

expense | monthly tracking report



claimant	McLeod, Sheila
position	Director, Global Learning Services
level	Director
reporting period	May 1 to June 30, 2013
date of report	August-14-13

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Canadian Assoc. of Public Schools International 2013 Conference	05/05/2013	Conference Fees	\$299.00	other disclosed	conferences & workshops
Canadian Assoc. of Public Schools International 2013 Conference	05/05/2013	Airfare Calgary Toronto rtn	\$855.91	travel	BUS airfare/bus/rail
Canadian Assoc. of Public Schools International 2013 Conference	05/05/2013	Taxi fare from Airport to hotel	\$62.15	travel	PD general
Canadian Assoc. of Public Schools International 2013 Conference	05/07/2013	Accomodation	\$537.30	travel	BUS accommodation
Canadian Assoc. of Public Schools International 2013 Conference	05/07/2013	Meals per diem	\$95.00	travel	PD food/non alcoholic beverage
Canadian Assoc. of Public Schools International 2013 Conference	05/07/2013	Airport parking - Calgary	\$60.47	travel	BUS general
College of Alberta School Superintendents Leadership Academy	05/08/2013	Conference Fees	\$321.30	other disclosed	conferences & workshops
College of Alberta School Superintendents Leadership Academy	05/10/2013	Accomodation	\$419.02	travel	BUS accommodation
Dignitaries from Seoul Metropolitan Offices of Education	05/13/2013	Luncheon	\$229.50	hospitality	BUS food/non alcoholic beverage
Alberta Ed and Chinese Consul - Vancouver	05/29/2013	Luncheon	\$113.32	hospitality	BUS food/non alcoholic beverage
Visitors from Japan High Schools	06/06/2013	Luncheon	\$58.20	hospitality	BUS food/non alcoholic beverage

Agent Fair and School visit Vietnam and Singapore	06/06/2013	Vietnam Visa ordering fee	\$22.30	travel	BUS general
Agent Fair and School visit Vietnam and Singapore	06/13/2013	Vietnam Visa services/taxi transfer	\$49.08	travel	BUS general
Agent Fair and School visit Vietnam and Singapore	06/19/2013	Return Airfare Calgary - Vietnam	\$3,899.17	travel	BUS airfare/bus/rail
Agent Fair and School visit Vietnam and Singapore	06/23/2013	Airfare Ho Chi Minh City - Singapore	\$167.79	travel	BUS airfare/bus/rail
Agent Fair and School visit Vietnam and Singapore	06/23/2013	Accomodation	\$663.03	travel	BUS accommodation
Agent Fair and School visit Vietnam and Singapore	06/26/2013	Accomodation	\$733.23	travel	BUS accommodation
Agent Fair and School visit Vietnam and Singapore	06/25/2013	Meals	\$71.79	travel	BUS food/non alcoholic beverage
Agent Fair and School visit Vietnam and Singapore	06/26/2013	Meals per diem	\$86.00	travel	BUS food/non alcoholic beverage
Agent Fair and School visit Vietnam and Singapore	06/26/2013	Taxis	\$107.72	travel	BUS general
Agent Fair and School visit Vietnam and Singapore	06/14/2013	Vietnam visa fee at border	\$46.97	travel	BUS general
Cell Phone	05/17/2013	Monthly Service Plan	\$66.30	other disclosed	telecom/cell phone
Cell Phone	06/17/2013	Monthly Service Plan	\$67.34	other disclosed	telecom/cell phone

Subject:

FW: Canadian Association of Public Schools - International - 2013 Annual Conference /
Conférence annuelle 2013

To: Sheila McLeod <

**Subject: Canadian Association of Public Schools - International - 2013 Annual Conference / Conférence
annuelle 2013**

Registration Confirmation

Thank you for registering for the 2013 CAPS-I Conference.

Please PRINT this confirmation page as your OFFICIAL RECEIPT of payment.

Event: 2013 Annual Conference / Conférence annuelle 2013
[View Event Details](#)

Date & Time: May 05, 2013 05:30 PM -
May 08, 2013 12:00 PM

[Add to my Calendar](#)

Location: Westin Harbour Castle Hotel
Harbour Ballroom &
Pier Rooms
1 Harbour Square, Toronto, Ontario, Canada, M5J1A6
[Get Driving Directions](#)

Event Coordinator:

Registration Confirmation - Sheila McLeod

Order ID:
Registrant Type: Full Member
Registration Date: January 29, 2013 10:20:02 EST
Total Amount: \$299.00
Order Status: Successfully paid and processed!
Payment Method: MasterCard
Card Name:

Note that your credit card statements will read:
Canadian Association of Public Schools - International
Refer to this order ID for any questions you may have regarding your registration.

