expense | monthly tracking report

claimant | Coppinger, Frank

position | Superintendent, Facilities & Environmental Services

level | Superintendent

reporting period | May 1 to June 30, 2014

date of report | August-15-14



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Bell Mobility	05/17/2014	Cell Phone Bill - May 2014	\$57.11	other disclosed	telecom/cell phone
IFMA Calgary Chapter	05/01/2014	IFMA Calgary Conference May 20/14	\$65.00	other disclosed	conferences & workshops
Impark	05/30/2014	Parking/Meeting KPMG	\$21.00	travel	BUS general
Vinci Park	05/23/2014	Parking/Meeting City & GOA	\$21.00	travel	BUS general
Fortune Magazine	05/22/2014	Magazine Subscription	\$52.45	other disclosed	BUS general
Calgary Parking Authority	06/06/2014	Parking/Meeting JUCC	\$21.50	travel	BUS general
Parking - UofC	06/11/2014	Parking/'Aboriginal Graduation Ceremony	\$10.00	travel	BUS general
Vinci Park	06/13/2014	Parking/Meeting City & GOA	\$12.60	travel	BUS general
Canadian P3 Council	05/27/2014	P3 Council Membership Renewal	\$367.50	other disclosed	membership, due, fees
Sobey's	05/31/2014	Postage/Stamps	\$80.33	other disclosed	BUS general
Sobey's	05/31/2014	Sympathy Cards	\$25.10	other disclosed	BUS general
IFMA Membership Dues	06/02/2014	Annual Membership Dues IFMA	\$364.93	other disclosed	membership, due, fees
Elks Club	06/13/2014	Long Service Employee Recognition Event: May 30/14	\$2,578.98	other not disclosed	employee recognition
Bell Mobility	06/17/2014	Cell Phone Bill - June 2014	\$56.15	other disclosed	telecom/cell phone



Bill Date: May 17, 2014

FRANK COPPINGER

Mobile Ref.

HF - Fac Ops & Enviro Services

Account #

Next Bill Date: June 17, 2014

1605of

1939

CURRENT CHARGES for

Monthly char	ges billed to Jun 16, 2014				FOR YOUR INFORMAT	ION
Corporate Share	plan 30-10 36M	*	\$30.00		Discount Summary	
less 33.339	% Promotional Discount		-10.00	20.00	Total discounts	\$102.50
Figure 1. The first section	2 Mary Calling				Total this month	\$102.50
Includes:	3 Way Calling				Usage Summary	min:sec
	Call Forwarding				Weekday	141:33
250 A time	Call Waiting			0.00	Weekend	8:00
250 Anytime mir Alberta Governm				0.44	Total time used	149:33
Email& Internet E			\$45.00	0.44	Event Summary	
	% Promotional Discount		-15.00	30.00	Total Events	
1622 22.22	% Fromotional discount			30.00	Total this month	\$0.00
Bell to Bell Callin	ig 10 - Mob		\$10.00		Packet Plan Usage Su	
less 100.00	0% Promotional Discount		10.00	0.00	Total megabytes	13.1438
Rusinass Anutim	ne Unlmtd. Nights & Wknds		\$10.00		Total this month	\$0.00
	0% Promotional Discount		-10.00	0.00	rotal this month	ψ0.00
1633 100.01	0 /8 1 TOTHOGIONAL DISCOUNT		A	0.00		
Sharing Feature			\$5.00			
less 70.00°	% Promotional Discount		3.50	1.50		
Travel text saver			\$10.00			
	0% Promotional Discount		-10.00	0.00		
			640.00			
070	& Call Display Bundle		\$12.00	0.00		
less 100.0	0% Promotional Discount		12.00	0.00		
6pm to 8pm Call	ling		\$7.00			
less 100.0	0% Promotional Discount		-7.00	0.00		
Can-Can/US Tex	t Unlimited		\$15.00			
	0% Promotional Discount		-15.00	0.00		
1635 100.0	0 % Fromotional Discount		13.00_	0.00		
Includes:	Picture Messaging					
	Image Messaging					
	Incl. Messages					2
	Unlimited Incoming Mess	sages				
\$1/MB US Data			\$10.00			
less 100.0	0% Promotional Discount		10.00	0.00		
US Roaming \$0.	25/min			0.00		
Usage and lo	ng distance					
- 100 100 100 100 100 100 100 100 100 10	nutes Local Calling					
@\$.00/min		99:33 min:sec		0.00		
<u>ω</u> φ.σο/ππι	***			3783		

