

# expense | monthly tracking report

claimant | Wellock-Bolt, Chantelle

position | Director, Corporate Finance

level | Director

reporting period | September 1 to October 31, 2014

date of report | December-12-14



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Association of School Business Officials of Alberta (ASBOA)	09/02/2014	Membership Renewal	\$945.00	other disclosed	membership, due, fees
Cell Phone	09/17/2014	Monthly Service Charge	\$54.53	other disclosed	telecom/cell phone
Urban Schools Insurance Consortium (USIC) Audit Committee Meeting	09/22/2014	Lunch - 6 people	\$128.63	hospitality	BUS food/non alcoholic beverage
Oracle Open World Conference - Sept 27-Oct 5 - San Francisco, CA	09/27/2014	Registration	\$1,471.28	travel	PD course or registration fee
Oracle Open World Conference - Sept 27-Oct 5 - San Francisco, CA	09/27/2014	Return airfare	\$384.11	travel	PD airfare/bus/rail
Oracle Open World Conference - Sept 27-Oct 5 - San Francisco, CA	10/05/2014	Meals - per diem	\$103.00	travel	PD food/non alcoholic beverage
Oracle Open World Conference - Sept 27-Oct 5 - San Francisco, CA	10/05/2014	Bus fare (no receipt)	\$19.30	travel	PD general
Oracle Open World Conference - Sept 27-Oct 5 - San Francisco, CA	10/05/2014	Accommodations	\$2,768.79	travel	PD accommodation
Oracle Open World Conference - Sept 27-Oct 5 - San Francisco, CA	10/05/2014	Accommodations - personal charges - reimbursement received	-\$461.47	travel	PD accommodation
Oracle Open World Conference - Sept 27-Oct 5 - San Francisco, CA	10/05/2014	return mileage Calgary airport	\$53.80	travel	PD general
Cell Phone	10/17/2014	Monthly Service Charge	\$78.97	other disclosed	telecom/tablet

**Association of School Business  
Officials of Alberta (ASBOA)**

**Invoice**

Date	Invoice #
02/09/2014	

<b>Bill To</b>
Chantelle Wellock-Bolt Calgary Board of Education 1221 8 Street SW 4th Floor, Education Centre Calgary, AB T2R 0L4 Canada

<b>Member Information</b>
Chantelle Wellock-Bolt Calgary Board of Education 1221 8 Street SW Calgary, T2R 0L4 Canada

PO	Terms	Due Date
	Due in 30 days	02/10/2014

Description	Amount
Regular Membership 2015	\$900.00
<b>Total</b>	\$900.00
<b>5.00% GST</b>	\$45.00
<b>Total</b>	<b>\$945.00</b>

**Payments/Adjustments**

Description	Amount
Payment via Check/Money Order <i>Applied to invoice on 22/09/2014 10:38:47 PM</i>	-\$945.00
<b>Total Payments/Adjustments</b>	-\$945.00
<b>Balance Due</b>	<b>\$0.00</b>

GST Registration #106733124

2014-2015 Membership Fees

Please remit your payment to:

Association of School Business Officials of Alberta  
1200, 9925 - 109 Street  
Edmonton, AB., T5K 2J8

**Mobile**  
**Bill Date: September 17, 2014**  
**CHANTELLE WELLOCK-BOLT**  
**Mobile Ref. :**  
**Performance Mgmt Corp Init**

**Account #**  
**Next Bill Date: October 17, 2014**

**533of 1909**

**CURRENT CHARGES**

**Monthly charges billed to Oct 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 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

**Usage and long distance**

250 Anytime minutes Local Calling		
@\$.00/minute	3:49 min:sec	0.00

<b>FOR YOUR INFORMATION...</b>	
<b>Discount Summary</b>	
Total discounts	\$102.50
<b>Total this month</b>	<b>\$102.50</b>
<b>Usage Summary min:sec</b>	
Weekday	6:49
Weekend	0:29
<b>Total time used</b>	<b>7:18</b>
<b>Event Summary</b>	
Total Events	3
Total this month	\$0.00
<b>Packet Plan Usage Summary</b>	
Total megabytes	5.4102
Total this month	\$0.00

