expense | monthly tracking report

claimant | McLeod, Sheila

position | Director, Global Learning Services

level | Director

reporting period | March 1 to April 30, 2013

date of report | June 14, 2013



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Canadian Recruitment Misson to Vietnam & China	03/03/2013	Flight to Vietnam/Hong Kong return	\$5,739.26	travel	BUS airfare/bus/rail
Canadian Recruitment Misson to Vietnam & China	03/04/2013	Accomodation	\$124.52	travel	BUS accommodation
Canadian Recruitment Misson to Vietnam & China	03/09/2013	Accomodation	\$511.09	travel	BUS accommodation
Canadian Recruitment Misson to Vietnam & China	03/09/2013	Flight Hanoi to Ho Chi Minh	\$222.88	travel	BUS airfare/bus/rail
Canadian Recruitment Misson to Vietnam & China	03/03/2013	Taxi to hotel	\$20.53	travel	BUS general
Canadian Recruitment Misson to Vietnam & China	03/03/2013	Visa ordering fee	20.54	travel	Bus general
Canadian Recruitment Misson to Vietnam & China	03/03/2013	Vietnam Visa	\$46.21	travel	BUS general
Canadian Recruitment Misson to Vietnam & China	03/12/2013	Accomodation	\$804.13	travel	BUS accommodation
Canadian Recruitment Misson to Vietnam & China	03/12/2013	Accomodation	\$86.74	travel	BUS accommodation
Canadian Recruitment Misson to Vietnam & China	03/13/2013	Train Airport -Hong Kong	\$21.70	travel	BUS airfare/bus/rail
Canadian Recruitment Misson to Vietnam & China	03/13/2013	Train Hong Kong to Guangzhou	\$31.63	travel	BUS airfare/bus/rail
Canadian Recruitment Misson to Vietnam & China	03/15/2013	Train Guangzhou to Hong Kong	\$31.63	travel	BUS airfare/bus/rail
Canadian Recruitment Misson to Vietnam & China	03/13/2013	Accomodation	\$445.11	travel	BUS accommodation
Canadian Recruitment Misson to Vietnam & China	03/15/2013	Accomodation	\$298.60	travel	BUS accommodation
Canadian Recruitment Misson to Vietnam & China	03/11/2013	Lunch meeting with Ho Chi Minh Agents	\$30.42	hospitality	BUS food/non alcoholic beve
Canadian Recruitment Misson to Vietnam & China	03/11/2013	Meals per diem	\$228.42	travel	BUS food/non alcoholic beve
Canadian Association of Public Schools - International (CAPS-I)	04/05/2013	Flight to Turkey return	\$2,193.76	travel	BUS airfare/bus/rail
Canadian Association of Public Schools - International (CAPS-I)	04/09/2013	Internal flight in Turkey	\$111.13	travel	BUS airfare/bus/rail
Canadian Association of Public Schools - International (CAPS-I)	04/05/2013	Taxi to hotel/airport	\$79.10	travel	BUS general
Canadian Association of Public Schools - International (CAPS-I)	04/09/2012	Accomodation	\$794.99	travel	BUS accommodation
Canadian Association of Public Schools - International (CAPS-I)	04/12/2013	Accomodation	\$615.17	travel	BUS accommodation
Canadian Association of Public Schools - International (CAPS-I)	04/05/2013	Turkey Visa	\$61.57	travel	BUS general
Canadian Association of Public Schools - International (CAPS-I)	04/12/2013	Meals per diem	\$87.00		BUS food/non alcoholic beve
Cell Phone	04/17/2013	Monthly Service Plan	\$92.50	other disc	telecom/cell phone



Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.

Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference:

Name:

Ms Sheila Mcleod

E-mail

Form of payment: CC AXXXXXXXXXXXXX

Electronic Ticketing confirmed.

This is your official itinerary/receipt.

Customer Care

Air Canada Reservations

1-888-247-2262

Air Canada Flight Information

1-888-422-7533

International Reservations

Alert me of flight changes

Flight notification

Flight Itinerary

Flight	From	То	Aircraft	Booking class	Status
AC209	Calgary (YYC)	Vancouver (YVR)	E90	Z	Confirmed
	Tue 05-Mar 2013 10:10	Tue 05-Mar 2013 10:44 - TERMINAL M -MAIN			
Seat number(s) re	quested: 2A				
AC63	Vancouver (YVR)	Seoul Inchon (ICN)	763	Z	Confirmed
	Tue 05-Mar 2013 11:50 - TERMINAL M -MAIN	Wed 06-Mar 2013 16:25			
Seat number(s) re	equested: 5K				
AC6984	Seoul Inchon (ICN)	Hanoi (HAN)	333	Z	Confirmed
Operated by:	Wed 06-Mar 2013	Wed 06-Mar 2013			
Asiana Airlines	19:20	22:10			
UA116	Ho Chi Minh City (SGN)	Hong Kong (HKG)	738	Р	Confirmed
	Wed 13-Mar 2013 05:45	Wed 13-Mar 2013 09:15			,



5,739.26

Flight	From	То	Aircraft	Booking class	Status
AC8	Hong Kong (HKG)	Vancouver (YVR)	77W	Z	Confirmed
	Sat 16-Mar 2013	Sat 16-Mar 2013			
Seat number(s	18:10 - TERMINAL 1	14:30 - TERMINAL M -MAIN			
Seat number(s	s) requested: 6A				
		14:30 - TERMINAL M -MAIN Calgary (YYC)	E90	Z	Confirmed
Seat number(s	s) requested: 6A		E90	Z	Confirmed

Passenger Information

Passenger 1

Name:

Ms Sheila Mcleod

Ticket number:

Program number:

Fare Summary

Frequent Flyer Pgm:

Passenger: 1 Ticket number

Date of issue	07-Feb 2013
Fare Amount in Canadian dollars:	5,210.00
(including navigational & other charges)	
Taxes, Fees & Charges	
Canada Security Charge (CA)	25.91
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	1.50
Combined Taxes *see fare calculation below (XT)	501.85
Total Fare in Canadian dollars:	5.739.26

Ticket particularities: NONREF/CHGFEE

*Fare calculation:

05MAR13YYC AC X/YVR AC X/SEL AC HAN R2374.87/-SGN UA HKG AC X/YVR Q4.25AC YYC R2775.31 1S100.86NUC5255.29 END ROE0.991420 XT426.00YQ30.00SQ9.34BP20.53JC15.98HK

Canadian tax registration numbers:

XG Canada Goods and Service Tax (GST) #10009-2287

RC Canada Harmonized Sales Tax (HST) #10009-2287

XQ Quebec Sales Tax (QST) #1000-043-172

Fare Rules

Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.

