

expense | monthly tracking report

claimant | McLeod, Sheila

position | Director, Learning

level | Director

reporting period | September 1 to October 31, 2015

date of report | December-11-15




**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Study World London, Marketing Seminar	09/05/15	Airfare Calgary London return	\$2,152.83	travel	BUS airfare/bus/rail
Study World London, Marketing Seminar	09/05/15	Train in London	\$71.63	travel	BUS airfare/bus/rail
Study World London, Marketing Seminar	09/10/15	Taxi	\$47.57	travel	BUS airfare/bus/rail
Study World London, Marketing Seminar	09/06/15	Taxi	\$25.58	travel	BUS airfare/bus/rail
Study World London, Marketing Seminar	09/10/15	Accommodation	\$1,596.35	travel	BUS accommodation
Study World London, Marketing Seminar	09/10/15	Meals per diem	\$69.00	Travel	BUS food/non alcoholic beverage
Canadian Education Fair Ho Chi Minh City	10/14/15	Airfare Calgary Vietnam	\$2,795.85	travel	BUS airfare/bus/rail
Canadian Education Fair Ho Chi Minh City	10/14/15	Airfare Internal flights	\$522.40	travel	BUS airfare/bus/rail
Canadian Education Fair Ho Chi Minh City	10/16/15	Taxi Vietnam	\$42.00	travel	BUS airfare/bus/rail
Canadian Education Fair Ho Chi Minh City	10/21/15	Taxi Calgary	\$120.00	travel	BUS airfare/bus/rail
Canadian Education Fair Ho Chi Minh City	10/23/15	Accommodation	\$736.53	travel	BUS accommodation
Canadian Education Fair Ho Chi Minh City	10/23/15	Meals per diem	\$52.00	travel	BUS food/non alcoholic beverage
Canadian Education Fair Ho Chi Minh City	10/13/15	Meal	\$11.00	travel	BUS food/non alcoholic beverage
Bell Mobility	09/17/15	Cell phone	\$75.31	other disclosed	telecom/cell phone
Bell Mobility	10/17/15	Cell phone	\$134.56	other disclosed	telecom/cell phone

Subject:

SHEILA MCLEOD is sending you the itinerary for your next trip from Calgary to London.

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

AIR CANADA 

Itinerary/Receipt

From: SHEILA MCLEOD

Had to use my Amex as I left my work mc at home.

[Scan this barcode to check in at any Air Canada check in kiosk.](#)

Booking Information

Booking Reference: XXXXXX

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:

Ms Sheila Mcleod

Mobile:

Home:

Work:

Online Services

[Manage](#) my booking online (view/change my booking; select seats*).

[Request an upgrade](#)

[Select Seats](#)

[Maple Leaf Lounge | Meal Vouchers | On My Way](#)

[Alert me](#) of flight status changes directly to my mobile phone or email.

[Flight Arrivals & Departures](#) - check online if my flight is on time.

[Check-in online](#) and print my boarding pass.

Customer Care

Air Canada

1-888-247-2262

Flight Arrivals and Departures

1-888-422-7533

* [Can my booking be changed online?](#)

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC850	Calgary (YYC) Sat 05-Sep 2015 17:50	London, Heathrow (LHR) Sun 06-Sep 2015 09:35 - Terminal 2	0	8hr45	333	Flex, U	M,K
AC851	London, Heathrow	Calgary (YYC) Thu 10-Sep 2015	0	9hr10	333	Flex, U	M,S

(LHR) 13:15
Thu 10-Sep 2015
11:05 - Terminal
2

S: Shark on Bunch M: Meal (Non-Specific) K: Continental Breakfast

Passenger Information

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

Air Canada - Meal Preference : **Regular**
Aeroplan ;
Payment Card: **xxxx-xxxx-xxxx** Special Needs: **None**
Seat Selection: **AC850 18H (Preferred) , AC851 18H (Preferred)**

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Base Fare	1460.00
Surcharges	30.00
Carrier surcharges	376.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	30.00
U.K. Passenger Service Charge	85.35
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	1.50
U.K. Air Passenger Duty	144.07
Air Traveller Security Charge (ATSC)	25.91
Total before options (per passenger)	2152.83
Number of passengers	x 1
Total with options	2152.83
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$2152.83

Payment Information

Credit/Debit Card xxx-xxxx-xxxx - Amount paid: **\$2152.83**

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

Air Canada: \$2152.83 (Air Transp. Charges - per adult)