Payment Instructions

Subject:

FW: SHEILA MCLEOD is sending you the itinerary for your next trip from Calgary to Toronto.

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



Itinerary/Receipt

From: SHEILA MCLEOD

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:

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

Main Contact:
Ms Sheila Mcleod

Mobile:
Home:
Work:

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.

Customer Care

Air Canada

1-888-247-2262

Flight Arrivals and Departures

1-888-422-7533

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC130	Calgary (YYC) Fri 03-May 2013 15:15	Toronto, Pearson Int'l (YYZ) Fri 03-May 2013 21:05 - Terminal 1	0	3hr50	320	Flex, T	F
AC121	Toronto, Pearson Int'l	Calgary (YYC) Wed 08-May	0	4hr15	320	Flex, S	F

(YYZ) 2013
Wed 08-May 16:15
2013
14:00 - Terminal
1

F: 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:

Air Canada - Meal Preference : **Regular**
Aeroplan :
Payment Card: Special Needs: **None**
Seat Selection: AC130 (*Preferred*) , AC121

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - <u>Flex</u>	314.00
Return Flight - <u>Flex</u>	334.00
<u>Surcharges</u>	46.00
Taxes, Fees and Charges	
<u>Canada Airport Improvement Fee</u>	55.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	36.91
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	3.25
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total airfare and taxes before options (per passenger)	803.41
Options	
Return Flight - <u>Flex</u>	
NIL	
Total airfare, taxes and options (per passenger)	803.41
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$803.41

Payment Information

Credit/Debit Card amount paid: **\$803.41**
The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$803.41 (Airfare - per ticket)

Ticket number(s)

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

Subject: FW: Air Canada - 03-May: Calgary - Toronto - booking modified

***** 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.](#)

Booking Information

Booking Reference:

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

Main Contact:

Ms Sheila Mcleod

Mobile:

Home:

Work:

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.

Customer Care

Air Canada

1-888-247-2262

Flight Arrivals and Departures

1-888-422-7533

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

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC130	Calgary (YYC) Fri 03-May 2013 15:15	Toronto, Pearson Int'l (YYZ) Fri 03-May 2013 21:05 - Terminal 1	0	3hr50	320	Flex, T	F
AC1185	Toronto, Pearson Int'l (YYZ) Tue 07-May 2013 22:15	Calgary (YYC) Tue 07-May 2013 22:15	0	4hr15	321	Flex, T	F

20:00 - Terminal

1

F: ~~Food & Beverage~~ 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: 0 1
Air Canada - Meal Preference : **Regular**
Aeroplan :
Payment Card: **xxxx-xxxx-xxxx-688** Special Needs: **None**
Seat Selection: **AC130 (Preferred) , AC1185 (Preferred)**

Additional charges and/or refund summary

	Additional charges
	Adult
Passenger Type	
Air Transportation Charges	
Airfare (includes Surcharges)	0.00
Extra Charges (Change Fee)	
Change Fee	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	2.50
Total Extra Charge (Change Fee)	52.50
Options	
Departing Flight - <u>Flex</u>	
NIL	
Return Flight - <u>Flex</u>	
NIL	
Total airfare, taxes and options (per passenger)	52.50
Number of passengers	1
Grand Total - Canadian dollars	\$52.50

Payment Information

Credit Card - Amount paid: **\$52.50**

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

Air Canada: \$52.50 (Change Fee per ticket)

Ticket number(s) 96361

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

Toronto Tel

AEROFLEET SERVICES
30-2601 HATHESON BLVD E
MISSISSAUGA, ON, L4W5A8
9053610247
MID: 87284010014
RST#: 100067164RT0001

TID: 007

SALE

Exp: 11/11
Visa - CNIP

05/01/2010 21.56 32 Inv# 436
Account# 150008 Batch# 100001
Retrieval# 00000008

0000000001010 Visa Credit
Tx# 000000000 TSI FOOD

Amount: \$65.00
Tip: \$7.15
Total: \$62.15

Auth Code 010027
APPROVED

Customer copy

Thank you.
Please call us for return trip.
1 800-268-0905

905-870-7077

Westin Harbour Castle
 1 Harbour Square
 Toronto, ON M5J 1A6
 416-869-1600
<http://www.starwood.com/>



Ms Mcleod, Sheila	Page Number	1	Invoice Nbr	1
	Guest Number	1	Arrive Date	05-05-2013
	Folio ID	A	Depart Date	05-07-2013
	No. Of Guest	1, 1		
	Room Number			
	Time	05-07-2013 17:30		