Westin Wall Centre Vancouver Airport 3099 Corvette Way Richmond, BC V6X 4K3

http://www.westinwallcentre.com/



HOTELS & RESORTS

Ms Mcleod, Sheila

Page Number Guest Number

Invoice Nbr

Arrive Date 03-04-2013

Folio ID

A

No. Of Guest

1

1

Depart Date 03-05-2013

Room Number

Club Account

Time

03-05-2013 08:25

Duplicate Invoice

Tax Identification 83619 8861 RT0001

Date	Reference	Description	Charges	Credits
03-04-2013	RT1513	Room Charge	\$109.00	
03-04-2013	RT1513	2% AHRT	\$2.18	
03-04-2013	RT1513	Room HST	\$13.34	
03-05-2013	AX	American Express		\$-124.52
		** Total	\$124.52	\$-124.52
		** 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	
HST	Room	13.34
HST	Food And Beverage	0.00
HST	Telephone	0.00
HST	Other	0.00
		13.34

Westin Wall Centre HST Vendor # 83619 8861 RT0001

Continued on the next page

		n n



Ms. Sheila Mcleod

Guest VAT Code

Email Address

Room No.

Rate

125

1

Folio No.

No. of Person

06/03/13

Arrival

.

Departure Cashier:

09/03/13

Starwood Preferred Guest No

DATE	Reference	Description	Charges Credits
06/03/13	.5909	Transportation	1,055,000
06/03/13		Room Charge	2,637.500
06/03/13		Room Charge - Service charge	131,864
06/03/13		Room Charge - VAT Charge	276,915
07/03/13		Room Charge	2,637,500
07/03/13		Room Charge - Service charge	131,875
07/03/13		Room Charge - VAT Charge	276,938
08/03/13		Room Charge	2,637,500
08/03/13		Room Charge - Service charge	131,875
08/03/13		Room Charge - VAT Charge	276,938

AmEX 511.09

Balance: VND

10,193,905

SUBTOTAL Service Charge 483.12 USD 0.00

8,825,892 VND 441,294

VAT Total Amount

0.00 483.12 926,719

10,193,905

1 USD= 21100.0 VND

Guest's signature:



Subject:

FW: Travel Reservation March 09 for MS SHEILA MCLEOD

This went on my personal credit card.

Sent from my iPad

Begin forwarded message:

From: Vietnam Airlines < no-reply@vietnamairlines.com>

Date: 5 February, 2013 3:06:46 PM CST

To: <

Subject: Travel Reservation March 09 for MS SHEILA MCLEOD

www.vietnamairlines.com • Book Your Trip • Promotion

Paid on personal Amex

Click here to review and print your most updated itinerary.

Reservation code:

Passenger(s): Ms Sheila Mcleod Ticket(s) #:

Seat(s): N/A

Status Flight To From Date VN 1173 Confirmed HO CHI MINH CITY, VIETNAM 09 Mar 2013 HANOI, VIETNAM **Business** 22:35 20:35 **TERMINAL 1**

222.88

Flight Information: To recheck your flight details, we recommend that you visit flight info section on our website or contact Vietnam Airlines within 24 hours prior to departure.

Check In at the airport: Please be present at the airport for check in at least 2 hours prior to your scheduled departure. At the time of check in, you will be required to present travel documents and printed e-ticket receipt.

Check In online at www.vietnamairlines.com: Vietnam Airlines offers web check-in facility for selected flights, click Check-in online for more details.

Important: If you purchased the ticket(s) in website www.vietnamairlines.com by Visa/MasterCard, The card holder must verify card at time of check-in or at Vietnam Airlines Ticketing Offices before travelling. For further assistance, please refer to the Frequently Asked Questions section on our website or contact our Helpdesk for tickets purchased on the website via telephone number: (84-4) 39381 835/39381

836.

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Vietnam Airlines

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XE CURRENCY CONVERTER

20.00 USD = 20.5382 CAD

US Dollar

←→ Canadian Dollar

1 USD = 1.02691 CAD

1 CAD = 0.973793 USD

Mid-market rates: 2013-03-19 20:04 UTC

XE Market Analysis

North American Edition

2013-03-19 10:34 UTC

The FX market was in a holding pattern pending the outcome on Cyprus' proposed bank levy on deposits. There are signs that Cyprus is working on a watered down plan for small deposits, but it will still have to come up with EUR 5.8 bln under the terms of the EUR 10 bln bailout package. The issue will go to vote at 16:00GMT. However, a government spokesman said parliament may not approve the levy and it is trying to find ways to limit the burden on small ... Read More

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Trade

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	mer's name):
2. Diểm đi (From):	MOG A
2. Điểm đến (To):	N81500

2. Diem den (Io):

(Driver's Signature) (C

(Customer's name)

Morel > Airport

KIA'- MORNING: 04.62.76.76.76 * HUYNDAI: 04.38.222.999 Có bảo hiểm cho Khách hàng đi xe. Quý khách có thể yêu cầu xuất

Có bao hiểm cho Khách hàng đi xe. Quý khách có thể yêu cầu xuất hoá đơn GTGT trong tháng sử dụng dịch vụ của chúng tôi

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Notes:



Subject:

FW: Your payment to Thanh Ba Tran

From: service@intl.paypal.com [mailto:service@intl.paypal.com]

Sent: February 13, 2013 11:10 AM

To: McLeod, Sheila M

Subject: Your payment to Thanh Ba Tran

PayPal

Feb 13, 2013 13:09:26 GMT-05:00 Receipt No

Hello Sheila McLeod,

This charge will appear on your credit card statement as payment to PAYPAL *VIETNAMVISA.

