

expense | monthly tracking report

claimant | Unruh, Darlene

position | Director, Planning, Transportation and Environmental 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
Cell Phone	05/17/2015	Monthly Plan	\$65.03	other disclosed	telecom/cell phone
Cell Phone	06/17/2015	Monthly Plan	\$65.03	other disclosed	telecom/cell phone
Food	06/04/2015	Open House Prep Dinner-New School/Mod	\$101.43	working session	BUS food/non alcoholic beverage
Food	06/08/2015	Open House Prep Dinner-New School/Mod	\$256.13	working session	BUS food/non alcoholic beverage
Food	06/11/2015	Open House Prep Dinner-New School/Mod	\$256.83	working session	BUS food/non alcoholic beverage
Membership	05/29/2015	Yearly membership ASCD	\$59.00	other disclosed	membership, due, fees

Mobile 403-
Bill Date: June 17, 2015
DARLENE UNRUH
Mobile Ref.
1221 8 ST SW
CALGARY, AB T2R 0L4
Transportation

Account #
Next Bill Date: July 17, 2015

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CURRENT CHARGES for 403-

Monthly charges billed to Jul 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
GPS Nav		10.00
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...	
Discount Summary	
Total discounts	\$102.50
Total this month	\$102.50
Usage Summary min:sec	
Weekday	79:02
Weekend	89:31
Weeknight	65:30
Total time used	234:03
Event Summary	
Total Events	182
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	1,012.5635
Total this month	\$0.00

Mobile 403-!
Bill Date: June 17, 2015
DARLENE UNRUH
Mobile Ref.
Transportation

Account #
Next Bill Date: July 17, 2015

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CURRENT CHARGES for 403- (continued)

Usage and long distance

250 Anytime minutes Local Calling		
@\$.00/minute	65:30 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	1,012.5635 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	104:01 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	7:32 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	57:00 min:sec	0.00
Free Bell Message	2 events	0.00
Text message	13 events	0.00
Free SMS Message	3 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	75 events	0.00
Can-Can/US Text - Unlimited Unlimited Incoming Messages		
	89 events	0.00

Taxes

GST	3.09
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Total current charges **\$65.03**

Mobile 403-
Bill Date: May 17, 2015
DARLENE UNRUH
Mobile Ref.
1221 8 ST SW
CALGARY, AB T2R 0L4
Transportation

Account #
Next Bill Date: June 17, 2015

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CURRENT CHARGES for 403-

Monthly charges billed to Jun 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
GPS Nav		10.00
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...	
Discount Summary	
Total discounts	\$102.50
Total this month	\$102.50
Usage Summary min:sec	
Weekday	210:18
Weekend	61:36
Weeknight	15:44
Total time used	287:38
Event Summary	
Total Events	498
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	132.5342
Total this month	\$0.00

Mobile 403-
Bill Date: May 17, 2015
DARLENE UNRUH
Mobile Ref.
Transportation

Account # :
Next Bill Date: June 17, 2015

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CURRENT CHARGES for 403-

continued)

Usage and long distance

250 Anytime minutes Local Calling		
@\$.00/minute	140:31 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	132.5342 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	75:20 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	16:47 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	55:00 min:sec	0.00
Free Bell Message	14 events	0.00
Text message	6 events	0.00
Travel text saver Unlimited Incoming Messages		
	244 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	234 events	0.00

Taxes

GST		3.09
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Total current charges **\$65.03**

P.U. Card - 9401-ARSUP
SHAWNESSY VIETNAMESE R *INT*
16061 MACLEOD TRAI T2Y2E7
CALGARY AB
22830240

|||| PURCHASE ||||

06-02-2015 17:42:58
Acct # C
Exp Date 11/15 Card Type MC
Name: DARLENE L UNRUH
A00000000 MasterCard

Trace #
FS2283024001
Inv. # 173
Auth # 194257 RRN 001843042
TVR 0000008000 TSI E800
TC 0E3E01FF4811BE2F

Purchase	\$88.20
Tip	\$13.23
Total	\$101.43

(00) APPROVED-THANK YOU
(PIN VERIFIED)

Retain this copy for your records

Merchant copy

*New build & Modular
OPEN HOUSE.*



This form must be completed for each credit card transaction (for purchases over \$20.00) that is not supported by a detailed receipt from the merchant. This form must be approved by the cardholder's Supervisor and enclosed within the Statement & Receipt Envelope.