Duplicate Invoice

Tax Identification 861336493

Date	Reference	Description	Charges	Credits
05-05-2013		Room Charge	\$199.00	
05-05-2013		Room HST 13%	\$25.87	
05-06-2013		Room Charge	\$199.00	
05-06-2013		Room HST 13%	\$25.87	
05-06-2013	18:50:22	18555616888 0:07	\$2.00	
05-07-2013	AX	American Express		\$-451.74
		** Total	\$451.74	\$-451.74
		** Balance	\$0.00	

For Authorization Purpose Only

MCLEOD, SHEILA

Date	Credit Card	Code	Authorized
05-05-2013	XXX*		537.30

HST Summary for your stay:

Room Revenue HST	0.00
Food & Beverage HST	0.00
Phone/Fax/Copy Service HST	0.00
Other Revenue HST	0.00
	0.00

Westin Harbour Castle HST Vendor#

Tell us about your stay. www.westin.com/reviews

Continued on the next page



Calgary Board of Education

COPY

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)

Date: May 15/13

Employee's Name Sheila McLead Vendor #: _____

School / Department to mail cheque to Global Learning

Purpose of Trip / Name of Conference Canadian Assoc. of Public Schools International 2013 Conf.

Departure and Return Dates May 5, 2013 Destination: May 7, 2013

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)			0-		
· Rail/Bus					
· Taxi/Shuttle Bus/Car Rental in Calgary					
· Taxi/Shuttle Bus/Car Rental at Destination					TRAVEL
· 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 <u>1</u> @ \$17.00				17.00	9031-TRAVEL
· Dinner <u>3</u> @ \$26.00				78.00	9031-TRAVEL
· Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP					
CASH ADVANCE IF ANY–Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					
GST Breakout Area					

I certify that the above claim is correct:

[Signature]
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.



This form must be completed for each credit card transaction (for purchases over \$20.00) that is not supported by a detailed receipt from the merchant. This form must be approved by the cardholder's Supervisor and enclosed within the Statement & Receipt Envelope.

CARDHOLDER

Cardholder Name
Sheila McLeod

Card Number	Phone Number
* * * * *	403-817-7712

Department / School
Global Learning

Merchant Name	Transaction Date YYYY	MM	DD	Transaction Amount
Park 2 Fly, Calgary Airport	2 0 1 3	05	07	\$ 60.47

Description of purchase:
Long Term parking for trip to Toronto, CAPS-I conference May 5 – May 7th 2013.
Reason detailed receipt / documentation is not available: misplaced

Cardholder Missing Receipt Acknowledgement

- The information provided is a true and accurate description of the details of the purchase
- I confirm that every attempt has been made to obtain a duplicate receipt by contacting the merchant. However, there has been failure to produce a receipt
- All items purchased as part of this credit card transaction were for use by The CBE in my duties as an employee. No personal purchases were made
- Original documentation is not in my possession and I will not seek reimbursement for the transaction
- I acknowledge that repeated lack of documentation could result in a cancelled relationship with the supplier and / or suspension of credit card privileges

Cardholder Signature	Date YYYY MM DD
<i>Sheila McLeod</i>	20 13 06 11

SUPERVISOR

I have accepted the cardholder's explanation of the receipt loss and / or inability to obtain a detailed receipt

Supervisor Signature	Employee ID	Date
<i>[Signature]</i>		JUN 11 2013

From: Central Alberta Regional Consortium
Sent: April 15, 2013 11:05 AM
To: smmcleod@cbe.ab.ca
Cc: Pryor, Yvonne M
Subject: Transaction Receipt

To Sheila McLeod
Subject: Electronic Receipt from 2013 CASS Leadership

Our Reference -

Thank you for your successful transaction. Our Payment Gateway has returned the status of this transaction as :
TRANSACTION APPROVED.

If you have any queries with this transaction, please contact the merchant at

A copy of your receipt is attached below. Please retain this to assist us if you have any queries.

April 15, 2013 - 11:05:22 AM
3 TIER E-COMMERCE

AUTHORIZATION NUMBER: 15
TOTAL: 321.30
REFERENCE NUMBER:
MERCHANT NAME: Central Alberta Regional Consortium

PLEASE RETAIN AS RECORD OF PURCHASE



405 SPRAY AVENUE
P.O. BOX 960
BANFF, ALBERTA CANADA T1L 1J4
T 403 762 2211 F 403 762 5755
G.S.T. Registration

College of Alberta School Superintendent
MS Sheila Mcleod

Canada

INFORMATION INVOICE

Room :
Folio # :
Cashier # :
Page # : 1 of 1

Group Name : College of Alberta School Superintende

Arrival : 05-08-13
Departure : 05-10-13

Fairmont President's Club

Date	Description	Additional Information	Charges	Credits
05-08-13	Package Charge		189.00	
05-08-13	Tourism Improvement Fee (2%)		3.58	
05-08-13	Alberta Tourism Levy (4%)		7.30	
05-08-13	Room GST (5%)		9.13	
05-08-13	Package GST (5%)		0.50	
05-09-13	Package Charge		189.00	
05-09-13	Tourism Improvement Fee (2%)		3.58	
05-09-13	Alberta Tourism Levy (4%)		7.30	
05-09-13	Room GST (5%)		9.13	
05-09-13	Package GST (5%)		0.50	
05-10-13	American Express	XXXXXXXXXXXX2688 XX/XX		419.02
Total			419.02	419.02

