

expense | monthly tracking report

claimant | Barkway, Janice
 position | Corporate Secretary
 level | Director
 reporting period | July 1 to August 31, 2015
 date of report | October-09-15



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Canadian Society of Corporate Secretaries Conference	06/10/2015	Registration for August 16-19, 2015 Conference	\$1,454.43	travel	PD course or registration fee
Canadian Society of Corporate Secretaries Conference	06/12/2015	Return Airfare to Montreal from Calgary	\$603.35	travel	PD airfare/bus/rail
Cell Phone	07/17/2015	Monthly Service Plan	\$55.16	other disclosed	telecom/cell phone
Canadian Society of Corporate Secretaries Conference	08/11/2015	Taxi to Hotel from Airport	\$46.00	travel	PD general
Canadian Society of Corporate Secretaries Conference	08/19/2015	Meals = 2 lunches and 2 dinners	\$86.00	travel	PD food/non alcoholic beverage
Canadian Society of Corporate Secretaries Conference	08/19/2015	Accommodation Fairmont Hotel, Montreal	\$875.84	travel	PD accommodation
Canadian Society of Corporate Secretaries Conference	08/19/2015	Taxi to airport from Hotel	\$48.00	travel	PD general
Cell Phone	08/17/2015	Monthly Service Plan	\$55.69	other disclosed	telecom/cell phone

Barkway, Janice R

From: registrar@tocorpevents.ca
Sent: June-10-15 3:30 PM
To: Barkway, Janice R
Subject: 17th Annual Corporate Governance Conference Registration Form - Janice Barkway



Janice Barkway,

Thank you for completing the 17th Annual Corporate Governance Conference Registration Form.

We look forward to welcoming you at 17th Annual Corporate Governance Conference.

Please ensure that you add this web site domain www.tocorpevents.ca/cscs to your email safe senders list so that you will receive all 17th Annual Corporate Governance Conference correspondence. For information about safe senders lists and white listing email, [click here](#).

If you require more information, please contact:

Tina Hutchinson
Telephone: (416)
Fax: (416)

17th Annual Corporate Governance Conference

Receipt HF

Canadian Society of Corporate Secretaries
802-21 St. Clair Avenue East
Toronto, ON M4T 1L9

June 10, 2015

Sold to:

Janice Barkway
1221-8 Street SW
Calgary Board of Education
Calgary, AB
Canada
T2R 0L4

Description	Quantity	Price	Amount	Tax
Member - first company representative (Janice Barkway)	1	\$1,265.00	\$1,265.00	1
Third Annual CSCS Excellence in Governance Awards (EGAs) Gala Dinner (Janice Barkway)	1	\$0.00	\$0.00	
1. HST-14.975%			\$189.43	
TOTAL CAD			\$1,454.43	



eTicket Receipt

Prepared For
BARKWAY/JANICE RENEE MS

RESERVATION CODE	JHEEST
ISSUE DATE	12Jun15
TICKET NUMBER	8382107873375
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/G97
TOUR CODE	ITWR13094408631
FREQUENT FLYER NUMBER	

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
11Aug	WESTJET WS 214	CALGARY INTL AB, CANADA Time 1:10am	MONTREAL TRUDEAU, CANADA Time 7:12am	Fare Family Econo Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis XC18T85/CMP99 Not Valid Before 11 AUG Not Valid After 11 AUG
19Aug	WESTJET WS 217	MONTREAL TRUDEAU, CANADA Time 6:15pm	CALGARY INTL AB, CANADA Time 8:57pm	Fare Family Econo Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis GC14T85/CMP99 Not Valid Before 19 AUG Not Valid After 19 AUG

Allowances

Baggage Allowance

YYC to YUL - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YUL to YYC - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS
/E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER
INTERNET,ETC

Carry On Allowances

YYC to YUL , YUL to YYC - 1 Piece (WS - WESTJET)

Carry On Charges

YYC to YUL , YUL to YYC - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX
Fare Calculation Line	YYC WS YMQ209.00WS YYC248.00CAD457.00END
Fare	CAD 457.00
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA1 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 1.25 XG3 (GOODS AND SERVICES TAX (GST))
	CAD 27.36 XG (GOODS AND SERVICES TAX (GST))
	CAD 55.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 2.49 XQ3 (QUEBEC SALES TAX)
	CAD 46.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
Total Fare	CAD 603.35