Bill Date: May 17, 2014

FRANK COPPINGER

Mobile Ref.

HF - Fac Ops & Enviro Services

Account # !

Next Bill Date: June 17, 2014

1606of

1939

CURRENT CHARGES for

Email& Internet BlackBerry 1GB	Data Usage	
@\$.00/MB	13.1045 MB	0.00
Bell to Bell Calling 10 - Mob Be	Il Mobility to Bell Mobility	
@\$.00/minute	50:00 min:sec	0.00
Service zone		
@\$.00/MB	0.0393 MB	0.00
MSG from Bell	3 events	0.00
Long distance		2.45
Taxes		
GST		2.72

Total current charges

\$57.11



Bill Date: May 17, 2014

Account #

Next Bill Date: June 17, 2014

1607of 1939

ITEMIZED LONG DISTANCE CALLS

no.	date	time	type	from		to		nun	iber (called	min:sec	rate	lony dist.	total
1	Thu Apr 24	13:34		CALGARY	AB	EDMONTON	AB				9:01	0.00	0.70	0.70
2	Sat Apr 26	18:43	BM2BM	INCOMING		CANMORE	AB	100	10		8:00	0.00	0.56	0.56
3	Wed Apr 30	17:55		CALGARY	AB	VANCOUVER	BC				0:17	0.00	0.07	0.07
4	Thu May 1	08:30		CALGARY	AB	EDMONTON	AB				1:33	0.00	0.14	0.14
5	Tue May 6	16:53		CALGARY	VB	EDMONTON	AB	9			5:13	0.00	0.42	0.42
6	Wed May 7	10:19		CALGARY	VB	EDMONTON	AB	7			7:08	0.00	0.56	0.56

Total usage	0.00
Total long distance	2.45
Subtotal	\$2.45
Total	\$2.45

Calgary Chapter of IFMA

English

e English



You just made a payment of \$65.00 CAD

Paid to Calgary Chapter of IFMA info@ifinacalgary.org 403-293-7665

Ship to 1221 8 Street SW 3610 - 9 Street S.E. Calgary Alberta T2T 6K6 Canada Pay Pal" IT MA Calgary"



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 siled receipt from the merchant. This form must be approved by the cardholder's Supervisor and enclosed within the catement & Receipt Envelope.

CARDHOLDER							
Cardholder Name							100
Frank Coppinger							CON ME
Card Number	Phone Numb	er					100
		- 200				9	d
* * * * * * * * * * * * * * * * * * * *							
Department / School							
Facilities and Environmental Services							
Merchant Name	Transaction Da	e	MIN	1	DD	Transaction Amou	nt
Impark	2 0 1	4	05	l	30	\$21.00	
Description of purchase: Parking							
Cardholder Missing Receipt Acknowledgement The information provided is a true and accurate des	scription of	the d	etail	s of t	he pu	rchase	
 I confirm that every attempt has been made to obta However, there has been failure to produce a recei All items purchased as part of this credit card trans employee. No personal purchases were made Original documentation is not in my possession and I acknowledge that repeated lack of documentation supplier and / or suspension of credit card privilege 	pt action were d I will not s could resu	for useek r	ise b	y Th	e CBE	in my duties for the transac tionship with th	as an
Cardholder Signature				Wallana and		Date YYYY	MM DD 18
SUPERVISOR							
I have accepted the cardholder's explanation of the receipt los	s and / or in	ability	to ol	otain	a deta	iled receipt	
rvisor Signature	E	nployee	ID			Date	
					Ĭ		