Balance Due 0.00

GST Summary

Room 18.26
F&B 0.00
Other 1.00
Total 19.26

Thank you for choosing Fairmont Hotels & Resorts.
To provide feedback about your stay please contact David Roberts, General Manager, at David.Robertsgm@fairmont.com.
We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

For information or reservations, visit us at
www.fairmont.com or call Fairmont Hotels & Resorts from:
United States or Canada 1 800 441 1414
Pour information et réservations visitez notre web au
www.fairmont.com ou téléphoner au Hôtels Fairmont de:
États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.) I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1.5% par mois après un mois. (18.00% par année) J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

**Thank you for choosing to stay with Fairmont Hotels & Resorts
Merci d'avoir choisi les Hôtels Fairmont**

CIBO

290
TRYS

3 12:34 05/13/13

1 SALAD	17.00
2 SALAD	28.00
2 GNOCCHI	36.00
1 TAGLIATELLE	18.00
1 CAVATAPI	18.00
1 PIZZA - BOAR BAC	18.50
1 PIZZA - CHICKEN	18.50
8 CAPPUCCINO	36.00

Sub Total: 190.00

GST : 9.50

05/13 13:50 TOTAL : 199.50

THANKS FOR JOINING
US AT CIBO

GST# 831987518RT00L

+ \$30 tip

SIMOE Delegation

RECORD 11

AMOUNT \$199.50
TIP \$30.00
TOTAL \$229.50

APPROVED 5644 M
NO-000 564434
CIBO0507 CIBO0007
384001001001
2013/05/13 13:57:45

Customer COPY

Thanks for joining us
at CIBO

CHECK # 29218 DATE 29/05/13
TABLE # 16 TIME 12:58PM
=====

-- RIC'S GRILL : ASHLEY --

ITEMS ORDERED AMOUNT

1 #SPICY TUNA PONZU 14.95
1 STARTER CAESAR 6.95
1 #STARTER SOUP 6.95
1 #ADD PRAWNS 8.95
1 #L FISH & CHIPS 19.95
1 #L TERI HOI SALM 19.95
1 #L VEG SAND 13.95
1 DIET COKE 3.00

SUBTOTAL 94.65
 GST 4.75

TOTAL DUE 99.40

Alberta Ed +
Chinese Consul - Vancouver
RIC'S GRILL CALGARY
1436 8 ST SW
CALGARY AB

CARD *****
CARD TYPE AMEX
DATE 2013/05/29
TIME 2726 13:00:44
CLERK ID 19
RECEIPT NUMBER

PURCHASE
AMOUNT \$99.40
TIP \$13.92
TOTAL

\$113.32

APPROVED

AUTH# 503422 00-025
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

From:
Sent: June 4, 2013 10:04 AM
To:
Subject: Receipt for Your Payment to Bùi Trung Thành



Jun 4, 2013 10:04:26 GMT-04:00
Transaction ID:

You sent a payment of \$21.00 USD to Bùi Trung Thành

It may take a few moments for this transaction to appear in your account.

Merchant
Bùi Trung Thành

Instructions to merchant
You haven't entered any instructions.

Description	Unit price	Qty	Amount
VietnamVisa on arrival-1 month single(Invoice ID: VS-101341)	\$21.00 USD	1	\$21.00 USD
	Subtotal		\$21.00 USD
	Total		\$21.00 USD
	Payment		\$21.00 USD

Charge will appear on your credit card statement as "PAYPAL *PAY"

Invoice ID: v

22.30 Amex

Issues with this transaction?

You have 45 days from the date of the transaction to open a dispute in the Resolution Center.

Currency conversion: To complete this transaction, we converted the payment amount to the currency of your card based on our agreement with you. PayPal's currency conversion fee is added to the exchange rate, set by an external financial institution. For more information about fees, see our [user agreement](#).



Questions? Go to the Help Center at: www.paypal.com/ca/help.

Get verified - Pay from your bank account and you're 100% protected against unauthorized payments sent from your PayPal account. Log in and click the **Unverified** link below your name.

Please do not reply to this email. This mailbox is not monitored and you will not receive a response. For assistance, log in to your PayPal account and click **Help** in the top right corner of any PayPal page.

