

expense | monthly tracking report

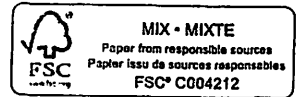
claimant | Stevenson, David
 position | Chief Superintendent of Schools
 level | Superintendent
 reporting period | September 1 to October 31, 2015
 date of report | December-11-15



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Tablet	09/11/2015	Monthly service plan	\$21.00	other disclosed	telecom/tablet
CASS/First Nations, Metis & Inuit Symposium, Edmonton, AB - Oct. 7 -9, 2015	09/11/2015	Registration	\$420.00	travel	BUS general
Cell Phone	09/17/2015	Monthly service plan	\$54.82	other disclosed	telecom/tablet
Deputy Ministers Meeting with Alberta Education, Edmonton, AB - Sept. 23, 2015	09/23/2015	Airfare	\$380.36	travel	BUS airfare/bus/rail
Deputy Ministers Meeting with Alberta Education, Edmonton, AB - Sept. 23, 2015	09/23/2015	Taxi fare from airport to venue	\$54.00	travel	BUS general
Deputy Ministers Meeting with Alberta Education, Edmonton, AB - Sept. 23, 2015	09/23/2015	Taxi fare from venue to airport	\$54.00	travel	BUS general
Deputy Ministers Meeting with Alberta Education, Edmonton, AB - Sept. 23, 2015	09/23/2015	Parking at Calgary International Airport	\$29.35	travel	BUS general
CASS/First Nations, Metis & Inuit Symposium, Edmonton, AB - Oct. 7 -9, 2015	09/24/2015	Registration - cancelled	-\$420.00	travel	BUS general
Alberta Education Minister Meeting , Red Deer, AB - Oct. 5, 2015	10/05/2015	Mileage - Calgary to Red Deer (return)	\$147.00	travel	BUS mileage
Tablet	10/11/2015	Monthly service plan	\$21.00	other disclosed	telecom/tablet
Cell Phone	10/17/2015	Monthly service plan	\$54.83	other disclosed	telecom/tablet
Education Act Meeting with Education Minister - Edmonton, AB - Oct. 30, 2015	10/29/2015	Airfare	\$390.86	travel	BUS airfare/bus/rail
Education Act Meeting with Education Minister - Edmonton, AB - Oct. 30, 2015	10/29/2015	Taxi fare from airport to venue	\$60.50	travel	BUS general
Education Act Meeting with Education Minister - Edmonton, AB - Oct. 30, 2015	10/29/2015	Accommodation	\$162.79	travel	BUS accommodation

Education Act Meeting with Education Minister - Edmonton, AB - Oct. 30, 2015	10/29/2015	Parking at Calgary International Airport	\$58.70	travel	BUS general
Education Act Meeting with Education Minister - Edmonton, AB - Oct. 30, 2015	10/29/2015	Per Diem - 1 Dinner @ \$26.00, Oct. 29, 2015	\$26.00	travel	BUS food/non alcoholic beverage
Education Act Meeting with Education Minister - Edmonton, AB - Oct. 30, 2015	10/30/2015	Airfare - Change Fee	\$89.25	travel	BUS airfare/bus/rail
Education Act Meeting with Education Minister - Edmonton, AB - Oct. 30, 2015	10/30/2015	Airfare - Change Fee (personal reimbursement)	-\$89.25	travel	BUS airfare/bus/rail



Mobile services (continued)

DUPLICATE
SEP 22 2015
Supply Chain Services

DAVID STEVENSON
Charges for

OFFICE OF THE CHIEF

Monthly and other charges (Sep 12 to Oct 11)

Cost Assurance for Tablets \$20.00
Total monthly and other charges \$20.00

Add-ons (Sep 12 to Oct 11)

Unlimited Calling Plan Free
Total add-ons \$0.00

Usage charges

Free airtime refers to non-chargeable minutes that are not part of your included minutes, and may include bonus minutes, evening and weekend calling, *611 calls, etc.

