

# expense | monthly tracking report

claimant | Gouthro, Elizabeth

position | Director, Instructional Services

level | Director

reporting period | November 1 to December 31, 2015

date of report | February-12-16



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell phone	11/17/2015	monthly service plan	\$65.29	other disclosed	telecom/cell phone
Tablet	11/17/2015	monthly service plan	\$37.17	other disclosed	telecom/tablet
Cell phone	12/17/2015	monthly service plan	\$74.34	other disclosed	telecom/cell phone
Tablet	12/17/2015	monthly service plan	\$37.17	other disclosed	telecom/tablet
Alberta School Board's Associaiton (ASBA) - Education Partners Task Force	11/20/2015	Airfare - Calgary - Edmonton for Nov 20/15	\$135.58	external reimbursement	BUS airfare/bus/rail
Alberta School Board's Associaiton (ASBA) - Education Partners Task Force	11/20/2015	Return Airfare - Edmonton-Calgary for Nov 20/15	\$125.08	external reimbursement	BUS airfare/bus/rail
Alberta School Board's Associaiton (ASBA) - Education Partners Task Force	11/20/2015	Taxi Fare to and from Venue - Edmonton	\$121.00	external reimbursement	BUS general
Alberta School Board's Associaiton (ASBA) - Education Partners Task Force	11/20/2015	Calgary International Airport - parking	\$29.35	external reimbursement	BUS general
College of Alberta School Superintendents (CASS)	11/04/2015	Registration Fee for CASS Fall Conference	\$525.00	other disclosed	PD course or registration fee

**From:** noreply@itinerary.westjet.com on behalf of WestJet Airlines  
 <noreply@itinerary.westjet.com>  
**Sent:** November-05-15 11:49 AM  
**To:** Gouthro, Elizabeth M  
**Subject:** Reservation Confirmation

WestJet  
 22 Aerial Place N.E.  
 Calgary, Alberta,  
 Canada  
 Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary.  
**Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight.**

This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

## Booking Confirmation

Main contact: Ms Elizabeth marie Gouthro  
 E-mail: emgouthro@cbe.ab.ca  
 Phone Number: 4038177607

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#).  
 Please ensure that if your travel plans include a flight on a WestJet Encore turboprop aircraft that you review the [following details](#) as there are some differences in allowances and amenities from flights on our larger WestJet Boeing 737 aircraft.  
 If you are flying to Dublin, there are also some [specific regulations](#) you should be aware of before you leave.

## Guest

Ms. Elizabeth marie Gouthro	Flight	Edmonton (YEG)-Calgary (YYC)
	WestJet FF	114313544
	Ticket Number	[REDACTED]
	Seat	YEG-YYC: 8C

## Air Itinerary Details

WS3207	Edmonton, CA	Calgary, CA	Fare type: Econo
Operated by WESTJET	Fri 20 Nov, 2015 04:40 PM	Fri 20 Nov, 2015 05:40 PM	Non-stop
ENCORE			

## Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 89.00	CAD 12.00	CAD 44.03	CAD 145.03	x 1	CAD 145.03
						<b>Total airfare: CAD 145.03</b>

## Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 6.91
CA	Air Travellers Security Charge (ATSC)	CAD 7.12
SQ	Airport Improvement Fee (AIF)	CAD 30.00
		<b>Total taxes: CAD 44.03</b>

## Fare family benefits

### YEG-YYC: Econo Seat Sale Benefits

- First checked bag fee of \$25-29.50 CAD for flights within Canada or to/from the U.S. <sup>1,2</sup>
- Second checked bag fee of \$25-29.50 CAD <sup>1,2</sup>

<sup>1</sup> Not applicable on flights operated by our airline partners. <sup>2</sup> For bookings made on or after November 3, 2015 for travel on or after January 6, 2016 a first checked bag fee applies to all destinations, and a second checked bag fee of \$35-41.30 CAD applies.