Save time with a PayPal account

Create a PayPal account and save your payment information. You won't need to enter your payment information every time you shop online.

Sign Up Now

Shop with confidence

We keep your financial information secure.

Transactions monitored 24/7 Our fraud specialists help protect your account.

You're protected

Zero fraud liability for eligible unauthorized purchases. See eligibility

Merchant information:

Thanh Ba Tran sales@myvietnamvisa.com +844 629-786-35

Instructions to merchant:

None provided

Shipping information

Booking visa payment

Shipping method Not specified

Description

Unit price

Qty Amount

\$19.99 USD

\$19.99

USD

Insurance:

Total:

1

\$19.99 USD

Receipt No

Please keep this receipt number for future reference. You'll need it if you contact customer service at Thanh Ba Tran or PayPal.

Visa processing fee



95/2



For more information, visit www.xe.com

XE CURRENCY CONVERTER

45.00 USD = 46.2110 CAD

US Dollar ↔ Canadian Dollar

1 USD = 1.02691 CAD

1 CAD = 0.973794 USD

Mid-market rates: 2013-03-19 20:05 UTC

XE Market Analysis

Số TT Ordinal No. Cấp thị thực cổ giả trị một làn Tổng cộng (Total): Số tiền viết bằng chữ (in words):	Mã số thuế (Tax Code No.): 01-00777985-0 Dịa điểm thu (Place): - Họ tên người nộp tiến (Name of Payer): - Địa chỉ/ Cơ quan tổ chức (Address/Organization):	AI - INVOICE HÍ XUẤT NHẬP CẢNH nigration Fees Giao người nộp tiến (for Payer) a Jane MCLEOD	u Mẫu Số h	nder the Offici 1 (Sample) niệu (Seri N biên lai (In	0124970
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Ocean Place JV Co Ltd., Tax Code: 0300741217

Name & Address : Mrs. Sheila Jane Mcleod

Room No.

Arrival

: 09-03-13

Rate

: 4600000

Departure : 12-03-13

No. of Persons: 1

Folio No. :

Guest VAT Code

A/R Number

SPG#

Email Address

DATE Reference	Description	Charges	Credits
09-03-13	Room Charge	4,600,000	
09-03-13	Room Charge SC	230,000	
09-03-13	Room Charge VAT	483,000	
10-03-13	Room Charge	4,600,000	
10-03-13	Room Charge SC	230,000	
10-03-13	Room Charge VAT	483,000	
11-03-13	Room Charge	4,600,000	
11-03-13	Room Charge SC	230,000	
11-03-13	Room Charge VAT	483,000	

AMEX 804.13

Balance: VND

15,939,000

SUBTOTAL Service Charge

660.29 USD 33.00

13,800,000 VND

VAT

69.33

690,000

Total Amount

762.63

1,449,000 15,939,000

1 USD = 20900 VND

Cashier:

3 GTDINH

Subject:

Expedia travel confirmation - Starcity Saigon Hotel, Ho Chi Minh City - 12 Mar 2013 -

From: Expedia.ca < caenmail@expediamail.com > Date: 11 March, 2013 10:34:46 AM GMT+07:00

To:

Subject: Expedia travel confirmation - Starcity Saigon Hotel, Ho Chi Minh City - 12 Mar 2013 -

Travel Confirmation

Thank you for booking your trip with Expedia.ca.

If you have not received information about travel insurance, or have questions about your coverage, contact us at 1-888-EXPEDIA (1-888-397-3342) or from outside North America at +1-613-780-1386. Please note that insurance coverage must be purchased within 5 days of your travel purchase.

Remember that you can always view your itinerary online for the most up-to-date information.

Hotel: Starci	ty Saigon Hotel	Total room cost: C Taxes & fees:	\$75.10 /night C\$11.64	
Room reservation:	Sheila Mcleod - 1 adult	Lodging total:	C\$86.74	
Starcity Saigon Hotel 144 Nguyen Van Troi S Ho Chi Minh City 7000 Phone: 84 (83) 999888	0			
Check in: 12/03/13 Hotel Rules and Regula	Check out: 13/03/13 ations.	Nights: 1		

Special requests

Hotel: Starcity Saigon Hotel

Room: Deluxe

Non-smoking/Smoking: Non-Smoking

Room type: 1 DOUBLE BED

View your itinerary for complete and up-to-date trip details, or to make changes online.

Customer Support

Itinerary number:

If you have questions about your reservation, fill out our <u>itinerary assistance form</u>. We'll respond within 24 hours. For immediate assistance call <u>Expedia.ca</u> at 1(888) EXPEDIA (1-888-397-3342) / (+1-613-780-1386) and have the itinerary number ready.