Data Usage - Mobile High Speed \$0.00
Total used 160.694 (MB)
Total usage charges \$0.00

Total before taxes \$20.00

CST \$1.00
Total for 587 228-4885, with taxes \$21.00

Items returned unpaid for any reason, including insufficient funds, are subject to a \$25.00 administration charge.
Services suspended for non-payment are subject to a reconnection fee.
Security deposits are not shown on your bill.

*Credit/CR includes an amount on account of GST/1ST, QST, and PST (based on the taxes levied in the Province of supply).

JT A9732622-0050592-06324

Received
SEP 24 2015
PAGE 8 of 8
CHIEF COMPLAINTS INCIDENTS
OFFICE

From: ERLC <esp_receipt@moneris.com>
Sent: September-11-15 9:42 AM
To: Stevenson, David T
Subject: Transaction Receipt - Do Not Reply

ERLC

Edmonton Regional Learning Consortium

T: 780-444-2497-#222

www.erc.ca

Thank you for your registration payment for erlc.ca

TRANSACTION APPROVED - THANK YOU

PAYMENT DETAILS

TYPE	PURCHASE
DATE	2015-09-11 09:41:40
ORDER ID	ERLC-9272
AMOUNT(CAD)	\$420.00
CARDHOLDER	David Stevenson
CARD NUM	
ACCOUNT	MC
REF NUM	661689390016530040
AUTH CODE	114140

REFUND POLICY <http://www.erc.ca/refundpolicy.html>

Please keep this email as your transaction receipt.
This receipt has been sent from an unmonitored email account.
Do not reply to this email.

Moneris Solutions Corporation | 3300 Bloor Street West | Toronto | Ontario | M8X 2X2 | Canada www.moneris.com 1-866-319-7450

Please see the Moneris Privacy Policy: <http://www.moneris.com/privacy>

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Corporation Solutions Moneris | 3300, rue Bloor Ouest | Toronto | Ontario | M8X 2X2 | Canada www.moneris.com 1-866-319-7450
Veuillez consulter la Politique de confidentialité de Moneris ici: <http://www.moneris.com/privée>

Mobile
Bill Date: September 17, 2015
DAVID STEVENSON
 Mobile Ref.
Office Chief Superintendant

Account #
Next Bill Date: October 17, 2015

1507of 1986

Received
 OCT - 8 2015
 CHIEF SUPERINTENDENT'S
 OFFICE

CURRENT CHARGES

Monthly charges billed to Oct 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
Etelesolv	\$1.25	
less 100.00% Promotional Discount	<u>-1.25</u>	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

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$105.00
Total this month	\$105.00
Usage Summary	
	<i>min:sec</i>
Weekday	368:35
Weekend	32:48
Weeknight	1:06
Total time used	402:29
Event Summary	
Total Events	221
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	85.1330
Total this month	\$0.00

Mobile
Bill Date: September 17, 2015
DAVID STEVENSON
Mobile Ref.
Office Chief Superintendent

Account #
Next Bill Date: October 17, 2015

1508of 1986

CURRENT CHARGES

(continued)

Other charges and credits

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	216:46 min:sec		0.00
Email& Internet BlackBerry 1GB Data Usage			
@\$.00/MB	85.1330 MB		0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage			
@\$.00/minute	22:54 min:sec		0.00
6pm to 8pm Calling Unlimited Usage			
@\$.00/minute	16:49 min:sec		0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility			
@\$.00/minute	146:00 min:sec		0.00
Free Bell Message	14 events		0.00
Text message	59 events		0.00
Can-Can/US Text - Unlimited Incl. Messages			
	56 events		0.00
Can-Can/US Text - Unlimited Unlimited Incoming Messages			
	92 events		0.00
Long distance			0.28

Taxes

GST			2.60
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Total current charges **\$54.82**

Your booking is confirmed. Booking reference:

An email booking confirmation has been sent to:

Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com.

Passengers Mr David Stevenson					Air Transp. Charges	288.00
Flight	From	To	Departure	Arrival	Options	0.00
AC8138	Calgary (YYC)	Edmonton (YEG)	10:30 Wed 23-Sep 2015	11:22 Wed 23-Sep 2015	Taxes, fees and charges	92.36
AC8151	Edmonton (YEG)	Calgary (YYC)	16:00 Wed 23-Sep 2015	16:49 Wed 23-Sep 2015	Travel Insurance	Purchase travel insurance
Grand Total					Canadian dollars	\$380.36

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.



