

expense | monthly tracking report

claimant | McGuire, Susan

position | Director, Human Resources

level | Director

reporting period | November 1 to December 31, 2014

date of report | February-13-15



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Alberta Professional Planers	10/24/2014	Online job postings	\$603.75	other not disclosed	BUS general
Red Deer College	11/10/2014	Online job postings	\$52.50	other not disclosed	BUS general
Cell phone	11/17/2014	monthly service charge	\$54.53	other disclosed	telecom/cell phone
U of A CAPS Career Centre	11/19/2014	Online job postings	\$175.00	other not disclosed	BUS general
U of C Career Services	11/19/2014	Online job postings	\$31.50	other not disclosed	BUS general
LinkedIn	11/19/2014	Online job postings	\$385.95	other not disclosed	BUS general
LinkedIn	11/21/2014	Online job postings	\$385.95	other not disclosed	BUS general
TechJobsCanada	11/21/2014	Online job postings	\$208.95	other not disclosed	BUS general
LinkedIn	11/24/2014	Online job postings	\$385.95	other not disclosed	BUS general
LinkedIn	11/25/2014	Online job postings	\$385.95	other not disclosed	BUS general
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LinkedIn	11/25/2014	Online job postings	\$385.95	other not disclosed	BUS general
Cell phone	12/17/2014	monthly service charge	\$75.53	other disclosed	telecom/cell phone

Alberta Professional Planners Institute (APPI)
 PO Box 596
 Edmonton, AB T5J 2K8

Invoice

Date	Invoice #
2014-10-09	14.3495

Invoice To
Calgary Board of Education

PAID
 2014-10-22

Due Date
2014-08-08

Description	Amount
Member rate fee for posting one employment opportunity on the APPI website and distributing the job to the membership via the APPI E-News.	575.00
Senior Capital and Urban Planner GST applicable (APPI GST Registration 83317 5409RT0001)	28.75
Cheques, VISA and MC are accepted. To pay by credit card, please complete the following and fax to 780-452-7718: Credit Card Number Expiry Date Card Holder's Name	

APPI Phone: 780-435-8716 Fax: 780-452-7718 admin@albertaplanners.com	Total	\$603.75
	Payments/Credits	-\$603.75
	Balance Due	\$0.00

From: Employment Services Centre <employmentservices@rdc.ab.ca>
Sent: November-10-14 9:40 AM
To:
Subject: Job Posting Approved

Thank you for using Red Deer College Employment Services Centre's online job posting system.

We have approved the information for the Journeyman Locksmith position (Competition Number: 11361).

Red Deer College will invoice you for the amount of \$50.00 plus G.S.T. (for a total of \$52.50).

This posting will be available on our system for 30 days. You are welcome to view, edit or remove this posting at your convenience.

http://www.rdc.ab.ca/about_rdc/human_resources/employment/Pages/StudentEmployment.aspx?k=4232

The charge for this posting is \$50 plus \$2.50 GST. Please accept this as your official receipt.

If you have any questions, or require assistance, please contact Employment Services Centre,

Contact information:
Telephone: (403) 314 2476
Email: employmentservices@rdc.ab.ca

Mobile
Bill Date: November 17, 2014
Susan McGuire
Mobile Ref.
Human Resources

Account #
Next Bill Date: December 17, 2014

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CURRENT CHARGES for

Monthly charges billed to Dec 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
Corporate Data Flex USA		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
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
Other charges and credits		
US Roaming \$0.25/min	Oct 30 to Nov 16	0.00

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$102.50
Total this month	\$102.50
Usage Summary	
min:sec	
Weekday	3:13
Weeknight	1:56
Total time used	5:09
Event Summary	
Total Events	209
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	36.1690
Total this month	\$0.00

Mobile
Bill Date: November 17, 2014
Susan McGuire
Mobile Ref.
Human Resources

Account #
Next Bill Date: December 17, 2014

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CURRENT CHARGES

(continued)

Usage and long distance

250 Anytime minutes Local Calling		
@\$.00/minute	2:54 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	35.7686 MB	0.00
Business Anytime Unlmt. Nights & Wknds Unlimited Usage		
@\$.00/minute	1:56 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	0:19 min:sec	0.00
Service zone		
@\$.00/MB	0.4004 MB	0.00
Free Bell Message	4 events	0.00
Travel text saver Unlimited Incoming Messages		
	95 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	101 events	0.00
US Voice & Text \$30 - 30 day Unlimited Incoming Messages		
	9 events	0.00
Taxes		
GST		2.59

Total current charges **\$54.53**



CAPS: Your U of A Career Centre

For billing inquiries please contact yourcapsquestions@ualberta.ca

Receipt for:

Calgary Board of Education

1221 - 8th Street SW, 3rd Floor
Calgary AB T2R 0L4
Canada

Order ID:
Order Created Date: Nov-18-2014
Credit Card: 5569***7401

Attn: Lindsay O'Brien

GST Registration Number: R108102831

Description	Unit Price	Quantity	Tax (0.05)	Total
Engineer In Training <i>for Calgary Board of Education</i>				
Job Posting Fee Tax Exempt	\$175.00	1	-	\$175.00
			Tax (0.05)	Total
			\$0.00	\$175.00

Job Posting Receipt:

Order Info

Date	November 18, 2014 @ 11:11 AM
Payment Method	Credit Card
Total Amount	\$31.50
Payment Status	Paid
Order Number	
Transaction ID	
Payment Vendor	MONERIS

Order Items

REGULAR JOB POSTING (CSJOBPO)	sub:	\$30.00
JOB ID: 19147	GST (5.0%):	\$1.50
		\$31.50

MONERIS Transaction Log

response_order_id	CSJOBPO-7543
bank_transaction_id	-
response_code	027
iso_code	01
bank_approval_code	
time_stamp	11:12:38
date_stamp	2014-11-18
trans_name	purchase
message	APPROVED * =
charge_total	31.50
cardholder	Susan McGuire
card_num	
card	M
expiry_date	
result	1



Invoice
1562436653

LinkedIn Ireland
Gardner House, Wilton Plaza, Dublin 2, Ireland
VAT: IE9740425P

Billed To: Susan McGuire
1221 8 street SW
Calgary, ABT2R 0L4
Canada

Date: 11/18/2014
Invoice Total: CAD 385.95
Payment Method:
Receipt #:

Item	Description	Quantity	Rate	Price
1	30-day Job Posting • Engineer in Training • Calgary Board of Education - Calgary, Canada Area • Expires December 18, 2014	1	CAD 385.95	CAD 385.95
2	Profile Matches • For Engineer in Training • 24 profile matches + 5 free InMails	-		CAD 0.00

Total Purchases: CAD 385.95
Invoice Total: CAD 385.95
Payment: (CAD 385.95)
Balance: CAD 0.00



Invoice 1576022933

LinkedIn Ireland
 Gardner House, Wilton Plaza, Dublin 2, Ireland
 VAT: IE9740425P

Billed To: Susan McGuire
 Calgary Board of Education
 1221 8 St SW
 Calgary, AB T2R 0L4
 Canada

Date: 11/20/2014
Invoice Total: CAD 385.95
Payment Method:
Receipt #:

Item	Description	Quantity	Rate	Price
1	30-day Job Posting • System Analyst • Calgary Board of Education - Calgary, Canada Area • Expires December 20, 2014	1	CAD 385.95	CAD 385.95
2	Profile Matches • For System Analyst • 24 profile matches + 5 free InMails	-		CAD 0.00

Total Purchases: CAD 385.95
Invoice Total: CAD 385.95
Payment: (CAD 385.95)
Balance: CAD 0.00

TECH JOBS CANADA

eWeb Development Inc.
 PO Box 98052
 1146 Pacific Blvd
 Vancouver, BC, V6Z 2Z7
 Canada

Bill To:

Calgary Board of Education
 1221 8 St SW
 Calgary, AB, T2R 0L4
 Canada

GST/HST Number:	824932693RT0001
Transaction ID:	
Transaction Date:	November 20, 2014
Due Date:	Upon Receipt
Balance Due:	\$0.00 CAD

Quantity	Item	Price
1	Hot Job Posting "System Analyst"	\$199.00
		Subtotal: \$199.00
		GST/HST: \$9.95

		Total: \$208.95
(November 20, 2014 via BeanStream) Amount Paid:		-\$208.95

Balance Due:		\$0.00



Invoice
1593380333

LinkedIn Ireland
Gardner House, Wilton Plaza, Dublin 2, Ireland
VAT: IE9740425P

Billed To: Susan McGuire
1221 8 street SW
Calgary, ABT2R 0L4
Canada

Date: 11/24/2014
Invoice Total: CAD 385.95
Payment Method:
Receipt #:

Item	Description	Quantity	Rate	Price
1	30-day Job Posting • Project Manager, Building Envelope • Calgary Board of Education - Calgary, Canada Area • Expires December 24, 2014	1	CAD 385.95	CAD 385.95
2	Profile Matches • For Project Manager, Building Envelope • 24 profile matches + 5 free InMails	-		CAD 0.00