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Ho tên n	gười mua hàng (Customer's		tại Ngân Hàng Vi			M
Mã số th Địa chỉ (gười mua hàng (Customer's vị (Company name): uế (Tax code): Address):	TÊN,E	ŅA CHÌ, MĀ S	SÔ THUỀ	, , ,,,,	
STT (No)	Tên hàng hóa, dị (Name of goods, ser	ich vụ	Đơn vị tính (Unit)	Số lượng (Quantity)	Đơn giá (Unit price)	Thành tiền (Amount)
1.1	BUFFET LUNCH (ADULT))	3	64	179.000	.074.500x5
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Hosting

5 HCH agents

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EPSB

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For more information, visit www.xe.com

XE CURRENCY CONVERTER

620.235.00 VND = 30.4193 CAD

Vietnamese Dong ← Canadian Dollar

1 VND = 0.0000490448 CAD 1 CAD = 20,389.

= 0.0000490448 CAD 1 CAD = 20,389.50 VND Mid-market rates: 2013-03-19 20:12 UTC

XE Market Analysis

North American Edition

2013-03-19 10:34 UTC

The FX market was in a holding pattern pending the outcome on Cyprus' proposed bank levy on deposits. There are signs that Cyprus is working on a watered down plan for small deposits, but it will still have to come up with EUR 5.8 bln under the terms of the EUR 10 bln bailout package. The issue will go to vote at 16:00GMT. However, a government spokesman said parliament may not approve the levy and it is trying to find ways to limit the burden on small ... Read More >

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American Panel Futul

\$160,0

AMEX 21.70

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Departure Date 2013-02-20

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DONGGUAN Train No. - Dept. time T812 - 0725

Class First Class

Adult 0

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Schedula

Child 0

Membership

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Payment - Transaction completed

Thanks for using the MTR Intercity Through Train e-Ticketing Services. Your transaction has been completed successfully. The 1. Please collect the ticket in Hong Kong with your credit card used in this transaction. reference number for this transaction is

Passenger should arrive at Hung Hom Station 45 minutes before the scheduled departure time for immigration formalities and the boarding gate will be closed 10 minutes before the train departs

For enquiry of ticket collection point, service hours and ticket collection cut-off time, please click here for details

Print this page Save this page

Handling Seat Train Coach Deck Seat Class Ticket Fare Departure From Charge Property Туре No. Premium ADULT 230 Window 2013/03/13 13:11 HUNGHOM GUANGZHOU T826 EAST Class

Total HK\$236

An Ex 31.63

Other tourist tickets

For hanging around Hong Kong to shop and dine, Urban Day Pass or Airport Express Travel Pass will be your choice. Please click here to enjoy the on-line discount offer.

Member Login

Fare

Hello McLeod Sheila Your Shopping Cart Contains O ticketist

Shopping Cart | Logout





100 S 185 - 1

100 mg (100 km)

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* All information and transactions herein refer to the Hong Kong time and oursency.

*Please note that only Guangdong line tickers are available for sale by tele-ticketing / e-Ticketing Services.

*All train tickers purchased through this e-Ticketing Services must be collected in Hong Kong, Currently, we accept Visa card, Master card, Diners Club card and American Express card payment online.





MTR INTERCITY THROUGH TRAIN

Latest News Ticketing Information Customer Service Travel Planning Membership

Express Ticketing

Departure Date 2013-02-20

From HUNGHOM

DONGGUAN

Train No. - Dept. time T812 - 0725

First Class

Adult 0

VERIFIED by VISA

Child

0

Home > Membership > Payment

Membership

Payment - Transaction completed

Thanks for using the MTR Intercity Through Train e-Ticketing Services. Your transaction has been completed successfully. The Please collect the ticket in Hong Kong with your credit card used in this transaction. reference number for this transaction is

Passenger should arrive at Hung Hom Station 45 minutes before the scheduled departure time for immigration formalities and the boarding gate will be closed 10 minutes before the train departs.

For enquiry of ticket collection point, service hours and ticket collection cut-off time, please click here for details.

Print this page Save this page

Train Coach Deck Seat Class Handling Seat Departure From Type Charge Property GUANGZHOU HUNGHOM T823 Premium ADULT 230 Window 2013/03/15 10:37 Class

Total HKS236

Other tourist tickets

For hanging around Hong Kong to shop and dine, Urban Day Pass or Airport Express Travel Pass will be your choice. Please click here to enjoy the on-line discount offer.

Face

Member Login

Hallo McLaod Sheila Your Shopping Cart Contains 0 ticket(s)

Shopping Cart | Logout



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* All information and transactions herein refer to the Hong Kong time and currency,

*Please note that only Guangdong line tickets are available for sale by tele-licketing / e-Ticketing Services.

*All train lickets purchased through the e-Ticketing Services must be collected in Hong Kong, Currently, we accept Visa card, Master card, Diners Club card and American Express eard payment online.

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THE WESTIN

广州海航舰新汀酒店

Ms. Sheila Jane Mcleod

Room No.

Canada

Arrival

: 03/13/13

Departure

: 03/15/13

Page No.

: 1 of 1

Folio No.

Cashier Printed

2

Company Name :

: 15-MAR-13

INVOICE

A/R Number

Travel Agent

Membership

As a Starwood Preferred Guest or Frequent Flyer Programme member, your points for this stay will be credited shortly.

Date	Description		Charges	Credits
03/13/13	Accommodation		1,150.00	
03/13/13	Room - Surcharge		172.50	
03/14/13	Accommodation		1,150.00	
03/14/13	Room - Surcharge		172.50	
03/15/13	Manual-American Express			2,645.00
Thank yo	ou for choosing The Westin Guangzhou.	Total	2,645.00	2,645.00
	Description 713 Accommodation 713 Room - Surcharge 713 Accommodation 713 Room - Surcharge 713 Manual-American Express k you for choosing The Westin Guangzhou.	Amount Due CNY	0.00	- au - au

Guest Signature:

If your bill is to be charged to any approved credit card, the signature above is deemed to have been made on the applicable credit card voucher. 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 associated fails to pay for any part of the full amount of the charges.

Am Ex 445.11

SHERATON HONG KONG HOTEL & TOWERS 20 Nathan Road, Kowloon, Hong Kong S.A.R.

t -- 852 2369 1111 t - 852 2739 8707



Ms. Sheila Mcleod

Canada

INVOICE

Room No.

Arrival

03/15/13

Departure Page No.

