

expense | monthly tracking report

claimant | McLeod, Sheila

position | Director, Global Learning Services

level | Director

reporting period | March 1 to April 30, 2015

date of report | June-12-15



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Vietnam Agent Education Fair 2015	03/12/15	Return Air Fare to Ho Chi Minh City	\$3,712.92	travel	BUS airfare/bus/rail
Vietnam Agent Education Fair 2015	03/17/05	Hotel accomodations	\$1,278.02	travel	BUS accommodation
Vietnam Agent Education Fair 2015	03/17/15	Taxi services in Alberta	\$200.50	travel	BUS airfare/bus/rail
Vietnam Agent Education Fair 2015	03/17/15	Taxi services in Vietnam	\$17.38	travel	BUS airfare/bus/rail
Traditional Learning Centre Planning meeting	03/05/15	Lunch meeting	\$78.39	corporate event	BUS food/non alcoholic beverage
Canadian Association of Public Schools - International	03/05/15	2015 CAPS-I Conference	\$349.00	other disclosed	conferences & workshops
Cell Phone	03/17/15	Monthly Service Plan	\$165.85	other disclosed	PD general
Cell Phone	04/17/15	Monthly Service Plan	\$73.72	other disclosed	PD general



This email can be used as an E-Ticket.

Itinerary

To get the most up-to-date version of your trip, go to your online itinerary and print a copy to take with you.

Important Information

- Proof of citizenship is required for international travel. Be sure to bring all necessary documentation (e.g. passport, visa, transit permit). To learn more, visit our [Visa and Passport page](#) (Opens a new window).
- We noticed you did not choose travel protection coverage when booking this flight. If you change your mind, you can purchase insurance prior to travel and receive your insurance certificate via email.

Calgary (YYC) → Ho Chi Minh City (SGN)
 12 Mar 2015 - 25 Mar 2015, 1 round trip ticket

TICKETING IN PROGRESS
 Air Canada
 Asiana Airlines
 Cathay Pacific

Your ticket is not yet confirmed. We are confirming it with the airline and will update your online itinerary within 24 hours.

Price Summary

Traveller 1: Adult	\$3,712.92
Flight	\$3,156.00
Taxes & Fees	\$556.92
Total: \$3,712.92	

All prices quoted in Canadian dollars.

Traveller Information

Sheila Jane McLeod

Ticketing in progress

* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

12 Mar 2015 - Departure 2 stops

Calgary	Vancouver	1 h 39 m
YYC 11:15am	YVR 11:54am	687 km
Air Canada 211		
Business (P) Seat 01A Confirm or change seats with the airline*		

Layover: 1 h 21 m

Vancouver	Seoul	11 h 0 m
YVR 1:15pm	ICN 4:15pm +1 day	8,187 km
Air Canada 63		
Business (P) Seat 05A Confirm or change seats with the airline*		

Layover: 3 h 0 m

Seoul	Ho Chi Minh City	5 h 25 m
ICN 7:15pm	SGN 10:40pm (Arrives on 13 Mar 2015)	3,577 km
Asiana Airlines 735		

Additional Flight Services

- The airline may charge additional fees (Opens a new window) for checked baggage or other optional services.

Subject:

FW: Vissai Saigon Hotel, Ho Chi Minh City - 13 Mar (Itinerary#)

Vissai Saigon Hotel, Ho Chi Minh City
 Fri 13/Mar/2015 - Sat 14/Mar/2015
 Itinerary# [REDACTED]

Vissai Saigon Hotel
 Fri 13/Mar/2015 - Sat 14/Mar/2015
 1 room | 1 night
BOOKED

Your reservation is booked. No need to call us to reconfirm this reservation.



[View hotel details](#)
 144 Nguyen Van Troi Street, Ho Chi Minh City, 70000 Vietnam

Checking in

Check-in time starts at 2 PM
 Your room will be guaranteed for late arrival.

Important Hotel Information

Although Expedia does not charge a fee to change or cancel your booking, Vissai Saigon Hotel may still charge a fee in accordance with its own rules & regulations.

Cancellations or changes made after 2:00 PM (SE Asia Daylight Time) on 10 March, 2015 or no-shows are subject to a hotel fee equal to 100% of the total amount paid for the reservation.

View your [online itinerary](#) for additional rules and restrictions.

Award points and airline mileage may not be awarded when booking an Expedia Special Rate hotel.

For residents of Québec, prices include a contribution to the Indemnity Fund of C\$1.00 per C\$1,000 of travel services purchased.