Booking Information

AIR CANADA 

Booking Reference: []

Customer Care

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

Air Canada
1-888-247-2262

Main Contact:

Flight Arrivals and Departures
1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8138 ¹	Calgary (YYC) Wed 23-Sep 2015 10:30	Edmonton, Edmonton Int'l (YEG) Wed 23-Sep 2015 11:22	0	0hr52	DH3	Flex, W	
AC8151 ¹	Edmonton, Edmonton Int'l (YEG) Wed 23-Sep 2015 16:00	Calgary (YYC) Wed 23-Sep 2015 16:49	0	0hr49	CRJ	Flex, W	

Operated by:

¹Air Canada Express - Jazz

Passenger Information

1: Mr David Stevenson : Adult (16+), Ticket Number: 0142153090041

Air Canada - Aeroplan

Meal Preference: None

Payment Card:

Special Needs: None

Seat Selection:

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	132.00
Return Flight - Flex	132.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	60.00

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	18.11
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	380.36
Number of passengers	x 1
Total with options	380.36
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$380.36

Payment Information

Credit/Debit Card : - Amount paid: **\$380.36**
The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: \$380.36 (Air Transp. Charges - per ticket)

Ticket number(s): 0142153090041

Fare Rules

Departing Flight Calgary (YYC) To Edmonton (YEG) - Flex

Return Flight Edmonton (YEG) To Calgary (YYC) - Flex

• **Changes:**

- Prior to day of departure - **Change fee per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.**
- **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- **Same-day standby** is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
- Flights can only be used in sequence from the place of departure specified on the itinerary.

• **Cancellations:**

- Tickets are **non-refundable and non-transferable.**
- **Cancellations can be made up to 45 minutes prior to departure.**
- **Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.**
- Customers who **no-show** their flight will forfeit the fare paid.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- **Up to 24 hours after the purchase of a new ticket, Air Canada will cancel your ticket and provide a full refund without penalty.**
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)
- Read complete fare rules applicable to this fare.

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our Baggage Guide .

Carry-on Baggage

When your flight is operated by Air Canada, Air Canada rouge or Air Canada Express, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details.

Checked Baggage

Please see below for details on the bags you plan to check in at the baggage counter.

Departing Flight : Calgary (YYC) To Edmonton (YEG) - Flex

Return Flight : Edmonton (YEG) To Calgary (YYC) - Flex

	1st bag:	2nd bag:
Regular Baggage Allowance	Complimentary	\$25.00 CAD
		+ taxes* per direction
	Max. weight per bag: 23 kg (50 lb)	
	Max. linear dimensions per bag: 158 cm (62 in)	

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the

Taxi fare to/from Edmonton International Airport to
Meeting with Alberta Education Deputy Ministers

Co-op Taxi Line
(780)425-2525
www.co-optaxi.com

Terminal 291/66234734
Driver
15/09/23 12:09:10

MASTERCARD

Card :
MasterCard
CHIP CARD
AID : A0000000041010
TVR : 0000008000
Ref # 0010011970 C
Auth # 140911

PURCHASE
FARE : \$ 49.00
TIP : \$ 5.00

TOTAL : \$ 54.00

APPROVED - THANK YOU
(01-027)

IMPORTANT: Retain a
copy for your records

Customer Copy

Co-op Taxi Line
(780)425-2525
www.co-optaxi.com

Terminal 186/66234675
Driver
15/09/23 15:04:12

MASTERCARD

Card : **
CHIP CARD SWIPED
Ref # 0010014980 F
Auth # 170413

PURCHASE
FARE : \$ 49.00
TIP : \$ 5.00

TOTAL : \$ 54.00

APPROVED - THANK YOU
(01-027)

Cardholder will pay card
issuer above amount
pursuant to Cardholder
Agreement

IMPORTANT: Retain a
copy for your records

Customer Copy

Parking at Calgary International Airport
re: Meeting with Alberta Education
Deputy Ministers in Edmonton