You can receive plain text emails instead of HTML emails. To change your Notifications preferences, log in to your account, go to your Profile, and click **My settings**.

Copyright © 1999-2013 PayPal. All rights reserved.

PayPal Email ID PP120

Subject:

FW: Notification of Successful Payment via Payment Form



Dear Sheila Jane McLeod,

Thank you for your transaction at

We would like to inform that your payment to _____ nas been transferred for:

Application number

Amount: \$47.00 *US*

49.08 Amex

Payment Method: Onepay

Please carefully double check your payment to make sure it has been successfully transferred. We shall inform you of your visa approval letter status via email soon. Please kindly check your email then.

Should you have any further questions, please don't hesitate to contact our Client Support at:

Office line: (84) 437 925 078 (8.00 to 11.30 and 13.30 to 17.30 on weekdays)

Hotline: (84) 946.583.583 (24/24)

Email:

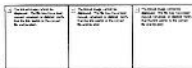
Fast track visa + car service to hotel

Many thanks and Best Regards,

Vietnam Visa Support Department

VietnamDiscovery Travel JSC.

Stay in touch with us to get more exclusive



Vietnam Discovery Travel JSC (Vietnam-Visa.com)
C7/D6, Cau Giay Urban Area, Tran Thai Tong Road, Dich Vong Ward, Cau Giay Dist., Hanoi, Vietnam

Subject:

FW: Air Canada - 19-Jun: Calgary - Ho Chi Minh City (booking ref: 7118 123)

Date: 1 June, 2013 9:06:56 AM MDT

To: <

Subject: Air Canada - 19-Jun: Calgary - Ho Chi Minh City (booking ref:)

Booking Information

Booking Reference:

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

Main Contact:
Ms Sheila Mcleod

Mobile: 1-403-210-2000
Home: 1-403-210-2000
Work: 1-403-210-2000

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

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC211	Calgary (YYC) Wed 19-Jun 2013 11:10	Vancouver, Vancouver Int'l (YVR) Wed 19-Jun 2013 11:39 - Terminal M	0	24hr15	E90	Flex, U	
AC007	Vancouver, Vancouver Int'l (YVR) Wed 19-Jun 2013 13:50 - Terminal M	Hong Kong (HKG) Thu 20-Jun 2013 17:55 - Terminal 1	0		77W	Flex, H	M,L
AC5239 ¹	Hong Kong (HKG) Thu 20-Jun 2013 22:50 - Terminal 1	Ho Chi Minh City (SGN) Fri 21-Jun 2013 00:25	0		738	Flex, H	
Flight AC5239 is operated by United Airlines. Please check in directly at the United Airlines counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.							
AC6303 ²	Singapore, Changi (SIN) Wed 26-Jun 2013 13:30 - Terminal 3	Hong Kong (HKG) Wed 26-Jun 2013 17:15 - Terminal 1	0	20hr55	77W	Executive First, Lowest, Y	

Flight AC6903 is operated by Singapore Airlines. Please check in directly at the Singapore Airlines counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.

AC008	Hong Kong (HKG) Wed 26-Jun 2013 19:50 - Terminal 1	Vancouver, Vancouver Int'l (YVR) Wed 26-Jun 2013 16:35 - Terminal M	0	77W	<u>Executive First</u> <u>Lowest, Z</u>	M,B
AC224	Vancouver, Vancouver Int'l (YVR) Wed 26-Jun 2013 18:00 - Terminal M	Calgary (YYC) Wed 26-Jun 2013 20:25	0	E90	<u>Executive First</u> <u>Lowest, Z</u>	

Executive class is not available or not offered on flight AC6903², segment SIN-HKG. You will be seated in Economy class.

B: Breakfast L: Lunch M: Meal (Non Specific)

Operated by:

¹ United Airlines

² Singapore Airlines

Passenger Information

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

Air Canada -

Aeroplan :

Payment Card:

Seat Selection:

None

Meal Preference : **Regular**

Special Needs: **None**

Purchase Summary

Fare Summary

Passenger Type

Adult

Air Transportation Charges

Base Fare

3328.48

Surcharges

38.52

Fuel Surcharge

446.00

Taxes, Fees and Charges

Canada Airport Improvement Fee

30.00

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

1.50

Singapore Psgr. Service Charge

16.83

Air Travellers Security Charge (ATSC)

25.91

Singapore Passenger Security Service Charge

5.16

Singapore Aviation Levy

6.77

Total airfare and taxes before options (per passenger)

3899.17

Number of passengers

1



eTicket Receipt

Prepared For
MCLEOD/SHEILA MS

RESERVATION CODE	
ISSUE DATE	01Jun2013
TICKET NUMBER	
ISSUING AIRLINE	VIETNAM AIRLINES
ISSUING AGENT	Vietnam Airlines/SSW