Ticket number(s): 0142151126482



**Heathrow
Express**
The smarter way



BOOK NOW >

YOUR HEATHROW EXPRESS TICKET IS HERE

SHEILA - HERE ARE YOUR BOOKING DETAILS

Travelling from: **Heathrow > Paddington**

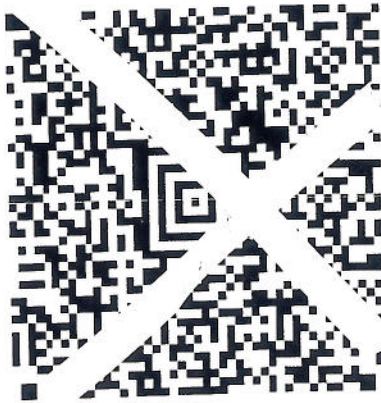
Adults: **1**

Children: **0**

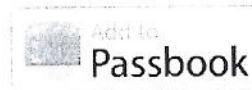
Ticket: **Express Saver Return**

Travel Date: **6 September 2015**

Price: **£35.00**



Reference code:



TICKET INFORMATION

Outbound journey valid for 3 months from travel date.
Return journey anytime within 1 month of outbound journey.

Cdn 71.63

PAYMENT INFORMATION



For more information, visit www.xe.com

XE Currency Converter

35.00 GBP = 71.6313 CAD

British Pound ↔ Canadian Dollar

1 GBP = 2.04661 CAD 1 CAD = 0.488613 GBP

Mid-market rates: 2015-09-11 21:13 UTC

XE Market Analysis

North American Edition

2015-09-11 10:50 UTC

There has been no clear direction in the main currencies so far today. The euro clawed out new highs against the dollar and yen, among other currencies, before retreating. EUR-CHF was on the move again, rising above 1.1000 for the first time since the SNB abandoned its limit on the franc in January. A generally firmer euro and a steadier tone in global stock markets has been conducive of franc declines in recent sessions, while deeply negative Swiss ... [Read More >](#)

[Send a cheap money transfer >](#)

Looking to send money abroad? Transferring money online is easy with XE. Our service works with your bank and it's free to sign up.

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- No-fee money transfer options
- Bid for your preferred rate

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- Rates for every world currency
- Accuracy with proprietary rates
- Choose frequency of updates

[More Tools & Services](#)



For more information, visit www.xe.com

XE Currency Converter

12.50 GBP = 25.5826 CAD

British Pound ↔ Canadian Dollar

1 GBP = 2.04661 CAD 1 CAD = 0.488613 GBP

Mid-market rates: 2015-09-11 21:13 UTC

LICENSED LONDON TAXI RECEIPT®



9.9.15

ip money transfer >

ney online is easy with XE. Our service >

AMOUNT £ 12.50

ALWAYS USE TRADITIONAL LONDON TAXI-CABS
THANK YOU FOR YOUR BUSINESS

Cdn 25.58

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Need commercial grade rates for your business? The XE Currency Data A system and has guaranteed data delivery.

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- Rates for every world currency
- Accuracy with proprietary rates
- Choose frequency of updates

More Tools & Services

ASSOCIATED CAB
404-35 AVENUE # E T2E2N7
CALGARY AB
22143100

1111 PURCHASE 1111
09-10-2015 14:07:48
Acct # C
Exp Date Card Type MC
Name: SHEILA J MCLEOD
40000000041010 MasterCard

Trace # 170017
R22143100474
Inv. # 5944
Auth # 160748 RRN 001001600

Purchase \$42.10
Tip \$5.47
Total \$47.57

(00) APPROVED-THANK YOU

Return this copy for your records
Customer copy

www.associatedcab.ca
403-299-1111

Invoice

From

English UK Enterprises Limited

219 St John Street

LONDON

EC1V 4LY

Tel: +44 (0)20 7608 7960

Fax: +44 (0)20 7608 7961

VAT Reg No: 858 8474 59

To Invoice No:

Calgary Board of Education Invoice Date: 21/07/2015

1221 - 8 Street SW

Calgary T2R 0L4 Account No:

Alberta Customer Order No:

CANADA

In respect of StudyWorld London 2015 (7-9 September 2015, Hilton London Metropole, UK)

Quantity Details Net Amount VAT Amount

Main representative - S McLeod

4.00 SW London 2015 - Accommodation 780.00

Sunday 6 - Thursday 10 September 2015

S McLeod

Invoice Total (GBP) 780.00

Cdm 1596.35



For more information, visit www.xe.com

XE Currency Converter

780.00 GBP = 1,596.35 CAD

British Pound ↔ Canadian Dollar
1 GBP = 2.04661 CAD 1 CAD = 0.488613 GBP

Mid-market rates: 2015-09-11 21:13 UTC

[Send a cheap money transfer >](#)

Looking to send money abroad? Transferring money online is easy with XE. Our service works with your bank and it's free to sign up.