03/16/13 : 1 of 1

Re-printed

: 03/16/13

15:09:25

Membership :

TA Voucher

Cashier

Invoice No

Email Address:

As a Starwood Preferred Guest member, your Starpoints for this stay will be credited shortly.

		T) . C	Debit	Credit
Date	Description	Reference	HKD	HKD
		217000000000000000000000000000000000000		

Room Charge 03/15/13 Service Charge 03/15/13 American Express 03/16/13

2,000.00 200.00

2.200.00

AMEX 298.60

Thank you for selecting Sheraton Hong Kong Hotel & Towers.

Total

2,200.00

2,200.00

Amount Due HKD

0.00

Guest Signature:

Please. If your bill is to be charged to any approved credit card the signature below is deemed to have been made on the applicable credit voucher.

Frease it your our is to be coarged to any approve 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 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 the charges.

All SPG members may choose to redeem their Starpoints as full/partial payment towards their hotel bill. It's simple and easy.

Redemption Rate: 375 Starpoints = USS5 = HKS37

Please clear your in-room safe deposit box before checking out.

TAXI YYC > home

ALLTED LIND/ASSOCIATED (strathmore)
307 41 AVEHUE NE 72EZH4

CALGARY

AB 932650000710

1111

PURCHASE

Exp Date 17/11 Card Type An Name: S NCLEOD

Trace #

Iny #

3000 # 569935 NRW 001003195

10101

\$95,00

Retain this capy for your records Customer capy

403-299-9555 www.calgarylimo.com XXC-Struthmace

w.			

Form D010 (10/08)



Claimant's Signature

Calgary Board of Education

Travel & Subsistence Expense Report



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

Slobe en hei	Exchange Rate Adjusted	Vendor	#:	
Mar) otal ost e currency	Exchange Rate Adjusted	Mission Destination:	Vietnam &	-China
Mar) otal ost e currency	Exchange Rate Adjusted	Mission Destination:	Vietnam &	-China
Mar) otal ost currency	Exchange Rate Adjusted	Destination:	Vietnam &	-China
Mar) otal ost currency	Exchange Rate Adjusted	Destination:	Vietnam &	-China
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	Amount (If applicable)	Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)	by Claimant For Out of Pocket Expenditures (including GST)	Alias to be charged for Claimant's Expenses
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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.

Approved by Superordinate

		10	

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Su	v		LL.

FW: Air Canada - 05-Apr: Los Angeles - Istanbul

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



COPY

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.



Booking Information

Booking Reference:	Customer Care Air Canada
Electronic Ticketing confirmed. This is your official tinerary/receipt. Main Contact: Ms Sheila Mcleod	1-888-247-2262 Flight Arrivals and Departures 1888-422-7533
Online Services	
Manage my booking online (view/change my booking; select s	seats*).
Request an upgrade Alert me of flight status changes directly to my mobile phone Flight Arrivals & Departures - check online if my flight is on Check-in online and print my boarding pass.	or email. time.
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Alert me of flight status changes directly to my mobile phone Flight Arrivals & Departures - check online if my flight is on Check-in online and print my boarding pass.	i time.

Flight Itinerary

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Flight	From	То	Stops	Duration	Aircraft	Fare Type	Meal
AC790	Los Angeles, Los Angeles Int'l (LAX) Fri 05-Apr 2013 08:00 - Terminal	Toronto, Pearson Int'l (YYZ) Fri 05-Apr 2013 15:38 - Terminal 1	0	19hr00	320	<u>Latitude,</u> B	41 \$ _E
AC872	Toronto, Pearson Int'l (YYZ)	Frankfurt, Frankfurt Int'l (FRA)	0		<u>77W</u>	<u>Latitude,</u> B	11 м,к

	Fri 05-Apr 2013 17:30 - Terminal 1	Sat 06-Apr 2013 07:00 - Terminal 1			
AC9439 ¹	Frankfurt, Frankfurt Int'l (FRA) Sat 06-Apr 2013 09:10 - Terminal	Istanbul (IST) Sat 06-Apr 2013 13:00 - Terminal I (Int.)	0	321	<u>Latitude,</u> B



directly at the Lufthansa or LH City Line counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.

Munich, Franz **Josef Strauss** Ankara (ESB) (MUC) AC94421 Fri 12-Apr 2013 21hr00 321 Flex, S Fri 12-Apr 2013 06:10 08:15 -Terminal 2



Flight AC9442 is operated by Lufthansa or LH City Line. Please check in directly at the Lufthansa or LH City Line counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.

AC847	Munich, Franz Josef Strauss (MUC) Fri 12-Apr 2013 11:50 - Terminal 2	Toronto, Pearson Int'l (YYZ) Fri 12-Apr 2013 14:40 - Terminal 1	0	333	<u>Flex</u> , S	M,s
AC125	Toronto, Pearson Int'l (YYZ) Fri 12-Apr 2013 16:00 - Terminal 1	Calgary (YYC) Fri 12-Apr 2013 18:10	0	320	Flex, S	¶ \$ _F



S: Snack or Brunch M: Meal (Non Specific) K: Continental breakfast



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.

Operated by:

Lufthansa or LH City Line

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You can pre-order your duty-free items now, and have them delivered directly to your seat on board. Earn up to 2 Aeroplan Miles for every \$1 spent. Details

- on flight AC872

An online pre-order duty-free discount is available for the following flight(s):

AC872: Toronto - (YYZ) to Frankfurt (FRA)

Enjoy a 10% discount on all duty-free items you pre-order online

- Cancellations:
 - Tickets are non-refundable and non-transferable.
 - Cancellations can be made up to 45 minutes prior to departure.
- Minimum/maximum stay and other conditions may apply.
- Complimentary advance standard 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 800 Air Canada Status Miles.
- Flight AC9442: This flight is a <u>codeshare</u> flight with Lufthansa. For important information regarding certain rules applied on Lufthansa (e.g. baggage allowance and fees), please visit <u>www.lufthansa.com</u>. You can also learn more about <u>Aeroplan mileage accumulation</u> for this flight.