Room

Deluxe Double or Twin Room - Room Only

Free Wireless Internet

Sheila Jane McLane



GUEST FOLIO

Tên khách (Guest Name) : McLeod (UG) Sheila Jane Số phòng / Room:
Ngày đến (Arrival) : 24/03/15 Ngày đi / Depart 25/03/15 Printed(In) : 25/03/15 9:49
Công ty (Firm Name) : Self booking FHJ
Địa chỉ / (Address) :
Số tham chiếu (Folio No.) : MST (Tax code) :

TT (No)	Ngày Date	Diễn giải Description	Tham Chiếu Reference	Số tiền Amount
1	24/03/15	Dịch vụ phòng ở (Room Charge)	183	2,000,000
				138.64 CAD (BMO)
Cộng tiền hàng (Sub total) :				2,000,000
Phí phục vụ 5% (Service Charge) :				100,000
Thuế GTGT 10% (Tax) :				210,000
Tiền tip (TIP Amount) :				0
Tiền thanh toán (Total Amount) :				2,310,000

Giá chỉ dịch vụ (Price subject to Government tax and 5% service charges)

Tôi đồng ý chịu trách nhiệm đối với hóa đơn này nếu cá nhân, công ty hoặc tổ chức được chỉ định không thanh toán một phần hoặc toàn bộ chi phí phải trả như trên.

I agree that my liability for this bill waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay or anypart of the full amount of these charges

Khách hàng ký, ghi rõ họ tên (Guest Signature & Full name)



Sheraton

Ocean Place JV Co Ltd.,
Tax Code: 0300741217

Name & Address : Mrs. Sheila Jane Mcleod

Room No. :
Rate : 3650000
No. of Persons : 1
Arrival : 14-03-15
Departure : 18-03-15
Folio No. :

Guest VAT Code :
A/R Number :
SPG #
Email Address :

DATE	Reference	Description	Charges	Credits
14-03-15		Room Charge	3,650,000	
14-03-15		Room Charge SC	182,500	
14-03-15		Room Charge VAT	383,250	
15-03-15		Room Charge	3,650,000	
15-03-15		Room Charge SC	182,500	
15-03-15		Room Charge VAT	383,250	
16-03-15		Room Charge	3,650,000	
16-03-15		Room Charge SC	182,500	
16-03-15		Room Charge VAT	383,250	
17-03-15		Room Charge	3,650,000	
17-03-15		Room Charge SC	182,500	
17-03-15		Room Charge VAT	383,250	

Balance: VND		16,863,000
JBTOTAL	685.45 USD	14,600,000 VND
Service Charge	34.28	730,000
TAT	71.96	1,533,000
Total Amount	791.69	16,863,000

1 USD = 21300 VND

Cashier:

74 GTCUONG

1026.84 CAD

(Bmo)

2
S
SUNSHINE & EDWARDS
107 41 AVE UNIT 104
CALGARY AB T2E2N4
TEL: 403 274-1111

2
ASSOCIATED CAB ASSOCIATED
107 41 AVE UNIT 104
CALGARY AB
T2E2N4

Doc: 1000000017
Invoice #: 0000502
CARD PURCHASE
CREDIT
Card Label: MasterCard
A/C: 601100000011010
EXP: 0000000000
ISS: 0000
Card #: XXXXXXXXXX5165

DATE PURCHASE DATE
03-26-2015 20:12:56
ACCT # *****5165 C
Exp Date 12/12 Card Type MC
Name: SHEILA T DUFFOD
10010000011010 (Invoice Card)

APPROVED 000
THANK YOU

Trace # 000021
FV2184063118
Inv # 4579
Auth # 221258 RRN 001000132

AMOUNT \$70.00
TIP \$10.50
TOTAL \$80.50

Total \$120.00

No signature required

(00) APPROVED-THANK YOU

Seq. #: 1000637 0
Auth. #: 114211
TC: 0000000000000000
TS: 20150317094211
Date: 2015-03-17 Time: 09:42:00

Retain this copy for your records

CUSTOMER COPY
To airport

Thank You for choosing

ASSOCIATED CAB

for all your transportation needs.

Visit our counter at the
Calgary International Airport
international arrival door.



Driver _____ Date 3/25/15

Car # _____ Amount 120.00

GST Included # _____

3

xe

FOR OFFICIAL USE ONLY

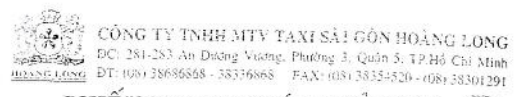
XE Currency Converter

300,000 VND = 17,260.36 CAD

Vietnamese Dong → Canadian Dollar

1 VND = 0.0575379342 CAD 1 CAD = 17,260.36 VND

Mid-market rates: 2015-04-06 18:25 UTC



PHIẾU THANH TOÁN THẺ TAXI
Receipt for Taxi Fare

Số: _____

Tên tài xế (Driver's name): Quang Ham pe cor
 Số tài (Car number): _____ ontinur
 Mã số nhân viên (Staff code): _____ es, whi
 Đi từ (From): San San Nhat den S. ec
 Đến (To): Nguyen Van Trai
 Cuộc taxi (Taxi charges): _____
 Lệ phí khác (Other fees): _____
 Thành tiền (Amount of): _____ chses
 Bằng chữ (By words): 200,000 ng mor

Ngày 28 tháng 3 năm 2015
 KHÁCH HÀNG
 (Driver's signature) (Passenger's signature)

Get a quote
 Need commercial grade rates for your business?
 system and has guaranteed data delivery.