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
23Jun	VIETNAM AIRLINES VN 651	HO CHI MINH CITY, VIETNAM Time 09:20	SINGAPORE, SINGAPORE Time 12:10	Class ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance 20K Booking Status USED TO FLY Fare Basis QOXXNW

Payment/Fare Details

Form of Payment	CREDIT CARD - VISA :
Endorsement / Restrictions	NON-END.RESTR MAY APPLY./CONTACT VN OFFC B4 FLT
Fare Calculation Line	SG#
Fare	USD 90.00 <i>167.79 Cdn (Per VISA)</i>
Equivalent Amount Paid	VND 1,893,000.00
Taxes/Fees/Carrier-Imposed Charges	VND 863,000.00 YQF (SERVICE FEE - FUEL) VND 148,000.00 YRF (TICKETING CHARGE) VND 421,000.00 JC (PSC - INTERNATIONAL)
Total Fare	VND 3,325,000.00

Positive identification required for airport check in



Sheraton

Ocean Place JV Co Ltd.,
Tax Code: 0300741217

Name & Address : Mrs. Sheila Jane Mcleod

Room No. : 1108 Arrival : 20-06-13
Rate : 3650000 Departure : 23-06-13
No. of Persons : 1 Folio No. :

Guest VAT Code :
A/R Number :
SPG # :
Email Address :

DATE	Reference	Description	Charges	Credits
20-06-13		Package Charge	3,650,000	
20-06-13		Room Charge SC	182,500	
20-06-13		Room Charge VAT	383,250	
21-06-13		Business Center	327,660	
21-06-13		Package Charge	3,650,000	
21-06-13		Room Charge SC	182,500	
21-06-13		Room Charge VAT	383,250	
22-06-13		Package Charge	3,650,000	
22-06-13		Room Charge SC	182,500	
22-06-13		Room Charge VAT	383,250	
23-06-13		Mastercard		12,974,910

Balance: VND 0

SUBTOTAL	537.50 USD	11,233,688 VND
Service Charge	26.90	561,684
VAT	56.45	1,179,538
Total Amount	620.81	12,974,910

BMO Statement 663.03 C DV

1 USD = 20900 VND

Cashier:

Guest's signature


Sheraton Towers
 S · I · N · G · A · P · O · R · E

Ms Sheila Mcleod

Page Number : 1
 Guest Number:
 Folio ID : A
 No. Of Guest: 1
 Room Number :
 Room Rate : 240.00
 Club Account:

Invoice Nbr:
 Arrive Date: 24-JUN-13 04:27
 Depart Date: 26-JUN-13 16:00

SINGAPORE
 Canaau

Email:

Information Invoice

Tax ID: GST#M2-0040104-2
 Sheraton Towers SIN 26-JUN-13 10:12

Date	Time	Reference	Description	Amount
23-JUN-13	02:15	RT1820	Room Charge	255.00
			Exch Rate:	
23-JUN-13	02:15	RT1820	GST Tax	19.64
23-JUN-13	02:15	RT1820	Service Charges	25.50
24-JUN-13	02:04	RT1820	Room Charge	240.00
24-JUN-13	02:04	RT1820	GST Tax	18.48
24-JUN-13	02:04	RT1820	Service Charges	24.00
25-JUN-13	01:33	RT1820	Room Charge	240.00
25-JUN-13	01:33	RT1820	GST Tax	18.48
25-JUN-13	01:33	RT1820	Service Charges	24.00
			** Total Charges	865.10
			** Total Credits	0.00
			*** Balance	865.10

DBS



SHERATON TOWERS
 FRONT OFFICE 2
 39 SCOTTS ROAD
 SINGAPORE 228230

DBS

OFFLINE SALE

DATE/TIME: 26JUN13 10:12
 MID:168600000266 TID:37991716
 INVOICE:018033 BATCH:001136

DBS

MasterCard (MASTER) EXPIRY
 VVVV VVVV VV/VV
 AAAA AAAA AA/AA

DBS

ENT TYPE :CHIP HOST: DBS
 APPR CODE: 083714
 APP ID : A0000000041010
 TVR TSI : 0000000000 E800

DBS

TOTAL SGD 949.80
 805.02 Cdn

DBS

SIGN X
 MCLEOD/SHEILA J.

