# expense | monthly tracking report

claimant | Everett, Jeannie

position | Director, Area I

level | Director

reporting period | September 1 to October 31, 2014

date of report | December-12-14



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	09/17/2014	Monthly Service Plan	\$54.53	other disclosed	telecom/cell phone
Area Leadership Meeting	09/17/2014	Deposit - Leadership Planning Session	\$500.00	prepaid/postpaid	PD food/non alcoholic beverage
Humanex Conference	09/19/2014	Registration fee - Humanex Conference	\$2,008.25	working session	conferences & workshops
Air Fare - Chicago (return)	09/24/2014	Humanex Conference - Chicago	\$656.81	travel	BUS airfare/bus/rail
Hotel Accommodation Chicago	09/24/2014	Humanex Conference - Chicago	\$272.16	travel	BUS accommodation
Transportation in Chicago	09/26/2014	Taxi fare in Chicago	\$85.24		BUS general
Cell Phone	10/17/2014	Monthly Service Plan		other disclosed	telecom/cell phone
Conference fee - CASS	17/10/2014	CASS Fall Conference registration fee	\$420.00	other disclosed	conferences & workshops
Membership - CASS	10/20/2014	College of Alberta School Superintendents	\$1,100.00	other disclosed	membership, due, fees



Bill Date: September 17, 2014

**JEANNIE EVERETT** 

Mobile Ref. Area I Office Account #

Next Bill Date: October 17, 2014

Monthly char	ges billed to Oct 16, 2014				FOR YOUR INFORMAT	TION
Corporate Share	plan 30-10 36M		\$30.00		Discount Summary	
less 33.339	% Promotional Discount		-10.00	20.00	Total discounts	- \$102.50
Includes:	3 Way Calling				Total this month	\$102.50
includes.	Call Forwarding				Usage Summary	min:sec
	Call Waiting				Weekday	635:04
250 Anytime mir				0.00	Weeknight	4:55
Alberta Governm				0.44	Total time used	639:59
Email® Internet E			\$45.00	0.44	Event Summary	
	% Promotional Discount		-15.00	30.00	Total Events	
				00.00	Total this month	\$0.00
Bell to Bell Callin			\$10.00	540.000000	Packet Plan Usage St	1
less 100.00	% Promotional Discount		10.00	0.00	Total megabytes	15.4905
Business Anytim	e Unimtd. Nights & Wknds		\$10.00		Total this month	\$0.00
	% Promotional Discount		-10.00	0.00		
01						
Sharing Feature	V D I D		\$5.00	4.50		
less 70.00%	% Promotional Discount		-3.50	1.50		
Travel text saver			\$10.00			
less 100.00	% Promotional Discount		-10.00	0.00		
Managa Captra	& Call Display Pundla		\$12.00			
17	& Call Display Bundle ON Promotional Discount		-12.00	0.00		
1633 100.00	7.0 I Tomotional Discount		-12.00	0.00		
6pm to 8pm Call			\$7.00			
less 100.00	0% Promotional Discount		7.00_	0.00		
Can-Can/US Tex	t - Unlimited		\$15.00			
	0% Promotional Discount		-15.00	0.00		
0.00-0.00				0,00		
Includes:	Picture Messaging					
	Image Messaging					
	Incl. Messages					
	Unlimited Incoming Mes	sages				
\$1/MB US Data			\$10.00			
less 100.00	0% Promotional Discount		-10.00	0.00		
US Roaming \$0.	25/min			0.00		
Usage and lo	nu distance					
Professional State Assembly States	nutes Local Calling					
@\$.00/mint	1270	409:25 min:sec		0.00		
(ωφ.00/min)				0.00		

Bill Date: September 17, 2014

**JEANNIE EVERETT** 

Mobile Ref. Area I Office Account #

Next Bill Date: October 17, 2014

Total current charges		\$54.53
GST		2.59
Taxes		
	74 events	0.00
Can-Can/US Text - Unlimited U	nlimited incoming Messages	
0 0 410 T 1 11 11 11 11	114 events	0.00
Can-Can/US Text - Unlimited In		
0 0 407 4 11 5 4 11	54 events	0.00
Travel text saver Unlimited Inco	(ATEX) (1997)	
Free SMS Message	1 event	0.00
@\$.00/MB	0.0215 MB	0.00
Service zone		
@\$.00/minute	180:00 min:sec	0.00
Bell to Bell Calling 10 - Mob Be	II Mobility to Bell Mobility	
@\$.00/minute	47:39 min:sec	0.00
6pm to 8pm Calling Unlimited U	Jsage	
@\$.00/minute	2:55 min:sec	0.00
Business Anytime Unlmtd. Nigh	nts & Wknds Unlimited Usage	
@\$.00/MB	15.4690 MB	0.00
Email& Internet BlackBerry 1GB	Data Usage	

