date	02-11-2013
	No. Of Guest	1		
	Room Number			
	Time	02-11-2013 03:30		

Information Invoice

Tax Identification

Date	Reference	Description	Charges	Credits
02-10-2013	RT815	Room Charge - Government	\$149.00	
02-10-2013	RT815	Rooms HST	\$19.37	
02-11-2013	AX	American Express		\$-168.37
		** Total	\$168.37	\$-168.37
		** Balance	\$0.00	

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

---

HST Summary for your stay:

Room Revenue HST	19.37
Food & Beverage HST	0.00
Photo/Fax/Copy Services HST	0.00
Other Revenue HST	0.00
	19.37

Sheraton Gateway Hotel HST Vendor

Tell us about your stay. [www.sheraton.com/reviews](http://www.sheraton.com/reviews)

Upgrade to Sheraton Club on your next stay, where available. Enjoy a higher level of comfort and convenience in Sheraton Club and discover a place to be more productive, catch up with friends and enjoy complimentary breakfast, drinks and all-day snacks. Learn more at [www.sheraton.com/club](http://www.sheraton.com/club)





For more information, visit www.xe.com

XE CURRENCY CONVERTER

300.00 MXN = 23.9668 CAD
Mexican Peso ↔ Canadian Dollar
1 MXN = 0.0798893 CAD 1 CAD = 12.5173 MXN
Mid-market rates: 2013-02-27 17:19 UTC

Handwritten calculation: 23.97 + 33.37 = 57.34

XE Market Analysis

North American
The dollar and ye remained cautiou hampered risk ap supported after ye testimony from Be remained limited. confidence data, k dma at 1.3125. Tc in refinancing cost
More >



XE Services

Send
XE Trade offers ea competitive rates, options. Plus, our : existing bank.

Our advanced feat transfer money fro your preferred rate market, or book a f market volatility.

Transfer Money with XE

Trade

More Tools & Services

Featured Products

More XE Products

Notes:





For more information, visit www.xe.com

XE CURRENCY CONVERTER

415.00 MXN = 33.3693 CAD

Mexican Peso ↔ Canadian Dollar
1 MXN = 0.0804080 CAD 1 CAD = 12.4366 MXN
Mid-market rates: 2013-03-01 15:33 UTC

XE Market Analysis

North American Edition 2013-03-01 11:36 UTC

The dollar steepened its bid in Europe as manufacturing PMI data fueled heavy macro fund demand. Appetite for safety was also compounded by U.S. automatic spending cuts, which kick in today. However, the main story was Germany is still the significant outperformer in Europe, though there were encouraging signs that Spain and France may be bottoming out and even Greece managed to improve. In the U.K. manufacturing PMI was a shocker and it slammed Cable ... Read More >



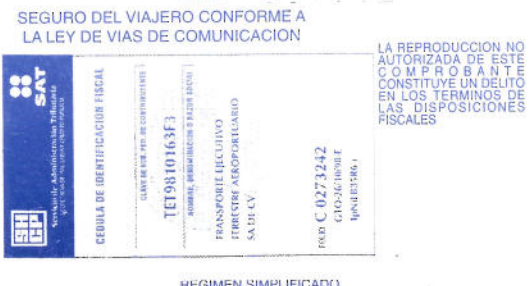
XE Services

XE Trade

Send a cheap money transfer >

XE Trade offers easy and transparent online quotes, competitive rates, and free international money transfer options. Plus, our service works seamlessly with your existing bank.

Our advanced features let you set rate email alerts, transfer money from your mobile phone, book a Bid with your preferred rate so you don't have to monitor the market, or book a Forward to help reduce the uncertainty of market volatility.



reliable, that it is trusted by major corporations and government agencies from all over the world.

Order the XE Data Feed

Transfer Money with XE

Trade

More Tools & Services

Featured Products

More XE Products

Notes:

Imp. Octubre 2012 Folio del 180,001 al 140,000



**Study in Alberta Fair**  
**Mexico Feb 4 – 12, 2013**  
Interpreters Fees

Date Feb 5, 2013

Received from: Sheila McLeod, Calgary Board of Education

Amount: 800 Pesos

Received by:

Dennie Claribel Valverde Berdeja, Puerto Vallarta

Signature: 







For more information, visit [www.xe.com](http://www.xe.com)

### XE CURRENCY CONVERTER

800.00 MXN = 64.3531 CAD

Mexican Peso ↔ Canadian Dollar

1 MXN = 0.0804414 CAD      1 CAD = 12.4314 MXN

Mid-market rates: 2013-03-01 15:35 UTC

Handwritten calculation: 64.35, 128.71, 193.06

### XE Market Analysis

North American Edition      2013-03-01 11:36 UTC

The dollar steepened its bid in Europe as manufacturing PMI data fueled heavy macro fund demand. Appetite for safety was also compounded by U.S. automatic spending cuts, which kick in today. However, the main story was Germany is still the significant outperformer in Europe, though there were encouraging signs that Spain and France may be bottoming out and even Greece managed to improve. In the U.K. manufacturing PMI was a shocker and it slammed Cable ... [Read More](#) ▶

### XE Services

#### XE Trade

[Send a cheap money transfer](#) ▶

XE Trade offers easy and transparent online quotes, competitive rates, and free international money transfer options. Plus, our service works seamlessly with your existing bank.