Please read important information and notices regarding Air Canada's general conditions of carriage.

required for travel.

Check-in and boarding times

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Passenger Information

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

Air Canada -

Meal Preference :

Regular

None

Aeroplan:

Payment Card: xxxx-xxxx-.

-xxxx-. Special Needs:

Seat Selection: None

Purchase Summary

Fare Summary	
Passenger Type	Adult
Base Fare	1538.60
Surcharges	15.40
Fuel Surcharge	521.26
Taxes, Fees and Charges	
Canada Airport Improvement Fee	8.00
U.S.A Transportation Tax	17.38
U.S Passenger Facility Charge	4.55
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	1.04
Germany Arpt. Security Charge	16.04
Germany Intl. Psgr. Service Tax	48.77
September 11 Security Fee	2.53
Turkey Intl. Airport Service Charge	20.19
Total airfare and taxes before options (per passenger)	2193.76
Number of passengers	1
Grand Total - Canadian dollars	\$2193.76

The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$2193.76 (Airfare - per adult ticket)

Ticket number(s): 0142116624079-80

Fare Rules

Departing Flight Los Angeles (LAX) To Istanbul (IST) - Latitude

- When Flex and Latitude fares are combined, the most restrictive of the fare rules (Flex) apply to the entire journey.
- Flights operated by Air Canada: earn 100% Air Canada Status Miles.
- Flights operated by Air Canada rouge: earn 2,800 Air Canada Status Miles.
- Flight AC9439: This flight is a <u>codeshare</u> flight with Lufthansa. For important information regarding certain rules applied on Lufthansa (e.g. baggage allowance and fees), please visit <u>www.lufthansa.com</u>. You can also learn more about <u>Aeroplan mileage accumulation</u> for this flight.

Return Flight Ankara (ESB) To Calgary (YYC) - Flex

Changes:

- Prior to day of departure Change fee per direction, per passenger, is \$250 USD 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 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.

GLANGE TURKISH AIRLINES

English Other

ONLINE SERVICES TRAVEL INFORMATION TRAVEL EXPERIENCE CORPORATE CLUS MILES&SMILES

CORPORATE

E-Ticket

Reservation Cod

Transaction Date: 17.01.2013 20:22

Dear SHEILA MCLEOD

Thank you for choosing Turkish Airlines.

Credit Card: *

authorisation Code

The total amount has been charged to the indicated credit card during the payment. Your ticket has been issued as an electronic ticket. You will not receive a gager ticket.

Flight Details

14.2) 3.4	istandul-lankara	
Airline/Aircraft	(3727 / BOEING 8737-800	
Departure	Ataturk Airport 14:00 09 Apr 2013 / Tue	
Arrival	Esenboga Airport 15:05:09 Apr 2013 / Tue	
Cabin Fare Class	Economy Flexible Q	
e publicación esta establicación de establicación establicación de establi	programming with the control of the	

Total Amount (all inclusive) 194.00 TRY

\$ 111.13

Passangar Nama

Frefrences

Ms Sheila Mcleod

Free 8aggage Allowance TK2154 20 K

- . Credit card used for the payment (if it is a virtual card, please have the related credit card with you) and an identification card (Passport , driving license, personal identity card , marriage certificate) that belongs to the Credit card holder must be presented at thy check-in counter. All the passengers within a single booking must apply to check-in counter at the sametime. Individual applications will not be accepted. If the credit card holder is not the passenger, credit card holder must be present with the passenger(s) at the check-in counter with his/her credit card (used for the payment) and his/her valid identification card. (If it is a virtual card, please have the related credit card with you).
- If you do not present the credit card you used for the payment, you will not be accepted to the flight.
- . For rebooking, rerouting, cancellation, refund please apply to Turkish Airlines sales offices with the credit card used for the payment lift it is a virtual card, please have the related credit card with you) and a picture identification card (passport , driving license, personal identity card , marriage certificate). Otherwise your request will not be accepted.

which is accepted as an official invoice by Turki	sh Law.	nent (before the flight or at maximum 7 days after the last fligh	it)
For anline check-in please click <u>here</u>		Click here to see your reservation information.	
To book your hotel please click <u>here</u> .		For rent a car please click <u>here</u> . Miles & Smiles members can rent a car online.	
To buy your travel insurance please click here		To Become a member click <u>here.</u>	
Please, insert the credit card which you used for impossible to use Self Check-in.	or the payment for Self Check-in. If the credit	card holder is not the passenger and/or if it is a virtual card it i	is
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Taxi - 139.00 (Tark) Line = 19.10 Cdm

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139.00 TRY = 79.0732 CAD

Turkish Lira ↔ Canadian Dollar

Mid-market rates: 2013-04-22 17:42 UTC

XF Market Analysis

Marked Cases	SI FO V TURKIYE	Megali V Need
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Notes:

MEHMET YAVUZ 06 - T 0976

Karaağaç Mh. Şeyhşamil Cad. No. 67/A Mamak Tel: 368 82 62 Ankara Dikimevi V. D. 185 **3**502 2848



Sayın'	
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Cinsi	Miktarı	Tutan
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YALNIZ O TUZ	K.D.V.	
TL.'dir.	TOPLAM	BOCOTO

Basım Yeri; Şule Ofset Matbaacılık+Hüseyin Afşar+Meşrutiyet Cad. No.52/C Kızılay/ANKARA+Tel:435 20 51 Çankaya V.D. : 008 005 59 06 Anlaşma Tarihi : 03/05/2012 Anlaşma No.: 338 • Basım Yılı 2012