## Seats

Regular seat WS 3207 YEG - YYC Seat 8C Ms Elizabeth Gouthro

CAD 5.00 + CAD 0.25 Tax

Total Seats: CAD 5.25

## Total

Charged to MASTERCARD XXXX XXXX XXXX 9617

CAD 150.28

## WestJet offers

### Get travel insurance

Don't forget to include travel insurance as part of your trip. WestJet has partnered with RBC Insurance® to provide you with the right coverage for your travel experience. [Get a quote](#)

## Important Information

Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airlines partners](#); it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage info](#) page.
- [Positive identification](#) is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
- For detailed information on your flight visit:
  - [Fares, taxes and fees](#) (For [change/cancel guidelines](#), [baggage fees](#), [service fees](#) and other [taxes and fees](#))
  - [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
  - [Seat selection](#) (How it works, changing your seat and more)
  - [Inflight services](#) ([Buy on board](#), [up! magazine](#) and more)
  - [Inflight entertainment](#) for information on our live seatback television.
- Carbonzero and WestJet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the [purchase of carbon offsets](#).
- We appreciate hearing about your experience with us. If you would like to provide us with feedback, please see our [contact us](#) page and select the give feedback tab. You may also send us a letter at: WestJet Campus, Attention Guest Relations, 22 Aerial Place N.E. Calgary, Alberta Canada T2E 3J1.

[Important Legal Notice](#)

[Terms and Conditions](#)

## Contact Information

If you have questions about your reservation, call WestJet at 1-888-937-8538 (1-888-WESTJET) and have the itinerary number ready. Thank you for choosing WestJet.

(YYC) Edmonton Int'l  
Fri 20-Nov (YEG)  
2015 Fri 20-Nov 2015  
08:35 09:25

A

Operated by:

<sup>1</sup> Air Canada Express - Jazz

## Passenger Information

**1: Ms Elizabeth Gouthro - Adult (16+), Ticket Number: 0142155017315**

Air Canada - **778270199** Meal Preference : **None**  
Aeroplan :  
Payment Card: **xxxx-xxxx-xxxx-9617** Special Needs: **None**  
Seat Selection: **AC8441 7C Paid**

## Purchase Summary

### Fare Summary

Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - <u>Tango</u>	<b>70.00</b>
<u>Surcharges</u>	12.00
<b>Taxes, Fees and Charges</b>	
<u>Canada Airport Improvement Fee</u>	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	5.96
<u>Air Travellers Security Charge (ATSC)</u>	7.12
Total before options (per passenger)	<b>125.08</b>
Number of passengers	x 1
Total with options	<b>125.08</b>
<b>Seat Selection</b>	
Ms Elizabeth Gouthro	
AC8441: 7C - Standard Seat (Aisle)	10.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	0.50
Total with options and seat selection fee:	<b>135.58</b>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$135.58</b>

### Payment Information

**Credit/Debit Card xxx-xxxx-xxxx-9617 - Amount paid: \$135.58**

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

Air Canada: \$125.08 (Air Transp. Charges - per ticket)

Air Canada: \$10.50 (Advance Seat Selection - for passenger 1)

Ticket number(s): 0142155017315

### Fare Rules

**Departing Flight** Calgary (YYC) To Edmonton (YEG) - **Tango**

- **Changes:**

- Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus

24-7 TAXI  
200-10105-100 AVE  
EDMONTON, AB, T5H1A7  
7804424444  
MID: 97112250014  
GST#: 00000000000000

TID: 062  
Operator#: 71657

SALE

\*\*\*\*\*14520 Exp: 11/11  
Master Card CHIP

11/20/2015 14:49:42 Invoice#  
Record#: 040198 Batch#: 021001  
Retrieval#: 00000001

0000000011010 MasterCard  
TKR 0000000000 YSI EXCH

Amount: 55.00  
Tip: 5.50  
Total: 60.50

Auth Code: 121939  
APPROVED

Customer copy

24-7 TAXI  
200-10105-100 AVE  
EDMONTON, AB, T5H1A7  
7804424444  
MID: 97112250014  
GST#: 00000000000000

TID: 062  
Operator#: 71657

SALE

\*\*\*\*\*14520 Exp: 11/11  
Master Card CHIP

11/20/2015 14:23:47 Invoice#  
Record#: 040199 Batch#: 021001  
Retrieval#: 00000001

