

# expense | monthly tracking report

claimant | Taylor, Sheila  
 position | Trustee, Wards 11 & 13  
 level | Board of Trustees  
 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
Bell Mobility Invoice	11/17/2013	Monthly Service Plan	\$54.07	other disclosed	telecom/cell phone
Alberta School Boards Association Fall General Meeting, Edmonton, Alberta	11/17/2013	Registration - ASBA Fall General Meeting Nov 17-19, 2013 Edmonton, AB	\$630.00	travel	PD course or registration fee
Alberta School Boards Association Fall General Meeting, Edmonton, Alberta	11/17/2013	Accommodation - ASBA Fall General Meeting Nov 17-19, 2013 Edmonton	\$334.56	travel	PD accommodation
Alberta School Boards Association Fall General Meeting, Edmonton, Alberta	11/17/2013	Meals - ASBA Fall General Meeting Nov 17-19, 2013	\$26.00	travel	PD food/non alcoholic beverage
Alberta School Boards Association Fall General Meeting, Edmonton, Alberta	11/19/2013	Red Arrow Express - ASBA Fall General Meeting Nov 19, 2013 - Edmonton to Calgary	\$74.00	travel	PD airfare/bus/rail
Bell Mobility Invoice	12/17/2013	Monthly Service Plan	\$46.82	other disclosed	telecom/cell phone

Mobile

Bill Date: November 17, 2013

Account #

Next Bill Date: December 17, 2013

of 1829

Mobile Ref:

Trustees Office

**CURRENT CHARGES**

**Monthly charges billed to Dec 16, 2013**

Corporate Share plan	\$30.00	
less 33.33% Promotional Discount	-10.00	20.00
Includes: 3 Way Calling		
Call Forwarding		
Call Waiting		
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	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Business Anytime Unlrmt. Nights & Wknds	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Sharing Feature	\$5.00	
less 70.00% Promotional Discount	-3.50	1.50
Travel text saver	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Message Centre & Call Display Bundle	\$12.00	
less 100.00% Promotional Discount	-12.00	0.00
6pm to 8pm Calling	\$7.00	
less 100.00% Promotional Discount	-7.00	0.00
Text Messaging 250 - Share	\$5.00	
less 100.00% Promotional Discount	-5.00	0.00
\$1/MB US Data	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
US Roaming \$0.25/min		0.00

**Usage and long distance**

Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	0.3496 MB	0.00
Service zone		
@\$.00/MB	0.0156 MB	0.00

**Taxes**

GST		2.57
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<b>FOR YOUR INFORMATION...</b>	
<b>Discount Summary</b>	
Total discounts	\$92.50
<b>Total this month</b>	<b>\$92.50</b>
<b>Packet Plan Usage Summary</b>	
Total megabytes	0.3652
Total this month	\$0.00

Mobile  
Bill Date: November 17, 2013

Account # of 1829  
Next Bill Date: December 17, 2013

Mobile Ref.  
Trustees Office

**CURRENT CHARGES**

*(continued)*

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<b>Total current charges</b>	<b>\$54.07</b>
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Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures. Completed form will be submitted to Accounts Payable.

Details of Trip | Please Print

Date: December 17, 2013

Trustee's Name Sheila Taylor, Chair, Trustee Wards 11 & 13

Purpose of Trip / Name of Conference: ASBA Fall General Meeting

Departure and Return Date November 17-19, 2013

Destination: Edmonton, Alberta

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/ 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	630.00		630.00		
<b>Travel Costs</b>					
Airfare					
Insurance					
Rail/Bus	74.00			74.00	
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle 0 Km @ 50¢/Km (submit via PeopleSoft)					
Parking – at Destination					
<b>Accommodation</b>					
2 Nights @ \$ 167.28 (Single Rate)	334.56		334.56		
<b>Telecommunication Charges</b> (Internet, Phone calls)					
<b>Meals – Receipts required</b> (Including tips, excluding meals covered by Conference or Others)					
sdf Breakfast(s) (Maximum \$12.00 each)					
Lunch(es) (Maximum \$17.00 each)					
1 Dinner(s) (Maximum \$26.00 each)	26.00		26.65	<.65>	
Other – Provide Details					
<b>TOTAL COST OF TRIP</b>	1064.56		991.21		
<b>AMOUNT DUE TO CLAIMANT / &lt;CBE&gt;</b>				73.35	
<b>GST Breakout Area</b>					

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

Personal Information is collected under the authority of Alberta's *Freedom of Information and Protection of Privacy Act (FOIP)*. The information included in this report is collected for the purpose of expense reporting and reimbursement and may be disclosed to the public as required by the CBE's policies and practices, Alberta Government policies and legislation, or a FOIP request. I have reviewed the attachments to ensure that confidential information has been removed or redacted. I certify that the above claim is correct.

Claimant's Signature \_\_\_\_\_

Payment Authorization \_\_\_\_\_



Alberta School Boards  
Association

1200, 9925 - 109 Street Edmonton, Alberta T5K 2J8  
Phone: 1.780.482.7311 Fax: 1.780.482.5659  
www.asba.ab.ca Email: hrogers@asba.ab.ca Business #: 10669 4268

# INVOICE

NUMBER

DATE December 18, 2013

**BILL TO:**

Calgary School District No. 19  
1221 - 8 St SW  
Calgary AB T2R 0L4

(403) 817-4000 Ext.

Customer Number	P.O. NUMBER	TERMS		
		Due on Receipt		
DESCRIPTION	REQ.	UNIT PRICE	EXTENDED PRICE	
Fall General Meeting 2013  Attendee(s): S. Taylor, L. Ferguson, T. Hurdman, P. King, A. Stewart, J. Bowen-Eyre Fall General Meeting 2013  Attendee(s): J. Hehr  <i>Sheila Taylor \$600.00 + \$30.00 get = \$630.00            9081-11+13 FEES</i>	6	600.00	3,600.00	
	1	650.00	650.00	
		NET AMOUNT	4,250.00	
		FREIGHT		
		G.S.T.	212.50	
		TOTAL DUE	\$4,462.50	

Invoice

Date: 2013-11-19

Bill To:

SHEILA TAYLOR

You can reach us at:

Lethridge

Order#OrderedCustomer#P.O.Group NameDepartingReturningSales RepSales Agent

Travellers:

TAYLOR/SHEILA

ProductDetailsDurationPrice BasisQtyEachBilled

ECEXP 18:30

Assigned to: 03CDeparts Edmonton (EDMTO / Edmonton Ticket Office) 2013-11-19 at 18:30

Arrives Calgary (CALTO / Calgary Ticket Office) 2013-11-19 at 21:503 hrs 20 minsAdult170.4874.00

Payments Received:

DateFromReferenceAmount

2013-11-19customer: SHEILA TAYLOR'

Base Price:70.48 CAD

Discounts:0.00 CAD

Service Charges:0.00 CAD

GST3.52 CAD

Invoice Total:74.00 CAD

Commission:0.00 CAD

Received:74.00 CAD

Balance:0.00 CAD

# UNION BANK INN

A CENTURY OF HISTORY · MODERN RENAISSANCE STYLE

GUEST  
ACCOUNT

**TAYLOR SHIELA**

1221 - 8 STREET SW

CALGARY, AB

T2R 0L4

CALGARY BOARD OF EDUCATION

Room #

Invoice #

Arrive 11/17/13 Depart 11/19/13

DATE	CLERK	DEPARTMENT	DESCRIPTION	AMOUNT
11/17/13	XXX	7-Madisons	105/1015/GST 1.15	28.85
11/17/13	MN	2-Room Charg		149.00
11/17/13	MN	41-Tourism Le	On Room Charge	5.96
11/17/13	MN	42-DMF		4.47
11/17/13	MN	41-Tourism Le	On DMF	0.18
11/18/13	JAC	2-Room Charg		149.00
11/18/13	JAC	41-Tourism Le	On Room Charge	5.96
11/18/13	JAC	42-DMF		4.47
11/18/13	JAC	41-Tourism Le	On DMF	0.18
11/19/13	JAC	92-Mastercard	PAYMENT THANK YOU	-361.21
			GST On DMF	0.44
			GST On Room Charge	14.90
			<b>Tax Reg. # R897343794</b>	

**BILLING INSTRUCTIONS** BALANCE DUE → 0.00

COMPANY  
  
  
  
  
  
  
  
  
  
ATTENTION

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

SIGNATURE

X \_\_\_\_\_

# UNION BANK INN

A CENTURY OF HISTORY · MODERN RENAISSANCE STYLE

10053 Jasper Avenue, Edmonton, AB, Canada T5J 1S5

Phone: 780.423.3600 • Fax: 780.423.4623

E-mail: info@unionbankinn.com • Web: unionbankinn.com

✓  
MADISON'S GRILL  
10053-Jasper Ave  
Edmonton, Alberta  
780-401-2222

Server: Glenn 11/17/2013  
Table 50/5 7:25 PM  
Guests: 8 10015

Southwestern Sweet Potato 9.00  
Caesar Salad 14.00

Subtotal 23.00

GST Exclusive Tax (1.15)