THIS IS YO

THIS IS YOUR THIS IS YOUR RECIEPT WHEN Vehicle vacates stall or at 23:59 University Of Calgary/Art Parkade ART-08 No overnight parking

ENTRY TIME 11 JUN 14 05:29 PM 63947 Paid \$10.00C

00436347

Y (403) 537-7000

CALGARY PARKING AUTHORIT

Terminal: 852 Plate:

Zone: Lot 60: 9060 C 556909*6800

Valid through:

FRIDAY 06 JUN 14 11:54 AM

AMOUNT PAID: \$21.50 (6ST incl.)
START TIME: 6/6/2014 8:50 AM
ervices (403) 537-7005 FREE Battery Boosting & Tire Inflation S

RECEIPT

License Plate Number

Expiration pate/line

MAY 23, 2014

Purchase Date/Time: 09:07am May 23, 2014 Total Parking: \$20.00 Total GSJ: \$1.00 Total Due: \$21.00 Rate: Day \$20 (until 8PM) Total Paid: \$21.00 Ticket #: 01580744 S/N #: 500013180704 Payment Type: Card Setting: CBE Mach Name: CBE 22

Carc

MasterCard

Auth #: 110901



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.

CARDHOLDER		-				
Cardholder Name						
765 8 527 40						
Frank Coppinger						
Card Number	Phone Nu	mber				
* * * * * * * * * * * * * * * * * * * *	0					
Department / School						
Facilities and Environmental Services						
Merchant Name	Transaction	Date				Transaction Amount
	YYY		М	м	DD	Historical And and an analysis of the control of th
Fortune Magazine	2 0	1 4	0	5	22	\$52.45
				_		
Description of purchase: Magazine subscription						
		1.0				i.a
Reason detailed receipt / documentation is not available: Auto	omatic Rer	newal/l	Recei	ot no	t provid	led
Cardholder Missing Receipt Acknowledgement						
	escription	of the	detai	ls of	the ni	ırchase
Service and the service of the servi						AND THE PROPERTY OF THE PARTY O
 I confirm that every attempt has been made to obtained to be the second to be		icate i	receip	ot by	conta	cting the merchant.
All items purchased as part of this credit card trans		ere for	use	by T	he CB	E in my duties as an
employee. No personal purchases were made	ououon w	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	acc	~, .	00	,
 Original documentation is not in my possession an 						
 I acknowledge that repeated lack of documentation 		sult in	a ca	ncell	ed rela	ationship with the
supplier and / or suspension of credit card privilege	es					Date
Cardholder Signature						YYYY MM DD
201hr						201141516
117	/		-			
SUPERVISOR						
	207000 15 102 N 01 1 01 J 2 077930	on Anthropologia (Charles				and the same back
I have accepted the cardholder's explanation of the receipt lo	ss and / or	inabili	ity to c	obtair	n a deta	alled receipt
Supervisor Signature		Employ	ee ID			Date
			www.uca.com			14

THE CANADIAN COUNCIL 55 UNIVERSITY AVE TORONTO, ON M5J2H7

May 27 2014 11:48 am

Inv# 5182

TRANSACTION RECORD (Duplicate)

Card:

: MC : PURCHASE

: 14/05/27

: 11:48:12

Card Type Trans Type Card Entry : M : 114812 : 001098001

Auth #

Auth # Sequence #

Merchant ID : 20422584

: PM2042258401

Terminal #

Date

Amount

Time

: \$367.50

APPROVED - THANK YOU

Retain this copy for your

records

PAID

CCPPP Membership kunt

" Canada Post / Postes Canada AIRDRIE PO

100 - 65 McKenzie Way SW AIRDRIE T4B0V0 GST/TPS#: 895588788

	-
2014/05/31 03:37:04 CC/CC102682 W/G2	DIONNE TR352078
G/S 5% 3@\$25.50 P2013 BOOKLET OF 30/P2013 CARN	\$76.50 ET DE 30
SUBTL/SOUS-TOTAL GST/TPS PST/TVP HST/TVH TOTAL/TOTAL	\$76.50 \$3.83 \$0.00 \$0.00 \$80.33
MasterCard / Mastercard Card Number / Numéro de car	\$80.33 te
CHG. DUE / MONNAIE RND. CHG. / MONNAIE ARRONDIE	\$0.00 \$0.00

Receipt required for all returns. To view the return policy go to the website.

Your opinion matters and we want to hear about your post office experience. Enter to win 1 of 5 \$50 Prepaid Visa cards. For complete terms and conditions, go to www.canadapost.intouchinsight.com

Reçu requis pour tous les retours. Pour consulter la politique de retour, visitez le site Web.

Votre opinion compte et nous voulons savoir ce que vous pensez de votre expérience au bureau de poste. Inscrivez-vous pour courir la chance de gagner l'une des cinq cartes prépayées Visa de 50 \$.

Pour les conditions générales complètes, allez à www.canadapost.intouchinsight.com



WWW.CANADAPOST.CA / WWW.POSTESCANADA.CA



P-CARD MISSING RECEIPT

Certification of Unavailable Documentation

his 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.

CARRIOLDER			
CARDHOLDER Cardholder Name			
Sara Atkinson			
Card Number	Phone Number		
* * * * * * * * * * * * * * * * * * *	,		
Facilities and Environmental Services			
Merchant Name	Transaction Date	l www 1 pp	Transaction Amount
Sobeys	YYYY	MM DD	\$ 25.10
	2 0 1 4	05 31	Ψ 23.10
Cardholder Missing Receipt Acknowledgement The information provided is a true and accurate de I confirm that every attempt has been made to obte However, there has been failure to produce a receive All items purchased as part of this credit card transemployee. No personal purchases were made Original documentation is not in my possession as I acknowledge that repeated lack of documentation supplier and / or suspension of credit card privilegen.	tain a duplicate re eipt saction were for and I will not seek an could result in	eceipt by contactuse by The CBE	ting the merchant. In my duties as an for the transaction
Cardholder Signature)		Date YYYY MM DD
SUPERVISOR			
I have accepted the cardholder's explanation of the receipt lo	oss and / or inabilit	y to obtain a detai	iled receipt
Supervisor Signature	Employe	e ID	Date
Tooks -	A 122	11 10 10 1	23JUN 2014
a raying.	0 4	11 19 18 14	



Confirmation and Receipt of Membership Dues

International Facility Management Association 800 Gessner Rd., Suite 900 Houston, TX 77024-4257

+1-713-623-4362 Fax +1-281-974-5650

Membership ID:

Classification: Professional Paid Thru: 7/31/2015

Jun 02, 2014

Frank J. Coppinger Calgary Board of Education 3610 Ninth St SE Calgary AB T2G 3C5 Canada Phone: Fax:

Home Phone: Mobile:

Email:

Dear Frank:

This letter confirms receipt of your membership dues payment for the next year. Thank you!

The information included on this page reflects your membership record as it now exists in our system. Please review this information for accuracy, bearing in mind that most of it is available in our online Membership Directory at www.ifma.org. Pay special attention to items like area code, zip code, phone, fax number and e-mail address which occasionally change.

We are pleased to have you as a member and look forward to many years of providing you with professional representation and support. Since 1980, IFMA has defined the field of facility management, creating a professional identity for its members. We're continuously working to meet your needs—IFMA does its job so that you can do yours!

If you have any questions or need further assistance or information, please call IFMA Service Center of Excellence at +1-713-623-4362 or e-mail ifma@ifma.org.

