

## expense | monthly tracking report

claimant | Hoerz, Dieter

position | Director, Central Facility Services

level | Director

reporting period | January 1 to February 28, 2014

date of report | April-11-14



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	01/17/2014	Monthly Service Plan	\$54.58	other disclosed	telecom/cell phone
Accommodation	02/03/2014	Sheraton Centre Toronto Hotel - Accommodation for ERM Conference	\$207.64	travel	BUS accommodation
Cell Phone	02/17/2014	Monthly Service Plan	\$54.60	other disclosed	telecom/cell phone
Conference	02/23/2014	The Conference Board of Canada - Enterprise Risk Management 2014 - Toronto ON	\$1,755.00	travel	conferences & workshops
Airfare	02/28/2014	WestJet Airfare to Toronto ON	\$303.58	travel	BUS airfare/bus/rail
Airfare	02/28/2014	WestJet Airfare from Toronto ON to Saskatoon SK	\$365.13	travel	BUS airfare/bus/rail

**Mobile**  
**Bill Date: January 17, 2014**

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

**749 of 1788**

**Mobile Ref.**

**CURRENT CHARGES for**

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

Corporate Share plan 30-10 36M	\$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 Unlmt. 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**

250 Anytime minutes Local Calling		
@\$.00/minute	64:43 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	3.7141 MB	0.00
Business Anytime Unlmt. Nights & Wknds Unlimited Usage		
@\$.00/minute	6:00 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		

FOR YOUR INFORMATION...	
<b>Discount Summary</b>	
Total discounts	\$92.50
<b>Total this month</b>	<b>\$92.50</b>
<b>Usage Summary min:sec</b>	
Weekday	95:37
Weekend	6:00
<b>Total time used</b>	<b>101:37</b>
<b>Event Summary</b>	
Total Events	11
Total this month	\$0.00
<b>Packet Plan Usage Summary</b>	
Total megabytes	3.7219
Total this month	\$0.00



## Couture, Helene J

**From:** Sheraton Centre Toronto Hotel  
<GCCUSTSERVICE@CONFIRM.STARWOODHOTELS.COM>  
**Sent:** February-28-14 9:39 AM  
**To:**  
**Subject:** Sheraton reservation We look forward to seeing you.

Trouble seeing this email? View it in a browser for up-to-date reservation information, or to view in  
[English](#), [Français](#), [Español](#), [Deutsch](#), [中文\(简体\)](#), [日本語](#), [Italiano](#), [Português](#), [Русский](#), [اللغة العربية](#), [中國\(傳統\)](#), [한국어](#)



Sheraton Centre Toronto Hotel  
123 Queen Street West, Toronto M5H 2M9, Canada  
Phone: (416) 381-1000 Fax: (416) 947-4854



- > [Contact Us](#)
- > [Your Room](#)
- > [Guest Services](#)
- > [Dining Options](#)
- > [In The Neighborhood](#)
- > [Finding Your Way](#)
- > [Meetings & Events](#)

Hello

We're pleased to confirm your upcoming stay at the Sheraton Centre Toronto Hotel and look forward to your arrival.

If there's anything special we can do in preparation for your stay please don't hesitate to contact us. In the meantime, safe travels.

David Connor  
GENERAL MANAGER

### CONFIRMATION:

#### YOUR SCHEDULE:

Check In 31-MAR-2014 - 3:00 PM \*

Check Out 01-APR-2014 - 12:00 PM \*

Number of Rooms 1

Number of Guests 1

\* Indicates standard hotel check-in and check-out times and does not reflect special arrangements made with the hotel.

**YOUR ACCOMMODATIONS: ROOM 1 OF 1**

Guest Name

Number of Adults 1

Number of Children 0

**Room Description****King Bed**

- Traditional Non-smoking, Smoke-free
- 28 Sq.m/300 Sq.ft
- Sweet Sleeper Bed
- City View
- Comfortable Work Area
- High-speed Internet For A Fee

Remarks

**YOUR RATE: ROOM 1 OF 1**

Rates for the night of 31-Mar-14

**Rate Details**

Conf Brd OF CANADA -

A one night deposit is required at time of booking. If cancelled prior to 72 hours of arrival, deposit is fully refundable. If cancelled after 72 hours, deposit is non-refundable.

179.00 in CANADA DOLLAR per night

**Taxes**

Rooms Hst:

13.0 Percent Per Room Per Night Not In The Rate

**Hotel Charges**

Rooms Dmp:

3.0 Percent Per Room Per Night Not In The Rate

**Guarantee and Cancellation Policies**

CAD 179.00 deposit is due on Fri, Feb 28, 2014 and will be charged to the credit card provided.

