## expense | monthly tracking report

claimant | Coppinger, Frank

position | Superintendent, Facilities & Environmental Services

level | Superintendent

reporting period | January 1 to February 28, 2014

date of report | April-11-14



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
MacLeans Magazine	01/03/2014	Magazine Subscription	\$27.30	other disclosed	BUS general
Bell Mobility	01/17/2014	Monthly Cell Phone Bill	\$172.60	other disclosed	telecom/cell phone
Flight: Air Canada	02/14/2014	Flight Fee - Stanford in April/IFMA Conference	\$108.92	travel	PD airfare/bus/rail
Dinner Meeting - Tango	02/11/2014	Dinner meeting with AB Education Officials	\$149.15	working session	BUS food/non alcoholic beverage
Bell Mobility	02/17/2014	Monthly Cell Phone Bill		other disclosed	telecom/cell phone
Starbucks Receipt	02/06/2014	Staff Appreciation	\$25.00	other not disclosed	employee recognition
Heritage Park Society	02/04/2014	Deposit for FES Christmas Luncheon 2014	\$500.00	other not disclosed	employee recognition





## P-CARD MISSING RECEIPT

Certification of Unavailable Documentation

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

CARDHOLDER		
Cardholder Name		
Frank J Coppinger		
Card Number	Phone Number	
* * * * * * * * * * * * * * * * * * * *		
Department / School		
Facilities and Environmental Servics		
Merchant Name	Transaction Date	Transaction Amount
Macleans Magazine	YYYY MM DD	\$27.30
	2 0 1 4 01 03	Ψ21.30
Description of purchase:		
Macleans Magazine Subscription		
Reason detailed receipt / documentation is not available:		
Automatically renewed/receipt/invoice not yet provided		,
Cardholder Missing Receipt Acknowledgement		
The information provided is a true and accurate des	scription of the details of the pur	chase
<ul> <li>I confirm that every attempt has been made to obta</li> </ul>	in a duplicate receipt by contact	ting the merchant.
However, there has been failure to produce a recei	pt	
<ul> <li>All items purchased as part of this credit card trans- employee. No personal purchases were made</li> </ul>	action were for use by The CBE	in my duties as an
Original documentation is not in my possession and	I will not seek reimbursement t	or the transaction
<ul> <li>I acknowledge that repeated lack of documentation</li> </ul>	could result in a cancelled relat	[1987] [1882] [1882] - 1987 (1983] 및 1983] (1983) [1883] [1883] [1883]
supplier and / or suspension of credit card privilege	S	S
Cardholder Signature		Date YYYY MM DD
Malin		2011410117
SUPERVISOR		
I have accepted the cardholder's explanation of the receipt los	s and / or inability to obtain a detail	ed receipt
Supervisor Signature	Employee ID	Date

flA

14460 6929 MCLEOD TRAIL TEMOLS GALGARY 48 20358101 1111 1111 02-11-201 Acct # Printers 20:46:48 1 C Exp Dato 11/11 Card Type HC Name: F A0000000041019 MasterCard Trace # 063083 Operator 945 F82035840404 înv. # 243 huin # 221148 ARN 001051003 Purchase \$129.68 710 \$19.45 Total ( 00 ) APPROVED-THANK YOU

Retain this copy for your records Customer copy Dinnet Meeting we ducation





Mobile 4 Bill Date: January 17, 2014 FRANK COPPINGER Mobile Ref.

HF - Fac Ops & Enviro Services

CURRENT CHARGES for

Account #

Next Bill Date: February 17, 2014

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# CLARRENT TOURISTS REPORTED

#### FOR YOUR INFORMATION... Monthly charges billed to Feb 16, 2014 Corporate Share plan 30-10 36M \$30.00 Discount Summary less 33.33% Promotional Discount 20.00 Total discounts \$92.50 -10.00Total this month \$92.50 Includes: 3 Way Calling Usage Summary min:sec Call Forwarding Weekday 152:22 Call Waiting Weekend 2:19 250 Anytime minutes 0.00 0:31 Weeknight Email& Internet BlackBerry 1GB \$45.00 Total time used 155:12 less 33.33% Promotional Discount 30.00 -15.00 Event Summary Bell to Bell Calling 10 - Mob \$10.00 Total Events 1 less 100.00% Promotional Discount -10.00 0.00 Total this month \$0.00 Packet Plan Usage Summary Business Anytime UnImtd. Nights & Wknds \$10.00 less 100.00% Promotional Discount Total megabytes 35.8174 -10.00 0.00 Total this month \$0.00 Sharing Feature \$5.00 less 70.00% Promotional Discount -3.501.50 \$10.00 Travel text saver less 100.00% Promotional Discount -10.00 0.00 Message Centre & Call Display Bundle \$12.00 less 100.00% Promotional Discount -12.000.00 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 0.00 -5.00\$1/MB US Data \$10.00 less 100,00% Promotional Discount -10.00 0.00 0.00 US Roaming \$0.25/min Usage and long distance 250 Anytime minutes Local Calling 73:07 min:sec 0.00 @\$.00/minute Email& Internet BlackBerry 1GB Data Usage 35.7959 MB 0.00 @\$.00/MB Business Anytime UnImtd. Nights & Wknds Unlimited Usage 2:50 min:sec 0.00 @\$.00/minute 6pm to 8pm Calling Unlimited Usage

Bill Date: January 17, 2014

FRANK COPPINGER

Mobile Ref.

