

expense | monthly tracking report

claimant | Roulson, Dianne
position | Director, 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 Superintendents (CASS) Team Leadership Conference, Banff, AB	03/08/2014	Registration for May 14 - 16, 2014 Conference	\$267.75	travel	PD course or registration fee
College of Alberta School Superintendents (CASS) Team Leadership Conference, Banff, AB	05/16/2014	Accommodations	\$495.46	travel	PD accommodation
Cell Phone	05/17/2014	Monthly Service Plan	\$56.29	other disclosed	telecom/cell phone
Cell Phone	06/17/2014	Monthly Service Plan	\$60.85	other disclosed	telecom/cell phone



Travel & Subsistence Expense Report

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 21, 2014

Employee's Name Dianne Roulson Vendor #: _____

School / Department to mail cheque to Learning Services

Purpose of Trip / Name of Conference CASS-Team Leadership

Departure and Return Dates May 14 - May 16, 2014 Destination: Banff, Alberta

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	\$267.75		\$267.75		
Travel Costs					
▪ Airfare (including trip cancellation insurance)					
▪ 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					
\$ <u>247.73</u> @ <u>2</u> Nights	\$495.46		\$495.46		
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner _____ @ \$26.00					
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP			\$763.21		
CASH ADVANCE IF ANY–Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					
GST Breakout Area					

COPY

I certify that the above claim is correct;

Original signed by D Roulson

Original signed by D Parsons

Claimant's 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.

Nielsen, Maureen G

From: Nielsen, Maureen G on behalf of Roulson, Dianne
Sent: March-18-14 2:19 PM
To: Nielsen, Maureen G
Subject: FW: Transaction Receipt (Ref:2014CASS-133)

Maureen
t | 403-817-7664

-----Original Message-----

From: Central Alberta Regional Consortium [<mailto:npenney@carcpd.ab.ca>]
Sent: March-18-14 12:21 PM
To: Roulson, Dianne
Subject: Transaction Receipt (Ref:2014CASS-133)

To: Dianne Roulson
Subject: Electronic Receipt from 2014 CASS Team Leadership

Our Reference :

Thank you for your successful transaction. Our Payment Gateway has returned the status of this transaction as :
TRANSACTION APPROVED.

If you have any queries with this transaction, please contact the merchant at

A copy of your receipt is attached below. Please retain this to assist us if you have any queries.

March 18, 2014 - 12:21:10 PM

AUTHORIZATION NUMBER: 1395109035_2014CASS
TOTAL: 267.75
REFERENCE NUMBER: 2014CASS-133
MERCHANT NAME: Central Alberta Regional Consortium

PLEASE RETAIN AS RECORD OF PURCHASE

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 Dianne Rouison
1221 8th St SW
6th Floor
Calgary AB T2R 0L4

INFORMATION INVOICE

Room : 0263
Folio # :
Cashier # : 258170
Page # : 1 of 1
Group Name : Cass 2013

Arrival : 05-14-14
Departure : 05-16-14

Date	Description	Additional Information	Charges	Credits
05-14-14	Package Charge		226.00	
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		226.00	
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	
Total			495.46	0.00
Balance Due				495.46

GST Summary

Room	19.28
F&B	0.00
Other	3.58
Total	22.86

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
Pour 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

Mobile

Bill Date: May 17, 2014
DIANNE ROULSON

Next Bill Date: June 17, 2014

Learning Services

CURRENT CHARGES

Monthly charges billed to Jun 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 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
Can-Can/US Text - Unlimited	\$15.00	
less 100.00% Promotional Discount	-15.00	0.00
Includes: Picture Messaging		
Image Messaging		
Incl. Messages		
Unlimited Incoming Messages		
\$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	189:21 min:sec	0.00

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$102.50
Total this month	\$102.50
Usage Summary min:sec	
Weekday	301:31
Weekend	8:11
Weeknight	72:31
Total time used	382:13
Event Summary	
Total Events	375
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	107.6412
Total this month	\$0.00

Mobile
Bill Date: May 17, 2014
DIANNE ROULSON

Next Bill Date: June 17, 2014

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Learning Services

CURRENT CHARGES

Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	107.5284 MB	0.00
Business Anytime Unlmt. Nights & Wknds Unlimited Usage		
@\$.00/minute	80:42 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	94:10 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	18:00 min:sec	0.00
Service zone		
@\$.00/MB	0.1128 MB	0.00
Text message	1 event	0.00
Comverse MMSC	14 events	0.00
MSG from Bell	3 events	0.00
Travel text saver Unlimited Incoming Messages		
	164 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	193 events	0.00
Long distance		1.68
Taxes		
GST		2.67
Total current charges		\$56.29

Mobile
Bill Date: June 17, 2014
DIANNE ROULSON

Next Bill Date: July 17, 2014

Learning Services

CURRENT CHARGES

Monthly charges billed to Jul 16, 2014

Corporate Share plan 30-10 36M	\$30.00	
less 33.33% Promotional Discount	<u>-10.00</u>	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	<u>-15.00</u>	30.00
Bell to Bell Calling 10 - Mob	\$10.00	
less 100.00% Promotional Discount	<u>-10.00</u>	0.00
Business Anytime Unlmted. Nights & Wknds	\$10.00	
less 100.00% Promotional Discount	<u>-10.00</u>	0.00
Sharing Feature	\$5.00	
less 70.00% Promotional Discount	<u>-3.50</u>	1.50
Travel text saver	\$10.00	
less 100.00% Promotional Discount	<u>-10.00</u>	0.00
Message Centre & Call Display Bundle	\$12.00	
less 100.00% Promotional Discount	<u>-12.00</u>	0.00
6pm to 8pm Calling	\$7.00	
less 100.00% Promotional Discount	<u>-7.00</u>	0.00
Can-Can/US Text - Unlimited	\$15.00	
less 100.00% Promotional Discount	<u>-15.00</u>	0.00
Includes: Picture Messaging		
Image Messaging		
Incl. Messages		
Unlimited Incoming Messages		
\$1/MB US Data	\$10.00	
less 100.00% Promotional Discount	<u>-10.00</u>	0.00
US Roaming \$0.25/min		0.00
Usage and long distance		
250 Anytime minutes Local Calling		
@\$.00/minute	189:26 min:sec	0.00

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$102.50
Total this month	\$102.50
Usage Summary min:sec	
Weekday	273:51
Weekend	71:59
Weeknight	25:16
Total time used	371:06
Event Summary	
Total Events	363
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	113.4329
Total this month	\$0.00

Mobile
Bill Date: June 17, 2014
DIANNE ROULSON

Next Bill Date: July 17, 2014

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Learning Services

CURRENT CHARGES

Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	113.4074 MB	0.00
Business Anytime Unlmt. Nights & Wknds Unlimited Usage		
@\$.00/minute	97:15 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	70:25 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	14:00 min:sec	0.00
Service zone		
@\$.00/MB	0.0255 MB	0.00
Picture/Video messaging	2 events	0.00
Travel text saver Unlimited Incoming Messages		
	163 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	198 events	0.00
Long distance		6.02
Taxes		
GST		2.89
Total current charges		\$60.85