

expense | monthly tracking report

claimant | McLeod, Sheila

position | Director, Global Learning Services

level | Director

reporting period | November 1 to December 31, 2013

date of report | February-14-14



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Canadian Bureau for International Education	Nov/17/2013	Registration	\$895.00	other disclosed	conferences & workshops
Canadian Bureau for International Education	Nov/17/2013	Hotel Accomodation	\$380.97	travel	BUS accommodation
Canadian Bureau for International Education	Nov/17/2013	Airfare	\$155.66	travel	BUS airfare/bus/rail
Canadian Bureau for International Education	Nov/17/2013	Taxis	\$86.37	travel	BUS general
Canadian Bureau for International Education	Nov/17/2013	Meals per diem	\$52.00	travel	BUS food/non alcoholic beverage
Cell Phone	Nov/17/2013	Monthly Service Plan	\$71.99	other disclosed	telecom/cell phone
Cell Phone	Dec/17/2013	Monthly Service Plan	\$76.87	other disclosed	telecom/cell phone



COPY

Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures.

Return completed form to Service Delivery, Education Centre

Details of Trip | Please Print

Date: Nov 25/13

Employee's Name: Sheila McLeod Vendor #: _____

School / Department to mail cheque to _____

Purpose of Trip / Name of Conference: CBIE Conference Nov 17-20/13

Departure and Return Dates: Nov 17-20/13 Destination: Vancouver

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	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 _____ @ \$17.00					
▪ 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>sample sent</u>					
TOTAL COST OF TRIP					
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT				52.00	
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.

COPY

Registration • Attendees • Confirmation • **Receipt**

All prices are in Canadian dollars.

Receipt

Thank you for registering. Your payment was processed successfully.
 You are confirmed and an e-mail has been sent to smmcleod@cbe.ab.ca.

Name: Sheila McLeod , Calgary Board of Education
Credit Card:
Transaction #:
Date:
Status: PAID

[Print this receipt](#)

Transaction Summary

Description	Unit Price	Quantity	Price
CONFERENCE EARLY BIRD SPECIAL	\$895.00	1	\$895.00
Sub Total			\$895.00
Total			\$895.00
Payment			\$895.00
Balance Due			\$0.00

CONFERENCE REGISTRATION 2013

Date: Nov 17, 2013 - Nov 20, 2013
Location: WESTIN BAYSHORE
 1601 Bayshore Drive
 Vancouver, BC

ADDITIONAL QUESTIONS

I am a presenter

I will be attending the Gala

Do you wish to have your name, organization and email included in the participants list distributed at the conference?

BLACK TOP AND CHECKER CAB
684-731-1111

BONNY'S TAXI #5
5525 IMPERIAL STRE V5J1E8
BURNABY BC
20088492

|||| PURCHASE ||||

11-17-2013 14:03:07
Acct # ***** C
Exp Date ' / ' Card Type MC
Name: SHEILA J MCLEOD
A0000000041010 MasterCard

Trace : Operator

Inv. # 2
Auth #

Purchase \$37.90
Tip \$5.69
Total \$43.59

(00) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

DATE: 2013/11/28
PICK-UP TIME: 5A
DROP-OFF TIME: 11:24
LOCATION:
CAR NUMBER:
CARD TYPE: MC S
CARD: *****
EXPIRY: **/**
AUTH: AP142352

FARE (\$) 38.70
EXTRA (\$) 0.00
SUBTTL (\$) 38.70

TIP (\$) 4.00

TOTAL (\$) 42.78

SIGNATURE: _____

BLACK TOP AND CHECKER CAB
684-731-1111

CUSTOMER'S COPY

The Westin Bayshore Vancouver
 1601 Bayshore Drive
 Vancouver, BC V6G 2V4
 604-682-3377
<http://www.starwood.com/>



Mcleod, Sheila	Page Number	1	Invoice Nbr	
	Guest Number		Arrive Date	11-17-2013 15:31
	8 Folio ID	A	Depart Date	11-20-2013 10:45
	No. Of Guest	1	Agent	
	Room Number			
	Club Account			
	Time		11-20-2013 10:45	

Invoice

Tax Identification

Date	Reference	Description	Charges	Credits
11-17-2013	RT1980	Room Charge	\$109.00	
11-17-2013	RT1980	Room GST	\$5.53	
11-17-2013	RT1980	Destination Mkt Fee	\$1.42	
11-17-2013	RT1980	Room MRDT	\$2.21	
11-17-2013	RT1980	Room PST	\$8.83	
11-18-2013	RT1980	Room Charge	\$109.00	
11-18-2013	RT1980	Room GST	\$5.53	
11-18-2013	RT1980	Destination Mkt Fee	\$1.42	
11-18-2013	RT1980	Room MRDT	\$2.21	
11-18-2013	RT1980	Room PST	\$8.83	
11-19-2013	RT1980	Room Charge	\$109.00	
11-19-2013	RT1980	Room GST	\$5.53	
11-19-2013	RT1980	Destination Mkt Fee	\$1.42	
11-19-2013	RT1980	Room MRDT	\$2.21	
11-19-2013	RT1980	Room PST	\$8.83	
11-20-2013	MC	MasterCard		\$-380.97
		** Total	\$380.97	\$-380.97
		** Balance	\$-0.00	

Mobile
Bill Date: October 17, 2013
SHEILA MCLEOD
Mobile Ref
Global Learning

Account #
Next Bill Date: November 17, 2013

CURRENT CHARGES for

(continued)

@\$.00/minute	86:39 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	17:00 min:sec	0.00
Service zone		
@\$.00/MB	0.5957 MB	0.00
Text messages	28 events	7.00
Converse MMSC	4 events	0.00
Text message	2 events	0.00
Text message	1 event	0.00
Picture/Video messaging	1 event	0.50
Travel text saver Unlimited Incoming Messages		
	127 events	0.00
Text Messaging 250 - Share Incl. Messages		
	78 events	0.00
Long distance		9.66
Taxes		
GST		3.33
Total current charges		\$71.99

Mobile
Bill Date: November 17, 2013
SHEILA MCLEOD
Mobile Ref.
Global Learning

Account #
Next Bill Date: December 17, 2013

543of 1829

CURRENT CHARGES for (continued)

@\$.00/minute	36:27 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	6:00 min:sec	0.00
Service zone		
@\$.00/MB	0.5478 MB	0.00
Text messages	2 events	0.50
Text message	1 event	0.00
Free SMS Message	1 event	0.00
Text message	1 event	0.00
Picture/Video messaging	4 events	2.00
Travel text saver Unlimited Incoming Messages		
	145 events	0.00
Text Messaging 250 - Share Incl. Messages		
	116 events	0.00
Long distance		7.79
Roamer usage		12.00
Taxes		
GST		3.08

Total current charges **\$76.87**