

expense | monthly tracking report

claimant | McLeod, Sheila
 position | Director, Global Learning Services
 level | Director
 reporting period | May 1 to June 30, 2015
 date of report | August-14-15



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Canadian Association of Public Schools Conf 2015 Fredericton NB	May 3, 2015	Taxi services in New Brunswick	\$25.00	travel	BUS airfare/bus/rail
Canadian Association of Public Schools Conf 2015 Fredericton NB	May 3, 2015	Return airfare to Fredericton NB	\$1,045.72	travel	BUS airfare/bus/rail
Canadian Association of Public Schools Conf 2015 Fredericton NB	May 4, 2015	Networking Event In Fredericton NB	\$75.00	travel	PD general
Canadian Association of Public Schools Conf 2015	May 7, 2015	Hotel Accomodations	\$682.52	travel	BUS accommodation
Canadian Association of Public Schools Conf 2015 Fredericton NB	May 8, 2015	Taxi services in Alberta	\$17.25	travel	BUS airfare/bus/rail
Canadian Association of Public Schools Conf 2015 Fredericton NB	May 8, 2015	Meals per diem	\$69.00	travel	BUS food/non alcoholic beverage
China Recruitment and Agent Training, China 2015	June 13, 2015	Return airfare to Shanghai, China	\$2,324.51	travel	BUS airfare/bus/rail
China Recruitment and Agent Training, China 2015	June 19, 2015	Internal flight in China	\$264.24	travel	BUS airfare/bus/rail
China Recruitment and Agent Training, China 2015	June 15, 2015	Rail tickets in China	\$252.00	travel	BUS airfare/bus/rail
China Recruitment and Agent Training, China 2015	June 18, 2015	Hotel Accomodations	\$1,107.77	travel	BUS airfare/bus/rail
China Recruitment and Agent Training, China 2015	June 18, 2015	Networking dinner	\$93.61	travel	BUS food/non alcoholic beverage
China Recruitment and Agent Training, China 2015	June 18, 2015	Meals per diem	\$46.00	travel	BUS food/non alcoholic beverage
China Recruitment and Agent Training, China 2015	June 18, 2015	Taxi service in China	\$54.43	travel	BUS airfare/bus/rail
China Recruitment and Agent Training, China 2015	June 18, 2015	Shuttle service in China	\$39.73	travel	BUS airfare/bus/rail
Cell Phone	May 17, 2015	Monthly Service Plan	\$83.00	other disclosed	PD general
Cell Phone	June 17, 2015	Monthly Service Plan	\$72.58	other disclosed	PD general

2

ABC TAXI

PO Box 1455 Fredericton, N B E3B 5G2
606 455 5555

FROM Walter
TO Port

DATE	DAY	MONTH	YEAR
	8	5	15

CHARGE TO.....

NAME.....

SIGNATURE.....

DRIVER #	CHARGE	CASH REC'D
51	\$	\$500

ALLIED LIMO ASSOCIATED
307 41 AVENUE NE T2E2H4
CALGARY AB
21640631

|||| PURCHASE ||||

05-03-2015 05:35:12
Acct #5165 C
Exp Date ' / ' Card Type MC
Name: SHEILA J NCLEOD
AC0000... MasterCard

Trace # 140001
FV21640631AA

Inv. # 3098
Auth # 073512 RRN 001002952

Purchase	\$15.00
Tip	\$2.25
Total	\$17.25

(00) APPROVED-THANK YOU

Retain this copy for your records
Customer copy

403-299-9555
www.calgarylimo.com

1: Ms Sheila Mcleod : Adult (16+), Ticket Number: [REDACTED]

Air Canada - [REDACTED]

Meal Preference : **None**

Aeroplan : [REDACTED]

Payment Card: [REDACTED]

Special Needs: **None**

Seat Selection: **None**

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Flight 1 (Flex)	467.00
Flight 2 (Flex)	377.00
Surcharges	76.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	59.00
Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)	2.49
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	49.46
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	0.52
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	1045.72
Number of passengers	x 1
Total with options	1045.72
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$1045.72

Payment Information

Credit/Debit Card xxxx-xxxx-xxx Amount paid: **\$1045.72**

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

Air Canada: \$1045.72 (Air Transp. Charges - per ticket)

Ticket number(s): [REDACTED]



Canadian Association of
Public Schools - International

Association canadienne des
écoles publiques - International

RECEIPT

Date: April 28, 2015

Received From: Sheila McLeod

For:

2015 CAPS-I Networking Dinner Event in Fredericton \$75.00

Total Fee Received: \$75.00

Payment Type: MasterCard

Thank you for your participation!



