

expense | monthly tracking report

claimant | Pamplin, Lori

position | Director, Leadership

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
College of Alberta School Superintendents (CASS)	03/11/2015	registration	\$341.25	travel	PD course or registration fee
College of Alberta School Superintendents (CASS)	03/13/2015	accommodation	\$413.16	travel	PD accommodation
College of Alberta School Superintendents (CASS)	03/11/2015	meal	\$31.30	travel	PD food/non alcoholic beverage
College of Alberta School Superintendents (CASS)	03/12/2015	meal	\$36.00	travel	PD food/non alcoholic beverage
College of Alberta School Superintendents (CASS)	03/13/2015	use of personal vehicle to Edmonton AB	\$320.00	travel	PD mileage
uLead Council for School Leadership Conference	03/18/2015	accommodation	\$776.55	travel	PD accommodation
uLead Council for School Leadership Conference	03/18/2015	use of personal vehicle to Banff AB	\$130.00	travel	PD mileage
uLead Council for School Leadership Conference	03/18/2015	per diem meals	\$78.00	travel	PD food/non alcoholic beverage
Bell Mobility	03/17/2015	monthly service plan	\$59.10	other disclosed	telecom/cell phone
Bell Mobility	04/17/2015	monthly service plan	\$60.56	other disclosed	telecom/cell phone

From:
Sent: March-02-15 9:25 AM
To: Pamplin, Lori G
Subject: Your Order at Northwest Regional Learning Consortium



**Northwest Regional
Learning Consortium**
Adult Learning for Students' Sake

Northwest Regional Learning Consortium
9625 Prairie Road
Grande Prairie, T8V 6G5
Alberta, Canada
(780) 882-7988
(780) 882-7908

Thanks for your registration, Lori Pamplin!

Want to manage your registration online?

If you need to check the status of your registration, please visit our home page at [Northwest Regional Learning Consortium](http://NorthwestRegionalLearningConsortium) and click on "My account" in the menu or login with the following link:

<https://nrlc.net/user>

Purchasing Information:

E-mail Address: lpamplin@cbe.ab.ca

Billing Address:

CALGARY BOARD OF EDUCATION
LORI PAMPLIN EDUCATION CENTRE
1221 - 8 STREET S.W.
CALGARY, T2E 1N4
ALBERTA, CANADA

Billing Phone:

Registration Grand Total: \$341.25

Payment Method: Credit card

Registration Summary:

Invoice #:

Registration Date: 03/02/2015 - 09:24

Registrations Subtotal: \$341.25

Total for this registration: \$341.25



DOUBLETREE WEST EDMONTON
 16615 109TH AVE NORTH WEST
 WEST EDMONTON, AB T5P4K8
 Canada
 TELEPHONE 780-484-0821 • FAX 780-486-1634
 Reservations
 www.hilton.com or 1 800 HILTONS

PAMPLIN, LORI

Room No:
 Arrival Date: 3/11/2015 4:52:00 PM
 Departure Date: 3/13/2015 11:08:00 AM
 Adult/Child: 1/0
 Cashier ID:
 Room Rate: 184.00
 AL:
 HH #
 VAT #
 Folio No/Che

CALGARY AB .
 CANADA

Confirmation Number: :

DOUBLETREE WEST EDMONTON 3/13/2015 11:08:00 AM

DATE	DESCRIPTION	Cashier ID	Transaction ID	GUEST CHARGES	CREDIT	BALANCE
3/11/2015	STAGES KITCHEN DINNER	LINTR	400808	\$26.00		
3/11/2015	F&B GST	LINTR	400808	\$1.30		
3/11/2015	STAGES TIP	LINTR	400809	\$4.00		
3/11/2015	GUEST ROOM	PPAN	401434	\$184.00		
3/11/2015	AB TOURISM LEVY	PPAN	401434	\$7.58		
3/11/2015	DMF	PPAN	401434	\$5.52		
3/11/2015	GST	PPAN	401434	\$9.48		
3/12/2015	GUEST ROOM	RAPA	402564	\$184.00		
3/12/2015	AB TOURISM LEVY	RAPA	402564	\$7.58		
3/12/2015	DMF	RAPA	402564	\$5.52		
3/12/2015	GST	RAPA	402564	\$9.48		
3/13/2015	MC *0466	CHPA	402848			(\$444.46)

BALANCE

Room = \$413.16 \$0.00

You have earned approximately 3162 Hilton HHonors points for this stay. Hilton HHonors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 3,900

Thank you for choosing Doubletree! Come back soon to enjoy our warm chocolate chip cookies and relaxed hospitality. For your next trip visit us at doubletree.com for our best available rates!