RECEIPT
GST NO. R122556194

EXIT No. AS
IN: 09/23/15 08:47
OUT: 09/23/15 17:11
DURATION: 0 08: 24
PAID: \$ 29.35
(GST INCLUDED)
MASTERCARD
0
REF. 56
THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade



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. 23, 2015

Employee's Name DAVID STEVENSON Vendor #: _____

School / Department to mail cheque to OFFICE OF CHIEF SUPERINTENDENT

Purpose of Trip / Name of Conference MTG WITH DEPUTY MINISTERS ROSEN + DAY

Departure and Return Dates SEPT 23/15 Destination: EDMONTON, AB

Table with 6 columns: Description of Expenses, Total Cost, Exchange Rate, Amount Paid by CBE, Amount Paid by Claimant, Alias to be charged for Claimant's Expenses. Rows include Registration/Conference Fees, Travel Costs (Airfare, Rail/Bus, Taxi/Car Rental), Accommodations, Meals, Telecommunication Charges, Parking, and TOTAL COST OF TRIP (517.71).

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.

From: ERLC Administration <info@erlc.ca>
Sent: September-24-15 11:47 AM
To: Stevenson, David T
Cc: registration@erlc.ca
Subject: Registration Confirmation (Order #:

Order #: 12

Date: September 24, 2015

ID #: 1

David Stevenson

Dear David,

This is your **CANCELLATION** and **REFUND RECEIPT** for the following session.

**** Please keep or forward a copy of this letter to the credit card holder who paid for this in-service or bookkeeper in order to reconcile the credit card statement at the end of the month. ****

SESSION INFORMATION

Title			Session Code	Cancellation Fee
Listening, Understanding & Moving Forward Together: FIRST NATIONS, MÉTIS & INUIT Education Symposium 2015			16-CP-055	\$0.00
Date	Time	Location		
October 07, 2015	6:00 pm to 9:00 pm	Fantasyland Hotel and Conference Centre		
October 08, 2015	9:00 am to 3:30 pm	17700 - 87 Avenue		
October 09, 2015	9:00 am to 3:30 pm	Edmonton		

TOTAL REFUNDED TO CREDIT CARD: \$420.00

REFUND/FOIP/CANCELLATION POLICY:

CANCELLATION POLICY: Cancellation should be received in writing to info@erlc.ca per the following guidelines.



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: OCT. 6, 2015
Employee's Name DAVID STEVENSON Vendor #:
School / Department to mail cheque to OFFICE OF CHIEF SUPERINTENDENT
Purpose of Trip / Name of Conference EDUCATION MINISTER MEETING
Departure and Return Dates OCT-5/15 Destination: RED DEER, AB

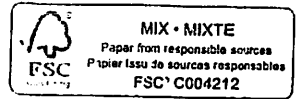
Table with 6 columns: Description of Expenses (Please attach receipts), Total Cost (Canadian Dollars), Exchange Rate (for information purposes), Amount Paid by CBE (Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)), Amount Paid by Claimant (For Out of Pocket Expenditures (including GST)), Alias to be charged for Claimant's Expenses. Includes rows for Registration/Conference Fees, Travel Costs (Airfare, Rail/Bus, Taxi/Shuttle Bus/Car Rental), Accommodations, Meals, and Telecommunication Charges.

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 services (continued)

DAVID STEVENSON
Charges

DUPLICATE
OCT 21 2015
Supply Chain Services

OFFICE OF THE CHIEF

Monthly and other charges (Oct 12 to Nov 11)

Cost Assure for Tablets \$20.00
Total monthly and other charges \$20.00

Add-ons (Oct 12 to Nov 11)

Detailed Billing (D) Free
Total add-ons \$0.00

Usage charges

*Free airtime refers to non-chargeable minutes that are not part of your included minutes, and may include bonus minutes, evening and weekend calling, *611 calls, etc.*

Data Usage - Mobile High Speed \$0.00
Total used 121.410 (MB)
Total usage charges \$0.00

Total before taxes \$20.00

GST \$1.00
Total for 587 228-4885, with taxes \$21.00

Items returned unpaid for any reason, including insufficient funds, are subject to a \$25.00 administration charge.
Services suspended for non-payment are subject to a reconnection fee.
Security deposits are not shown on your bill.