CARDHOLDER			
Cardholder Name <i>Director Darlene Unruh</i>			
Card Number		Phone Number	
* * * * * 1 7 8 3		<i>403-817-7225</i>	
Department / School <i>Planning + Transportation</i>			
Merchant Name	Transaction Date YYYY	MM DD	Transaction Amount
<i>Shawnessy Vietnamese Restaurant</i>	<i>2 0 1 5</i>	<i>06 02</i>	<i>\$ 101.43</i>
Description of purchase: <i>Dinner for Planning + Design staff prior to open house on June 2 / 2015</i>			
Reason detailed receipt / documentation is not available: <i>Detailed receipt not provided by vendor.</i>			
Cardholder Missing Receipt Acknowledgement			
<ul style="list-style-type: none"> The information provided is a true and accurate description of the details of the purchase I confirm that every attempt has been made to obtain a duplicate receipt by contacting the merchant. However, there has been failure to produce a receipt All items purchased as part of this credit card transaction were for use by The CBE in my duties as an employee. No personal purchases were made Original documentation is not in my possession and I will not seek reimbursement for the transaction I acknowledge that repeated lack of documentation could result in a cancelled relationship with the supplier and / or suspension of credit card privileges 			
Cardholder Signature <i>[Signature]</i>		Date YYYY MM DD <i>2 0 1 5 06 22</i>	

SUPERVISOR		
I have accepted the cardholder's explanation of the receipt loss and / or inability to obtain a detailed receipt		
Supervisor Signature <i>[Signature]</i>	Employee ID <i>0 4 1 9 8 4</i>	Date <i>23 JUN 2015</i>

*D.U. - PCard
Open House*

JOEY #20206 - Crowfoot
50 Crowfoot Way
Calgary, AB
T3G 4C8
403-547-5639

** TRANSACTION RECORD **

Tran. #: 10100
RUC: DINING
Table #: 89
Check #: 1732
Group #: 1
Employee #: 24
Employee Name: Evan P

MasterCard
Pre-Auth Purchase
XXXXXXXXXXXX 83 C
AID: A0000000041010

Amount \$222.72
Tip \$33.41
=====
TOTAL CAD\$256.13

APPROVED
00-001 19 ...
JY06US05/JY06MC05
038001001016
2015/06/03 17:31:55

TUR: 0000008000
TSI: E800

Customer Copy

THANK YOU
Come Again

9401-ARSUPP-LNJ



This form must be completed for each credit card transaction (for purchases over \$20.00) that is not supported by a detailed receipt from the merchant. This form must be approved by the cardholder's Supervisor and enclosed within the Statement & Receipt Envelope.

CARDHOLDER

Cardholder Name

Director Darlene Unruh

Card Number

Phone Number

* * * * * | 1 | 7 | 3 | 2

403-817-7225

Department / School

Planning + Transportation

Merchant Name

Transaction Date
YYYY

MM | DD

Transaction Amount

Joey's Crowfoot

2 | 0 | 1 | 5

06 | 03

\$ 256.13

Description of purchase: Dinner for Planning + Design staff prior to open house on June 03.

Reason detailed receipt / documentation is not available: Detailed receipt not provided by vendor.

Cardholder Missing Receipt Acknowledgement

- The information provided is a true and accurate description of the details of the purchase
- I confirm that every attempt has been made to obtain a duplicate receipt by contacting the merchant. However, there has been failure to produce a receipt
- All items purchased as part of this credit card transaction were for use by The CBE in my duties as an employee. No personal purchases were made
- Original documentation is not in my possession and I will not seek reimbursement for the transaction
- I acknowledge that repeated lack of documentation could result in a cancelled relationship with the supplier and / or suspension of credit card privileges

Cardholder Signature

Darlene Unruh

Date

YYYY MM DD

20 | 15 | 06 | 22

SUPERVISOR

I have accepted the cardholder's explanation of the receipt loss and / or inability to obtain a detailed receipt

Supervisor Signature

[Signature]

Employee ID

Date

0 | 4 | 1 | 9 | 8 | 4

23 JUN 2015

Check # :32439

Table 513

Farhadur R

17:02:17 06/09/2015

Gst 8

Guest No.1
1 Soft Drink 3.29
1 Mediterranean Flatbread 11.99
1 Add Shrimp 4.79

Guest No.2
1 Water
1 Stuffed Rigatoni with Sausage 20.79
1 * Salad

Guest No.3
1 Coffee 3.29
1 Chicken Scampi 21.99
1 * Salad

Guest No.4
1 NA Kiwi Melon Limonata 3.99
1 Stuffed Chicken Marsala 22.99
1 * Salad