FERAT ACI

Ticari Taksi 06 T 5472

Fenike Sokak No: 6/10 Seyranbağları / ANKARA Cumhuriyet V.D. : 26155997026

-2 T.C. B

PERAKENDE SATIŞ FİŞİ

Seri : A Sıra

No 010640

Sayın: Tarih : 11 / 04/ 2011 3

Cinsi	Miktan	Tutari
Terima viveti		#90,00#
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VALNIZ#ALSON#	K.D.V.	DAHİLDİR
YALNIZ TC .Do E3.99 (F) TL.'dir.	TOPLAM	#9000

Basım Yerr Şule Ofset Matbaacılık Hüseyin Alşar Meşrotiyet Cad. No.52/C Kıcılay/ANKARA Tel:435.20.51 Çankaya V.O. 306.005.59.06 Anlaşma Tarihi . 03/05/2012 Anlaşma No...338 • Basım Yılı 2012 Ms Sheila Mcleod

ISTANBUL

Canada

: 06.04.13 : 09.04.13

Departure

Arrival Коот

Cashier

: 405

: Ms Sheila Mcleod

Name

: 1 of 1 Page No.

Voucher

Membership :

INFORMATION INVOICE

Credit							0.00	
								TRL
Debit	419.17	33.53	419.17	33.53	419.17	33.53	1,358.10	1,358.10 TRL
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Date	06.04.13			07.04.13	07.04.13	08.04.13		

0.00 TRL 1,257.51 TRL Kdv / Vat %8 0.00 TRL Kdv / Vat %1

0.00 TRL 100.59 TRL

0.00 TRL Kdv/Vat %18

1,358.10 TRL Net(Matrah)%18 0.00 TRL Not(Matrah) %8

KDV Dahii Toplam/Total Inc. VAT KDV Haric Toplam/Non VAT EUR Toplam / Total in EUR

Net(Matrah) %1

583.20

2.32870 Room Check-in Exch. Rate (EUR):

Milliyeti / Nationality: Canada

Yabancı Misyon Personel Kimlik Kart No / Personel Id: SHEILA

KDV İstisna Banka Kart No / Bank Card Nr. MCLEOD

Yalnız Bin Üç Yüz Elli Sekiz Türk Lirası On Kuruştur

KDV 'den muaftır / Tax deducted.

Sheraton Ankara Hotel & Convention Center TURSER Turizm Servis ve Tic. A.Ş Noktal: Sokak Kavaklıdere, 06700 Ankara, Turkey VD./Tax Oii.: Kavaklıdere V.D. VN./Tax No.: 871 005 3297

T. +90 312 457 60 00 E +90 312 457 61 00 sheraton.com/ankara





Seri : A . Stra J

FATURA / INVOICE

Tarih / Date: 11.04.2013

Sheila Mcleod

V.D./Tax Office V.N/Tax Number T.C. Kimlik No

Passport No

09.04.13 Giriş / Arrival 12.04.13 Çıkış / Departure

Oda / Room Fatura / Folio No Kullanıcı / User

Miktar / Amount Açıklama / Description 1,057.38 Otel Harcamaları / Hotel Expenses 1,057.38 American Express 0.00 Balans / Balance

1,057.38 TRY

0.00 TRY

KDV Haric Toplam/Non VAT

KDV Dahil Toplam/Total Inc. VAT

Yalnız Bin Elli Yedi Türk Lirası Otuz Sekiz Kuruştur

Net(Matrah)%18 0.00 TRY 979.05 TRY Net(Matrah)%8 Kdv/Vat %18 0.00 TRY 78.33 TRY Kdv/Vat %8

Room Check-in Exch. Rate(EUR):2.3311 TRY Room Check-in Exch. Rate(USD):1.7913 TRY

EUR Toplam / Total in EUR 453.60 USD Toplam / Total in USD

590.29

AMEX 615.17

Is bu faturanin tarafınıza ulaşlığında ödenmesi gerekmekledir. Vadesinde ödenmeyen faturalara, diğer turn yasal nak ve menfaailerimiz saklı kalmak şartı ile %10 aylık faiz tahakkuk ettirilir. This involver is puyahle uş an receller Without president olar is vi natis in illenesis translırıy interesi or the rule of \$10 \$1000 Le a crued on the arabid interesis translırıy interesi or the rule of \$10 \$1000 Le a crued on the arabid interesis translırıy interesi or the rule of \$10 \$1000 Le a crued on the arabid

SHERATON ANKARA HOTEL & CONVENTION CENTER. ARĴANTIN CAD. NO.7. GAZIOSMANPASA 06700 ANKARA ADRESINDESI TURSER TURIZM SERVIS VE TICARET A.Ş. NINYMALI OLUP STARWOOD HOTEL QOD RESORT WORLDWIDE INC. TARAFINDAN MAL SAHIBI ADINA YONETILMEKTEDIR.

8. Yeri : DİNAMİK FORM MAT. PRO, KAĞ. SAN, ve TİC. LTD. ŞTİ, Matbaaclar San, Sit. 1515, Sak, No. 22 İvedik Tel : 394 58 C8 Ankara Basım Yılı: 2013 Yenimahalle V.D. 2970599538 Anlasma Torihi: 02/04/2012 Anlasma Na : 845

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XE CURRENCY CONVERTER

60.00 USD = 62.0160 CAD

US Dollar ← Canadian Dollar

1 USD = 1.03360 CAD 1 CAD = 0.967492 USD

Mid-market rates: 2013-05-22 17:23 UTC

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Form D010 (10/08)