Sincerely,

IFMA Member Services Team

Membership Details

Description	Amount
Professional Membership Dues	\$179.00
Calgary	\$92.00
Academic Facilities Council	\$55.00
Total	\$326.00
6/2/2014 Payment:	\$326.00
Balance Due	\$0.00

usp

User: ERIN Term: T5

Chit Details
Member: 6^- Server: Sica Area: Events & Catering Chit #: 31001662
Date: May 30/14 Time: 1:47pm
106 Plated Lunch 1,881.50 Room Rental 200.00
Sub-Total: 2,081.50 Service Charge 374.67 GST F&B Service 122.81
Chit Total: \$2,578.98
Member Charge \$2,578.98-
Gratuity:
Total:
Member Number:
Member Number:
Signature:Sara Atkinson CBE
INVOICE
Calgary Elks Lodge and Golf Club 2502 6th Street NE Calgary AB T2E 3Z3
GST# 107296238
End of Chit
==== End of Report =====

THE ELKS CLUB OF CALGARY 2502 6 ST NE CALGARY AB

CARD

CARD TYPE

MASTERCARD

DATE

2014/06/13

TIME

3184 14:25:38

CLERK ID

CLERK ID

RECEIPT NUMBER

M30714211-001-315-005-0

PURCHASE TOTAL

\$1,000.00

APPROVED

AUTH# 162537 THANK YOU

01-027

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS THE ELKS CLUB OF CALGARY
2502 6 ST NE
CALGARY AB

CARD
CARD TYPE MASTERCARD
DATE 2014/06/13
TIME 4107 14:24:59
CLERK ID 05
RECEIPT NUMBER
M30714211-001-315-004-0

PURCHASE TOTAL

\$1,578.98

APPROVED

AUTH# 162459 THANK YOU 01-027

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

Chit Obtails

Member: . _ Sara Atkinson CBE

Server: Erin

Area: Off Menu/Cash Bar Events

Chit #: 33001816

Date: Jun 13/14

Time: 3:03pm

Payment on Account
- EVENT PAYMENT

2,578.98

Sub-Intel: 2,578.98

Chit Total: \$2,578.98

Master Card Master Card \$1,000.00-\$1,578.98-

Gratuity:

Total:

Member Number:

Signature:Sara Atkinson CBE

INVOICE

Calgary Elks Lodge and Golf Club 2502 - 6 Street N.E. Calgary, AB T2E 3Z3

GST 10729 6238

- End of Chit -----



Bill Date: June 17, 2014 FRANK COPPINGER

Mobile Ref.

HF - Fac Ops & Enviro Services

Account #

Next Bill Date: July 17, 2014

1622of

1952

CURRENT CHARGES for

Monthly charges billed to Jul 16, 2	014			FOR YOUR INFORMAT	rion
Corporate Share plan 30-10 36M		\$30.00		Discount Summary	
less 33.33% Promotional Discount	į.	10.00	20.00	Total discounts	\$102.50
Includes: 3 Way Calling				Total this month	\$102.50
Call Forwarding				Usage Summary	_min:sec
Call Waiting				Weekday	187:44
250 Anytime minutes			0.00	Weekend	8:00
Alberta Government 911 fee			0.44	Weeknight	6:25
Email@Internet BlackBerry 1GB		\$45.00		Total time used	202:09
less 33.33% Promotional Discount		-15.00	30.00	Packet Plan Usage S	
Bell to Bell Calling 10 - Mob		\$10.00		Total megabytes	12.4249
less 100.00% Promotional Discour	at	-10.00	0.00	Total this month	\$0.00
less 100.00% Fromotional Discoul	n.	-10.00	0.00		
Business Anytime UnImtd. Nights & Wk		\$10.00			
less 100.00% Promotional Discoul	nt	10.00	0.00		
Sharing Feature		\$5.00			
less 70.00% Promotional Discount	t,	-3.50	1.50		
Travel text saver		\$10.00			
less 100.00% Promotional Discour	nt	-10.00	0.00		
Message Centre & Call Display Bundle		\$12.00			
less 100.00% Promotional Discoul	nt	-12.00	0.00		
6pm to 8pm Calling		\$7.00			
less 100.00% Promotional Discour	nt	-7.00	0.00		
Can-Can/US Text - Unlimited		\$15.00			
less 100.00% Promotional Discour	nt	15.00	0.00		
Includes: Picture Messaging					
Image Messaging					
Incl. Messages					
Unlimited Incoming	Messages				
\$1/MB US Data	2021	\$10.00			
less 100.00% Promotional Discour	nt	-10.00	0.00		
US Roaming \$0.25/min			0.00		
Usage and long distance					
250 Anytime minutes Local Calling					
@\$.00/minute	142:06 min:sec		0.00		