DELTA
FREDERICTON

225 Woodstock Road, Fredericton, New Brunswick, E3B 2H8
Tel: 506-457-7000 Fax: 506-457-4000

CAPS-I
Ms Sheila Mcleod
1221 - 8 Street SW
Calgary AB T2R 0L4
Canada

Room:
Folio:
Cashier:
Arrival: 05-03-15
Departure: 05-07-15
Reference:

Group: CAPS 2015

Date	Description	Additional Information	Charges	Credits
05-03-15	Room Charge		151.00	
05-03-15	Room HST		19.63	
05-04-15	Room Charge		151.00	
05-04-15	Room HST		19.63	
05-05-15	Room Charge		151.00	
05-05-15	Room HST		19.63	
05-06-15	Room Charge		151.00	
05-06-15	Room HST		19.63	
05-07-15	Mastercard	XXXXXXXXXXXX; XX/XX		682.52

HST Summary	
Registration No:	
Room	78.52
F&B	0.00
Other	0.00
Total	78.52

Total	682.52	682.52
Balance Due	0.00	CDN

Guest Signature: _____

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.



COPY

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: May 11, 2015
 Employee's Name Sheila McLeod Vendor #: _____
 School / Department to mail cheque to Global Learning
 Purpose of Trip / Name of Conference Canadian Association of Public Schools - Conference 2015
 Departure and Return Dates May 3 - May 9/15 Destination: Fredricton, New Brunswick


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) ①					
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary ②					
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate ③					
\$ _____ @ _____ Nights					
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch <u>1</u> @ \$17.00	<u>17.00</u>			<u>17.00</u>	☆
▪ Dinner <u>2</u> @ \$26.00	<u>52.00</u>			<u>52.00</u>	☆
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking - in Calgary					
Parking - at Destination					
Other - Provide Details					
TOTAL COST OF TRIP	<u>119.00</u>				
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.

AC026	Shanghai, Pu Dong (PVG) Sat 20-Jun 2015 15:55 - Terminal 2	Vancouver, Vancouver Int'l (YVR) Sat 20-Jun 2015 11:25 - Terminal M	0	13hr42	788	Premium Economy (lowest), E		M,B
AC214	Vancouver, Vancouver Int'l (YVR) Sat 20-Jun 2015 13:10 - Terminal M	Calgary (YYC) Sat 20-Jun 2015 15:37	0		E90	Premium Economy (lowest), B		

 Premium Economy Class is not available or not offered on flight AC214 , segment YVR-YYC. You will be seated in Economy class.



B: **Breakfast** L: **Lunch** M: **Meal (Non Specific)**

Passenger Information

1: Ms Sheila Mcleod : Adult (16+), Ticket Number [REDACTED]	
Air Canada - [REDACTED]	Meal Preference : Regular
Aeroplan : [REDACTED]	
Payment Card: xxxx-xxxx-xxx [REDACTED]	Special Needs: None
Seat Selection: None	

Purchase Summary

Fare Summary

	Adult
Passenger Type	
Air Transportation Charges	
Base Fare	1920.00
<u>Surcharges</u>	30.00
<u>Carrier surcharges</u>	299.00
Taxes, Fees and Charges	
<u>Canada Airport Improvement Fee</u>	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	1.50
<u>Air Travellers Security Charge (ATSC)</u>	25.91
China Airport Fee	18.10
Total before options (per passenger)	2324.51
Number of passengers	x 1
Total with options	2324.51
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$2324.51

Payment Information

Credit/Debit Card ~~xxxx-xxxx-xxxx~~ Amount paid: **\$2324.51**
 The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$2324.51 (Air Transp. Charges - per adult)

Ticket number(s): 0142147603598

① ✓

Beijing (PEK) → Shanghai (PVG)

19 Jun 2015 - 19 Jun 2015 , 1 one way ticket

CONFIRMED
Air China




Your reservation is booked and confirmed. There is no need to call us to reconfirm this reservation.