If you cancel before 04:00 PM on Friday, 28 March 2014 there will be no forfeit amount.

If you cancel after 04:00 PM on Friday, 28 March 2014 the forfeiture amount will be 179.00.

Room taxes may be charged on deposits and any penalties.

Special Services for All Rooms:



March 31, 2014 - April 01, 2014  
Rate Plan: Conf Brd OF CANADA -  
MANDATORY GTD Per Room/per Stay

Debit and Credit cards will be authorized at check-in for the amount of your stay, plus an amount to cover incidentals. Please visit "Announcements" on the hotel website for more information.

## YOUR PRIVACY

Please note: For security purposes, you will be asked to provide a valid government or state-issued photo ID at check-in.

This email may contain links to websites that collect personally identifiable information about you. Starwood Hotels & Resorts Worldwide, Inc. is not responsible or liable for the actions of such independent websites, and encourages you to review the privacy statements and policies of such websites to understand how they collect, use and store such information.

[Click here](#) for Starwood Hotels & Resorts Worldwide, Inc.'s Privacy Statement.

## DISCLOSURE

### Modify and Cancel Information

To view, change or cancel your reservation, please visit [sheraton.com](http://sheraton.com). Any modification to a reservation is subject to the hotel's availability at the time the modification is requested and may change the rate and/or require payment of cancellation fees. If you require further assistance, please contact Sheraton Hotels and Resorts at 800-325-3535 if you are calling from the United States or Canada. Otherwise, [click here](#) for the telephone number of the Worldwide Reservation Office nearest you. Please note that reservations cannot be changed or canceled via email.

### Guarantee Rules

For reservations guaranteed with a form of payment at time of booking, rooms are held until hotel check-out time the day following arrival. For reservations not guaranteed with a form of payment at time of booking, rooms are held until set cancellation time per the rules of the reservation. In the event more guests arrive than can be accommodated due to hotel overbooking or an unforeseen circumstance, and hotel is unable to hold rooms consistent with this room hold policy, hotel will attempt to accommodate guests, at its expense, at a comparable hotel in the area for the oversold night(s), and will pay for transportation to that hotel.

### Package Handling Policy

There is a package handling fee for all incoming and outbound packages. Please contact the hotel directly for the exact fee.

### Smoking Policy

All guest rooms and public spaces are 100% non-smoking. A cleaning fee will be

charged to any guest who violates the smoking policy.

#### Exchange Rate

For non-US hotels, rates confirmed in USD may be converted to local currency by the hotel at your time of stay, based on the exchange rate used by the hotel and are subject to exchange rate fluctuations. Credit card charges are subject to additional currency conversions by banks or credit card companies, which are not within the hotel's control and may impact the amount charged to your credit card. Please contact the hotel if you have any questions.

#### Rate/Reservation Validity

Please note that electronic reservation confirmations are provided to you solely for your convenience and that we retain official records of our reservation transactions, including details of dates of stay and room rates. In the event of discrepancies, alterations, modifications, or variations between this confirmation and our official records, our official records shall control. Tampering with this confirmation to alter the room rate, or any other reservation information is strictly prohibited and may have legal consequences.

#### Early Departure

Many Starwood hotels have an early departure fee. When you check-in, you will be asked to confirm your departure date. You may be able to change your departure date without a penalty if your rate plan permits and if you do so before the end of your arrival day. After reconfirming your departure date, if you decide to leave earlier, you may be charged the early departure fee. Please contact the hotel if you have any questions.

Starwood Hotels & Resorts Worldwide, Inc.  
One StarPoint, Stamford, CT 06902 USA

This is a post only e-mail. Please do not reply to this message.  
[Unsubscribe](#) from further marketing email communications related to this stay.

spg.

Starwood  
Preferred  
Guest

MERIDIEN

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FOUR  
POINTS

WESTIN

THE LUXURY  
COLLECTION

W  
HOTELS

S  
Starwood

ST REGIS

WYNDHAM

Mobile  
 Bill Date: February 17, 2014

Account #  
 Next Bill Date: March 17, 2014

759 of 1804

Mobile Ref.