I AGREE ACCORD

ed Guest you have earned at least 42

Continued on the next page

805.02 Cdn (BMO)
 Food 71.99
 Accom. 733.23
 Stebbin



Ms Sheila Mcleod

Page Number : 1
Guest Number:
Folio ID : D
No. Of Guest: 1
Room Number :
Room Rate : 240.00
Club Account:

Invoice Nbr:
Arrive Date: 24-JUN-13 04:27
Depart Date: 26-JUN-13 16:00

Email:

Information Invoice

Tax ID: GST#M2-0040104-2
Sheraton Towers SIN 26-JUN-13 10:12 TOMOYO

Table with 5 columns: Date, Time, Reference, Description, Amount. Rows include Room Service (30.60), Dining Room (54.10), Total Charges (84.70), Total Credits (0.00), and Balance (84.70).

Fee

As a Starwood Preferred Guest you have earned at least this visit

Starpoints for

71.79 Cd

Tell us about your stay. www.sheraton.com/reviews

Signature

"I agree that I am personally liable for the payment of the foregoing statement and if the person, company, or association indicated by me as being responsible for payment of the same does not do so, that my liability for such payment shall be joint and several with such person, company or association."



Calgary Board of Education

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

Date: June 28/13

COPY

Details of Trip (Please Print)

Employee's Name

Sheila McLeod

Vendor #:

School / Department to mail cheque to

Global Learning

Purpose of Trip / Name of Conference

Agent Fair Ho Chi Minh City Vietnam + Singapore

Departure and Return Dates

June 19 - June 26/13

Destination: Ho Chi Minh City Vietnam + Singapore

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)					
- Rail/Bus					
- Taxi/Shuttle Bus/Car Rental in Calgary					
- Taxi/Shuttle Bus/Car Rental at Destination					
- 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 <u>2</u> @ \$17.00	34.00			34.00	
- Dinner <u>2</u> @ \$26.00	52.00			52.00	
- Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking - in Calgary					
Parking - at Destination					
Other - Provide Details <u>Vietnam Visa</u>					
TOTAL COST OF TRIP					
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					
GST Breakout Area					

I certify that the above claim is correct:

Sheila McLeod
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.

XE CURRENCY CONVERTER

397,000.00 VND = 19.8085 CAD

Vietnamese Dong ↔ Canadian Dollar

1 VND = 0.0000498955 CAD 1 CAD = 20,041.90 VND

Mid-market rates: 2013-06-27 17:35 UTC

SAIGONTOURIST
 SỐ TĐ: 925526
PHIẾU SỬ DỤNG TAXI

Số Taxi: _____ Ngày: _____
 (Taxi No.) 397.120 (Date)
 Số Tiền: _____
 (VND amount)
 Bằng chữ: _____
 (In words)
 Khách hàng ký tên: _____ Lái xe ký tên: _____
 (Customer's Signature) (Driver's Signature)
 Vietnam
 Hotel → Airport
 TEL: 3 845 8888 - 3 844 6677 - 3 846 4047
 Chỉ chú: Phiếu chỉ có giá trị khi có thông tin in trên phiếu được ghi đầy đủ
 Khách hàng có nhu cầu lấy hóa đơn VAT xin liên hệ
 với số điện thoại: 3 914 2671, thời gian: 1 tháng kể từ ngày phát hành

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XE CURRENCY CONVERTER

91.26 SGD = 75.4804 CAD

Singapore Dollar ↔ Canadian Dollar
 1 SGD = 0.827092 CAD 1 CAD = 1.20906 SGD
 Mid-market rates: 2013-06-27 19:57 UTC

XE Market Analysis

SH000500...
 TRIP NO 062312310
 START 23/06/2013 12:02
 END 23/06/2013 12:52
 DISTANCE RUN 21.0 KM
 METER FARE \$ 21.30
 CHANGI AIRPORT \$ 3.00
 TOTAL FARE \$ 24.30
 AMOUNT PAID \$ 24.30

-06-27 11
 all as m
 provide
 as mor
 2 marke
 2 dropp
 sion to
 3D-JPY
 anticipa
 2 from I

TRIP NO 269666528
 START 24/06/2013 14:41
 END 24/06/2013 15:03
 DISTANCE RUN 22.5 KM
 METER FARE \$ 16.60
 CURR BOOKING \$ 2.30
 TOTAL FARE \$ 18.90
 AMOUNT PAID \$ 18.90

COMFORT TRANSPORTATION
 SHA1641T
 TRIP NO 062411305
 START 24/06/2013 11:30
 END 24/06/2013 12:00
 DISTANCE RUN 23.4 KM
 METER FARE \$ 18.80
 TOTAL FARE \$ 18.80
 AMOUNT PAID \$ 18.80

Singapore

Singapore

Singapore

XE Trade offers easy and transparent online quotes.
 competitive options. Plus existing ban