Traveller Information

Sheila Jane McLeod Adult	Air Canada Aeroplan	Ticket #
------------------------------------	---------------------	----------

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

19 Jun 2015 - Departure Nonstop Total travel time: 2 h 15 m

	Beijing PEK 8:10pm Terminal 3 Air China 1883 Economy / Coach (Y) 35C Confirm or change seats with the airline*	Shanghai PVG 10:25pm Terminal 2	2 h 15 m 1,088 km
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Airline Rules & Regulations

- We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.
- **Tickets are nonrefundable, nontransferable and name changes are not allowed.**
- Please read the [complete penalty rules for changes and cancellations \(Opens a new window\)](#) applicable to this fare.
- Please read important information regarding [airline liability](#)

Price Summary

Traveller 1: Adult	CS264.24
Flight	CS254.00
Taxes & Fees	CS10.24

Total: **CS264.24**

All prices quoted in Canadian dollars.

Additional Flight Services

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

Status: Ticket purchased

Ticket is ready for customer pickup.

②

Order no.1330166711 - Suzhou North railway station to Beijing South railway station train

G110 - Dep: Jun 18 @ 08:30 - Arr: Jun 18 @ 13:53 - 1st class seat Ticket pickup number:

Grand total

Passenger #1: MCLEOD SHEILA JANE

Passport :

CNY 1,807

Passenger #2: Chen Jing wen

Passport

Important notes

CNY 1,807 $\xrightarrow[0.2036]{\text{Carry Rate}}$ CNY 367.40 - 2 people

About two hours after successful payment, we will inform you whether your ticket(s) have been purchased by sending an email to the address given during booking. If the email is not received at this time, please log into your Ctrip account and check the order status by selecting My bookings under My account and clicking Trains. Please pick up your tickets at the railway station with your ticket pickup number E145742429 and valid ID (this should be the same as the one used for your booking).

* 183.70
Sheila

Contact information

Contact name: Chen/Jing wen
Email address: cbechen@126.com

Change and cancelation rules

A fee will be charged by the railway authority for ticket cancellation (minimum CNY 2). According to the railway authority ticket refund regulations, a 5% handling fee will be charged per ticket for any cancellation made at least 49 hours before departure, a 10% handling fee will be charged per ticket for any cancellation made 25-49 hours before departure and a 20% handling fee will be charged per ticket for any cancellation made within 25 hours of departure. Refund amount is subject to the railway authority.

Tickets cannot be canceled Print

China high-speed railway system: The world's biggest network

The China high-speed railway system connects all major cities in China by train. It is over 10,000 km long, making it the largest high-speed train network in the world. The three main hubs for high-speed train travel in China are Beijing, Shanghai and Guangzhou with more HSR lines constantly under development. China's high-speed trains travel at speeds of up to 300 km/h making rail travel in China a fast, convenient and comfortable option.

Book high-speed rail tickets on Ctrip

Ctrip makes booking train tickets in China easy! There's no more waiting in line at the railway station; now you can search China train schedules and buy train tickets for any high-speed rail route, online and in English. You can purchase full price rail tickets for adults plus discounted train tickets for children and students. Our database is connected to the official China high-speed train information center so you can rest assured you are seeing the latest timetables and pricing for all China trains. And once you've made your booking, Ctrip will deliver your train tickets to your door.

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Popular train searches: Pengcheng train schedule | Jianchang train schedule | Songshulin train schedule | Fanzhen train schedule | trains Qingdao to Yantai | Dandong to Shenyang train | Zhengzhou to Luoyang train | trains Changzhou to Shanghai | Urumqi to Kashgar train | Lijiang to Kunming train | trains Beijing to Tianjin | Shanghai to Chengdu train | trains Beijing to Zhangjiajie | Beijing to Jilin train | trains Beijing to Harbin

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Global sites:

Order no.1333573191 - Shanghai Hongqiao railway station to Hangzhou East railway sta

②

G7505 - Dep: Jun 16 @ 09:05 - Arr: Jun 16 @ 09:57 - 1st class seat Ticket pickup number

Passenger #1: MCLEOD SHEILA JANE

Passport

Grand total

CNY 274

Passenger #2: Chen Jing wen

Passport

Important notes

CNY 274 $\xrightarrow[0.2036]{\text{Currency Rate}}$ CNY 55⁷⁸ - 2 people

About two hours after successful payment, we will inform you whether your ticket(s) have been purchased by sending an email to the address given during booking. If the email is not received at this time, please log into your Ctrip account and check the order status by selecting **My bookings** under **My account** and clicking **Trains**.