HF - Fac Ops & Enviro Services

Account #

Next Bill Date: February 17, 2014

\$172.60

1788

**CURRENT CHARGES for** 

**Total current charges** 

(continued)

@\$.00/minute	40:15 min:sec	0.00
Bell to Bell Calling 10 - Mob Bel	Mobility to Bell Mobility	
@\$.00/minute	39:00 min:sec	0.00
Service zone		
@\$.00/MB	0.0215 MB	0.00
Travel text saver Unlimited Incom	ming Messages	
	1 event	0.00
Long distance		0.63
Roamer usage		2.20
Roamer data usage		110.13
Taxes		
GST		8.14
and the second second		





Bill Date: January 17, 2014

Account #

Next Bill Date: February 17, 2014

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### ITEMIZED LONG DISTANCE CALLS

no.	date	time	type	from		to		number called	min:sec	rate	long dist.	total
1	Wed Jan 15 Thu Jan 16	07:47 08:08		CALGARY CALGARY	AB	EDMONTON EDMONTON	AB AB		3:41 4:18	0.00	0.28 0.35	0.28 0.35
	ma oan re						20000	Total usage				0.00
								Total long dis	tance			0.63
								Subtotal				\$0.63
Ro	amer											
	date	time	type	from		to	11.77	number called	min:sec	airtime	long dist.	total
no.		1111110	-7 8									
no. 3	Thu Jan 2	21:41	MsgCR	GBR		CALGARY	AB		2:00	2.20	0.00	2.20
				GBR		CALGARY	AB	Total usage	2:00	2.20	0.00	2.20 2.20
				GBR		CALGARY	AB	Total usage Subtotal	2:00	2.20	0.00	



### **Passenger Information**

1: Mr Francis Coppinger : Adult (16+), Ticket Number:

Air Canada - Aeroplan :

Meal Preference:

None

Payment Card:

Special Needs:

None

Seat Selection:

None

### **Purchase Summary**

Fare Summary	
Passenger Type	Adult
Air Transportation Charges	Principle of the Control of the Cont
Departing Flight - Tango	134.00
Return Flight - Tango	134.00
Surcharges	15.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	30.00
U.S.A Transportation Tax	39.74
U.S Agriculture Fee	5.68
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	16.26
U.S Passenger Facility Charge	5.11
U.S.A immigration User Fee	7.95
Air Travellers Security Charge (ATSC)	12.10
September 11 Security Fee	2.84
U.S. Federal Customs Fee	6.24
Total airfare and taxes before options (per passenger)	408.92
Number of passengers .	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$408.92

#### Payment Information

Credit/Debit Card.

unt pald: \$408.92

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

· Air Canada: \$408.92 (Airfare - per ticket)

Ticket number(s):





Bill Date: February 17, 2014

**FRANK COPPINGER** Mobile Ref. 4801-CELL

HF - Fac Ops & Enviro Services

Account #

Next Bill Date: March 17, 2014

#### **CURRENT CHARGES** for

	jes billed to Mar 16, 201	4	\$30.00	
Corporate Share less 33,33%	Promotional Discount		-10.00	20.00
Includes:	3 Way Calling Call Forwarding Call Waiting		30.1	
250 Anytime min	utes			0.00
mail& Internet B less 33.33%	lackBerry 1GB Promotional Discount		\$45.00 -15.00	30.00
Bell to Bell Calling	g 10 - Mob % Promotional Discount		\$10.00 -10.00	0.00
			\$10.00	3.00
	e Unlmtd. Nights & Wknds % Promotional Discount	5	10.00	0.00
Sharing Feature		\$5.00 -3.50	1.50	
	6 Promotional Discount		1. 66% POSS	1.50
Fravel text saver less 100.00	% Promotional Discount		\$10.00 -10.00	0.00
	& Call Display Bundle % Promotional Discount		\$12.00 -12.00	0.00
Spm to 8pm Calli less 100.00	ng % Promotional <mark>Discount</mark>		\$7.00 	0.00
Text Messaging : less 100.00	250 - Share % 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 \$0.2	25/min			0.00
	utes Local Calling			
	te HackBerry 1GB Data Usago			0.00
@\$.00/MB Business Anytim	e Unlmtd. Nights & Wknds	39.5428 MB s Unlimited Usage		0.00
@\$.00/minu	te ng Unlimited Usage	42:38 min:sec		0.00

FOR YOUR INFORMATI	
Discount Summary	
Total discounts	\$92.50
Total this month	\$92.50
Usage Summary	_min:sec
Weekday	126:59
Weekend	48:38
Total time used	175:37
Event Summary	
Total Events	1
Total this month	\$0.00
Packet Plan Usage Su	mmary
Total megabytes	39.5428
Total this month	\$0.00

Bill Date: February 17, 2014

FRANK COPPINGER

Mobile Ref.