December 2014

VALLEY RIDGE GOLF CLUB 11618 VALLEY RIDGE PK NU CALGARY, AB

Term ID: 05519150

# Purchase

MASTERCARD

Total: \$

Entry Method: M

2014/09/17

11:41:41

500.00

Seq #: Appr Code:

Resp Code:

CVID Code:

Thank You APPROVED

CARDHOLDER WILL PAY CARD ISSUER
ABOVE AMOUNT PURSUANT
TO CARDHOLDER AGREEMENT

- IMPORTANT - retain this copy for your records

Merchant Copy

Total: Tip:\_ Account Name: (Print)\_

COLL UND

REPRINTED: Wed 09/17/2014 11:42am Valley Ridge Golf Club GST# 87222 2302 OPEN DAILY 403 221.9682 Server: Trans# Terminal#

- CBE Area I Princi \$500.00

SubTotal Discount Total

\$500.00 \$0.00 \$500.00

\$500.00

Customer Payments Master Card

Total Paid

\$500.00

Member Account Information

Signature:

Subject:

FW: Air Canada - 24-Sep: Calgary - Chicago (booking ref: M5MHEA)

From: Air Canada < confirmation@aircanada.ca > Date: September 1, 2014 at 11:01:10 AM MDT

To:

Subject: Air Canada - 24-Sep: Calgary - Chicago (booking ref:

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

AIR (ANADA 🛊

Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check in kiosk.

Secretary of the secret

# **Booking Information**

#### **Booking Reference:**

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

Main Contact:

Mrs Mary Jean Everett

Customer Care Air Canada 1-888-247-2262 Flight Arrivals and Departures 1-888-422-7533

Work: 1-403-7778710 At destination: :

**Online Services** 

Manage my booking online (view/change my booking; select seats\*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Check-in online and print my boarding pass.

\* Can my booking be changed online?



#### Additional passenger information is required

Your current flight itinerary includes travel to a country that requires additional passenger information.

We strongly encourage you to provide this information ahead of time from the comfort of your home or office with our secure online form.

#### **Provide Passenger Information**

F	ı	i	q	h	t	I	ti	n	e	ra	r	1

Flight	From	То	Stops	Duration	Aircraft	Fare Type	Meal
AC4681 <sup>1</sup>	Calgary (YYC) Wed 24-Sep 2014 11:25	Chicago, O'Hare Int'l (ORD) Wed 24-Sep 2014 15:51 - Terminal 1	0	3hr26	E70	Flex, W	



Flight AC4681 is operated by United Express / Shuttle America. Please check in directly at the United Express / Shuttle America counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.

0

AC5004<sup>2</sup>

Chicago, O'Hare Int'l (ORD) Fri 26-Sep 2014

Calgary (YYC)

Fri 26-Sep 2014

3hr45

Flex, W 319

19:58 17:13 - Terminal 1



Flight AC5004 is operated by United Airlines. Please check in directly at the United Airlines counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.

Operated by:

<sup>1</sup> United Express / Shuttle America

<sup>2</sup> United Airlines

# Passenger Information

1: Mrs Mary Jean Everett : Adult (16+), Ticket Number:

Frequent Flyer Prog: None

Meal Preference:

None

Payment Card:

XXXX-XXXX-XXXX

Special Needs:

Seat Selection:

None

None

#### **Purchase Summary**

Fare Summary	
Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	251.00
Return Flight - Flex	251.00
Surcharges	15.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	30.00
U.S.A Transportation Tax	39.00
U.S Agriculture Fee	5.57
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	27.96
U.S Passenger Facility Charge	5.01
U.S.A Immigration User Fee	7.80
Air Travellers Security Charge (ATSC)	12.10

		THE RESIDENCE OF THE PARTY OF T
September 11 Security Fee	6.24	
U.S. Federal Customs Fee	6.13	
Total airfare and taxes before options (per passenger)	656.81	
Number of passengers	x 1	
Total airfare, taxes and options	656.81	
Travel Insurance (declined)	0.00	
Grand Total - Canadian dollars	\$656.81	

#### Payment Information

Credit/Debit Card xxxx-xxxx-xxx

- Amount paid: \$656.81

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

Air Canada: \$656.81 (Airfare - per ticket)

Ticket number(s):

## enRoute City Guide

# Chicago

Chicago is one of those enigmatic cities that's home to myriad distinct cultures and communities, but somehow maintains its own unmistakable identity. With its galleries, theatres and jazz lounges, Chicago is the beating heart of culture between the coasts but with touches of Midwestern modesty.