**CURRENT CHARGES for**

Monthly charges billed to Mar 16, 2014

Corporate Share plan 30-10 36M	\$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	
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Sharing Feature	\$5.00	
less 70.00% Promotional Discount	-3.50	1.50
Travel text saver	\$10.00	
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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
<b>Usage and long distance</b>		
250 Anytime minutes Local Calling		
@\$.00/minute	44:23 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	4.5921 MB	0.00
Business Anytime Unlmt. Nights & Wknds Unlimited Usage		
@\$.00/minute	0:29 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		

FOR YOUR INFORMATION...	
<b>Discount Summary</b>	
Total discounts	\$92.50
<b>Total this month</b>	<b>\$92.50</b>
<b>Usage Summary</b>	
	<i>min:sec</i>
Weekday	68:02
Weekend	1:29
<b>Total time used</b>	<b>69:31</b>
<b>Event Summary</b>	
Total Events	7
Total this month	\$0.50
<b>Packet Plan Usage Summary</b>	
Total megabytes	5.3714
Total this month	\$0.00



Mobile  
Bill Date: February 17, 2014

Account #  
Next Bill Date: March 17, 2014

760 of 1804

Mobile Ref.

**CURRENT CHARGES** *for*

(continued)

@\$.00/minute	5:39 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	19:00 min:sec	0.00
Service zone		
@\$.00/MB	0.7793 MB	0.00
Converse MMSC	2 events	0.00
Picture/Video messaging	1 event	0.50
Text Messaging 250 - Share Incl. Messages		
	2 events	0.00
Text Messaging 250 - Share Unlimited Incoming Messages		
	2 events	0.00
<b>Taxes</b>		
GST		2.60
<b>Total current charges</b>		<b>\$54.60</b>



The Conference Board  
of Canada

Le Conference Board  
du Canada

HEAD OFFICE • SIÈGE SOCIAL  
255, chemin Smyth Road  
Ottawa ON K1H 8M7 Canada  
Tel./Tél. 613-528-3280  
Fax/Télé. 613-525-4857  
conferenceboard.ca

# INVOICE

Invoice No.

Sold  
To:

Calgary Board of Education

Ship  
To:

Calgary Board of Education

Account No.	Purchase Order No.	Order Date	Order Number	Terms	Batch Date
		2/27/2014		Due on Receipt	2/27/2014
Qty	Description	Unit Price	Extended Price		
1	Enterprise Risk Management 2014 3/31/2014 - 4/1/2014 Toronto, Ontario	1,755.00	1,755.00		
1	14-0020/MAIN Enterprise Risk Management 2014				
1	14-0020/AGD-12 Networking Reception				
1	14-0020/BFST Registration and Continental Breakfast				
1	14-0020/BFST2 Continental Breakfast				
1	14-0020/LUNCH Networking Luncheon				
Line Item Total	Other	Tax	Subtotal	Amount Received	Amount Due
1,755.00			1,755.00	1,755.00	0.00
HST Remittance Number: R118778091 HST Amount: \$0.00					

## Couture, Helene J

**From:** noreply@itinerary.westjet.com on behalf of WestJet Airlines  
<noreply@itinerary.westjet.com>  
**Sent:** February-28-14 11:01 AM  
**To:**  
**Subject:** Reservation Confirmation



WestJet  
22 Aerial Place N.E.  
Calgary, Alberta,  
Canada  
Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary.  
**Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight.**

This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

### Booking Confirmation

Your reservation code is:

Main contact:  
E-mail:  
Phone Number: .

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#)

### Guest

Flight	Calgary (YYC)-Toronto (YYZ)
Ticket Number	
Seat	

### Air Itinerary Details

W5424 WestJet	Calgary, CA Sun 30 Mar, 2014 01:40 PM	Toronto, CA Sun 30 Mar, 2014 07:24 PM	Fare type: Econo Non-stop
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### Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 209.00	CAD 23.00	CAD 50.58	CAD 282.58	x 1	CAD 282.58
						Total airfare: CAD 282.58

### Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 13.46
CA	Air Travellers Security Charge (ATSC)	CAD 7.12
SQ	Airport Improvement Fee (AIF)	CAD 30.00
		Total taxes: CAD 50.58

### Fare family benefits

YYC-YYZ: Econo Seat Sale Benefits

- One complimentary checked bag \*
- Fully refundable if cancelled within 24 hours of booking \*\*
- Advance seat selection - \$5-53.10\*
- \$75-88.50 itinerary change fee + applicable fare difference



- \$75-88.50 name change fee
- \$75-88.50 cancellation fee, balance credited toward future WestJet flight purchases-
- \* Not applicable on flights operated by our airline partners
- \*\* Excluding flights departing within 24 hours of booking
- - Non-refundable to original form of payment

## Seats

Regular seat	WS 424 YYC - YYZ Seat :	CAD 20.00 + CAD 1.00 Tax
		<b>Total Seats: CAD 21.00</b>

## Total

Charged to MASTERCARD	CAD 282.58
Charged to MASTERCARD	CAD 21.00
<b>Total</b>	<b>CAD 303.58</b>