HF - Fac Ops & Enviro Services

Account #

Next Bill Date: March 17, 2014

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1804

### CURRENT CHARGES for

(continued)

@\$.00/minute	13:14 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell I	Mobility to Bell Mobility	
@\$.00/minute	34:00 min:sec	0.00
Travel text saver Unlimited Incom	ing Messages	
	1 event	0.00
Long distance		0.49
Taxes		
GST		2.59

### **Total current charges**

\$54.58

## ADJUSTMENTS FOR AMOUNTS PREVIOUSLY BILLED

Items listed below have been applied as adjustments to your bill and are summarized on page 1.

date applied	description	effective dates	usage	amount
Feb 10	Account Credit	Feb 10		-208.39
			Total	\$-208.39



Me

Mobile

Account #

Total

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\$0.49

Bill Date: February 17, 2014

Next Bill Date: March 17, 2014

### **ITEMIZED LONG DISTANCE CALLS**

no.	date	time	type	from		to		number called	min:sec	rate	long dist.	total
1	Mon Jan 20	07:30		CALGARY	AB	EDMONTON	AB		0:32	0.00	0.07	0.0
2	Thu Jan 30	12:13		CALGARY	AB	EDMONTON	AB		2:30	0.00	0.21	0.2
3	II	12:55		CALGARY	AB	EDMONTON	AB		0:49	0.00	0.07	0.0
4	Tue Feb 11	12:49		CALGARY	AB	EDMONTON	AB		1:02	0.00	0.14	0.14
								Total usage				0.00
								Total long di	stance			0.49
								Subtotal				\$0.49





## P-CARD MISSING RECEIPT

**Certification of Unavailable Documentation** 

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.

OARRIOI RER					
CARDHOLDER Cardholder Name					
Cardnoider Name					
Card Number	Phone	Number			
* * * * * * * * * * * * * * * * * * * *	-				
Department / School					
Facilities and Environmental Services – Superintendent's Office					
Merchant Name	Transactio		MM	DD	Transaction Amount
Starbucks	1			DD	\$25.00
	2 0	1 4	02	06	Ψ23.00
Description of purchase:					
Gift Card: Employee Recognition					
Reason detailed receipt / documentation is not available:					
Lost					
Cardholder Missing Receipt Acknowledgement					
<ul> <li>The information provided is a true and accurate de</li> </ul>	escription	of the d	etails of	the nu	rchase
The state which will be stated and the state of the state					
<ul> <li>I confirm that every attempt has been made to obt However, there has been failure to produce a rece</li> </ul>		licate re	ceipt by	contac	ting the merchant.
All items purchased as part of this credit card trans		ere for i	ise by Ti	ne CBE	in my dution on on
employee. No personal purchases were made	Saction w	CIC IOI C	ise by 11	ie CDL	. III IIIy dulles as all
<ul> <li>Original documentation is not in my possession an</li> </ul>	nd I will no	ot seek r	eimburs	ement	for the transaction
<ul> <li>I acknowledge that repeated lack of documentation</li> </ul>					
supplier and / or/suspension of credit card privilege					
Cardholder Signature					Date YYYY MM DD
					/ // / 0
			4 5		20140218
ALIDERALIAAD					
SUPERVISOR					
I have accepted the cardholder's explanation of the receipt lo	ss and / o	r inability	to obtain	a detai	led receipt
		,			
Supervisor Signature		Employee	ID	***************************************	Date
			12	-	20 Feb 2014



## HERITAGE PARK SOCIETY

1900 Heritage Drive SW Calgary AB T2V 2X3 T: 403-268-8500 F: 403-268-8501 www.HeritagePark.ca

#### TRANSACTION APPROVED - THANK YOU

#### **Payment Details**

Transaction Type: PURCHASE

Transaction Amount: \$500.00 (CAD)

Order ID: Card Num: \* Card Type::... Resp Code - ISO Code: 027 - 01 Auth Code: 173338

> Reference Num: 662284730012500060 M Date/Time: Feb 04 2014 03:33PM

#### SIGNATURE

Cardholder will pay card issuer above amount pursuant to Cardholder Agreement

#### **Customer Details**

Customer ID: E16804 - Calgary Board of Educ Email Address: Note: