

expense | monthly tracking report

claimant | Barkway, Janice
position | Corporate Secretary
level | Director
reporting period | March 1 to April 30, 2013
date of report | June 14, 2013



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	03/17/2013	Monthly Service Plan	\$38.31	other disclosed	telecom/cell phone
Cell Phone	04/17/2013	Monthly Service Plan	\$98.29	other disclosed	telecom/cell phone
Canadian Society of Corporate Secretaries	04/23/2013	Annual Membership Renewal Jan to Dec 2013	\$446.25	other disclosed	membership, due, fees
China Educational Study Tour	03/21-31/2013	Portion paid by CBE	\$1,500.00	travel	PD course or registration fee

Mobile
Bill Date: March 17, 2013
JANICE BARKWAY
Mobile Ref.

Account #
Next Bill Date: April 17, 2013

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CURRENT CHARGES for _____ (continued)

Taxes

GST 1.85

Total current charges \$38.31

Mobile
Bill Date: April 17, 2013
JANICE BARKWAY
Mobile Ref.

Account #
Next Bill Date: May 17, 2013

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CURRENT CHARGES for

(continued)

Taxes

GST

4.79

Total current charges

\$98.29



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INVOICE #02549

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Balance due: \$446.25

1. Pay online with VISA, MasterCard or AMEX.

2. Cheques - Confirm your registration by clicking on the Confirm button. Print a copy of this page and attach it to your cheque made out to 'CSCS' (GST Reg. #139259949 RT0001) and send to: 55 St. Clair Avenue West - Suite 255, Toronto, ON M4V 2Y7.

[Pay online](#)

Invoice details

Balance due \$446.25
 Amount \$446.25
 Invoice # 02549
 Date 19 Apr 2013
 Origin [Member level change](#)
 NFP and Academic Sector
 Invoiced to jrbarkway@cbe.ab.ca

Item	Amount
Membership level change. New level: NFP and Academic Sector	\$375.00
Extras: New Member Admission Fee - Admission Fee	\$50.00
Subtotal	\$425.00
GST @ 5%	\$21.25
Invoice total	\$446.25



Excellence in Governance Awards



15th CSCS Annual Corporate Governance Conference

Halifax, NS
August 18 - 21, 2013
Westin Nova Scotia



OFFICIAL NEWSWIRE OF CSCS

TEL: (416) 921-5449/1-800-774-2850 | FAX (416) 967-6320
info@cscs.org | www.cscs.org
55 St. Clair Avenue West, Suite 255, Toronto, ON M4V 2Y7

Balance due: **\$446.25**

[Membership level change pending](#)



Calgary Board of Education

Travel & Subsistence Expense Report

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)

Employee's Name Janice Barkway Date: April 5, 2013
 School / Department to mail cheque to Corporate Secretary's Office Vendor #:
 Purpose of Trip / Name of Conference China Educational Study Tour
 Departure and Return Dates March 21 - 31/13 Destination: China

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	\$3,400.00			\$3400 Paid	
Travel Costs	all inclusive			Jan. 4/13	
· Airfare (including trip cancellation insurance)					
· Rail/Bus					
· Taxi/Shuttle Bus/Car Rental in Calgary				CBE Amt.	
· Taxi/Shuttle Bus/Car Rental at Destination				\$1500.00	
· Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ _____ @ _____ Nights					
Meals (including tips) (excluding meals covered by Conference or Others)					
· Breakfast _____ @ \$12.00					
· Lunch _____ @ \$17.00					
· Dinner _____ @ \$26.00					
· Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP	3400.00				
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT	1500.				9151-TRP-GEN \$1500.00
GST Breakout Area					

I certify that the above claim is correct:

Claimant's 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.