*Credit/CR includes an amount on account of GST/HST, QST, and PST (based on the taxes levied in the Province of supply).

JTA98009886-0039488-04936

Mobile
Bill Date: October 17, 2015
DAVID STEVENSON
Mobile Ref.
Office Chief Superintendant

Account #
Next Bill Date: November 17, 2015

1494of 1977

CURRENT CHARGES

Monthly charges billed to Nov 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
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...	
Discount Summary	
Total discounts	\$103.75
Total this month	\$103.75
Usage Summary	
	<i>min:sec</i>
Weekday	309:51
Weekend	54:38
Weeknight	6:39
Total time used	371:08
Event Summary	
Total Events	173
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	81.8282
Total this month	\$0.00

Mobile
Bill Date: October 17, 2015
DAVID STEVENSON
Mobile Ref.
Office Chief Superintendent

Account # 1
Next Bill Date: November 17, 2015

1495of 1977

CURRENT CHARGES

Usage and long distance

250 Anytime minutes Local Calling		
@\$.00/minute	173:58 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	81.8282 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	47:17 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	54:53 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	95:00 min:sec	0.00
Free Bell Message	8 events	0.00
Text message	60 events	0.00
Picture/Video messaging	3 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	29 events	0.00
Can-Can/US Text - Unlimited Unlimited Incoming Messages		
	73 events	0.00
Long distance		0.28
Taxes		
GST		2.61
Total current charges		\$54.83



Itinerary confirmation

Thank you for choosing WestJet. You can find details about your booking below.

Your reservation code is:

Guest details

Mr David Stevenson Flight Calgary (YYC)-Edmonton (YEG), Edmonton (YEG)-Calgary (YYC)
 Ticket number
 Seat YYC-YEG YEG-YYC

Air itinerary details

Calgary (YYC) Thu Oct 29 2015, 4:28 PM Boeing 737-700	Edmonton (YEG) Thu Oct 29 2015, 5:20 PM	WS 255 WestJet	Fare type: Econo Non-stop
Edmonton (YEG) Fri Oct 30 2015, 3:15 PM Dehavilland Dash 8-400 Turboprop	Calgary (YYC) Fri Oct 30 2015, 6:15 PM	WS 3142 Operated by WESTJET ENCORE	Fare type: Econo Non-stop

Pricing 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	\$264.00	\$24.00	\$92.36	\$380.36	x 1	\$380.36 CAD

YYC-YEG: Econo fare type benefits
 First checked bag fee of \$25-29.50 CAD for flights within Canada or to/from the U.S.¹
 Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece¹
¹ Not applicable on flights operated by our airline partners

YEG-YYC: Econo fare type benefits
 First checked bag fee of \$25-29.50 CAD for flights within Canada or to/from the U.S.¹
 Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece¹
¹ Not applicable on flights operated by our airline partners

Total airfare: **\$380.36 CAD**

Seats

Regular seat	\$5.00 CAD + \$0.25 CAD tax
Regular seat	\$5.00 CAD + \$0.25 CAD tax
Total seats:	\$10.50 CAD

Earn WestJet dollars. Pay when you pick up your car. Book now.



eTicket Receipt

Prepared For
STEVENSON/DAVID MR

[TICKET EXCHANGED]

RESERVATION CODE
ISSUE DATE 22Oct15
TICKET NUMBER
ISSUING AIRLINE WESTJET
ISSUING AGENT WestJet/SDY

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
29Oct	WESTJET WS 255	CALGARY INTL AB, CANADA Time 4:28pm	EDMONTON INTL AB, CANADA Time 5:20pm	Seat Number 07D - (CONFIRMED) Baggage Allowance NIL Booking Status USED TO FLY Fare Basis MA05 Not Valid Before 29OCT Not Valid After 29OCT
30Oct	WESTJET WS 3142	EDMONTON INTL AB, CANADA Time 5:15pm	CALGARY INTL AB, CANADA Time 6:15pm	Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status EXCHANGED Fare Basis MA05 Not Valid Before 30OCT Not Valid After 30OCT