 CHECK # DATE 3/12/15
 TABLE # TIME 7:43PM

-- DINING : Nick Sh --
 SEAT# ITEMS ORDERED AMOUNT
 2 CLSSC CAESAR 0.00
 8 OZ TERI CLASSC 30.00
 TABLE BREAD 4PCS 0.00
 SUBTOTAL 30.00
 GST 1.50

 31.50
 TOTAL 31.50

 SUBTOTAL 30.00
 GST 1.50

 TOTAL DUE 31.50

Thank you for visiting
 The Keg Steakhouse & Bar - West Edmonton
 Restaurant #

Review your experience at
www.kegfeedback.com
 and receive a CHANCE to
 WIN a \$100 Gift Card!

* See www.kegfeedback.com
 for complete contest rules

G.S.T. # R122833890

KEG #114 West Edmonton
 9950 170th Street
 Edmonton AB
 T5A 1L5

==== TRANSACTION RECORD ====

Trans. # 1015

Check #:
 Employee:
 Employee Name:

MasterCard Purchase

Amount \$31.50
 Tip \$4.50

TOTAL DUE \$36.00

APPROVED 216521
 00 601 216521
 16521400 16021408
 210001001007
 015 03 10 19:55:01

 1511

Customer Copy

Thank You
 Code 0511a



COPY

Travel & Subsistence Expense Report

RECEIVED
APR 07 2015
CORPORATE FINANCE

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: March 13, 2015

Employee's Name Lori Pamplin

Vendor #: _____

School / Department to mail cheque to Leadership and Learning

Purpose of Trip / Name of Conference College of Alberta School Superintendents (CASS)

Departure and Return Dates March 11 - 13, 2015 Destination: Edmonton AB

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate <small>(for information purposes)</small>	Amount Paid by CBE <small>Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)</small>	Amount Paid by Claimant <small>For Out of Pocket Expenditures (including GST)</small>	Alias to be charged for Claimant's Expenses
Registration/Conference Fees	341.25		341.25		
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 <u>640</u> km @ 50¢/km (submit on Km Payment Form to Payroll)	320.00			320.00	Send original to Payroll for payment
Accommodations at Single Rate					
\$ <u>206.58</u> @ <u>2</u> Nights	413.16		413.16		
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner _____ @ \$26.00					
▪ Or Actual Expense <u>31.50</u> & <u>31.30</u>	62.80		62.80		
Telecommunication Charges (Internet, phone calls)					
Parking - in Calgary					
Parking - at Destination					
Other - Provide Details					
TOTAL COST OF TRIP	1137.21				
CASH ADVANCE IF ANY-Ref # _____	0				
AMOUNT DUE TO (OWING BY) CLAIMANT					
GST Breakout Area					

RECEIVED
MAR 17 2015
CORPORATE FINANCE

I certify that the above claim is correct:

original signed by
Lori Pamplin

original signed by
Greg Francis

Claimant's Signature

Approved by Superordinate

Greg Francis
General Counsel

NOTE | Copies of amounts paid through the P-Card, Amex Card, Invoices and Mileage Claim Form must also be attached to this claim, in addition to items claimed for all Out of Pocket Expenses.

THE *Fairmont*
BANFF SPRINGS

405 SPRAY AVENUE
P.O. BOX 960
BANFF, ALBERTA CANADA T1L 1J4
T 403 762 2211 F 403 762 5755
G.S.T. Registration # 84968 1721 RT000

Alberta Teacher's Association (The)
MS Lori Pamplin
Calgary
Canada

Room :
Folio # :
Cashier # :
Page # : 1 of 2
Group Name : uLead Council for School Leadership

Arrival : 03-15-15
Departure : 03-18-15

INFORMATION INVOICE

Date	Description	Additional Information	Charges	Credits
03-15-15	Package Charge		236.00	
03-15-15	Tourism Improvement Fee (2%)		3.98	
03-15-15	Alberta Tourism Levy (4%)		8.12	
03-15-15	Room GST (5%)		10.15	
03-15-15	Package GST (5%)		0.60	
03-16-15	Package Charge		236.00	
03-16-15	Tourism Improvement Fee (2%)		3.98	
03-16-15	Alberta Tourism Levy (4%)		8.12	
03-16-15	Room GST (5%)		10.15	
03-16-15	Package GST (5%)		0.60	
03-17-15	Package Charge		236.00	
03-17-15	Tourism Improvement Fee (2%)		3.98	
03-17-15	Alberta Tourism Levy (4%)		8.12	
03-17-15	Room GST (5%)		10.15	
03-17-15	Package GST (5%)		0.60	
03-18-15	Mastercard			776.55
Total			776.55	776.55

Balance Due 0.00

GST Summary

Room 30.45
F&B 0.00
Other 5.37
Total 35.82

For information or reservations, visit us at
www.fairmont.com or call Fairmont Hotels & Resorts from:
United States or Canada 1 800 441 1414
Pour information et réservations visitez notre web au
www.fairmont.com ou téléphoner au Hôtels Fairmont de:
États-Unis ou Canada 1 800 441 1414

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 of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% 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.)