## Read the complete guide

#### Fare Rules

Departing Flight Calgary (YYC) To Chicago (ORD) - Flex

#### Changes:

- Prior to day of departure Change fee per transaction, per passenger, is \$200 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
- Same-day confirmed changes at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- Same-day standby is available only to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- Flights can only be used in sequence from the place of departure specified on the itinerary.

#### Cancellations:

- Tickets are non-refundable and non-transferable.
- Cancellations can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per transaction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
  - Customers who no-show their flight will forfeit the fare paid.







						Official Hotel Partner
be placed on the accour estimated incidentals, the hours from the date of cl	T2N2i V9  ou are using for check-int for the full anticipace ough your date of check-out or longer at the	name address  n is attached to a bank or checking account, a hold will ted dollar amount to be owed to the hotel, including cout and such funds will not be released for 72 business he discretion of your financial institution.	your room. A safety deposit box is ava to be held personally liable in the even	ilable for you in the it that the indicated p nt of an emergency,	s. Please do not lea lobby, I agree that serson, company o	ve any money or items of value unattended in my liability for this bill is not waived and agree r association fails to pay for any part or the full my party, require special evacuation due to a
				I MANUFACTURE TO SERVICE TO SERVI		New Manager Compagnition of the Section
9/24/2014 9/24/2014 9/24/2014 9/25/2014 9/25/2014 9/25/2014	reference 607515 607515 607515 607672 607672 607672	GUEST ROOM STATE TAX CITY TAX GUEST ROOM STATE TAX CITY TAX WILL BE SETTLED TO MC EFFECTIVE BALANCE OF	pom:		120.60 \$7.24 \$6.03 \$93.60 \$5.62 \$4.68 237.77 \$0.00	*272.16 CDN
for reserva	tions call <b>1.80</b>	O.hampton or visit us online at I	ampton.com	() 12 m2 cm35	Carried B	thanks.
account no.			date of charge	e folio/che	eck no.	
card memb	er name		authorization		initial	
establishme	ent no. and loca	establishment agrees to transmit to card ho	older for payment purchases & s	ervices		
			taxes			
			tips & misc.			
signature	of card memb	er	total amount	t.		





















Subject:

FW: Receipt from Francisco taxi

From: Everett, Jeannie

Sent: September-26-14 8:10 AM

To:

Subject: Fwd: Receipt from Francisco taxi

## Begin forwarded message:

From: Square <<u>noreply@messaging.squareup.com</u>> Date: September 25, 2014 at 10:18:48 PM CDT

Subject: Receipt from Francisco taxi

#### Things just got easier.

Now when you shop at sellers who use Square, your receipts will be delivered automatically. Learn more.



\$74.75 \$85.24 CDN

Custom Amount \$65.00

Subtotal \$65.00

Tip \$9.75

Total \$74.75 \$85.24 CDN

. . . . . . . .

MasterCard

9/25/2014, 8:17 PM #WAKV

© 2014 Square. Inc. Ail lights reserved. 1455 Market Street. Suite 600, San Francisco. CA 94103.

> Square Privacy Policy Not your receipt?