Sheila 27.89

Contact information

Contact name: Chen/Jing wen
Email address: cbechen@126.com

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[Print]

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Popular train searches: Guangze train schedule | Guangzhou East train schedule | Guilin train schedule | Yong'an train schedule | Aksu train schedule | Alashankou train schedule | Liangshan train schedule | Ruzhou train schedule | Shawan County train schedule | Ningbo to Shanghai train | trains Xining to Lhasa | Lijiang to Kunming train | trains Kowloon to Beijing | Xi'an to Shanghai train | trains Erlan to Beijing

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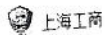
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2

Order no.1333755245 - Hangzhou East railway station to Suzhou railway station train tic

G7520 - Dep: Jun 16 @ 17:29 - Arr: Jun 16 @ 19:05 - 1st class seat Ticket pickup number:

Passenger #1: Chen Jing wen
Passenger #2: MCLEOD SHEILA JANE

Passport :

Passport :

Grand total
CNY 397

Important notes

CNY 397 $\xrightarrow[0.2036]{\text{Exchange Rate}}$ *CNY 80.81* - 2 people

About two hours after successful payment, we will inform you whether your ticket(s) have been purchased by sending an email to the address given during booking. If the email is not received at this time, please log into your Ctrip account and check the order status by selecting **My bookings** under **My account** and clicking **Trains**.

Sheila 40.41.

Contact information

Contact name: Chen/Jing wen
Email address: cbechen@126.com

Change and cancellation rules

A fee will be charged by the railway authority for ticket cancellation (minimum CNY 2). According to the railway authority ticket refund regulations, a 5% handling fee will be charged per ticket for any cancellation made at least 49 hours before departure, a 10% handling fee will be charged per ticket for any cancellation made 25-49 hours before departure and a 20% handling fee will be charged per ticket for any cancellation made within 25 hours of departure. Refund amount is subject to the railway authority.

[Print]

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Book high-speed rail tickets on Ctrip

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Popular train searches: Xuezhuang train schedule | Yanliang train schedule | Gongqingcheng train schedule | Jin train schedule | trains Jinan to Beijing | Huangshan to Nanjing train | Beijing to Kunming train | trains Shanghai to Guilin | Qidong train schedule | Jinghe South train schedule | Jinghe train schedule | Guangzhou to Taizhou train | trains Guangzhou to Beijing | Shenzhen to Guilin train | trains Xi'an to Beijing

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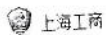
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LE ROYAL MERIDIEN
 SHANGHAI
 上海世茂皇家艾美酒店
 中国上海南京东路789号 邮编200001
 T +86 21 3318 9999
 F +86 21 6361 3388
 lemeridien.com/royalshanghai

Le ROYAL MERIDIEN
 SHANGHAI
 上海世茂皇家艾美酒店

GUEST / 客人姓名 ROOM / 房间号码
 Ms. Sheila Jane Mcleod # PERS. / 人数 1
 TRAVEL AGENT / COMPANY FOLIO / 账单
 CHARGE TO PAGE / 页数 1
 旅行社 / 公司 ARRIVE / 到达日期 14/06/15
 DEPART / 离开日期 16/06/15
 CONF.NO / 预订号
 103 Hillview Rd USER ID / 操作员 RCKELLY
 DATE / 日期 16-JUN-15
 Strathmore Canada Mem No/会员号

DATE / 日期	REFERENCE / 参考	DESCRIPTION / 明细	DEBIT / 借方	CHARGES / 贷方
14/06/15		Accommodation	956.00	
14/06/15		Accommodation Service Ct	143.40	
15/06/15	Line# 4015 : Dialed# 61386818 [00:02:09	Telephone - Local Call	0.22	
15/06/15		Accommodation	956.00	
15/06/15		Accommodation Service Ct	143.40	
15/06/15		Master Card		2,199.02
16/06/15				
Total			2,199.02	2,199.02
Balance			0.00	

(Bmo) 448.19 CAD

I agree to remain personally liable for the payment of this account if the corporation or other third party billed fails to pay part or all of these charges.
 如果记账的公司或者第三方未支付部分或所有这些费用，我同意个人负责付帐

Tell us about your stay at lemeridien.com/royalshanghai
 欢迎访问 lemeridien.com/royalshanghai 分享您的入住体验