0000000011010 MasterCard  
TKR 0000000000 YSI EXCH

Amount: 55.00  
Tip: 5.50  
Total: 60.50

Auth Code: 122584  
APPROVED

Customer copy

RECEIPT  
GST NO. R122556194

EXIT No. 45  
IN: 11/20/15 07:00  
OUT: 11/20/15 16:28  
DURATION: 0 09: 28  
PAID: \$ 29.55  
(GST INCLUDED)  
MASTERCARD  
556929XXXXXX4520  
REF. 37  
THANK YOU FOR  
YOUR VISIT

Calgary International Airport Parkade





Southern Alberta Professional Development Consortium  
#B313, 1701 5th Ave S  
Lethbridge, T1J 0W4  
AB, Canada  
403-381-5580

## RECEIPT

Date of transaction : 5 October 2015, 8:36 am



### Participant Details

First Name : Elizabeth

Last Name : Gouthro



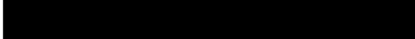
Jurisdiction Type : Public

Jurisdiction/Organization : Calgary School District No. 19

School/Office : Calgary Board of Education

School/Office City : Calgary

School/Office Address : 1221 8 Street SW



Comments : Director, Instructional Services

Dietary Notes : no concerns

### Payment Details

Amount : \$525.00

Payment Method : Credit Card

Credit Card Number : \*\*\*\*\*9617

Link to Refund / Cancellation Policy : <http://sapdc.ca/index.php/en/sapdc-refund-policy>

### Registration Details

Title of Learning Opportunity : CASS Fall Preconference & Conference

Course Code : SA5CF2

Location : Sheraton Cavalier Calgary Hotel

Address : 2620 32nd Avenue NE, Calgary, Alberta, T1Y 6B8 , Canada

### Preconference & Conference

Session (Date / Time)	Session Location	Session Room #
Preconference & Conference 2015-11-04 08:00 - 13:00	Sheraton Cavalier Calgary Hotel 2620 32nd Avenue NE, Calgary, Alberta, T1Y 6B8 , Canada	

### GST Options

Session (Date / Time)	Session Location	Session Room #
non-First Nation Delegates, add 5% GST	Sheraton Cavalier Calgary Hotel	

Bill Date: November 17, 2015  
**ELIZABETH GOUTHRO**

Learning Services

Next Bill Date: December 17, 2015

**CURRENT CHARGES**

Monthly charges billed to Dec 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
Etelesolv	\$1.25	
less 100.00% Promotional Discount	-1.25	0.00
Business Anytime Unlmt. 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...**

<b>Discount Summary</b>	
Total discounts	\$103.75
<b>Total this month</b>	<b>\$103.75</b>
<b>Usage Summary</b>	
	<i>min:sec</i>
Weekday	699:32
Weekend	127:18
Weeknight	39:22
<b>Total time used</b>	<b>866:12</b>
<b>Event Summary</b>	
Total Events	135
Total this month	\$0.00
<b>Packet Plan Usage Summary</b>	
Total megabytes	196.2067
Total this month	\$0.00

Bill Date: November 17, 2015  
ELIZABETH GOUTHRO

Next Bill Date: December 17, 2015

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Learning Services

## CURRENT CHARGES

### Usage and long distance

250 Anytime minutes Local Calling		
@\$.00/minute	412:41 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	196.2067 MB	0.00
Business Anytime Unlmt. Nights & Wknds Unlimited Usage		
@\$.00/minute	121:40 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	67:51 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	264:00 min:sec	0.00
Free Bell Message	8 events	0.00
Text message	32 events.	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	42 events	0.00
Can-Can/US Text - Unlimited Unlimited Incoming Messages		
	53 events	0.00
Long distance		10.29
<b>Taxes</b>		
GST		3.06

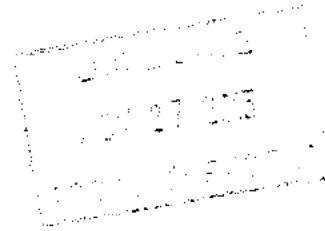
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**Total current charges** **\$65.29** ✓



Bill Date: November 17, 2015  
 Elizabeth GOUTHRO  
 1221 8 ST SW  
 CALGARY, AB T2R 0L4  
 Learning Services