Mobile  
Bill Date: September 17, 2014  
CHANTELLE WELLOCK-BOLT  
Mobile Ref.  
Performance Mgmt Corp Init

Account #  
Next Bill Date: October 17, 2014

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## CURRENT CHARGES

Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	5.4024 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	0:29 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	3:00 min:sec	0.00
Service zone		
@\$.00/MB	0.0078 MB	0.00
Text message	1 event	0.00
Travel text saver Unlimited Incoming Messages		
	2 events	0.00
<b>Taxes</b>		
GST		2.59

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**Total current charges**

**\$54.53**

Urban Schools Insurance Consortium  
 (USIC) Audit Committee Meeting  
 6 people



1582332 Alberta Ltd  
 c/o Good Earth Coffee House & Bakery - CBE  
 908 - 13 Avenue SW  
 Calgary, Alberta T2R 0L4  
 B: 403.455.6255  
 F: 403.366.3794  
 Email: [goodearthcbe@gmail.com](mailto:goodearthcbe@gmail.com)  
 B/N 829513001

Contact: Chantelle Wellock-Bolt		Company Name: CBE			
Address: 1221 - 8 Street SW.		Date Required: September 22, 2014 (Monday)			
Calgary, Alberta T2R - 0L4		Time Required: 11:45 am			
Bus:		Email:			
VISA or M/C # :		Delivery Address: Room S108 Safran Building			
Expiry Date:		Reference: 10 ppl			
Invoice #: 005- 34 CBE Wbolt					
	Description	Unit	\$ Price/Unit	Qty	Total
<i>Lunch</i>	Coffee Tote	1	\$ 20.00	1	\$ 20.00
	Water & Pop	1	\$ 1.50	10	\$ 15.00
	Small Assorted Cookies	1	\$ 1.25	10	\$ 12.50
	Assorted Sandwiches	1	\$ 7.50	10	\$ 75.00
<i>Special Notes</i>				<b>Subtotal</b>	<b>\$ 122.50</b>
				<b>Delivery</b>	<b>\$ -</b>
				<b>Total X-GST</b>	<b>\$ 122.50</b>
	<i>THANK YOU!</i>			<b>GST 5%</b>	<b>\$ 6.13</b>
				<b>Tip</b>	<b>\$ -</b>
			<b>TOTAL</b>	<b>\$ 128.63</b>	





September 28–October 2, 2014  
San Francisco

# Oracle OpenWorld and JavaOne 2014 Registration Receipt

Date: 7/21/14

Invoice number

## Billing Information

Chantelle Wellock-Bolt  
1221 8th Street SW  
Calgary, T2G 2L9  
CA

## Registrant Information

Chantelle Wellock-Bolt

## Payment Detail

Name	Type	Quantity	Price	Total Price
Oracle OpenWorld - Government Rate (without Appreciation Pass)	Paid	1	\$1,325.00	\$1,325.00
Carbon Offset Program	Paid	1	\$10.00	\$10.00
			Total	\$1,335.00
			Amount Paid	<b>\$1,335.00</b>
			Balance Due	<b>\$0.00</b>

USD  
= \$1471.28  
CAD.

MasterCard:

You will receive a charge on your credit card statement that reads "Active OracleOpenWorld14"

## Hotel Booking

If you reserved a hotel through the Oracle OpenWorld and JavaOne 2014 web site,

**From:** [noreply@itinerary.westjet.com](mailto:noreply@itinerary.westjet.com) [<mailto:noreply@itinerary.westjet.com>]

**Sent:** August-21-14 1:00 PM

**To:**

**Subject:** Reservation Confirmation



WestJet  
22 Aerial Place N.E.  
Calgary, Alberta,  
Canada  
Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary.

**Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight.**

This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

## Booking Confirmation

Your reservation code is:

Main contact: **Mrs Chantelle Wellock-Bolt**

E-mail:

Phone Number:

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#)

## Guest

Mrs. Chantelle Marie Wellock-Bolt      Flight      Calgary (YYC)-San Francisco (SFO),San Francisco (SFO)-Calgary (YYC)  
Ticket Number  
Seat      YYC-SFO: \*;SFO-YYC: \*

## Air Itinerary Details

WS1508      Calgary, CA      San Francisco, US      Fare type: Econo  
WestJet      Sun 28 Sep, 2014 11:20 AM      Sun 28 Sep, 2014 01:09 PM      Non-stop

WS1509      San Francisco, US      Calgary, CA      Fare type: Econo  
WestJet      Sat 04 Oct, 2014 02:00 PM      Sat 04 Oct, 2014 05:38 PM      Non-stop

## Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 241.98	CAD 15.00	CAD 127.13	CAD 384.11	x 1	CAD 384.11
						Total airfare: CAD 384.11

## Tax details

Rate code	Description	Amount
XA	APHIS User Fee - Passengers	CAD 5.60
US	U.S. Transportation Tax (International)	CAD 39.18
XG	Goods and Services Tax (GST)	CAD 14.95
XF	U.S. Passenger Facilitation Charge	CAD 5.04
XY	Immigration User Fee	CAD 7.84
AY	U.S. September 11th Security Fee	CAD 6.26
CA	Air Travellers Security Charge (ATSC)	CAD 12.10

YC	Customs User Fee	CAD 6.16
SQ	Airport Improvement Fee (AIF)	CAD 30.00

Total taxes: CAD 127.13

## Fare family benefits

### YYC-SFO: Econo Seat Sale Benefits

- One complimentary checked bag \*
- Fully refundable if cancelled within 24 hours of booking \*\*
- Advanced seat selection - \$5-34.50 \*
- \$75-86.25 itinerary change fee + applicable fare difference
- \$75-86.25 name change fee
- \$75-86.25 cancellation fee, balance credited toward future WestJet flight purchases -
- \* Not applicable on flights operated by our airline partners
- \*\* Excluding flights departing within 24 hours of booking
- - Non-refundable to original form of payment

## Fare family benefits

### SFO-YYC: Econo Seat Sale Benefits

- One complimentary checked bag \*
- Fully refundable if cancelled within 24 hours of booking \*\*
- Advanced seat selection - \$5-34.50 \*
- \$75-86.25 itinerary change fee + applicable fare difference
- \$75-86.25 name change fee
- \$75-86.25 cancellation fee, balance credited toward future WestJet flight purchases -
- \* Not applicable on flights operated by our airline partners
- \*\* Excluding flights departing within 24 hours of booking
- - Non-refundable to original form of payment

## Total

Charged to MASTERCARD

CAD 384.11

## WestJet offers

### Get travel insurance

Don't forget to include travel insurance as part of your trip. WestJet has partnered with RBC Insurance® to provide you with the right coverage for your travel experience. [Get a quote](#)

## Important Information

Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airlines partners](#) ; it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage](#) info page.
- [Positive identification](#) is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
- For detailed information on your flight visit:



**From:** UNION SQUARE - SAN FRANCISCO <Frontdesk@mail356.us4.mandrillapp.com> on behalf of UNION SQUARE - SAN FRANCISCO <Frontdesk@theherberthotel.com>  
**Sent:** September-28-14 3:10 PM  
**To:**  
**Cc:** UNION SQUARE - SAN FRANCISCO  
**Subject:** Guest Confirmation:  
**Attachments:** ATT00001.txt



**Guest Folio**

**UNION SQUARE - SAN FRANCISCO**

161 Powell St.  
 San Francisco, CA - 94102  
 United States  
**Phone:** 415-362-1600  
**Fax:** 415-776-1416

**Name:** Chantelle Wellock-Bolt  
**Address:**  
**Phone:**  
**Arrival:** September 28, 2014  
**Departure:** October 04, 2014  
**Duration:** 6 nights

#	Unit	Details	Rate	Nights/Units	Price
1	617	Sep 28 - Oct 04	QS	6	\$ 2081.20

**Sub Total :** \$ 2081.20  
**TID/MED 2.25% :** \$ 46.83  
**TOT 14% :** \$ 291.37  
**Adjustments :**  
**Total :** \$ 2419.40  
**Paid :** \$ 2419.40  
**Transfers Sent :** \$ 0.00  
**Transfers Rcvd :** \$ 0.00  
**Balance :** \$ 0.00