## WestJet offers

### Rent a car

Reserve a car in three easy steps, compare side by side pricing at a glance and earn WestJet dollars® when you make your rental car reservation with WestJet. [Reserve now](#)

### Book a hotel

Whether it's a weekend getaway or a last minute business trip, WestJet has a hotel for you. Choose from over 155,000 hotels worldwide and earn WestJet dollars® when you book your hotel with WestJet. [Book now](#)

### Get travel insurance

Don't forget to include travel insurance as part of your trip. WestJet has partnered with RBC Insurance® to provide you with the right coverage for your travel experience. [Get a quote](#)

## Important Information

Thank you for choosing WestJet  
 QST # 1202807956TQ0001 GST # 866112535

- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airlines partners](#) ; it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage](#) info page.
- [Positive identification](#) is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for International flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
- For detailed information on your flight visit:
  - [Fares, taxes and fees](#) (For [change/cancel guidelines](#), [baggage fees](#), [service fees](#) and other [taxes and fees](#))
  - [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
  - [Seat selection](#) (How it works, changing your seat and more)
  - [Inflight services](#) ([Buy on board](#), [upl magazine](#) and more)
  - [Inflight entertainment](#) for information on our live seatback television.
- Carbonzero and WestJet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the [purchase of carbon offsets](#).
- We appreciate hearing about your experience with us. If you would like to provide us with feedback, please see our [contact us](#) page and select the give feedback tab. You may also send us a letter at: WestJet Campus, Attention Guest Relations, 22 Aerial Place N.E. Calgary, Alberta Canada T2E 3J1.

## Contact Information

If you have questions about your reservation, call WestJet at 1-888-937-8538 (1-888-WESTJET) and have the itinerary number ready. Thank you for choosing WestJet.



## Couture, Helene J

**From:** noreply@itinerary.westjet.com on behalf of WestJet Airlines  
<noreply@itinerary.westjet.com>  
**Sent:** February-28-14 1:44 PM  
**To:**  
**Subject:** Reservation Confirmation



WestJet  
22 Aerial Place N.E.  
Calgary, Alberta,  
Canada  
Tel: 1-888-9378538

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### Booking Confirmation

Your reservation code is:

Main contact:  
E-mail:  
Phone Number: -

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#)

### Guest

Flight: Toronto (YYZ)-Saskatoon (YXE)  
Ticket Number:  
Seat:

### Air Itinerary Details

W5323 WestJet	Toronto, CA Tue 01 Apr, 2014 06:20 PM	Saskatoon, CA Tue 01 Apr, 2014 07:49 PM	Fare type: Econo Non-stop
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### Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 248.00	CAD 23.00	CAD 71.53	CAD 342.53	x 1	CAD 342.53
						Total airfare: CAD 342.53

### Tax details

Rate code	Description	Amount
RC	Harmonized Sales Tax (HST)	CAD 39.41
CA	Air Travellers Security Charge (ATSC)	CAD 7.12
SQ	Airport Improvement Fee (AIF)	CAD 25.00
		Total taxes: CAD 71.53

### Fare family benefits

YYZ-YXE: Econo Seat Sale Benefits

- One complimentary checked bag \*
- Fully refundable if cancelled within 24 hours of booking \*\*
- Advance seat selection - \$5-53.10\*
- \$75-88.50 itinerary change fee + applicable fare difference

- \$75-88.50 name change fee
- \$75-88.50 cancellation fee, balance credited toward future WestJet flight purchases-
- \* Not applicable on flights operated by our airline partners
- \*\* Excluding flights departing within 24 hours of booking
- - Non-refundable to original form of payment

## Seats

Regular seat	WS 323 YYZ - YXE Seat	CAD 20.00 + CAD 2.60 Tax
		<b>Total Seats: CAD 22.60</b>

## Total

Charged to MASTERCARD	CAD 342.53
Charged to MASTERCARD	CAD 22.60
<b>Total</b>	<b>CAD 365.13</b>

## WestJet offers

### Rent a car

Reserve a car in three easy steps, compare side by side pricing at a glance and earn WestJet dollars® when you make your rental car reservation with WestJet. [Reserve now](#)

### Book a hotel

Whether it's a weekend getaway or a last minute business trip, WestJet has a hotel for you. Choose from over 155,000 hotels worldwide and earn WestJet dollars® when you book your hotel with WestJet. [Book now](#)

### Get travel insurance

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  - [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
  - [Seat selection](#) (How it works, changing your seat and more)
  - [Inflight services](#) ([Buy on board](#), [up! magazine](#) and more)
  - [Inflight entertainment](#) for information on our live seatback television.
- Carbonzero and WestJet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the [purchase of carbon offsets](#).
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