Allowances

Baggage Allowance

YYC to YEG - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YEG to YYC - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS
/E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER
INTERNET, ETC

Carry On Allowances

YYC to YEG , YEG to YYC - 1 Piece (WS - WESTJET)

Carry On Charges

YYC to YEG , YEG to YYC - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	CREDIT CARD
Fare Calculation Line	YYC WS YEA132.00WS YYC132.00CAD264.00END
Fare	CAD 264.00
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA1 (AIR TRAVELLERS SECURITY CHARGE) CAD 18.11 XG (GOODS AND SERVICES TAX (GST)) CAD 60.00 SQ (AIRPORT IMPROVEMENT FEE (AIF)) CAD 24.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
Total Fare	CAD 380.36

Other Charges

SEAT ASSIGNMENT # 8388210175272 (YYC-YEG/ QTY 1, YEG-YYC/ QTY 1)	CAD 10.00
Taxes	CAD 0.50
Form of Payment	CREDIT CARD - MASTERCARD
Total	CAD 10.50
Total Fare and Other Charges	CAD 390.86

Positive identification required for airport check in

Notice:

Travel info

QST # 1202807956TQ0001 GST # 866112535

For details about flying with Westjet, print [the important flight information package](#) or browse our travel info:

- [Baggage fees](#) (\$25-\$88.50 per bag; additional \$75-\$88.50 per bag for overweight or oversize)
- [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
- [Children, infants and expectant mothers](#)
- [Fares, taxes and fees](#) (Changes and cancellations, baggage, service fees)
- [Guests with special needs](#)
- [ID requirements](#)
- [Inflight services](#) (Inflight entertainment and buy-on-board menu)
- [Seat selection](#) (Seat maps, seats in Plus)

At Westjet, getting you to your destination safely and on time are top priorities for us. To help ensure an on-time departure, we adhere to our [check-in and baggage cut-off times](#). Please make sure you're familiar with these rules, and give yourself enough time to get through security and arrive at your departure gate on time or we will

Taxi Fare from Edmonton International Airport
to Westin Hotel Edmonton

AIRPORT TAXI SERVICE
4608 101 ST.
(7808907070)
EDMONTON AB

CARD ***
CARD TYPE
DATE 2015/10/29
TIME 1362 18:00:36
INVOICE # 718
RECEIPT NUMBER
C85002433-001-003-016-0

PURCHASE
AMOUNT \$56.00
TIP \$5.50
TOTAL

\$60.50

MasterCard
A0000000041010
AF2A7A8A3F65EBDE
0000008000-E800
EAFEDB17B2DD632A

APPROVED

AUTH# 200037 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST 85544 1416 RT0001

The Westin Edmonton
10135 100 St
Edmonton, AB T5J 0N7
Canada
Tel: 780-426-3636 Fax: 780-428-1454

David Stevenson
Government - Provincial

Page Number : 1 Invoice Nbr:
Guest Number: 1026313 Arrive Date: 29-OCT-15 18:02
Folio ID : A Depart Date: 30-OCT-15 10:06
No. Of Guest: 1
Room Number : 919
Room Rate : 145.00
Club Account:

Email:

Tax Invoice

Tax ID: 815461330RT0001
The Westin Edmonton 30-OCT-15 10:06 JACKKIA

Date	Reference	Description	Charges	Credits
29-OCT-15	RT919	Room Charge	145.00	
29-OCT-15	RT919	GST	7.47	
29-OCT-15	RT919	Destination Marketing Fee	4.35	
29-OCT-15	RT919	Tourism Levy	5.97	
30-OCT-15	MC	Mastercard		-162.79
		** Total	162.79	-162.79
		*** Balance	0.00	

FUEL YOUR BODY - It's easy to maintain a healthy lifestyle on the road. Our extensive SuperFoodsRx(TM) menu features nutrient-rich, delicious dishes that fuel your body and give you the focused energy you need. Discover dishes to supercharge your day at westin.com/eatwell