Our advanced features let you set rate email alerts, transfer money from your mobile phone, book a Bid with your preferred rate so you don't have to monitor the market, or book a Forward to help reduce the uncertainty of market volatility.

[Transfer Money with XE](#)

[Trade](#)

#### XE Currency Data Feed

[Get a currency data feed](#) ▶

The XE Currency Data Feed offers commercial grade currency data for every world currency. Unlike other feeds, there's no need to buy hardware or software, & you choose the format.

The XE Rate Blender is a proprietary system that gathers rates from over 150 global sources. Our currency feed is so reliable, that it is trusted by major corporations and government agencies from all over the world.

[Order the XE Data Feed](#)

[More Tools & Services](#)

### Featured Products

[More XE Products](#)

Notes:



**Study in Alberta Fair**  
**Mexico Feb 4 – 12, 2013**  
**Interpreters Fees**

Date Feb 7, 2013

Received from: Sheila McLeod, Calgary Board of Education

Amount: <sup>USD</sup> 1600

Received by:

Leticia Tellez

Signature: Leticia Tellez





For more information, visit [www.xe.com](http://www.xe.com)

## XE CURRENCY CONVERTER

1,600.00 MXN = 128.706 CAD

Mexican Peso ↔ Canadian Dollar

1 MXN = 0.0804414 CAD

1 CAD = 12.4314 MXN

Mid-market rates: 2013-03-01 15:35 UTC

## XE Market Analysis

### North American Edition

2013-03-01 11:36 UTC

The dollar steepened its bid in Europe as manufacturing PMI data fueled heavy macro fund demand. Appetite for safety was also compounded by U.S. automatic spending cuts, which kick in today. However, the main story was Germany is still the significant outperformer in Europe, though there were encouraging signs that Spain and France may be bottoming out and even Greece managed to improve. In the U.K. manufacturing PMI was a shocker and it slammed Cable ... [Read More](#) ▶

## XE Services

### XE Trade

[Send a cheap money transfer](#) ▶

XE Trade offers easy and transparent online quotes, competitive rates, and free international money transfer options. Plus, our service works seamlessly with your existing bank.

Our advanced features let you set rate email alerts, transfer money from your mobile phone, book a Bid with your preferred rate so you don't have to monitor the market, or book a Forward to help reduce the uncertainty of market volatility.

[Transfer Money with XE](#)

[Trade](#)

### XE Currency Data Feed

[Get a currency data feed](#) ▶

The XE Currency Data Feed offers commercial grade currency data for every world currency. Unlike other feeds, there's no need to buy hardware or software, & you choose the format.

The XE Rate Blender is a proprietary system that gathers rates from over 150 global sources. Our currency feed is so reliable, that it is trusted by major corporations and government agencies from all over the world.

[Order the XE Data Feed](#)

[More Tools & Services](#)

## Featured Products

[More XE Products](#)

Notes:



Gracias Por Su Visita

Lunch with  
translator

15% Propina!

\*\*\*\*\*  
 SPORT CITY S.A. DE C.V.  
 RFC. SCI-011114-UY7  
 FCD I HADERO No12  
 COL. SANTA URSULA XITLA  
 C.P. 14420 DEL. TLALPAN  
 MEXICO, D.F.  
 \*\*\*\*\*

Mesa # 33 1 Personas  
 Sin Valor Oficial  
 FECHA 07/02/13 16:04  
 Abrio 07/02/13 15:20  
 Atendio: MESERO PLASS

1 PLAYA DOLYTES	\$	172.00
1 CALDO XOCHITL	\$	42.00
1 TOSTADITAS DE ATON	\$	72.00
1 1/2 JAMAICA	\$	33.00
1 AEROBICOM	\$	50.00

=====  
 Total: \$ 369.00

\*\*\*\*\*  
 SUCURSAL LEON  
 MANUEL J CLOUTHIER No 211  
 VALLE DEL CAMPESTRE  
 LEON GTO. C.P. 37150  
 \*\*\*\*\*  
 LA PROPINA NO ESTA INCLUIDA  
 QUEJAS Y SUGERENCIAS: 15 00 58 36.  
 \*\*\*\*\*

No. de socio \_\_\_\_\_

Gracias Por Su Visita

AmEx 34.53

AmEx 34.53







Faint, illegible text, possibly a list or table of data, located in the upper right quadrant of the page.