Total Purchases: CAD 385.95
Invoice Total: CAD 385.95
Payment: (CAD 385.95)
Balance: CAD 0.00



Invoice
1593487073

LinkedIn Ireland
Gardner House, Wilton Plaza, Dublin 2, Ireland
VAT: IE9740425P

Billed To: Susan McGuire
1221 8 street SW
Calgary, ABT2R 0L4
Canada

Date: 11/24/2014
Invoice Total: CAD 385.95
Payment Method:
Receipt #:

Item	Description	Quantity	Rate	Price
1	30-day Job Posting • Senior Project Manager, Capital Projects • Calgary Board of Education - Calgary, Canada Area • Expires December 24, 2014	1	CAD 385.95	CAD 385.95
2	Profile Matches • For Senior Project Manager, Capital Projects • 24 profile matches + 5 free InMails	-		CAD 0.00

Total Purchases: CAD 385.95
Invoice Total: CAD 385.95
Payment: (CAD 385.95)
Balance: CAD 0.00

 Invoice 1593506013	LinkedIn Ireland Gardner House, Wilton Plaza, Dublin 2, Ireland VAT: IE9740425P														
<table border="0" style="width: 100%;"> <tr> <td style="width: 60%; vertical-align: top;"> Billed To: Susan McGuire 1221 8 street SW Calgary, ABT2R 0L4 Canada </td> <td style="width: 40%; vertical-align: top;"> Date: 11/24/2014 Invoice Total: CAD 385.95 Payment Method: Receipt #: </td> </tr> </table>	Billed To: Susan McGuire 1221 8 street SW Calgary, ABT2R 0L4 Canada	Date: 11/24/2014 Invoice Total: CAD 385.95 Payment Method: Receipt #:													
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Payment:	(CAD 385.95)														
Balance:	CAD 0.00														

 Invoice 1593467213	LinkedIn Ireland Gardner House, Wilton Plaza, Dublin 2, Ireland VAT: IE9740425P															
Billed To: Susan McGuire 1221 8 street SW Calgary, ABT2R 0L4 Canada	Date: 11/24/2014 Invoice Total: CAD 385.95 Payment Method: Receipt #:															
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Balance:	CAD 0.00															

 Invoice 1593422733	LinkedIn Ireland Gardner House, Wilton Plaza, Dublin 2, Ireland VAT: IE9740425P															
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Balance:	CAD 0.00															



Invoice
1593440693

LinkedIn Ireland
Gardner House, Wilton Plaza, Dublin 2, Ireland
VAT: IE9740425P

Billed To: Susan McGuire
1221 8 street SW
Calgary, ABT2R 0L4
Canada

Date: 11/24/2014
Invoice Total: CAD 385.95
Payment Method:
Receipt #:

Item	Description	Quantity	Rate	Price
1	30-day Job Posting • Project Manager, Mechanical • Calgary Board of Education - Calgary, Canada Area • Expires December 24, 2014	1	CAD 385.95	CAD 385.95
2	Profile Matches • For Project Manager, Mechanical • 24 profile matches + 5 free InMails	-		CAD 0.00

Total Purchases: CAD 385.95
Invoice Total: CAD 385.95
Payment: (CAD 385.95)
Balance: CAD 0.00

Mobile
Bill Date: December 17, 2014
Susan McGuire
Mobile Ref
Human Resources

Account #
Next Bill Date: January 17, 2015

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CURRENT CHARGES for

Monthly charges billed to Jan 16, 2015

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
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Corporate Data Flex USA		0.00
Business Anytime Unlmted. Nights & Wknds	\$10.00	
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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	
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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

FOR YOUR INFORMATION...	
<u>Discount Summary</u>	
Total discounts	\$102.50
Total this month	\$102.50
<u>Usage Summary</u>	
min:sec	
Weekday	4:30
Total time used	4:30
<u>Event Summary</u>	
Total Events	333
Total this month	\$0.00
<u>Packet Plan Usage Summary</u>	
Total megabytes	20.9437
Total this month	\$0.00

Mobile
Bill Date: December 17, 2014
Susan McGuire
Mobile Ref
Human Resources

Account #
Next Bill Date: January 17, 2015

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CURRENT CHARGES for 403-200-7804 (continued)

Usage and long distance

250 Anytime minutes Local Calling		
@\$.00/minute	4:30 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	18.6546 MB	0.00
Service zone		
@\$.00/MB	2.2891 MB	0.00
Free Bell Message	20 events	0.00
Picture/Video messaging	2 events	0.00
Travel text saver Unlimited Incoming Messages		
	149 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	162 events	0.00
Roamer data usage		20.00
Taxes		
GST		3.59

Total current charges **\$75.53**