Continued on the next page

Tell us about your stay. www.westin.com/reviews

RECEIPT
GST NO. R122556194

EXIT No. A1
IN: 10/29/15 14:16
OUT: 10/30/15 17:50
DURATION: 1 03: 34
PAID: \$ 58.70
(GST INCLUDED)

REF. 85
THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade
1



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: NOV. 2, 2015

Employee's Name DAVID STEVENSON Vendor #: _____

School / Department to mail cheque to OFFICE OF CHIEF SUPERINTENDENT

Purpose of Trip / Name of Conference EDUCATION ACT MTG w/ EDUCATION MINISTER

Departure and Return Dates OCT. 29, 2015 Destination: OCT. 30, 2015

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)	390.86				
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination	60.50				
▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ <u>162.79</u> @ <u>1</u> Nights	162.79				
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner <u>1</u> @ \$26.00	26.00			26.00	
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking - in Calgary	58.70				
Parking - at Destination					
Other - Provide Details					
TOTAL COST OF TRIP	698.85				
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT				26.00	
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.

CALGARY BOARD OF EDUCATION
1221-8 ST. SW, CALGARY, AB T2R 0L4

No. 433154



VENDOR NAME

VENDOR NO.

STEVENSON, DAVID

317268

DATE 25-Nov-2015

INVOICE NO.	INVOICE DATE	DESCRIPTION	DISCOUNT AMOUNT	NET AMOUNT
OCT 29/15	02-11-15	EDMONTON	0.00	26.00



eTicket Receipt

Prepared For
STEVENSON/DAVID MR

RESERVATION CODE	
ISSUE DATE	30Oct15
TICKET NUMBER	
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/GEO

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
30Oct	WESTJET WS 3207	EDMONTON INTLAB, CANADA Time 4:40pm	CALGARY INTLAB, CANADA Time 5:40pm	Fare Family Flex Seat Number CHECK-IN REQUIRED Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis QA Not Valid Before 30OCT Not Valid After 30OCT

Allowances

Baggage Allowance

YEG to YYC - 1 Piece WESTJET, each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

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1. 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

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Carry On Allowances

YEG to YYC - 1 Piece (WS - WESTJET)

Carry On Charges

YEG to YYC - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	CREDIT CARD -
Fare Calculation Line	YYC WS YEA132.00WS YYC142.00CAD274.00END
Exchanged Ticket	8382111178408
Fare	CAD 274.00

Change Fee	CAD 75.00
Tax on change fee	CAD 3.75
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA1 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 18.61 XG (GOODS AND SERVICES TAX (GST))
	CAD 60.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 24.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
Total Fare	CAD 390.86
Total Additional Collection	CAD 89.25

Positive identification required for airport check in

Notice:

Travel info

QST # 1202807956TQ0001 GST # 866112535

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- [Guests with special needs](#)
- [ID requirements](#)
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If you fail to show for the first flight segment of a round trip or multi-segment reservation, all remaining flight segments, including return flights, will automatically be cancelled and the total fare paid will be forfeited without compensation. To change or cancel your reservation, you can [manage your booking online](#) or call 1-888-937-8538 (1-888-WESTJET).

Travelling with one of our airline partners? Be sure to familiarize yourself with the fees for your journey by visiting our [airline partners](#) page. Fees are collected on a one-way basis by the airline operating the first flight for each direction of your journey.

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](#).

Personal Reimbursement to CBE for
Airline Flight Change Fee

Calgary Board of Education

FORM D-013 (00-05)

RECEIVED FROM: L David Stevenson

YEAR	MONTH	DAY
2015	11	02

RECEIPT No. 0796228

PARTICULARS	AMOUNT
change fee	89.25
air flight	
SUB-TOTAL	
G.S.T. if applicable <input type="checkbox"/> FIS 000500	
TOTAL	89.25

CASH \$ _____
 CHEQUE \$ 89.25 \$ _____

FOR change fee / air flight

ACCT. _____

RECEIVED BY _____

G.S.T. _____

Original signed by Accounts Receivable