Bill Date: October 17, 2014

**JEANNIE EVERETT** 

Mobile Ref. Area I Office Account #

Next Bill Date: November 17, 2014

Monthly char	ges billed to Nov 16, 2014				FOR YOUR INF
Corporate Share	plan 30-10 36M		\$30.00		Discount Sum
less 33.339	% Promotional Discount		-10.00	20.00	Total discounts
Includes	2 May Calling				Total this mont
Includes:	3 Way Calling				Usage Summa
	Call Forwarding				Weekday
050 V 1;	Call Waiting			0.00	Total time used
250 Anytime mir				0.00	Event Summa
Alberta Governm	ac paragraphy		645.00	0.44	Total Events
Email& Internet E			\$45.00	20.00	Total this month
less 33.33%	% Promotional Discount		-15.00	30.00	Packet Plan Us
Bell to Bell Callin	g 10 - Mob		\$10.00		Total megabytes
less 100.00	% Promotional Discount		-10.00	0.00	Total this month
Pusings Anutim	e Unlmtd. Nights & Wknds		\$10.00		Total this month
- II - 1740	% Promotional Discount		-10.00	0.00	<del></del>
1855 100.00	7/6 FTOTHOGOTAL DISCOURT			0.00	
Sharing Feature			\$5.00		
less 70.009	6 Promotional Discount		3.50_	1.50	
Travel text saver			\$10.00		
	0% Promotional Discount		-10.00	0.00	
	& Call Display Bundle		\$12.00	0.00	
less 100.00	% Promotional Discount		-12.00	0.00	
6pm to 8pm Call	ing		\$7.00		
less 100.00	% Promotional Discount		-7.00	0.00	
Can-Can/US Text	t - Unlimited		\$15.00		
	0% Promotional Discount		-15.00	0.00	
				377.03.33	
Includes:	Picture Messaging				
	Image Messaging				
	Incl. Messages				
	Unlimited Incoming Messa	ages			
\$1/MB US Data			\$10.00		
less 100.00	% Promotional Discount		_10.00	0.00	
US Roaming \$0.3	25/min			0.00	
Usage and lo					
	utes Local Calling				
@\$.00/minu	te 2	26:02 min:sec		0.00	

FOR YOUR INFORMATI	0N
Discount Summary	
Total discounts	\$102.50
Total this month	\$102.50
Usage Summary	min:sec
Weekday	459:25
Total time used	459:25
Event Summary	
Total Events	478
Total this month	\$19.50
Packet Plan Usage Sui	nmary
Total megabytes	11.3750
Total this month	\$0.00
rotal this month	Ψ0.

Bill Date: October 17, 2014

**JEANNIE EVERETT** 

Mobile Ref. Area I Office Account #

Next Bill Date: November 17, 2014

Total current charges			\$122.13
GST			5.66
Taxes			
Roamer data usage			22.90
Roamer usage			21.50
Long distance			0.63
	252	events	0.00
Can-Can/US Text - Unlimited Unlin	nited Incoming M	essages	
		events	0.00
Can-Can/US Text - Unlimited Incl.	Messages		
Picture/Video messaging		event	0.00
Free Bell Message	8	events	0.00
Short Code programs	1	event	0.75
Text messages	75	events	18.75
@\$.00/MB	0.4248	BMB	0.00
Service zone			
@\$.00/minute	202:00	min:sec	0.00
Bell to Bell Calling 10 - Mob Bell M	obility to Bell Mo	bility	
@\$.00/minute	31:23	min:sec	0.00
6pm to 8pm Calling Unlimited Usa	ge		
@\$.00/MB	10.9502	2 MB	0.00
Email& Internet BlackBerry 1GB Da	ta Usage		

**From:** SAPDC Registration **Sent:** October-17-14 2:10 PM

To: Everett, Jeannie

Subject: CASS Fall Conference Confirmation



#### 17 October 2014

ID Number: Jeannie Everett

Dear Jeannie

This is your **REGISTRATION CONFIRMATION** for the CASS Fall Conference 2014.

You may also use this document as a receipt.

Dietary Concerns:

Comments:

## **CASS Fall Conference 2014**

Details	Venue	Fee	Owing
CASS Fall Conference 2014 - Registration fee	Sheraton Cavalier 2620 - 32 Ave NE, Calgary	420.00	0.00

Details	
Breakfast - November	6
Breakfast - November	7
Lunch - November 6	
Lunch - November 7	

## **Notes**

Note	Description
ň	
Sans	
TOTAL	420.00 0.00

Everett, Jeannie October-17-14 2:30 PM

FW: Transaction Receipt

Original Message
From: SAPDC Registration
Sent: October-17-14 2:10 PM

To: Everett, Jeannie

Subject: Transaction Receipt

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.

October 17, 2014 - 02:09:59 PM 3-TIER E-COMMERCE

**AUTHORIZATION NUMBER:** 

TOTAL: 420.00

REFERENCE NUMBER: MERCHANT NAME: SAPDC

PLEASE RETAIN AS RECORD OF PURCHASE

CASS FALL CONFERENCE NOVEMBER 6,7,2014