

expense | monthly tracking report

claimant | McLeod, Sheila

position | Director, Global Learning Services

level | Director

reporting period | May 1 to June 30, 2014

date of report | August-15-14



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
College of Alberta School Superintendent Academy Banff	05/14/2014	Registration fee	\$267.75	travel	PD course or registration fee
College of Alberta School Superintendent Academy Banff	05/16/2014	Accomodations	\$445.46	travel	BUS accommodation
College of Alberta School Superintendent Academy Banff	05/16/2014	Travel to Banff for conference	\$130.00	travel	BUS mileage
Canadian Association of Public Schools International - 2014	05/25/2014	Registration fee	\$349.00	travel	PD course or registration fee
Canadian Association of Public Schools International - 2014	05/25/2014	Airfare	\$537.86	travel	BUS airfare/bus/rail
Canadian Association of Public Schools International - 2014	05/25/2014	Accomodations	\$623.73	travel	BUS accommodation
Canadian Association of Public Schools International - 2014	05/25/2014	Taxi fare airport to venue	\$63.56	travel	BUS airfare/bus/rail
Canadian Association of Public Schools International - 2014	05/25/2014	Parking at Calgary Airport	\$68.34	travel	BUS airfare/bus/rail
Canadian Association of Public Schools International - 2014	05/25/2014	Meals per diem	\$138.00	travel	BUS food/non alcoholic beverage
Cell Phone	05/17/2014	Monthly service plan	\$61.65	other disclosed	telecom/cell phone
	06/17/2014	Monthly service plan	66.48	other disclosed	telecom/cell phone

From: Central Alberta Regional <esp_receipt@moneris.com>
Sent: April-17-14 11:29 AM
To: Transaction Receipt - Do Not Reply
Subject:

Central Alberta Regional

x

APPROVED

TYPE PURCHASE
ORDER ID 1395182244_2014CASS
AMOUNT (CAD) \$267.75
CARD NUM ***** 5421
ACCOUNT MC
DATE Mar 19 2014 08:40AM
REF NUM 661750380019460010 M
AUTH CODE 104030

APPROVED - THANK YOU 027

Please keep this email as your transaction receipt.

This receipt has been sent from an unmonitored email account.
Do not reply to this email.

THE *Fairmont*
BANFF SPRINGS

405 SPRAY AVENUE
P.O. BOX 960
BANFF, ALBERTA CANADA T1L 1J4
T 403 762 2211 F 403 762 5755
G.S.T. Registration # 84968 1721 RT000

College of Alberta School Superintendent
MS Sheila Mcleod

Canada

INFORMATION INVOICE

Room :
Folio # :
Cashier # :
Page # : 1 of 1
Group Name : Cass 2013
Arrival : 05-14-14
Departure : 05-16-14
Fairmont President's Club

Date	Description	Additional Information	Charges	Credits
05-14-14	Package Charge		201.00	
05-14-14	Tourism Improvement Fee (2%)		3.78	
05-14-14	Alberta Tourism Levy (4%)		7.71	
05-14-14	Room GST (5%)		9.64	
05-14-14	Package GST (5%)		0.60	
05-15-14	Package Charge		201.00	
05-15-14	Tourism Improvement Fee (2%)		3.78	
05-15-14	Alberta Tourism Levy (4%)		7.71	
05-15-14	Room GST (5%)		9.64	
05-15-14	Package GST (5%)		0.60	
05-16-14	Mastercard	XXXXXXXXXXXX5421 XX/XX		445.46
Total			445.46	445.46
Balance Due				0.00

GST Summary

Room 19.28
F&B 0.00
Other 1.20
Total 20.48

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay please contact David Roberts, General Manager, at David.Robertsgm@fairmont.com.
We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

For information or reservations, visit us at
www.fairmont.com or call Fairmont Hotels & Resorts from:
United States or Canada 1 800 441 1414
For information et réservations visitez notre web au
www.fairmont.com ou téléphoner au Hôtels Fairmont de:
États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.) I have accepted delivery of The Global and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année) J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1,00\$ par jour (du Lundi au Vendredi) et de 2,00\$ le Samedi (Dans les hôtels participants.)

Thank you for choosing to stay with Fairmont Hotels & Resorts
Merci d'avoir choisi les Hôtels Fairmont

Subject:

Canadian Association of Public Schools - International - 2014 Annual Conference /
Conférence annuelle 2014

Registration Confirmation

Thank you for registering for the 2014 CAPS-I Conference.