2,768.79  
 cadn.

us

#	Payment Type	Amount	CC# / Cheque#	Receipt#	Date	Time
1	MasterCard	\$ 2419.40			09/28/2014	14:09:25

**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: **October 6, 2014**

 Employee's Name: **Chantelle Wellock Bolt**

Vendor #: \_\_\_\_\_

 School/Department to mail cheque to: **Finance and Supply Chain Services**

 Purpose of Trip/Name of Conference: **Oracle Open World**

 Departure and Return Dates: **September 27-October 5**

 Destination: **San Francisco, CA**

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
<b>Registration/Conference Fees</b>	1471.28		1471.28		
<b>Travel Costs</b>					
<input type="checkbox"/> Airfare (including trip cancellation insurance)	384.11		384.11		
<input type="checkbox"/> Rail/Bus					
<input type="checkbox"/> Taxi/Shuttle Bus/Car Rental in Calgary					
<input type="checkbox"/> Taxi/Shuttle Bus/Car Rental at Destination	19.30	.8962		19.30 <small>No receipt issued for cash paid for bus</small>	
<input type="checkbox"/> Personal Vehicle 107.6 km @ 50¢/km (submit on Km Payment Form to Payroll)	53.80		53.80		Send original to Payroll for payment
<b>Accommodations at Single Rate</b>					
\$ 461.47 @ 6 Nights	2768.79	.8732	2768.79	(461.47)	
<b>Meals (including tips) (excluding meals covered by Conference or Others)</b>					
<input type="checkbox"/> Breakfast 5 @ \$12.00	60.00			60.00	\$103.00
<input type="checkbox"/> Lunch 1 @ \$17.00	17.00			17.00	
<input type="checkbox"/> Dinner 1 @ \$26.00	26.00			26.00	
<input type="checkbox"/> Or Actual Expense					
<b>Telecommunication Charges (Internet, phone calls)</b>					
<b>Parking – in Calgary</b>					
<b>Parking – at Destination</b>					
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>	<b>4800.28</b>				
<b>CASH ADVANCE IF ANY—Ref #</b> _____					
<b>AMOUNT DUE TO (OWING BY) CLAIMANT</b>				(339.17)	9511-PDTRAVEL
<b>GST Breakout Area</b>					cheque rec'd.

I certify that the above claim is correct:

original signed by claimant

original signed by B. Grundy

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.**

Mobile

Bill Date: October 17, 2014

**CHANTELLE WELLOCK-BOLT**

Mobile Ref.

Performance Mgmt Corp Init

Account #

537of 1921

Next Bill Date: November 17, 2014

**CURRENT CHARGES**

**Monthly charges** billed to Nov 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 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

**Usage and long distance**

250 Anytime minutes Local Calling		
@\$.00/minute	50:49 min:sec	0.00

<b>FOR YOUR INFORMATION...</b>	
<b>Discount Summary</b>	
Total discounts	\$102.50
<b>Total this month</b>	<b>\$102.50</b>
<b>Usage Summary min:sec</b>	
Weekday	52:18
Weekend	3:23
<b>Total time used</b>	<b>55:41</b>
<b>Event Summary</b>	
Total Events	8
Total this month	\$0.75
<b>Packet Plan Usage Summary</b>	
Total megabytes	8.0146
Total this month	\$0.00



**Mobile**  
**Bill Date: October 17, 2014**  
**CHANTELLE WELLOCK-BOLT**  
**Mobile Ref.**

**Account #**  
**Next Bill Date: November 17, 2014**

**538of 1921**

## **CURRENT CHARGES :**

Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	7.9931 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	3:23 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	0:29 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	1:00 min:sec	0.00
Service zone		
@\$.00/MB	0.0215 MB	0.00
Text messages	3 events	0.75
Text message	3 events	0.00
Can-Can/US Text - Unlimited Unlimited Incoming Messages		
	2 events	0.00
Long distance		0.98
Roamer usage		11.25
Roamer data usage		10.38
<b>Taxes</b>		
GST		3.67

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**Total current charges** **\$78.97**