Our advance transfer mon your preferre market, or be market volati



TRANS-LINK
 TEL: 6555 3333

SH051172
 23/06/2013 13:59
 RECEIPT N. 3255
 START 23/06/2013 13:00
 END 23/06/2013 13:58
 KM RUN 13.00
 FARE 13.74

TOTAL \$5 13.74

Singapore

Featured Pr

all money t
 essly with
 email ale
 2, book a
 3) monitor
 ce the un

XE

The XE Currency Data Fee

AMOUNT	CURRENCY	DATE	TIME
15.52	SGD	26/06/2013	10:18
15.52	SGD	26/06/2013	10:38
20.7	SGD		
15.52	SGD		
15.52	SGD		

Singapore

commercial grade
 world currency. Unlike other feeds,
 hardware or software, & you choose

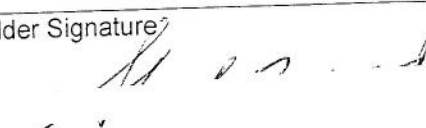
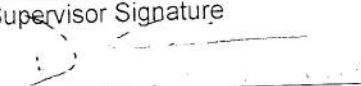
proprietary system that gathers
 l sources. Our currency feed is so
 y major corporations and
 1 all over the world.

XE Data Feed

More XE Products

Notes:

Missing receipt form

Employee Name Sheila McLeod						
Department / School Global Learning						
Merchant Name CityCab PTE - Singapore	Transaction Date YYYY			MM	DD	Transaction Amount 15.00 SGD = 12.43 CDN
	2	0	1	3	06	25
Description of purchase: Taxi fare from hotel to Ngee Ann Secondary School, Singapore for school visit						
Reason detailed receipt / documentation is not available: Misplaced						
Cardholder Missing Receipt Acknowledgement						
<ul style="list-style-type: none"> The information provided is a true and accurate description of the details of the purchase 						
Cardholder Signature 					Date YYYY MM DD 20 13 07 02	
SUPERVISOR						
I have accepted the cardholder's explanation of the receipt loss and / or inability to obtain a detailed receipt						
Supervisor Signature 					Date 'JUL 02 2013	

XE CURRENCY CONVERTER

15.00 SGD = 12.4264 CAD
Singapore Dollar ↔ Canadian Dollar
1 SGD = 0.828430 CAD 1 CAD = 1.20710 SGD
Mid-market rates: 2013-06-27 15:30 UTC

XE Market Analysis

North American Edition 2013-06-27 10:42 UTC
The FX market was relatively quiet overall as month-end/quarter-end reduced volumes. Asia provided a positive lead, while in Europe the tone was more mixed, which dampened on activity. EUR marked time above 1.3000 throughout. However, GBP dropped after U.K. final Q1 GDP saw a downward revision to y/y growth to 0.3% from 0.6% previously. USD-JPY benefited from offshore fund demand in anticipation of flows related to today's Touthin issuance from Nomura.
... [Read More](#) ▶

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Notes:



Royal Bank Of Canada
740 8TH AVE SW
CALGARY, AB
T2P 1H2

Transaction Record

9031-TRAVEL

Transit: 02539
Date: 14 Jun 2013
Time: 12:50:26

Reference #:
Client Card #

Withdrawals

02539 561-137-1 46.97 CAD

Cash Paid Out

(45.00 USD@1.0438) 46.97 CAD

Account Balances

02539 561-137-1 11101.47 CAD

Vietnamese Visa at border 4500US

Thank you for choosing RBC Royal Bank.

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

Account #
Next Bill Date: June 17, 2013

500of 1774

CURRENT CHARGES for

(continued)

@\$.00/minute	63:00 min:sec	0.00
Service zone		
@\$.00/MB	0.7726 MB	0.00
Converse MMSC	6 events	0.00
Text message	1 event	0.00
Text message	1 event	0.00
Picture/Video messaging	5 events	2.50
Text Messaging 250 - Share Incl. Messages		
	176 events	0.00
Text Messaging 250 - Share Unlimited Incoming Messages		
	231 events	0.00
Long distance		9.17
Taxes		
GST		3.10
HST		0.03

Total current charges **\$66.30**

Mobile 403-710-3799
Bill Date: June 17, 2013
SHEILA MCLEOD
Mobile Ref. 9031-CELL
Global Learning

Account # 521225610
Next Bill Date: July 17, 2013

526 of 1861

CURRENT CHARGES for 403-710-3799 (continued)

6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	139:12 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	54:00 min:sec	0.00
Service zone		
@\$.00/MB	0.3174 MB	0.00
Converse MMSC	8 events	0.00
Directory 411 msg	1 event	0.00
Free SMS Message	2 events	0.00
Picture/Video messaging	1 event	0.50
Travel text saver Unlimited Incoming Messages		
	185 events	0.00
Text Messaging 250 - Share Incl. Messages		
	134 events	0.00
Long distance		9.69
Taxes		
GST		3.16
Total current charges		\$67.34