- Free online quotes
- Competitive exchange rates
- No-fee money transfer options
- Bid for your preferred rate

[Get a currency data API >](#)

Need commercial grade rates for your business? The XE Currency Data API easily integrates with your system and has guaranteed data delivery.

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

[More Tools & Services](#)



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: Sept 11, 2015

Employee's Name _____ Vendor #: _____

School / Department to mail cheque to Global Learning

Purpose of Trip / Name of Conference Study World London - Marketing Seminar

Departure and Return Dates Sept 5-10, 2015 Destination: London U.K.

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	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					
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 _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ _____ @ _____ Nights					
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch <u>1</u> @ \$17.00	17.00			17.00	
▪ Dinner <u>2</u> @ \$26.00	52.00			52.00	
▪ 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					
GST Breakout Area					

I certify that the above claim is correct:

Claimant's Signature _____

Approved by Superior _____

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.

Subject: Air Canada - 14-Oct: Calgary - Seoul (booking re

Booking Information

Booking Reference:

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:
Ms Sheila Mcleod

Customer Care

Air Canada
1-888-247-2262
Flight Arrivals and
Departures
1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC205	Calgary (YYC) Wed 14-Oct 2015 08:00	Vancouver, Vancouver Int'l (YVR) Wed 14-Oct 2015 08:34 - Terminal M	0	17hr20	E90	Business Class (lowest), Z	B
AC063	Vancouver, Vancouver Int'l (YVR) Wed 14-Oct 2015 13:35 - Terminal M	Seoul, Incheon Int'l (ICN) Thu 15-Oct 2015 16:20	0		788	Business Class (lowest), Z	M,L
AC008	Hong Kong (HKG) Thu 22-Oct 2015 19:20 - Terminal 1	Vancouver, Vancouver Int'l (YVR) Thu 22-Oct 2015 16:10 - Terminal M	0	14hr35	77W	Premium Economy (lowest), N	M,B
AC222	Vancouver, Vancouver	Calgary (YYC)	0		320	Premium Economy	

Int'l (YVR) Thu 22-Oct (lowest),
 Thu 22-Oct 2015 B
 2015 19:55
 17:30 -
 Terminal M

Premium Economy Class is not available or not offered on flight AC222 , 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:

Air Canada - Meal Preference : **Regular**
 Aeroplan :
 Payment Card: xxxx-xxxx-xxx Special Needs: **None**
 Seat Selection: **None**

Purchase Summary

Fare Summary

Passenger Type	<u>Adult</u>
Air Transportation Charges	
Base Fare	2594.50
Surcharges	7.50
Carrier surcharges	116.20
Taxes, Fees and Charges	
Canada Airport Improvement Fee	30.00
Hong Kong Air Passenger Departure Tax	20.24
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	1.50
Air Travellers Security Charge (ATSC)	25.91
Total before options (per passenger)	2795.85
Number of passengers	x 1
Total with options	2795.85
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$2795.85

Payment Information

Credit/Debit Card xxxx-xxxx-xxx - Amount paid: **\$2795.85**
 The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$2795.85 (Air Transp. Charges - per adult)

Ticket number(s): 0142152061586-87

Itinerary / Receipt

We are pleased to confirm your airline reward booking. Thank you for letting Aeroplan take you where you want to go.
Please bring your itinerary-receipt to the airport.