Total 24.15

Balance Due \$ 24.15

GRATUITY : 2.50

TOTAL : 26.65

SIGNATURE :

ROOM #: 6

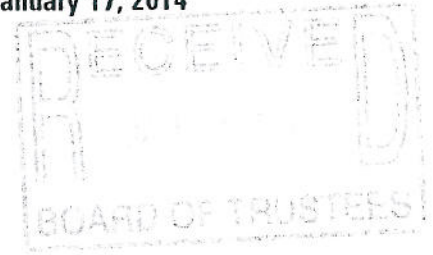
PRINT NAME Taylor

THANK YOU  
Please Come Again Soon  
GST #R897343794



**Mobile**  
**Bill Date: December 17, 2013**  
**SHELIA TAYLOR**  
**Mobile Ref.**  
**Trustees Office**

**Account #** of **1808**  
**Next Bill Date: January 17, 2014**



**CURRENT CHARGES**

**Monthly charges billed to Jan 16, 2014**

Corporate Share plan	\$30.00	
less 33.33% Promotional Discount	-10.00	20.00
Includes: 3 Way Calling		
Call Forwarding		
Call Waiting		
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	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Business Anytime Unlmted. Nights & Wknds	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Sharing Feature	\$5.00	
less 70.00% Promotional Discount	-3.50	1.50
Travel text saver	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Message Centre & Call Display Bundle	\$12.00	
less 100.00% Promotional Discount	-12.00	0.00
6pm to 8pm Calling	\$7.00	
less 100.00% Promotional Discount	-7.00	0.00
\$1/MB US Data	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
US Roaming \$0.25/min		0.00

**Other charges and credits**

250 Anytime minutes	Dec 16 to Dec 16		0.00
Corporate Share plan	Dec 16 to Dec 16	\$1.00	
less 33.33% Promotional Discount		-0.33	0.67
Corporate plan	Dec 11 to Dec 16	\$6.00	
less Cr Corporate plan		-1.00	
less Cr Corporate plan		-2.50	
less 33.33% Promotional Discount		-0.83	1.67
Email& Internet BlackBerry 1GB	Dec 16 to Dec 16	\$1.50	
less 33.33% Promotional Discount		-0.50	1.00
Business Anytime Unlmted. Nights & Wknds	Dec 11 to Dec 16	\$2.33	

<b>FOR YOUR INFORMATION...</b>	
<b>Discount Summary</b>	
Total discounts	\$89.84
<b>Total this month</b>	<b>\$89.84</b>
<b>Usage Summary min:sec</b>	
Weekday	17:11
<b>Total time used</b>	<b>17:11</b>
<b>Event Summary</b>	
Total Events	1
Total this month	\$0.00
<b>Packet Plan Usage Summary</b>	
Total megabytes	4.0957
Total this month	\$0.00

**Mobile**  
**Bill Date: December 17, 2013**  
**SHELIA TAYLOR**  
**Mobile Ref.**  
**Trustees Office**

**Account #**  
**Next Bill Date: January 17, 2014**

of 1808

**CURRENT CHARGES**

(continued)

less Cr Business Anytime Unlmt. Nights & Wkn			-0.33	
less Cr Business Anytime Unlmt. Nights & Wkn			-1.67	
less 100.00% Promotional Discount			-0.33	0.00
Sharing Feature	Dec 16 to	Dec 16	\$0.17	
less 70.00% Promotional Discount			-0.12	0.05
6pm to 8pm Calling	Dec 11 to	Dec 16	\$1.63	
less Cr 6pm to 8pm Calling			-0.23	
less Cr 6pm to 8pm Calling			-1.17	
less 100.00% Promotional Discount			-0.23	0.00
Cr Corporate Share plan	Dec 11 to	Dec 16		-4.00
Cr Email& Internet BlackBerry 1GB	Dec 11 to	Dec 16		-6.00
Cr Sharing Feature	Dec 11 to	Dec 16		-0.30

**Usage and long distance**

250 Anytime minutes Local Calling				
@\$.00/minute	3:11 min:sec			0.00
Email& Internet BlackBerry 1GB Data Usage				
@\$.00/MB	4.0079 MB			0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility				
@\$.00/minute	14:00 min:sec			0.00
Service zone				
@\$.00/MB	0.0878 MB			0.00
Text Messaging 250 - Share Incl. Messages				
	1 event			0.00

**Taxes**

GST				2.23
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**Total current charges** **\$46.82**