Please PRINT this confirmation page as your OFFICIAL RECEIPT of payment.

HOTEL RESERVATIONS:

Event: 2014 Annual Conference / Conférence annuelle 2014
[View Event Details](#)

Date & Time: May 25, 2014 09:30 AM -
May 28, 2014 12:00 PM
[America/Toronto UTC -5]
[Add to my Calendar](#)

Location: Fairmont Empress Hotel
721 Government Street, Victoria, British Columbia, Canada, V8W1W5
[Get Driving Directions](#)

Event Coordinator:

Registration Confirmation - Sheila McLeod

Order ID:

Registrant Type: Full Member

Registration Date: February 24, 2014 14:44:11 EST

Total Amount: \$349.00

Order Status: Successfully paid and processed!

Payment Method: MasterCard

Card Name:

Note that your credit card statements will read:

Canadian Association of Public Schools - International

Refer to this order ID for any questions you may have regarding your registration.

Payment Instructions

Subject:

SHEILA MCLEOD is sending you the itinerary for your next trip from Calgary to Victoria.

Subject: SHEILA MCLEOD is sending you the itinerary for your next trip from Calgary to Victoria.

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****



Booking Information

Booking Reference:

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:

Ms Sheila Mcleod

MODIFI:

Customer Care

Air Canada

1-888-247-2262

Flight Arrivals and Departures

1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC215	Calgary (YYC) Sat 24-May 2014 13:15	Vancouver, Vancouver Int'l (YVR) Sat 24-May 2014 13:45 - Terminal M	0	3hr13	E90	Flex, G	
AC8071 ¹	Vancouver, Vancouver Int'l (YVR) Sat 24-May 2014 15:00 - Terminal M	Victoria, Victoria Int'l (YYJ) Sat 24-May 2014 15:28	0		DH4	Flex, G	
AC8070 ¹	Victoria, Victoria Int'l (YYJ) Wed 28-May 2014 15:00	Vancouver, Vancouver Int'l (YVR) Wed 28-May 2014 15:24 - Terminal M	0	3hr26	DH3	Flex, G	
AC222	Vancouver.	Calgary (YYC)	0		E90	Flex.	

Vancouver Int'l
(YVR)
Wed 28-May 2014
17:00 - Terminal
M

Wed 28-May 2014
19:26

G

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Ms Sheila Mcleod : Adult (16+), Ticket Number: 0142133409525

Air Canada -
Aeroplan :

Meal Preference : **None**

Payment Card:

xxxx-xxxx-xxxx-004

Special Needs: **None**

Seat Selection:

AC215 **12F (Preferred)** , AC8071 **1A (Preferred)** ,
AC8070 **1F (Preferred)** , AC222 **12F (Preferred)**

Purchase Summary

Fare Summary

Passenger Type	<u>Adult</u>
Air Transportation Charges	
Departing Flight - <u>Flex</u>	216.00
Return Flight - <u>Flex</u>	206.00
<u>Surcharges</u>	36.00
Taxes, Fees and Charges	
<u>Canada Airport Improvement Fee</u>	40.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	25.61
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total airfare and taxes before options (per passenger)	537.86
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$537.86

Payment Information

Credit/Debit Card xxxx-xxxx-xxxx-004 - Amount paid: **\$537.86**

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

Air Canada: \$537.86 (Airfare - per ticket)

Ticket number(s): 0142133409525

Fairmont EMPRESS

721 Government Street
 Victoria, BC V8W 1W5
 T 250 384 8111 F 250 381 4334
 G.S.T. / H.S.T. Registration # 84127-7353

Room :
 Folio # :
 Invoice # :
 Cashier # :
 Page # : 1 of 1
 Group Name : CAPS-I AGM 2014

Canadian Association of Public Schools I
 Ms Shelia Mcleod

Arrival : 05/24/14
 Departure : 05/28/14
 Fairmont President's Club

Canada

Date	Description	Additional Information	Charges	Credits
05/25/14	Room Charge		179.00	
05/25/14	Destination Marketing Fee		1.79	
05/25/14	Hotel Room Tax		18.08	
05/25/14	Room GST		9.04	
05/26/14	Room Charge		179.00	
05/26/14	Destination Marketing Fee		1.79	
05/26/14	Hotel Room Tax		18.08	
05/26/14	Room GST		9.04	
05/27/14	Room Charge		179.00	
05/27/14	Destination Marketing Fee		1.79	
05/27/14	Hotel Room Tax		18.08	
05/27/14	Room GST		9.04	
05/28/14	Mastercard	XXXXXXXXXXXX0206 XX/XX		623.73
Total			623.73	623.73
Balance Due			0.00	

GST Summary

Room : 27.12
 F&B : 0.00
 Other : 0.00
 Total : 27.12

HST Summary

Room : 0.00
 F&B : 0.00
 Other : 0.00
 Total : 0.00

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 United States or Canada 1 800 441 1414

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 I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Thank you for choosing to stay with Fairmont Hotels & Resorts

PARK2GO, INC.