Main Contact Information

Name: Ms Sheila Mcleod
E-mail:
Form of payment: CAXXXXXXXXXXXXX

Booking reference

Customer Care
Aeroplan Contact Centre
 1-800-361-5373

Air Canada Flight Information
 1-888-422-7533

Flight Reward Cancellation
www.aeroplan.com/managerewards
 or call the Aeroplan Contact Centre

Flight Change Alert
[Flight notification](#)

Blue Cross Travel Insurance
www.aeroplan.com/bluecross

Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking Class)	Status
OZ735	Seoul Incheon (ICN) Thu 15-Oct 2015 19:10	Ho Chi Minh City (SGN) Thu 15-Oct 2015 22:25		Business (I)	Confirmed
OZ732	Ho Chi Minh City (SGN) Fri 25-Mar 2016 12:55	Seoul Incheon (ICN) Fri 25-Mar 2016 20:00		Business (I)	Confirmed

Passenger Information

Passenger 1

Name: Ms Sheila Mcleod **Ticket number:**
Frequent Flyer Pgm: **Program number:**

Tax and Fee Summary



Date of issue

22-Aug 2015

Aeroplan Flight Reward

Fixed Mileage Flight Reward

Taxes, surcharges and airline fees per passenger (age of 2 and over)

Carrier Surcharge (YQ)

15.80

Combined taxes, fees, charges and surcharges, see fare calculation below (XT)

59.20

Additional Charge in Canadian dollars :

0.00

Total in Canadian dollars :

75.00

Ticket Particularities:

NON REF/NON END

*Fare calculation:

Itinerary Rules

General Rules:

- Aeroplan service, change and cancellation fees are non-refundable and all fees are subject to change with or without notice.
- Some taxes and fees may be collected at your departure airport.
- An unused reward ticket is valid for one year from the original date of ticket issuance.
- Flight rewards are subject to the Air Rewards Terms and Conditions of the Aeroplan program. For further details visit our web-site at aeroplan.com or contact Aeroplan at 1-800-361-5373.
- Flight Reward mileage level quotes are valid at the time of redemption and only for the itinerary booked.
- Airlines may charge fees for checked bags for travel within North America. Please visit the airline's website directly as baggage allowance and fees vary by carrier.

Changing Flight Rewards:

- Changes to the itinerary can be made at anytime up to 2 hours prior to departure subject to availability.
- If you cannot travel on your scheduled flights you must notify Aeroplan at least 2 hours before flight departure or your ticket will be forfeit. Forfeit flight reward tickets are no longer valid for travel or mileage reinstatement.
- Changes can be made to the flight date(s), flight number(s), routing and/or itinerary changes (including cabin) and will require a fee of \$90.00 CAD plus applicable taxes per ticket and may require the additional collection of miles. If additional mileage is required, the member must authorize the redemption of those additional miles. Changes that are less than the original mileage level booked will result in the residual miles being forfeit. Mileage changes may be due to availability, time of flight, day of travel, seasonality, advance purchase or minimum/maximum stay.
- If your itinerary includes flights operated by Air Canada or Air Canada Express where you redeemed a Fixed Mileage Flight Reward in Business Class, but only seats in the Economy cabin were available at the time of booking, on the day of departure you may request that an Air Canada check-in agent places you on the standby list for an upgrade to the Business Class cabin. Standby is not permitted on flights operated by other Star Alliance member airlines. Please note that airport standby upgrades are subject to availability and cannot be guaranteed. The mileage level redeemed for this itinerary is valid and no compensation or mileage adjustments will be provided.
- Name changes are not permitted once the reservation has been made or tickets have been issued.
- Market Fare Flight rewards cannot be changed to Fixed Mileage Flight Rewards or Star Alliance flight rewards.
- Any changes made to Aeroplan redemption bookings may affect other travel services you may have booked/reserved (i.e. car and/or hotel reservations). It is your responsibility to verify whether or not other travel services are affected as a result of such changes.

Prior to your reward travel, but after your reward ticket has been issued:

- Prior to departure, changes can be made to flight reward tickets on Air Canada, Star Alliance and Air Canada Express depending on availability (certain conditions apply). To make a change to your itinerary, call the Aeroplan Contact Centre. To cancel or refund your flight rewards, go to the "Manage Your Rewards" section on www.aeroplan.com or call the Aeroplan Contact Centre.

eTicket Receipt

Prepared For
MCLEOD/SHEILA MS

RESERVATION CODE	
ISSUE DATE	22Aug15
TICKET NUMBER	
ISSUING AIRLINE	VIETNAM AIRLINES
ISSUING AGENT	Vietnam Airlines/SSW
FREQUENT FLYER NUMBER	