Claimant's Signature

Calgary Board of Education

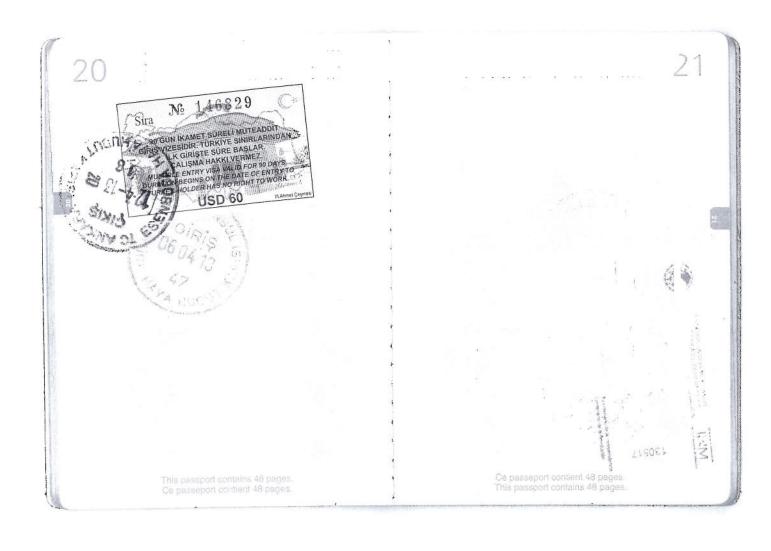
Travel & Subsistence Expense Report

<u>Must</u> 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 Sheila McLeod School / Department to mail cheque to ______ Global Learning Purpose of Trip / Name of Conference 2013 CAPS- | Trade Mission Departure and Return Dates Apr 5/2013 - Apr 12/2013 Destination: Exchange Amount Paid Amount Paid Alias to be Total Cost Rate by CBE by Claimant charged for B. Description of Expenses (Indicate currency Adjusted Invoice/P-Card/ For Out of Pocket Claimant's Expenses (Please attach receipts) if not Cdn) Amex/ Expenditures Amount (If applicable) Payroll for Mileage (including GST) (including GST) Registration/Conference Fees Travel Costs · Airfare (including trip cancellation insurance) · Rail/Bus · Taxi/Shuttle Bus/Car Rental in Calgary · Taxi/Shuttle Bus/Car Rental at Destination - Personal Vehicle km @ 50¢/km Send original to Payroll (submit on Km Payment Form to Payroll) for payment Accommodations at Single Rate \$ @__ Meals (including tips) (excluding meals covered by Conference or Others) Breakfast 3 @ \$12.00 36.00 36.00 @\$17.00 51.00 · Lunch 51.00 @ \$26.00 Dinner · Or Actual Expense Telecommunication Charges (Internet, phone calls) Parking - in Calgary Parking - at Destination Other - Provide Details 166.10 TOTAL COST OF TRIP CASH ADVANCE IF ANY-Ref# AMOUNT DUE TO (OWING BY) CLAIMANT GST Breakout Area I certify that the above chairs is correct:

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.

Approved by Superordinate





For more information, visit www.xe.com

XE CURRENCY CONVERTER

60.00 USD = 61.5753 CAD

US Dollar ↔ Canadian Dollar

1 USD = 1.02626 CAD 1 CAD = 0.974417 USD

Mid-market rates: 2013-06-06 19:51 UTC

XE Market Analysis

North American Edition

2013-06-06 10:05 UTC

The dollar was broadly lower during the European morning. Ahead of today's BoE policy outcome, Cable moved over 1.5450 amid the recent improvement in U.K. fundamentals, along with expectations of an unchanged policy decision. EUR moved into 1.3130 as market participants await today's ECB outcome. Expectations are also for an unchanged policy decision, but there was caution ahead of the ECB press conference. Elsewhere, AUD and NZD both posted a strong ... Read More ▶

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Notes:

Top 2013-06-06 19:51 UTC (GMT)

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Mobile Bill Date: April 17, 2013 SHEILA MCLEOD Mobile Ref.



global heavy

Account #
Next Bill Date: May 17, 2013

448of 1452

CURRENT CHARGES for

Monthly charges billed to May 16, 2013 Corporate Share plan 30-10 36M less 33.33% Promotional Discount	\$30.00 -10.00	20.00 F
Includes: 3 Way Calling Call Forwarding Call Waiting		T L V V
250 Anytime minutes		0.00
Email® Internet BlackBerry 1GB	\$45.00	
less 33.33% Promotional Discount	-15.00	30.00
Bell to Bell Calling 10 - Mob less 100.00% Promotional Discount	\$10.00 -10.00	0.00
Business Anytime UnImtd. Nights & Wknds	\$10.00	Ī
less 100.00% Promotional Discount	-10.00	0.00 T
Sharing Feature	\$5.00	Ļ
less 70.00% Promotional Discount	-3.50	1.50
Message Centre & Call Display Bundle	\$12.00	
less 100.00% Promotional Discount	-12.00	0.00
6pm to 8pm Calling less 100.00% Promotional Discount	\$7.00 -7.00	0.00
Text Messaging 250 - Share less 100.00% Promotional Discount	\$5.00 -5.00	0.00
\$1/MB US Data less 100.00% Promotional Discount	\$10,00 -10.00	0.00
US Roaming \$0.25/min .		0.00
Other charges and credits Travel text saver	\$ \$10.00 -10.00	0.00
Usage and long distance		
250 Anytime minutes Local Calling		
@\$.00/minute 66:37 min:sec		0.00
Email& Internet BlackBerry 1GB Data Usage		0.00
@\$.00/MB 12.6881 MB		0.00
Business Anytime Unlmtd. Nights & Wknds Unlimited Usage 47:06 min:sec		0.00
@\$.00/minute 47:06 min:sec 6pm to 8pm Calling Unlimited Usage		0.00
@\$.00/minute 69:11 min:sec		0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		

FOR YOUR INFORMATI	0N
Discount Summary	
Total discounts	\$92.50
Total this month	\$92.50
Usage Summary	min:sec
Weekday	190:48
Weeknight	47:06
Total time used	237:54
Event Summary	
Total Events	396
Total this month	\$92.50
Packet Plan Usage Sui	mmary
Total megabytes	14.6647
Total this month	\$0.00