Guest Signature
 客人签字 _____

THE GREAT WALL SHERATON HOTEL BEIJING
 10 North Dongsanhuan Road, Chaoyang District
 Beijing 100125, P. R. China
 北京喜来登长城饭店
 中国北京朝阳区东三环北路10号 邮政编码: 100125
 t -- 86 10 6590 5566
 t -- 86 10 6590 5398



⑤

GUEST / CLIENT
 客人 / 客户

TRAVEL AGENT / CHARGE TO
 旅行社 / 支付方

Mrs. Mcleod Sheila Jane

ROOM | 房号
 RATE | 房价 1349
 # PERS. | 人数 608.00
 FOLIO | 账单号 1 / 0
 PAGE | 页数
 ARRIVE | 到店日期 1 of 1
 DEPART | 离店日期 06/18/15

Canada

Membership No. : SPG

06/19/15

INVOICE DESCRIPTION | 项目明细 06/19/15 CHARGE / CREDIT | 金额 / 扣款

06/18/15	Room Charge 房费	608.00	
06/18/15	Room Rate Service Charge 房费服务费	91.20	
06/19/15	Master Card		699.20

XXXXXXXXXXXX XX/XX

Total	699.20	699.20
Balance	0.00	

Merchant ID 104110070111245
 Transaction ID 27403292
 Approval Code 034016
 Approval Amount: 699.2

Credit Card # XXXXXXXXXXXX5165
 Credit Card Expiry: XX/XX
 Capture Method: Swiped
 Transaction Amount: 699.2

144.92 CAD

(Bmc)

I, the undersigned, hereby acknowledge the acceptance of all the goods and services as listed herein and agree to the amounts billed. In the event of any failure of or delay in the payment of this bill, wholly or in partial, by any third party obligor, I agree that my liability for this bill is NOT waived and therefore shall be held personally liable. If this bill is charged to any applicable credit card, my signature below is deemed to have been made on the applicable credit card voucher.
 本人, 下文署名者, 兹确认接受本账单所列的全部产品和服务, 并同意账单开列的金额。本人同意, 当任何有支付本账单义务的第三方未能或者延迟支付本账单的全部或部分应付款项时, 本人并未被免除本账单的付款义务, 因此对付清本账单的全部应付未付款项仍负有个人责任。若以被酒店认可交易之信用卡支付本账单的, 本人以下签章即视同本人在相关信用卡凭证上的签章。

SIGNATURE | 客人签名

5

The QUBE Pudong, Shanghai

Fri 19/Jun/2015 - Sat 20/Jun/2015

Itinerary # [REDACTED]

The QUBE Pudong

Fri 19/Jun/2015 - Sat 20/Jun/2015

1 room | 1 night

BOOKED

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



[View hotel details](#)

5500 Chuansha Road, Shanghai, 201200 China

Tel: 86 (21) 6187 1888, Fax: 86 (21) 6187 1880

Room

Superior Room

Includes:

Free High-Speed Internet

Reserved for

Sheila Jane McLeod

Requests

Price Summary

Total

Collected by Expedia

C\$131.08

Room Price

1 night

Taxes & Fees

All prices quoted in CAD.

C\$131.08

C\$111.50

C\$19.58



中国旅行社总社有限公司

China Travel Service Head Office Co., Ltd.

⑤

CTS INVOICE

To: CBE

Date: Jun 24, 2015

国家 (地区): COUNTRY: Canada	旅行人数 NUMBER OF TOURIST: 2 persons
旅行团 (者) 名称: BOOKING CODE BY CTS: Hotel Booking in Suzhou for Sheila & Cecilia	旅行起止日期: PERIOD OF TOUR: Jun 16-18, 2015

项目 ITEMS	单价 (RMB) IN RMB	数量 Quantity	金额 (RMB) AMOUNT IN RMB
* Kempinski hotel Suzhou	¥900.00	2R X 2N	¥3,600.00
* Tax 4%			¥144.00

应收旅行费用总计:
Sum total dued to CTS

公司名称: 中国旅行社总社 (北京) 有限公
A/C HOLDER'S NAME: CHINA TRAVEL SERVI
Company ADD: 29F Building A #38 Dong
Beijing, 100026, China
BANK NAME: BANK OF CHINA BEIJING BRAN
BANK ADD: No.2 Chaoyang Men Nei Dajie
A/C NO.: 3376 5613 9027
SWIFTCODE: BKCHCNBJ110
Thank you!