Bill Date: June 17, 2014

FRANK COPPINGER

Total current charges

Mobile Ref.

HF - Fac Ops & Enviro Services

Account #

Next Bill Date: July 17, 2014

\$56.15

1623of

1952

for	nued)
Data Usage	
12.3937 MB	0.00
nts & Wknds Unlimited Usage	
6:25 min:sec	0.00
Jsage	
7:38 min:sec	0.00
ll Mobility to Bell Mobility	
46:00 min:sec	0.00
0.0312 MB	0.00
	1.54
	2.67
	nts & Wknds Unlimited Usage 6:25 min:sec Usage 7:38 min:sec Il Mobility to Bell Mobility 46:00 min:sec



Bill Date: June 17, 2014

Account #

Next Bill Date: July 17, 2014

1624of 1952

ITEMIZED LONG DISTANCE CALLS

no.	date	time	type	from		to		number called	min:sec	rate	long dist.	total
1	Mon May 26	14:10		CALGARY	AB	EDMONTON	AB	. 20.	7:09	0.00	0.56	0.58
2	"	16:59		CALGARY	AB	EDMONTON	AB		4:47	0.00	0.35	0.35
3	Wed May 28	13:00		CALGARY	AB	EDMONTON	AB		1:36	0.00	0.14	0.14
4	Wed Jun 4	12:17		CALGARY	AB	HOLHOWIGH	AB		6:11	0.00	0.49	0.49
								Total usage				0.00
								Total long di	stance			1.54
								Subtotal				\$1.54
								Total				\$1.54

" Canada Post / Postes Canada AIRDRIE PO

100 - 65 McKenzie Way SW AIRDRIE T4B0V0 GST/TPS#: 895588788

	-
2014/05/31 03:37:04 CC/CC102682 W/G2	DIONNE TR352078
G/S 5% 3@\$25.50 P2013 BOOKLET OF 30/P2013 CARN	\$76.50 ET DE 30
SUBTL/SOUS-TOTAL GST/TPS PST/TVP HST/TVH TOTAL/TOTAL	\$76.50 \$3.83 \$0.00 \$0.00 \$80.33
MasterCard / Mastercard Card Number / Numéro de car	\$80.33 te
CHG. DUE / MONNAIE RND. CHG. / MONNAIE ARRONDIE	\$0.00 \$0.00

Receipt required for all returns. To view the return policy go to the website.

Your opinion matters and we want to hear about your post office experience. Enter to win 1 of 5 \$50 Prepaid Visa cards. For complete terms and conditions, go to www.canadapost.intouchinsight.com

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Votre opinion compte et nous voulons savoir ce que vous pensez de votre expérience au bureau de poste. Inscrivez-vous pour courir la chance de gagner l'une des cinq cartes prépayées Visa de 50 \$.

Pour les conditions générales complètes, allez à www.canadapost.intouchinsight.com



WWW.CANADAPOST.CA / WWW.POSTESCANADA.CA