403.532.4844

YELLOW CAB
817 FISGARD STREET VOWINS
VICTORIA BC
21852400

403.532.4844

Thank you!

|||| PURCHASE ||||

05-24-2014 16:05:35
Acct # *****0206 C
Exp Date 12/14 Card Type MC
Name: SHEILA J MCLEOD
A0000000041010 MasterCard



* 5 3 5 2 9 5 *

Trace # 090001 Operator 104
FV2185240004
Inv # 104
Auth # 190535 RRN 001378001

CheckIn D/T: 05/24/14 11:25
CheckOut D/T: 05/24/14 20:13
Duration Time: 4d: 9h: 47m
Plate#
Make/Model
Color: Y

Purchase \$56.75
Tip \$6.81
Total \$63.56

Charge: \$73.48
Hourly: \$5.14
WEB RATE 2014
Charge: \$65.09
Chrgs: \$0.00
Fee #1: ACCESS SMS-TRN
@ Rate: \$0.00 + Tax
Sub Total: \$65.09
Tax %5: \$3.25
Total: \$68.34

(00) APPROVED-THANK YOU

Retain this copy for your records
Customer copy

Card Type: MasterCard
Account # *****0206
Card Holder: MCLEOD/SHEILA J
Ref # 221321
Order # 6211155085
Total: \$68.34

T-Acct
Reward Class: VIP PARKER PROGRAM
Collected: 341
Total Points: 7,716-\$77.16

COPY

Must be completed upon return from every business trip for reporting purposes and any out-of-pocket expenditures.

Return completed form to Service Delivery, Education Centre

Details of Trip | Please Print
 Date: May 30, 2014
 Employee's Name: Sheila McLeod Vendor #: _____
 School / Department to mail cheque to: Global Learning
 Purpose of Trip / Name of Conference: Canadian Association of Public Schools International 2014
 Departure and Return Dates: May 25, 2014 Destination: May 28, 2014
Victoria, BC

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	Amount Paid by CBE Invoice/P-Card/ Amex/ 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					
Travel Costs					
▪ Airfare (including trip cancellation insurance)			5		
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ _____ @ _____ Nights					
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch <u>2</u> @ \$17.00				34.00	
▪ Dinner <u>4</u> @ \$26.00				104.00	
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP					
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT				138.00	9031-FOOD
GST Breakout Area					

I certify that the above claim is correct:

[Signature]

Claimant's Signature

[Signature]

Approved by Superordinate

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

Mobile
Bill Date: May 17, 2014
SHEILA MCLEOD
Mobile Ref.
Global Learning

Account #
Next Bill Date: June 17, 2014

578of 1939

CURRENT CHARGES for (continued)

Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	71.8706 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	72:56 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	81:00 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	30:00 min:sec	0.00
Service zone		
@\$.00/MB	1.6026 MB	0.00
Text message	2 events	0.00
Comverse MMSC	4 events	0.00
Text message	6 events	0.00
MSG from Bell	3 events	0.00
Picture/Video messaging	5 events	0.00
Travel text saver Unlimited Incoming Messages		
	159 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	136 events	0.00
Long distance		6.79
Taxes		
GST		2.92
Total current charges		\$61.65

Mobile
Bill Date: June 17, 2014

Account # 521225610
Next Bill Date: July 17, 2014

594 of 1952

Mobile Ref.
Global Learning

CURRENT CHARGES for (continued)

Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	228.6478 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	113:08 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	95:12 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	24:00 min:sec	0.00
Service zone		
@\$.00/MB	1.7254 MB	0.00
Text messages	7 events	1.75
Comverse MMSC	8 events	0.00
Text message	3 events	0.00
Text message	2 events	0.00
Picture/Video messaging	3 events	0.00
Travel text saver Unlimited Incoming Messages		
	229 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	178 events	0.00
Long distance		9.17
Roamer usage		0.50
Taxes		
GST		3.12
Total current charges		\$66.48