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. (18.00% 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.)

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

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

Date: March 19, 2015

Employee's Name Lori Pamplin Vendor #: _____
 School / Department to mail cheque to Leadership and Learning
 Purpose of Trip / Name of Conference Presenter at uLead Conference: The Summit of Education Leadership
 Departure and Return Dates March 16 - 18, 2015 Destination: Banff AB

(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	425.00		425.00 ✓		
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 <u>260</u> km @ 50¢/km (submit on Km Payment Form to Payroll)	130.00			130.00	Send original to Payroll for payment
Accommodations at Single Rate					
\$ <u>3</u> @ <u>258.85</u> Nights	776.55		776.55		
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner <u>3</u> @ \$26.00	78.00			78.00 ✓	
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP	914.95				
CASH ADVANCE IF ANY--Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT				578.00	
GST Breakout Area					

I certify that the above claim is correct.

original signed by
Lori Pamplin

original signed by
Greg Francis

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: **March 17, 2015**
 LORI PAMPLIN
 Mobile Ref.
 Learning & Leadership

Account #
 Next Bill Date: April 17, 2015

916of 1859

CURRENT CHARGES for .

Monthly charges billed to Apr 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
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

FOR YOUR INFORMATION...	
<u>Discount Summary</u>	
Total discounts	\$102.50
Total this month	\$102.50
<u>Usage Summary</u>	
	<i>min:sec</i>
Weekday	276:28
Weekend	67:48
Weeknight	32:58
Total time used	377:14
<u>Event Summary</u>	
Total Events	72
Total this month	\$0.00
<u>Packet Plan Usage Summary</u>	
Total megabytes	14.1925
Total this month	\$0.00

Mobile
Bill Date: March 17, 2015
LORI PAMPLIN
Mobile Ref. :
Learning & Leadership

Account #
Next Bill Date: April 17, 2015

917of 1859

CURRENT CHARGES for

(continued)

Usage and long distance

250 Anytime minutes Local Calling		
@\$.00/minute	127:22 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	14.1925 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	96:46 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	123:06 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	30:00 min:sec	0.00
Travel text saver Unlimited Incoming Messages		
	50 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	22 events	0.00
Long distance		4.34
Taxes		
GST		2.82

Total current charges **\$59.10**

Mobile
Bill Date: April 17, 2015
LORI PAMPLIN
Mobile Ref.
Learning & Leadership

Account #
Next Bill Date: May 17, 2015

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CURRENT CHARGES for

Monthly charges billed to May 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
Corporate Data Flex USA		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
Other charges and credits		
Hardware Change Processing Fee	\$15.00	

FOR YOUR INFORMATION...	
<u>Discount Summary</u>	
Total discounts	\$102.50
Total this month	\$102.50
<u>Usage Summary</u> min:sec	
Weekday	241:28
Weekend	2:59
Weeknight	47:05
Total time used	291:32
<u>Event Summary</u>	
Total Events	24
Total this month	\$0.00
<u>Packet Plan Usage Summary</u>	
Total megabytes	7.3351
Total this month	\$0.00

Mobile
Bill Date: April 17, 2015
LORI PAMPLIN
Mobile Ref.
Learning & Leadership

Account #
Next Bill Date: May 17, 2015

933of 1917

CURRENT CHARGES for

(continued)

less Account Credit	-15.00	0.00
Usage and long distance		
250 Anytime minutes Local Calling		
@\$.00/minute	180:34 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	7.3351 MB	0.00
Business Anytime Unlmtd. Nights & Wknds Unlimited Usage		
@\$.00/minute	49:04 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	45:54 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	16:00 min:sec	0.00
Free Bell Message	4 events	0.00
Free SMS Message	2 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	7 events	0.00
Can-Can/US Text - Unlimited Unlimited Incoming Messages		
	11 events	0.00
Long distance		5.76
Taxes		
GST		2.86
Total current charges		\$60.56