Positive identification required for airport check in**Notice:****Travel info****QST # 1202807956TQ0001 GST # 866112535**For details about flying with Westjet, print [the important flight information package](#) or browse our travel info:

- [Baggage fees](#) (\$25-\$88.50 per bag; additional \$75-\$88.50 per bag for overweight or oversize)
- [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
- [Children, infants and expectant mothers](#)
- [Fares, taxes and fees](#) (Changes and cancellations, baggage, service fees)
- [Guests with special needs](#)
- [ID requirements](#)
- [Inflight services](#)
- [Seat selection](#) (Seat maps, seats in Plus)

At Westjet, getting you to your destination safely and on time are top priorities for us. To help ensure an on-time departure, we adhere to our [check-in and baggage cut-off times](#). Please make sure you're familiar with these rules, and give yourself enough time to get through security and arrive at your departure gate on time or we will deny boarding.

If you fail to show for the first flight segment of a round trip or multi-segment reservation, all remaining flights segments, including return flights, will automatically be cancelled and the total fare paid will be forfeited without



Mobile
Bill Date: July 17, 2015
JANICE BARKWAY
Mobile Ref.
1221 8 ST SW
CALGARY, AB T2R 0L4
Corporate Secretary Services

Account #
Next Bill Date: August 17, 2015

1519of 1913

CURRENT CHARGES

Monthly charges billed to Aug 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
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

Mobile
Bill Date: July 17, 2015
JANICE BARKWAY
Mobile Ref.
Corporate Secretary Services

Account #
Next Bill Date: August 17, 2015

1520of 1913

CURRENT CHARGES

(continued)

Usage and long distance

250 Anytime minutes Local Calling		
@\$.00/minute	25:26 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	166.9442 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	5:23 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	2:07 min:sec	0.00
Short Code programs	1 event	0.20
SmartTrust	4 events	0.00
Free Bell Message	2 events	0.00
Text message	8 events	0.00
Text message	2 events	0.40
Travel text saver Unlimited Incoming Messages		
	72 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	69 events	0.00
Taxes		
GST		2.62

Total current charges **\$55.16**

5569 0500 4172 3157
DO NOT WRITE ABOVE THIS LINE - NE RIEN ECRIRE AU-DESSUS DE CETTE LIGNE

02/16
JANICE R BARKWAY
CALGARY BOARD/OF ED

Taxi, Airport Hotel.

6743903

DESCRIPTION	AMOUNT
	46.00

TOTAL
CDN
CAN
46.00

PLEASE RETAIN THIS COPY AS RECORD OF YOUR TRANSACTION
CONSERVEZ CETTE COPIE COMME PROUVE DE VOTRE TRANSACTION

CUSTOMER COPY
COPIE DU CLIENT



recycled



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: Aug. 20, 2015
 Employee's Name Janice Barkway Vendor #: _____
 School / Department to mail cheque to Corporate Secretary's Office, Ed Centre
 Purpose of Trip / Name of Conference Canadian Society of Corporate Secretaries
 Departure and Return Dates Aug 15-19, 2015 Destination: Montreal, QC.

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)					
▪ 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)					
Accommodations at Single Rate					
\$ <u>184 + tax</u> @ <u>4</u> Nights					
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch <u>2</u> @ \$17.00	<u>34⁰⁰</u>			<u>34⁰⁰</u>	
▪ Dinner <u>2</u> @ \$26.00	<u>52⁰⁰</u>			<u>52⁰⁰</u>	
▪ 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					
GST Breakout Area					

I certify that the above claim is correct:

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.

Fairmont

LE REINE ELIZABETH

MONTRÉAL
900 Boul. René Lévesque Ouest
Montreal, QC, Canada H3B 4A5
T 514 861 3511 F 514 954 2296
T.P.S./G.S.T. Registration # 832520811
T.V.Q. / Q.S.T. # 1213720364

Canadian Society of Corporate
Ms Janice Barkway
359 Arbour Lake Way NW
Calgary AB T3G 3Z8
Canada

Chambre / Room : 1473
N° Folio :
N° Cassier / Cashier : 140
N° Page : 1 of 2

Groupe / Group Name Cscs - Annual Conference 2015

Arrivée / Arrival : 08-13-15
Départ / Departure : 08-19-15
Fairmont President's Club