AmEx 34.53





Calgary Board of Education

# Travel & Subsistence Expense Report **COPY**

Must be completed upon return from every business trip for: Reporting Purposes and any Out of Pocket Expenditures

Return completed form to Treasury and Revenue Accounting

**A. Details of Trip (Please Print)**

Date: Mar 11/13

Employee's Name Sheila McLeod Vendor #: \_\_\_\_\_

School / Department to mail cheque to Global Learning

Purpose of Trip / Name of Conference Mexico Marketing Mission - Alberta Ed Study in Alberta

Departure and Return Dates Feb 2/13 - Feb 11/13 Destination: Bucerias, Leon, Guadalajara Mex.

B. Description of Expenses (Please attach receipts)	Total Cost (Indicate currency if not Cdn)	Exchange Rate Adjusted Amount (If applicable)	Amount Paid by CBE Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)	Amount Paid by Claimant For Out of Pocket Expenditures (including GST)	Alias to be charged for Claimant's Expenses
Registration/Conference Fees					
Travel Costs					
· Airfare (including trip cancellation insurance)			841.29	433.17	Personal AmEx
· Rail/Bus <u>Shared van Leon → Guadalajara</u>			62.57		
· Taxi/Shuttle Bus/Car Rental in Calgary			95.00		
· Taxi/Shuttle Bus/Car Rental at Destination	715 MXN		57.34		
· Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate			1089.25		
\$ _____ @ _____ Nights					
Meals (including tips) (excluding meals covered by Conference or Others)					
· Breakfast <u>5</u> @ \$12.00				60.00	} 447.00
· Lunch <u>9</u> @ \$17.00				153.00	
· Dinner <u>9</u> @ \$26.00				234.00	
· Or Actual Expense			68.70		
Telecommunication Charges (Internet, phone calls)					
Parking - in Calgary					
Parking - at Destination					
Other - Provide Details <u>Interpreter fees</u>	2400 MXN		193.06		
<b>TOTAL COST OF TRIP</b>			<u>3287.38</u>		
CASH ADVANCE IF ANY-Ref # _____				<300.00>	
<b>AMOUNT DUE TO (OWING BY) CLAIMANT</b>				580.17	9031-TRAVEL
GST Breakout Area					

I certify that the above claim is correct:

Sheila McLeod  
Claimant's Signature

[Signature]  
Approved by Superordinate

NOTE: Copies of amounts paid through the P-Card, Amex Card, Invoices and Mileage Claim Forms must also be attached to this claim, in addition to items claimed for all Out of Pocket Expenses.



Date: Feb 11, 2013  
From: AIRPORT  
To: HOME  
Amount \$ 95.00  
GST: \_\_\_\_\_

AIRPORT →  
HOME

ALLIED LIMO ASSOCIATED  
397 41 AVENUE NE T2E2N4  
CALGARY AB  
932650000710

|||| PURCHASE ||||

02-11-2013 13:26:55  
Acct # .....2688 S  
Exp Date '12/'11 Card Type AM  
Name S MCLEOD

Trace #

Inv. # 1453  
Auth # 546443 ERN 001003374

Total \$95.00

Retain this copy for your  
records  
Customer copy

403-299-9555  
www.calgarylimo.com







**INDIVIDUAL DETAIL**

SHEILA MCLEOD  
INTERNATIONAL BUREAU

**Savings Details**

Corporate Discount	13.24
<b>Total Month's Savings \$ 13.24</b>	

**Current Charges - Detail**

Contract Term : 3 yr expires Mar 01,2014

Monthly Service Plans Jan 12 to Feb 11

Service Plan Name	Total
Corporate Special 250	25.00
20.0% Voice disc	-5.0
<b>Total</b>	<b>\$ 20.00</b>

**Additional Local Airtime** \*Free Airtime includes: bonus minutes, birthday calling, evenings & weekends, free incoming, \*611 and In Network Calling

Service	Total Airtime	*Free Airtime	Included Airtime	Chargeable Airtime	Total
Phone (minutes)	301:18	71:28	229:50	0:00	0.00
<b>Total</b>					<b>\$ 0.00</b>

**Long Distance Charges**

Service	Total LD Minutes	Free LD Minutes	Included LD Minutes	Chargeable LD Minutes	Total
Domestic Phone	12:00	0:00	0:00	12:00	1.20
<b>Total Long Distance Used</b>					\$ 1.20
20% discount w/ 8¢ LD					\$ -0.24
<b>Total</b>					<b>\$ 0.96</b>