Guest No.5
1 Soft Drink 3.29
1 Stuffed Chicken Marsala 22.99
1 * Salad

Guest No.6
1 Soft Drink 3.29
1 Chicken Scampi 21.99
1 * Salad

Guest No.7
1 Raspberry Lemonade 3.29
1 Stuffed Chicken Marsala 22.99
1 * Salad

Guest No.8
1 Coffee 3.29
1 Ravioli di Portobello 17.99
1 * Salad

Guest No.9
1 Water
1 Baked Tilapia wShrimp 21.79
1 * Salad

ID #

Duplicate Receipt
Stored Order

Subtotal 214.03
GST 10.70

224.73

15% Gratuity 32.10

17:02:17 06/09/2015

Please pay this amount
Total 256.83

Add A Gift Card \$

Dine In

THANKS FOR VISITING US TODAY!

VO



1703 North Beauregard Street
 Alexandria, Virginia 22311-1714 USA
 800-933-ASCD (2723) or
 1-703-578-9600, then press 1
 8:00 a.m. to 6:00 p.m., EST
 Monday through Friday
 www.ascd.org

Fed ID No.: 52-6078980

Rob

*Paid by
 Linda's Award.*

SERVICE REMINDER:

**Your ASCD Membership Expires
 5/31/2015.
 Renew now and lock in your low rate!**

Member Number:
 Mrs Darlene L. Unruh
 Calgary Board of Education
 1221 8th Street S.W.
 Planning Transportation 2nd floor
 Calgary, AB T2R 0L4
 Canada

*Renewed
 5/28/15
 No expiration date
 5/31/14*

E-mail (Required):

Please make the necessary corrections to the mailing and e-mail addresses above to receive timely notifications regarding your membership benefits.

MEMBERSHIP CATEGORY	QUANTITY	UNIT PRICE	AMOUNT
Basic Membership	1	\$59	\$59
Alberta Affiliate Dues (Optional)	1	\$30	

When choosing the affiliate option, the total amount due is \$89

Paying your Affiliate dues now, while renewing your ASCD membership, is an easy way to get involved with educators at your local level. If you are already a member of your local affiliate, this is a good time to renew both your ASCD and your affiliate memberships. To learn more about joining your local affiliate, go to www.ascd.org or call the Service Center.

PAYMENT OPTIONS

Remit payment in U.S. funds only. AMOUNT: \$

Please pay within 30 days. Promotional Code: C23FKC

Check Purchase Order No. _____
(Include member number on your check or purchase order to ensure proper credit. Please submit the PO along with this renewal form.)

Charge my:

ACCT. NO. _____ CARD SECURITY NO. _____ EXPIRATION DATE _____

CARD BILLING ADDRESS _____

NAME ON CARD _____

SIGNATURE (Credit Card Orders Must Be Signed) _____

REMIT TO: PO Box 17035 Baltimore, MD 21297-0203 USA
 PLEASE RETURN THIS ENTIRE FORM WITH YOUR PAYMENT AND MAKE A COPY FOR YOUR FILES.

MEMBERSHIP INFORMATION

Member Number:.....

Notice Date:.....4/2/2015

Expiration Date:.....5/31/2015

This billing reflects payments received as of 3/27/2015.

IF YOU HAVE ALREADY RENEWED, PLEASE ACCEPT OUR THANKS AND DISREGARD THIS NOTICE.

FOR OFFICE USE ONLY
 Promotional Code C23FKC
 Expire Date: 5/31/2015

GO ONLINE TO RENEW AT WWW.ASCD.ORG/RENEW

ASCD is also known as the Association for Supervision and Curriculum Development.

Linda's Card

ASCD INVOICE

Invoice Number :
 Invoice Date : 05/28/2015
 PO Number :
 Terms : Net 30 days

REMIT TO: ASCD
 PO Box 17035, Baltimore, MD 21297-8431

Bill To:
 Darlene L. Unruh
 Calgary Board of Education
 1221 8th Street S.W.
 Planning Transportation 2nd floor
 Calgary AB T2R 0L4
 Canada

Ship To: 0
 Darlene L. Unruh
 Calgary Board of Education
 1221 8th Street S.W.
 Planning Transportation 2nd floor
 Calgary AB T2R 0L4
 Canada

Product	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
ASCD/BASIC-ASCD - Basic Membership 01-Jun-2015 to 31-May-2016 - Darlene L. Unruh (1	59.00	0.00	0.00	0.00	59.00

Shipping: 0.00
 Tax: 0.00

 Order Total : 59.00
 Paid to Date: -59.00

 Current Amount Due: 0.00

Credit Card Information:

If your order includes an ASCD membership, and your payment is not received within 90 days of your join date, your membership benefits will be cancelled.