Hotels 383.58
131.08
144.92
448.19

1107.77

⑤

CHINA 1

¥ 3,744 @ Currency Rate → \$ 767¹⁵
(Mastercard) (2 nights) - 2 people
383.58 - Sheila

CHINA

苏州金鸡湖凯宾斯基大酒店

meals : 59.⁶⁶
63.¹²
64.⁴⁰

\$187.²²

Room No. 房间号码 1534
Arrival 到店日期 16.06.15
Departure 离店日期 18.06.15
Page 页 数 1 of 1
Date 日 期 18-JUN-15
Cashier 职 员 FOGRADY 37
Folio no. 帐单号码

Sheila
 $50\% \times \$187.²² = \boxed{\$93.⁶¹}$
(for 4 meals)

INFORMATION INVOICE

Debit 消费	Credit 付款
CK# 295.60	
	295.60
Total 合计	295.60 295.60
Balance 余额	0.00 CNY Meal charge

I agree that my liability for this bill is not waived and 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.

本人同意对上述的付款承担个人责任，并且在有关人士，公司或团体不能支付此账单款项的情况下，本人同意承担一切所引起之债务。

Guest Signature 客人签名

Sheila

Dinner for Sheila & Cecilia

¥ 295.⁶⁰ $\xrightarrow{\text{Currency Rate } 0.202}$ CN\$ 59.⁶⁶

本酒店保留对账单中所有项目的解释权。如有任何疑问，请向酒店财务部联系。

本酒店保留对账单中所有项目的解释权。如有任何疑问，请向酒店财务部联系。

满月烧肉
预订结账单(2)

餐桌:6

单号: B15061700005 收银员: 8002

时间: 06-17 20:24

品名	数量	价格	金额	折扣率
(套)上选和牛肋条肉	1	0	0	100%
(套)嫩烤土鸡肉	1	0	0	100%
(套)上选五花肉	1	0	0	100%
(主)特惠A	1	288	288	100%
(套)特色脆皮黄瓜	1	0	0	100%
(套)木鱼花冷豆腐	1	0	0	100%
(套)满月色拉	1	0	0	100%
(套)生菜	1	0	0	100%
(套)土豆片	1	0	0	100%
(套)满月石锅拌饭	1	0	0	100%
湿毛巾	2	1	2	100%
特别料理	1	20	20	100%

消费金额: 310.00

优惠合计: 4.00

应收: 310.00

签名:



$$\yen 310 \xrightarrow[\text{Currency Rate}]{0.202} \$63.12$$

联系银行



¥ 20



620120010115709分

¥ 81

620120010115709分

 台: 020
 时间: 156

 工号: 3001 - 收报A
 业务员:

项目	数量	单价	金额
电报费	1	18	18
电报费	1	50	50
电报费	1	30	30
电报费	1	20	20

合计: ¥ 118⁰⁰

Total: ¥ 319 $\xrightarrow[0.202]{\text{Rate}}$ \$ 64^{4x}



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: June 22/15

Employee's Name Sheila McLeod Vendor #: _____

School / Department to mail cheque to Global Learning

Purpose of Trip / Name of Conference China Recruitment and Agent Training

Departure and Return Dates June 13/15 Destination: June 20/15

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)		①			
▪ Rail/Bus		②			
▪ Taxi/Shuttle Bus/Car Rental in Calgary		③			
▪ Taxi/Shuttle Bus/Car Rental at Destination	111.4	④			
▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)		⑤			Send original to Payroll for payment
Accommodations at Single Rate					
\$ _____ @ _____ Nights					
Meals (including tips) (excluding meals covered by Conference or Others)		⑥			
▪ Breakfast <u>1</u> @ \$12.00	12.00			12.00	
▪ Lunch <u>2</u> @ \$17.00	34.00			34.00	
▪ Dinner _____ @ \$26.00					
▪ 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					VEL
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.