Date	Description	Supplémentaire/Additional Information	Frais/Charges	Credits
08-15-15	Chambre / Room		184.00	
08-15-15	Taxe hébergement / Room Tax		6.44	
08-15-15	T.P.S. Chambre / Room G.S.T.		9.52	
08-15-15	T.V.Q. Chambre / Room P.S.T.		19.00	
08-16-15	Chambre / Room		184.00	
08-16-15	Taxe hébergement / Room Tax		6.44	
08-16-15	T.P.S. Chambre / Room G.S.T.		9.52	
08-16-15	T.V.Q. Chambre / Room P.S.T.		19.00	
08-17-15	Chambre / Room		184.00	
08-17-15	Taxe hébergement / Room Tax		6.44	
08-17-15	T.P.S. Chambre / Room G.S.T.		9.52	
08-17-15	T.V.Q. Chambre / Room P.S.T.		19.00	
08-18-15	Chambre / Room		184.00	
08-18-15	Taxe hébergement / Room Tax		6.44	
08-18-15	T.P.S. Chambre / Room G.S.T.		9.52	
08-18-15	T.V.Q. Chambre / Room P.S.T.		19.00	
08-19-15	Mastercard	XXXXXXXXXXXX	XX/XX	875.84
Total			875.84	875.84
Solde/Balance			0.00	
T.P.S. Sommaire / G.S.T. Summary		T.V.Q. Sommaire / P.S.T. Summary		
Chambre/Room	38.08	Chambre/Room	76.00	
Restauration/F&B	0.00	Restauration/F&B	0.00	
Autres/Other	0.00	Autres/Other	0.00	
Total	38.08	Total	76	

Pour informations et réservations visitez notre site web au www.fairmont.com ou téléphonez aux Hôtels Fairmont: 1 800 441 1414 à partir des États-Unis ou du Canada
For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414

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. (19,56% 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.)

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 or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (19.56% per annum.)
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.)

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

SERVICES DE
TRANSPORTATION TRUST
11475 CH COTE DE LIESSE
DORVAL QC H9P 1B2
(514) 636-4636
V-5315

P-29463
Taxi, Hotel to Airport
SALE

Server #: 029463
MD: 243928
TID: A0243928 REF#: 00000002
Batch #: 089 SEQ: 089001001002
08/18/15 15:07:57
APPR CODE: 150757
MASTERCARD

AMOUNT \$48.00

00 - APPROVED - 001

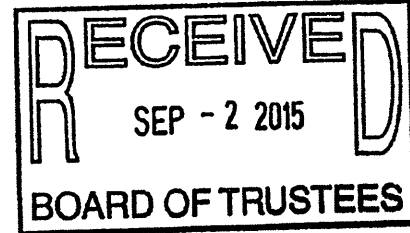
MasterCard
AID: A0000000041010
TVR: 00 00 00 80 00
TSE: E8 00

CUSTOMER COPY

Mobile
Bill Date: August 17, 2015
JANICE BARKWAY
Mobile Ref.
1221 8 ST SW
CALGARY, AB T2R 0L4
Corporate Secretary Services

Account #
Next Bill Date: September 17, 2015

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CURRENT CHARGES

Monthly charges billed to Sep 16, 2015

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

Mobile
Bill Date: August 17, 2015
JANICE BARKWAY
Mobile Ref.
Corporate Secretary Services

Account #
Next Bill Date: September 17, 2015

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CURRENT CHARGES

(continued)

Usage and long distance

250 Anytime minutes Local Calling		
@\$.00/minute	13:39 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	164.2993 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	0:26 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	1:51 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	9:00 min:sec	0.00
Free Bell Message	4 events	0.00
Text message	12 events	0.00
Picture/Video messaging	9 events	0.00
Travel text saver Unlimited Incoming Messages		
	189 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	157 events	0.00
Long distance		1.12
Taxes		
GST		2.63

Total current charges **\$55.69**

To meet the demand for telecommunication services in the 403/780/587 region a new area code 825 will be introduced on April 9 2016. There will be no change to your existing phone numbers but new numbers beginning with 825 may be created. Charges and calling areas are the same for the new area codes. Special numbers like 9-1-1 can still be dialed using 3 digits. For more info. visit newareacodes.ca