- 160+ global sources
- Rates for every world currency
- Accuracy with proprietary rates
- Choose frequency of updates

Map & Travel Services

BALO VIETNAMESE
RESTAURAN
1238 - 8ST SW
CALGARY, AB T2R1A9
5873533300

*TLC Luncheon
@ CBE 5 people*

SALE

Server #: 000888
MID: 5788660
TID: 009 REF#: 00000002
Batch #: 161
03/05/15 11:16:51
APPR CODE: 131652
MASTERCARD
*****5421C

AMOUNT	\$71.26
TIP	\$7.13
TOTAL	\$78.39

APPROVED

MasterCard
AID: A000000000
TVR: 00 00 00 80 00
TS: E8 00

THANK YOU
PLEASE COME AGAIN

CUSTOMER COPY

Payment Method: MasterCard
 Card Name:

Note that your credit card statements will read:
Canadian Association of Public Schools - International
 Refer to this order ID for any questions you may have regarding your registration.

Payment Instructions & Cancellation Policy:

Cancellation Policy: A full refund of conference fees (less a \$100 administration fee) will be issued if requested by Friday, April 10, 2015. After April 10, 2015 no refunds will be issued.

Confirmation: You will receive an onscreen confirmation page after you complete your online registration. Please print a copy as your OFFICIAL RECEIPT.

PLEASE NOTE: Delegate information will be shared with conference sponsors.

[Print Details](#)

[Add to my Calendar](#)

Selections for Sheila McLeod	Qty	Unit Price	Amount CAD
Event Options			
2015 CAPS-I Conference - May 3-5, 2015	1	\$349.00	\$349.00
		Subtotal	\$349.00
Total for Sheila McLeod			\$349.00

Personal Information - Sheila McLeod

Email:
 Title [Mr.Mrs.Ms.Dr.] Ms
 First Name Sheila
 Last Name McLeod
 School District/Institution Calgary Board of Education
 Job Title Director
 Mailing Address 1221 - 8 Street SW
 City Calgary
 State/Province AB
 Country Canada
 Zip/Postal Code T2R0L4
 Phone (Day)
 Preferred Language EN
 Emergency Contact
 Phone (Emergency)

Qty Unit Price Amount
CAD

Mobile /
Bill Date: March 17, 2015
SHEILA MCLEOD
Mobile Ref
Global Learning

Account #
Next Bill Date: April 17, 2015

CURRENT CHARGES for (continued)

Early hardware upgrade fee 10.00

Usage and long distance

250 Anytime minutes Local Calling
 @\$.00/minute 135:40 min:sec 0.00
Email& Internet BlackBerry 1GB Data Usage
 @\$.00/MB 166.2784 MB 0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage
 @\$.00/minute 62:48 min:sec 0.00
6pm to 8pm Calling Unlimited Usage
 @\$.00/minute 71:26 min:sec 0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility
 @\$.00/minute 3:00 min:sec 0.00
Text messages 17 events 4.25
Free Bell Message 4 events 0.00
Text message 11 events 0.00
Picture/Video messaging 1 event 0.00
Zone 1 Voice & Text \$45 -30day Unlimited Incoming Messages
 63 events 0.00
Zone 2 Voice & Text \$60 -30day Unlimited Incoming Messages
 62 events 0.00
Can-Can/US Text - Unlimited Incl. Messages
 103 events 0.00
Can-Can/US Text - Unlimited Unlimited Incoming Messages
 43 events 0.00
Power Sharing - Events 25 calls 0.00
Long distance 1.82
Roamer data usage 30.00

Taxes

GST 7.84

Total current charges \$165.85

*Incl. 30⁰⁰ texting
40⁰⁰ roaming
Out of Country*

Mobil
 Bill Date: April 17, 2015
 SHEILA MCLEOD
 Mobile Rct
 Global Learning

Account #
 Next Bill Date: May 17, 2015

573of 1917

CURRENT CHARGES for 403-710-3799 (continued)

Usage and long distance

250 Anytime minutes Local Calling		
@\$.00/minute	96:39 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	272.3309 MB	0.00
Business Anytime Unlmt. Nights & Wknds Unlimited Usage		
@\$.00/minute	35:33 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	39:41 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	1:00 min:sec	0.00
Text messages	29 events	7.25
Free Bell Message	14 events	0.00
Text message	16 events	0.00
Text message	2 events	0.00
Zone 2 Voice & Text \$60 -30day Unlimited Incoming Messages		
	175 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	125 events	0.00
Can-Can/US Text - Unlimited Unlimited Incoming Messages		
	76 events	0.00
Power Sharing - Events	46 calls	0.00
Long distance		1.10
Taxes		
GST		3.43
Total current charges		\$73.72