

expense | monthly tracking report

claimant | McLeod, Sheila
 position | Director, Learning
 level | Director
 reporting period | January 1 to February 28, 2016
 date of report | April-08-16



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Education Fair - Mexico Mission	02/08/16	Airfare - Calgary - Mexico City rtn	\$1,222.40	travel	BUS airfare/bus/rail
Education Fair - Mexico Mission	02/11/16	Airfare - San Luis Potosi -Mexico City	\$84.93	travel	BUS airfare/bus/rail
Education Fair - Mexico Mission	02/10/16	Hotel - Queretaro, Mexico	\$330.75	travel	BUS accommodation
Education Fair - Mexico Mission	02/11/16	Hotel - San Luis Potosi	\$323.65	travel	BUS accommodation
Education Fair - Mexico Mission	02/12/16	Hotel - Mexico City	\$192.45	travel	BUS accommodation
Education Fair - Mexico Mission	02/12/16	Meals	\$63.12	travel	BUS food/non alcoholic beverage
Education Fair - Mexico Mission	02/12/16	Meals per diem	\$146.00	travel	BUS food/non alcoholic beverage
Education Fair - Mexico Mission	02/12/16	Taxi in Mexico	\$15.15	travel	BUS airfare/bus/rail
Bell Mobility	01/16/16	Cell Phone	\$54.86	other disclosed	telecom/cell phone
Bell Mobility	02/16/16	Cell Phone	\$54.86	other disclosed	telecom/cell phone

Pryor, Yvonne M

①

Subject:

FW: Air Canada - 08-Feb: Calgary - Queretaro (booking ref: K4VDIE)

Booking Information

Booking Reference: [Redacted]

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

Main Contact:
Ms Sheila Mcleod

Mobile:

Home:

Work:

Online Services [Redacted]

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
AC8104 ¹	Calgary (YYC) Mon 08-Feb 2016 11:00	Houston, G.Bush Intercon (IAH) Mon 08-Feb 2016 15:50 - Terminal A	0	8hr06	CRA	Flex, H	
AC3958 ²	Houston, G.Bush Intercon (IAH) Mon 08-Feb	Queretaro (QRO) Mon 08-Feb 2016 20:08	0		CR7	Flex, H	

2016
 17:55 -
 Terminal B

Flight AC997 is operated by United Express/Skywest. Please check in directly at the United Express/Skywest counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.

AC997	Mexico City, Juarez Int'l (MEX)	Vancouver, Vancouver Int'l (YVR)	0	9hr32	319	Flex, V	F
	Sat 13-Feb 2016	Sat 13-Feb 2016					
	05:55 - Terminal 1	09:55 - Terminal M					
AC212	Vancouver, Vancouver Int'l (YVR)	Calgary (YYC)	0		320	Flex, V	
	Sat 13-Feb 2016	Sat 13-Feb 2016					
	12:00 - Terminal M	14:27					

F: Food for purchase on board All Air Canada Café purchases made on board Air Canada and Air Canada rouge flights, as well as on Air Canada Express flights operated by Jazz are payable only with Visa, MasterCard and American Express credit cards.

- Operated by:
 1 Air Canada Express - Jazz
 2 United Express/Skywest

Passenger Information

Ms Stella McLeod - Adult (16+) Ticket Number: 014245741603014

Air Canada - Meal: None
 Aeroplan: Preference:

Payment Card: xxxx-xxxx-xxxx Special Needs: None

Seat Selection: None

Purchase Summary

Fare Summary	Adult
Passenger Type	
Air Transportation Charges	
Departing Flight - Flex	569.00
Return Flight - Flex	338.00
Surcharges	15.00
Carrier surcharges	110.00

Taxes, Fees and Charges	30.00
Canada Airport Improvement Fee	5.51
US Agriculture Fee	1.50
Canada Goods and Services Tax (GST/HST #10009-2267 RT0001)	6.38
US Passenger Facility Charge	9.92
U.S.A Immigration User Fee	62.85
Mexico Intl. Arpt. Departure Tax	32.49
Mexico Tourism Tax	25.91
Air Travellers Security Charge (ATSC)	7.94
September 11 Security Fee	7.80
U.S. Federal Customs Fee	1222.40
Total before options (per passenger)	x 1
Number of passengers	1222.40
Total with options	0.00
Travel Insurance (declined)	51222.40
Grand Total - Canadian dollars	

Payment Information

Credit/Debit Card xxxx-xxxx-xxxx Amount paid: \$1222.40
The following amount (tax inclusive) will appear on your credit card or debit card statement:

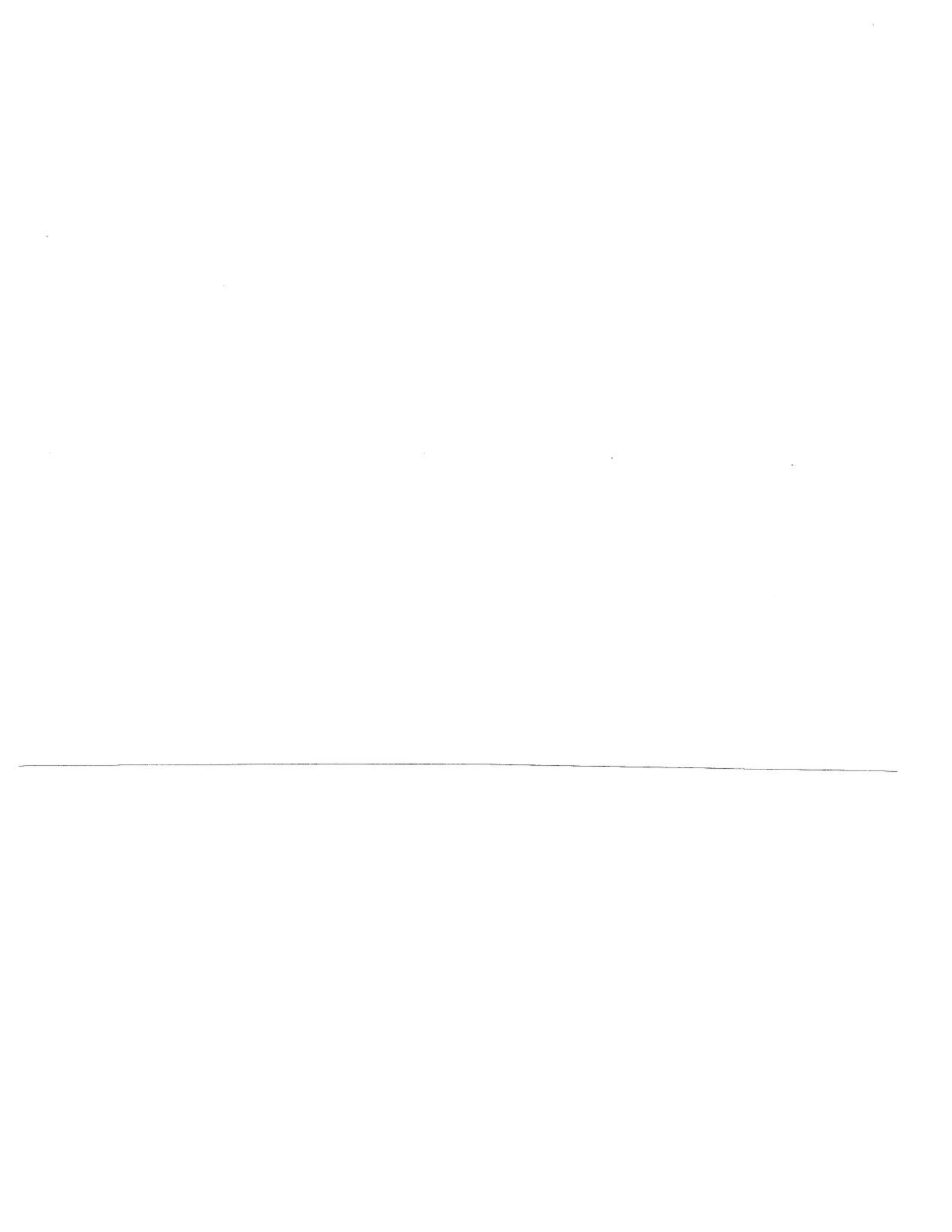
Air Canada: \$1222.40 (Air Transp. Charges - per adult)

Ticket number(s)

Fare Rules

Departing Flight Calgary (YYC) To Queretaro (QRO) - Flex

- Changes:
 - Prior to day of departure - Change fee per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
 - Day of departure, at check-in or at the airport - \$100 CAD per direction, per passenger, plus applicable taxes (no charge for fare difference) for same-day flights only.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
 - Minimum/maximum stay, and other conditions may apply.
- 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 ticket to the value of a new ticket subject to a change fee per direction.



Subject:

FW: Interjet Itinerary



SHEILA MCLEOD

Thanks for purchasing with Interjet!

It's a pleasure to welcome you and offer you the service you deserve.

- It's important that you arrive at the corresponding airport **2 hours** prior to your flight.
- In the case of International destinations, it is necessary to arrive **3 hours** prior to take off.
- Similarly, present the email we sent you as confirmation at one of the check-in counters.

Itinerary

Confirmation code :



Passenger information:

Name	Customer number	Flight #/Seat #
SHEILA MCLEOD		3043/6C

Flight information:

Date	Flight	Fare Class	Depart	Depart time	Arrive	Arrive time
11/02/2016	3043	J	SLP (SLP)	20:30 PM	Mexico City (MEX)	21:35 PM

Contact information

Address
TIP1T8

Telephone Numbers:

Other
Home:
E-mai

Non-refundable.

Personal.
Charges apply for any changes made.
This document is NOT a boarding pass.

Your purchase is guaranteed. Your confirmation code is the reference for obtaining your boarding pass or for checking in directly at the airport before the departure of your flight. Don't forget that at any moment you may be asked to present an official identification.