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
21Oct	VIETNAM AIRLINES VN 594	HO CHI MINH CITY, VIETNAM	HONG KONG, HONG KONG SAR	Class BUSINESS Seat Number 03C (CONFIRMED) Baggage Allowance 30K VCR Status OK Fare Basis COXVNW
		Time 10:40 Terminal TERMINAL 2	Time 14:20 Terminal TERMINAL 1	

Payment/Fare Details

Form of Payment	CREDIT CARD -	XXXXXXXXXXXX
Endorsement / Restrictions	RESTRICTIONS MAY APPLY./NON-END/	
Fare Calculation Line	SGN VN HKG300.00COXVNW NUC300.00END ROE1.00	
Fare	USD 300.00	
Equivalent Amount Paid	VND 6,632,000	
Taxes/Fees/Carrier-Imposed Charges	VND 140,000 YQF (SERVICE FEE - FUEL)	
	VND 155,000 YRI (TICKETING CHARGE)	
	VND 443,000 JC (PSC - INTERNATIONAL)	
	VND 34,000 C4 (C4)	
Total Fare	VND 7,404,000	

Positive identification required for airport check in

Notice:

CDM *447.40*
(Bno)

Carriage and other services provided by the carrier are subject to: 1. General conditions of

Canadian Education Fair Ho Chi Minh City

Oct 14 – 21, 2015

Taxis taken in Ho Chi Minh City

October 16	Airport Hotel to Hotel	\$ 7.00
October 19	Hotel to Agent fair	\$10.00
October 20	Hotel to Gia Dinh return	\$15.00
October 21	Hotel to airport	<u>\$10.00</u>
	Total:	\$42.00

Sheila McLeod

ACCT. NO.

white
Thank You for choosing

ASSOCIATED CAB

for all your transportation needs.

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



Driver 111111 Date 31 Oct 2015
 Car # 2018 Amount 120.00
 GST Included # _____

064385

CUSTOMER'S COPY | TOTAL - Subsidy
 (Payable by A.C.E.)

Associated Cab Alta. Ltd.
 TEL: 299-1111

ALLIED LIMOUSINE
 TEL: 299-9555

TIME: _____

A.M. P.M.

Driver GST # _____

Authorization Number _____

\$ 100.00

\$ 20.00

\$ 00.00

TIEN PHUOC AND 990 COMPANY LIMITED - LE MERIDIEN SAIGON HOTEL BRANCH
 3C Ton Duc Thang street District 1 Ho Chi Minh City.Vietnam
 Tel: Fax:
 Ma so thue/ Tax code: 0305113503-001

Le MERIDIEN

Thanh toan boi / Charge to :

Ten Va Dia Chi Khach Hang /
 Name and Address :

Sheila Mcleod

Phong / Room :
 Muc Gia / Room rate (VND) : 10
 So Nguoi / No of Person : 1
 Ngay Den / Arrival : 16/10/15
 Ngay Di / Departure : 21/10/15

Sheila Mcleod

Canada

Date	Description	Reference	Debit (VND)	Credit (VND)
16/10/15	Deposit Transferred at C/I()	fully RC as prepaid booking from 1		9,979,205
16/10/15	Room Charge	213831	2,880,000	
16/10/15	Phi Dich Vu Phong (R.SERVICE CHARGE FEE)		144,001	
16/10/15	Thue GTGT Phong(R.TAX)		302,401	
17/10/15	Room Charge	216310	2,880,000	
17/10/15	Phi Dich Vu Phong (R.SERVICE CHARGE FEE)		144,001	
17/10/15	Thue GTGT Phong(R.TAX)		302,401	
18/10/15	Room Charge	218810	2,880,000	
18/10/15	Phi Dich Vu Phong (R.SERVICE CHARGE FEE)		144,001	
18/10/15	Thue GTGT Phong(R.TAX)		302,401	
19/10/15	Room Charge	221755	2,880,000	
19/10/15	Phi Dich Vu Phong (R.SERVICE CHARGE FEE)		144,001	
19/10/15	Thue GTGT Phong(R.TAX)		302,401	
20/10/15	DV Am Thuc (IN ROOM DINING - LUNCH - FOOD ++)	Room# 1915 : CHECK# 1	160,000	} meal 184,800
20/10/15	Phi Dich Vu RS(IN ROOM DINING - SERVICE CHARGE FEE)	Room# 1915 : CHECK# 1	8,000	
20/10/15	Thue VAT RS(IN ROOM DINING - TAX)	Room# 1915 : CHECK# 1	16,800	
20/10/15	Room Charge	225156	2,880,000	
20/10/15	Phi Dich Vu Phong (R.SERVICE CHARGE FEE)		144,001	
20/10/15	Thue GTGT Phong(R.TAX)		302,401	
21/10/15	DV khac (ROI- MISC - FX GAIN/LOSS)	currency exchange different	-1	
21/10/15	The Tin Dung BIDV (CREDIT CARD-BIDV-MASTER)			6,837,604