Next Bill Date: December 17, 2015



**CURRENT CHARGES**

**Monthly charges billed to Dec 16, 2015**

Tablet Flex 30 day (SIM only)		5.00
Includes: Detailed account activity		
Etelesolv	\$1.25	
less 100.00% Promotional Discount	-1.25	0.00
<hr/>		
\$1/MB US Data	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00

**Usage and long distance**

Data 10MB Stepped Mobile Browser Usage		30.00
Rate Details:	Data Used	Tier Charged
Up to 10 MB	Exceeded	0.00
Up to 250 MB	Exceeded	10.00
Up to 5 GB	542.0399 MB	30.00
Over 5 GB (\$0.015/MB)		

**LEGEND**

MB = Megabyte	GB = Gigabyte	1 GB = 1024 MB
Text messages	1 event	0.20
Text messages	1 event	0.20

**Taxes**

GST	1.77
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**Total current charges \$37.17 ✓**

<b>FOR YOUR INFORMATION...</b>	
<b>Discount Summary</b>	
Total discounts	\$11.25
<b>Total this month</b>	<b>\$11.25</b>
<b>Event Summary</b>	
Total Events	2
Total this month	\$0.40
<b>Packet Plan Usage Summary</b>	
Total megabytes	542.0399
Total this month	\$30.00

Bill Date: December 17, 2015  
 ELIZABETH GOUTHRO

Next Bill Date: January 17, 2016

Learning Services

**CURRENT CHARGES**

Monthly charges billed to Jan 16, 2016

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
Etelesolv	\$1.25	
less 100.00% Promotional Discount	-1.25	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...**

<b>Discount Summary</b>	
Total discounts	\$103.75
<b>Total this month</b>	<b>\$103.75</b>
<b>Usage Summary min:sec</b>	
Weekday	591:15
Weekend	100:51
<b>Total time used</b>	<b>692:06</b>
<b>Event Summary</b>	
Total Events	177
Total this month	\$0.00
<b>Packet Plan Usage Summary</b>	
Total megabytes	76.6447
Total this month	\$0.00

Bill Date: December 17, 2015  
 ELIZABETH GOUTHRO

Next Bill Date: January 17, 2016

Learning Services

**CURRENT CHARGES**

**Usage and long distance**

Directory Assistance	1 call	2.49
250 Anytime minutes Local Calling		
@\$.00/minute	378:49 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	76.6447 MB	0.00
Business Anytime Unlmt'd. Nights & Wknds Unlimited Usage		
@\$.00/minute	100:51 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	79:26 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	133:00 min:sec	0.00
Free Bell Message	2 events	0.00
Text message	24 events	0.00
Directory 411 msg	1 event	0.00
Free SMS Message	3 events	0.00
Travel text saver Unlimited Incoming Messages		
	81 events	0.00
Car-Car/ATS Text - Unlimited Incl. Messages		
	66 events	0.00
Long distance		16.45

**Taxes**

GST		3.46
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**Total current charges \$74.34**

**Bill Date: December 17, 2015**  
**Elizabeth GOUTHRO**  
**1221 8 ST SW**  
**CALGARY, AB T2R 0L4**  
**Learning Services**

**Next Bill Date: January 17, 2016**

**CURRENT CHARGES**

**Monthly charges billed to Jan 16, 2016**

Tablet Flex 30 day (SIM only)		5.00
Includes: Detailed account activity		
Etelesolv	\$1.25	
less 100.00% Promotional Discount	-1.25	0.00
\$1/MB US Data	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00

**Usage and long distance**

Data 10MB Stepped Mobile Browser Usage		30.00
Rate Details:	Data Used	Tier Charged
Up to 10 MB	Exceeded	0.00
Up to 250 MB	Exceeded	10.00
Up to 5 GB	621.0798 MB	30.00
Over 5 GB (\$0.015/MB)		

**LEGEND**

MB = Megabyte	GB = Gigabyte	1 GB = 1024 MB
Text messages	2 events	0.40

**Taxes**

GST	1.77
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**Total current charges \$37.17**

<b>FOR YOUR INFORMATION...</b>	
<b>Discount Summary</b>	
Total discounts	\$11.25
<b>Total this month</b>	<b>\$11.25</b>
<b>Event Summary</b>	
Total Events	2
Total this month	\$0.40
<b>Packet Plan Usage Summary</b>	
Total megabytes	621.0798
Total this month	\$30.00