**Data and Other Services**

Service	Total Events	Event Type	Total
Text Msg - Received	3	Msg	0.00
Text Msg - Sent	100	Msg	0.00
Roaming Txt Msg - Sent	1	Msg	0.60
Data Usage - BlackBerry Smartphones	25.476	MB	0.00
Text Msg - Received	96	Msg	0.00
<b>Total</b>			<b>\$ 0.60</b>

**Value Added Services**

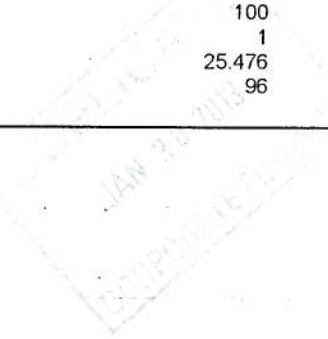
Service	Total
Call Forward Busy (Jan 12 to Feb 11)	Free
Caller ID Free (Jan 12 to Feb 11)	Free
Corp - Unlimited text msg (Jan 12 to Feb 11)	Free
Corp. 6pm Unltd Nights & Wknds (Jan 12 to Feb 11)	Free
Detailed Billing \$0 (Jan 12 to Feb 11)	Free
Email & Web 40 - BB UNLMTD WAP (Jan 12 to Feb 11)	40.00
Incoming Mobile Promo (Jan 12 to Feb 11)	Free
Mobile to Mobile (Jan 12 to Feb 11)	Free
Unl Cdn LD Mobile to Mobile (Jan 12 to Feb 11)	Free
Voice Mail 25 (Jan 12 to Feb 11)	5.00
20.0% BlackBerry data disc	-8.00
<b>Total</b>	<b>\$ 37.00</b>

**Taxes**

Taxes	Total
GST	2.90
<b>Total</b>	<b>\$ 2.90</b>

**Total Current Charges \$ 61.46**

PTL/PD50A 00039 HRI - 1290 - 338 - 9 - 1 - 005779







INDIVIDUAL DETAIL	
SHEILA MCLEOD INTERNATIONAL BUREAU	
Savings Details	

Corporate Discount	0.96
<b>Total Month's Savings \$ 0.96</b>	

<b>Current Charges - Detail</b>	Contract Term : 3 yr expires Mar 01,2014
---------------------------------	--

Additional Local Airtime Service	Total Airtime	*Free Airtime	Included Airtime	Chargeable Airtime	Total
Phone (minutes)	240:34	68:55	167:00	4:39	0.47
<b>Total</b>					<b>\$ 0.47</b>

\*Free Airtime may include: bonus minutes, birthday calling, evenings & weekends, free incoming, \*611 and In Network Calling

Long Distance Charges Service	Total LD Minutes	Free LD Minutes	Included LD Minutes	Chargeable LD Minutes	Total
Domestic Phone	48:00	0:00	0:00	48:00	4.80
<b>Total Long Distance Used</b>					<b>\$ 4.80</b>
20% discount w/ 8¢ LD					<b>\$ -0.96</b>
<b>Total</b>					<b>\$ 3.84</b>

Roaming Charges Service	Roaming Minutes	Roaming Charges	Roaming LD Minutes	Roaming LD Charges	Roaming Surcharge	Total
US / Int'l Phone	1:00	0.50	1:00	0.25	0.00	0.75
<b>Total</b>						<b>\$ 0.75</b>

Data and Other Services Service	Total Events	Event Type	Total
Text Msg - Sent	67	Msg	0.00
Roaming Txt Msg - Received	24	Msg	14.40
Roaming Txt Msg - Sent	17	Msg	10.20
Data Usage - BlackBerry Smartphones	18.278	MB	0.00
Text Msg - Received	90	Msg	0.00
<b>Total</b>			<b>\$ 24.60</b>

Voice Services Service	Total Events	Event Type	Total
411	1	DIR	2.50
<b>Total</b>			<b>\$ 2.50</b>

Other Charges and Credits Charges and Credits	Total
Termination Liability Charge	260.00
<b>Total</b>	<b>\$ 260.00</b>

Taxes	Total
GST	13.38
<b>Total</b>	<b>\$ 13.38</b>

**Total Current Charges \$ 305.54**

Adjustments		Total
Description	Date	
Rate Plan Adjustment	Feb 01	-6.66
Rate Plan Adjustment	Feb 01	-1.67
Rate Plan Adjustment	Feb 01	-10.66
GSTR812758878		-0.94
<b>Total</b>		<b>\$ -19.93</b>

PTLDPD50A 00037 HRI - 1267 - 333 - 7 - 1 - 005491