611.97 CAD
 - <11.007
 600.97
 (BMO statement)

Food 184,800 = 11.00 CAD

Subject: Expedia travel confirmation - 15 Oct - Itin



Access your itinerary anywhere.
GET THE FREE APP

PARKROYAL Saigon, Ho Chi Minh City

Thu 15/Oct/2015 - Fri 16/Oct/2015

Itinerary # 1117899968918

PARKROYAL Saigon

Thu 15/Oct/2015 - Fri 16/Oct/2015

1 room | 1 night

BOOKED



[View hotel details](#)

309B-311 Nguyen Van Troi, Ho Chi Minh City Vietnam

Phone: +84 91 400 1111; Fax: +84 91 400 1111

Room

Superior Single Room - 7 Days Advance Purchase

Includes:

Free Wireless Internet

Booked by:

Sheila Jane McLeod

Room type:

1 double bed, non-smoking room

Price Summary

Total

C\$135.56

Collected by Expedia

Early Booking Bonus—Save 20% on Your Hotel Stay

Prices shown after -C\$29.34 savings

Room Price

C\$135.56

1 night

C\$117.37

Taxes & Fees
All prices quoted in CAD.

C\$18.19



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

Date: Nov 4, 2015

Details of Trip | Please Print

Employee's Name _____ Vendor #: _____

School / Department to mail cheque to _____

Purpose of Trip / Name of Conference Canadian Educational Fair

Departure and Return Dates Oct 14-23, 2015 Destination: Ho Chi Minh City, Vietnam

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)		✓			
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary		✓			
▪ 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					
\$ _____ @ _____ Nights					
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner 2 @ \$26.00	52.00			52.00	
▪ 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					9031-TRAVEL
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.

Mobile
Bill Date: September 17, 2015
SHEILA MCLEOD
Mobile Ref -----
Global Learning

Account #
Next Bill Date: October 17, 2015

607of 1986

CURRENT CHARGES for 403-710-3799 (continued)

Other charges and credits

Early hardware upgrade fee		10.00
Etelesolv	Aug 17 to Sep 16 \$1.25	
less 100.00% Promotional Discount	<u>-1.25</u>	0.00

Usage and long distance

250 Anytime minutes Local Calling		
@\$.00/minute	196:31 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	286.9159 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	194:20 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	235:35 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	55:00 min:sec	0.00
Text messages	20 events	5.00
Free Bell Message	14 events	0.00
Text message	4 events	0.00
Picture/Video messaging	8 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	197 events	0.00
Can-Can/US Text - Unlimited Unlimited Incoming Messages		
	239 events	0.00
Long distance		2.94
Roamer usage		2.00

Taxes

GST		3.43
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Total current charges **\$75.31**

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

Account #
Next Bill Date: November 17, 2015

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CURRENT CHARGES for 403-710-3799 (continued)

Other charges and credits

Early hardware upgrade fee		10.00
Zone 2 Voice & Text \$60 -30day		60.00
Travel Zone 2, 25mb - 30 day	\$40.00	
less Account credit	<u>-40.00</u>	0.00

Usage and long distance

250 Anytime minutes Local Calling		
@\$.00/minute	360:05 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	281.9780 MB	0.00
Business Anytime Unlmt. Nights & Wknds Unlimited Usage		
@\$.00/minute	154:44 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	150:23 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	8:00 min:sec	0.00
Free Bell Message	68 events	0.00
Text message	12 events	0.00
Free SMS Message	1 event	0.00
Text message	1 event	0.00
Picture/Video messaging	2 events	0.00
Zone 2 Voice & Text \$60 -30day Unlimited Incoming Messages		
	4 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	250 events	0.00
Can-Can/US Text - Unlimited Unlimited Incoming Messages		
	257 events	0.00
Power Sharing - Events	2 calls	0.00
Long distance		6.23
Taxes		
GST		6.39

Total current charges

\$134.56

(f. 55)
130.21

