

## expense | monthly tracking report

claimant | Fijal, Gerry  
position | Director, Learning  
level | Director  
reporting period | March 1 to April 30, 2014  
date of report | June-13-14



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Bell Mobility	03/17/2014	Monthly Service Plan	\$55.28	other disclosed	telecom/cell phone
Bell Mobility	04/17/2014	Monthly Service Plan	\$59.25	other disclosed	telecom/cell phone
Mileage	04/25/2014	Travel from Calgary to Red Deer, AB	\$148.00	travel	BUS airfare/bus/rail

**Mobile**  
**Bill Date: March 17, 2014**  
**Gerry Fijal**  
**Mobile Ref. :**  
**1221 8 ST SW**  
**CALGARY, AB T2R 0L4**  
**Learning Innovation**

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

**CURRENT CHARGES**

**Monthly charges billed to Apr 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 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
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	68:38 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	73.4312 MB	0.00
6pm to 8pm Calling Unlimited Usage		

<b>FOR YOUR INFORMATION...</b>	
<b><u>Discount Summary</u></b>	
Total discounts	\$92.50
<b>Total this month</b>	<b>\$92.50</b>
<b><u>Usage Summary</u></b> <i>min:sec</i>	
Weekday	139:15
Weeknight	15:00
<b>Total time used</b>	<b>154:15</b>
<b><u>Event Summary</u></b>	
Total Events	329
Total this month	\$1.00
<b><u>Packet Plan Usage Summary</u></b>	
Total megabytes	74.1871
Total this month	\$0.00

Mobile  
Bill Date: March 17, 2014  
Gerry Fijal  
Mobile Ref.  
Learning Innovation

Account #  
Next Bill Date: April 17, 2014

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## CURRENT CHARGES

@\$.00/minute	0:37 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	85:00 min:sec	0.00
Service zone		
@\$.00/MB	0.7559 MB	0.00
Converse MMS	26 events	0.00
Picture/Video messaging	2 events	1.00
Travel text saver Unlimited Incoming Messages		
	158 events	0.00
Text Messaging 250 - Share Incl. Messages		
	143 events	0.00
Long distance		0.14
<b>Taxes</b>		
GST		2.64

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**Total current charges** **\$55.28**

Mobile  
 Bill Date: April 17, 2014  
 Gerry Fijal  
 Mobile Ref.  
 1221 8 ST SW  
 CALGARY, AB T2R 0L4  
 Learning Innovation

Account #  
 Next Bill Date: May 17, 2014

**CURRENT CHARGES**

**Monthly charges billed to May 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
Alberta Government 911 fee		0.44
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
<b>Other charges and credits</b>		
Alberta Government 911 fee	Apr 16 to Apr 16	0.02
Alberta municipal 911 tax	Apr 1 to Apr 16	\$0.44
less Cr Alberta municipal 911 tax		-0.44
Can-Can/US Text - Unlimited	Apr 17 to May 16	\$15.00
less 100.00% Promotional Discount		-15.00

<b>FOR YOUR INFORMATION...</b>	
<b><u>Discount Summary</u></b>	
Total discounts	\$102.50
<b>Total this month</b>	<b>\$102.50</b>
<b><u>Usage Summary</u></b>	
	<i>min:sec</i>
Weekday	129:01
Weekend	8:42
<b>Total time used</b>	<b>137:43</b>
<b><u>Event Summary</u></b>	
Total Events	446
Total this month	\$2.50
<b><u>Packet Plan Usage Summary</u></b>	
Total megabytes	1,229.9825
Total this month	\$0.00

Mobile  
Bill Date: April 17, 2014  
Gerry Fijal  
Mobile Ref.  
Learning Innovation

Account #  
Next Bill Date: May 17, 2014

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## CURRENT CHARGES

### Usage and long distance

250 Anytime minutes Local Calling		
@\$.00/minute	99:36 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	1,227.9220 MB	0.00
Business Anytime Unlmt. Nights & Wknds Unlimited Usage		
@\$.00/minute	8:42 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	4:25 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	25:00 min:sec	0.00
Service zone		
@\$.00/MB	2.0605 MB	0.00
Converse MMSC	6 events	0.00
Picture/Video messaging	5 events	2.50
Text Messaging 250 - Share Incl. Messages		
	217 events	0.00
Text Messaging 250 - Share Unlimited Incoming Messages		
	218 events	0.00
Long distance		1.96
<b>Taxes</b>		
GST		2.83

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**Total current charges** **\$59.25**



# Kilometre Travel Log

**Directions:** Complete this form to track kilometres travelled. To receive payment, please enter the total weekly kilometres into your timesheet in PeopleSoft, then submit a hardcopy of the Kilometre Travel Log form to your Manager or Principal. You may wish to retain a copy for your own records.

<b>Section 1: Your Employee Information</b> <span style="float:right"><i>To be completed by Employee</i></span>				
<b>Employee ID:*</b>		<b>First Name:*</b> Gerald	<b>Last Name:*</b> Fijal	
<b>Section 2: Trip Details:</b> <span style="float:right"><i>To be completed by Employee</i></span>				
Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row.				
Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km
25-04-14	Metro Redesign Network Meeting	Education Centre	Cross Roads Church, Red Deer, AB	148
25-04-14	Return to Office	Cross Roads Church, Red Deer, AB	Education Centre	148
<b>The total weekly km must be entered into the timesheet in PeopleSoft.</b>			<b>Total Kilometres</b>	296
<b>Section 3:</b> <span style="float:right"><i>To be completed by Employee and Approver</i></span>				
The approver must create a PDF copy of the completed Travel Log and send to: <a href="mailto:cbeincoming@westcanadian.com">cbeincoming@westcanadian.com</a>				
<b>Employee Signature:*</b>	Original signed by Gerald Fijal		<b>Time Approver Name:*</b>	Cathy Faber
<b>Employee Phone:*</b>			<b>Time Approver Signature:*</b>	Original signed by Cathy Faber
<b>Date DD-MM-YY: *</b>	29-05-14	<b>Time Approver Phone:*</b>		<b>Date DD-MM-YY:*</b> 02-06-14
<small>Personal information is collected under the authority of Alberta's <i>Freedom of Information and Protection of Privacy Act (FOIP)</i>. This information will be used for the management of personnel and for the delivery of various Human Resources programs at the Calgary Board of Education. It will be treated in accordance with the privacy protection provisions of FOIP. If you have any questions about the FOIP Act, please access <a href="http://www.cbe.ab.ca/legal/foip">http://www.cbe.ab.ca/legal/foip</a>. If you have any questions about this form and/or the use of the information, please contact the Employee Contact Centre at 1-877-353-2555.</small>				