✓ ④



For more information, visit www.xe.com

XE Currency Converter

274.00 CNY = 54.4327 CAD

Chinese Yuan Renminbi ↔ Canadian Dollar
1 CNY = 0.198660 CAD 1 CAD = 5.03374 CNY

Mid-market rates: 2015-06-23 14:34 UTC

Taxi

上海海博出租汽车有限公司

Taxi

全国统一出租车票监制
上海市(1)
车费发票

发票代码: 975-76-860940
131001560215
发票号码: 06606293
2015-06-14
0.35-16.21
3.50
3.50
46.1
0.06
0.00
1.00
164.00

手写无效率

车号 证号 日期 上/下车 单价(元) 里程(km) 等候

电调(元) 燃油附加

金额(元)

卡号

原/余额

存根

根

国家税务总局通用机打发票
江苏省苏州市
发票联

代码 132051481210
号码 95147293

手写无效率

1280707:28
07:59
15.00元
4.00元
1.1km
00:04.17
110.00元

原额
余额

Transfer ▶ easy with XE. Our service works with your

API ▶ Agency Data API easily integrates with your

Taxi



THE QUBE PUDONG
浦东绿地铂骊酒店

④

Transportation to
Hotel

Mr Sheila Jane Mcleod

Room No : 0903
Arrival Date : 06-19-15
Departure Date : 06-20-15
Folio No :
Conf No :
Cashier ID :
Date/Time : 20-JUN-15 13:17:53
Page No : 1 of 1

INFORMATION INVOICE

A/R Number :
Group Code :
Company Name : Expedia

Date	Text	Description	Debit	Credit
06-19-15	Transportation		173.91	
06-19-15	BMW Surcharge		26.09	
06-20-15	Manual Master Card			200.00
Total			200.00	200.00

Balance 0.00 RMB

如阁下采用认可的信用卡结账，以下的签署应与信用卡单据上的相同。本人同意项时，此账目的责任并未免除并由本人承担责任。
If your bill is to be charged to any approved credit card, the signature below is credit card voucher. I agree that my liability for this bill is not waived and agree indicated person, company or association fails to pay for any part or the full am

Guest Signature _____

5500 Chuansha Road, Shanghai 201200, P.R. Chi
中国上海川沙路5500号 邮编:201200

UnionPay 银联 签购单 持卡人存根 CARDHOLDER COPY

560 UER: SXXSZYEMU130508

铂骊酒店
104310070110965
31909845 01
5569 09** **** 5165 M
MCC 01042900
授权完成联机 2015/11
001697 510132
105431 15/06/20
13:17:47

131747021013
RMB: 200.00
TIPS:
外卡组织: MCC



For more information, visit www.xe.com

XE Currency Converter

200.00 CNY = 39.7327 CAD

Chinese Yuan Renminbi ↔ Canadian Dollar
 1 CNY = 0.198663 CAD 1 CAD = 5.03364 CNY

Mid-market rates: 2015-06-23 16:04 UTC

XE Market Analysis

2015-06-23 06:44 UTC

North American Edition

The euro retreated during the European AM session as the market hedged its bets with regard to the Greece situation and today's emergency EU summit. Greek PM Tsipras held a cabinet meeting over the weekend to discuss compromises on election pledges, and an EU source cited by Reuters said that this could be the basis for a compromise between Greece and creditors, although not today but over the coming days. EUR-USD chopped from a 1.1403 high to a 1.1315 low ... [Read More ▶](#)

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Mobile
Bill Date: June 17, 2015
SHEILA MCLEOD
Mobile Ref.
Global Learning

Account #
Next Bill Date: July 17, 2015

583of 1937

CURRENT CHARGES for

ntinued)

Usage and long distance

250 Anytime minutes Local Calling		
@\$.00/minute	292:00 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	338.6022 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	203:00 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	95:26 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	9:00 min:sec	0.00
Text messages	20 events	5.00
Free Bell Message	14 events	0.00
Text message	18 events	0.00
Picture/Video messaging	7 events	0.00
Travel text saver Unlimited Incoming Messages		
	255 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	221 events	0.00
Long distance		2.24
Taxes		
GST		3.39
BC PST		0.01

Total current charges

\$72.58

Mobile
Bill Date: May 17, 2015
SHEILA MCLEOD
Mobile Ref.
Global Learning

Account #
Next Bill Date: June 17, 2015

579of 1910

CURRENT CHARGES for (continued)

Usage and long distance

250 Anytime minutes Local Calling		
@\$.00/minute	294:03 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	490.5576 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	282:25 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	78:01 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	34:00 min:sec	0.00
Text messages	6 events	1.50
Free Bell Message	28 events	0.00
Text message	12 events	0.00
Text message	5 events	0.00
Picture/Video messaging	30 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	306 events	0.00
Can-Can/US Text - Unlimited Unlimited Incoming Messages		
	371 events	0.00
Long distance		15.33
Roamer usage		0.25
Taxes		
GST		3.89
HST		0.09

Total current charges **\$83.00**