Base Fare:	\$54.64
Taxes and Fees:	\$31.41
Other Services:	\$0.00
Discounts:	\$27.32
Total USD:	----- \$58.73

84.93 Cdm
BMO

For inquiries or modifications to your reservation:

Mexico City: 1102 5555
Rest of Mexico (toll free): 01800 01 12345
USA (toll free): 1-866-2859525
Office hours: 7:00am – 11:00pm

For clarifications and grievances:

Telephones
Mexico City: 1102 5511
Rest of Mexico (toll free): 01800 322 5050
USA (toll free): 1 866 2858 307
E-mail: atencionclientes@interjet.com.mx
Office Hours: 09:00am-06:00pm

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This message was delivered from an e-mail address exclusively for notifications that does not support reply messages. If you have any questions please contact us at Customer Service.

Subject:

FW: Expedia travel confirmation - 7 Feb - Itin#

Subject: Expedia travel confirmation - 7 Feb -



Access your itinerary anywhere.
GET THE FREE APP

Plaza Camelinas Hotel, Queretaro

7 Feb 2016 - 10 Feb 2016

Itinerary # [REDACTED]

Plaza Camelinas Hotel

7 Feb 2016 - 10 Feb 2016

1 room | 3 nights

BOOKED



View hotel details

Av. 5 de Febrero, Queretaro, QRO, 76170 Mexico
Tel: 52 (442) 1923900, Fax: 52 (442) 1923901

Paid with PERS AmexCard

Checking in

Check-in time starts at 3 PM

Your room will be guaranteed for late arrival.

Room

Plaza Camelinas Value Room - European plan

Includes:

Free Parking, Free High-Speed Internet

Responsible for:

Sheila Jane McLeod

Requests:

1 king bed, non-smoking room

Price Summary

Total

Collected by Expedia

C\$330.75

Room Price

3 nights

C\$330.75

Taxes & Fees

C\$93.03 /night

All prices quoted in CAD.

C\$51.66

Additional Hotel Services

The below fees and deposits only apply if they are not included in your selected room rate.

The price shown above DOES NOT include any applicable hotel service fees, charges for optional incidentals (such as minibar snacks or telephone calls), or regulatory surcharges. The hotel will assess these fees, charges, and surcharges upon check-out.

Need help with your reservation?

Visit our [Customer Support page](#).

Call us at 1-866-307-7601.

For faster service, mention **itinerary**

From: Expedia Travel Confirmation <Confirmation@ExpediaConfirm.com>
 Sent: January-28-16 8:39 PM
 To: McLeod, Sheila M
 Subject: Expedia travel confirmation - 11 Feb - Itinerary



Thank you for booking with Expedia.
 Your booking is confirmed.

You can manage your reservation or review your itinerary online for the most up-to-date information.



Access your itinerary anywhere.
 GET THE FREE APP

Hotel in Mexico City
 11 Feb 2016 - 12 Feb 2016
 Itinerary # [REDACTED]

Camino Real Aeropuerto Mexico
 11 Feb 2016 - 12 Feb 2016
 1 room | 1 night
 BOOKED



View hotel details
 Puerto Mexico No. 80, Mexico City, DF, 15520 Mexico

Checking in

Check-in time starts at 3 PM
 Your room will be guaranteed for late arrival.

Important Hotel Information

Although Expedia does not charge a fee to change or cancel your booking, Camino Real Aeropuerto Mexico may still charge a fee in accordance with its own rules & regulations.
 Cancellations or changes made after 11:59 PM (Central Daylight Time (US & Canada)) on 10 Feb 2016 or no-shows are subject to a hotel fee equal to 100% of the total amount paid for the reservation.
 View your online itinerary for additional rules and restrictions.

Award points and airline mileage may not be awarded when booking an Expedia Special Rate hotel.

For residents of Québec, prices include a contribution to the Indemnity Fund of C\$1.00 per C\$1,000 of travel services purchased.

Room

Deluxe Room

Free Wireless Internet

Sheila McLeod

1 king bed, non-smoking room

Price Summary

Total

Collected by Expedia

C\$192.45

Mobile exclusive: save 42%

Prices shown after -C\$114.72 savings

Room Price

1 night

C\$192.45

Taxes & Fees

C\$161.72

All prices quoted in CAD.

C\$30.73

Additional Hotel Services

The below fees and deposits only apply if they are not included in your selected room rate.

The price shown above DOES NOT include any applicable hotel service fees, charges for optional incidentals (such as minibar snacks or telephone calls), or regulatory surcharges. The hotel will assess these fees, charges, and surcharges upon check-out.

Need help with your reservation?

Visit our [Customer Support](#) page.

Call us at 1-866-307-7601.

For faster service, mention itinerary

Expedia+

1,271 points



MCLEOD- SHEILA

2/10/2016 1:01:00 PM
2/12/2016

CANADA

2/0
1,828.78

EXPOIMAGINA CANADA BETHERE
San Luis Potos
Hotel Hilton
MEXICO

Rate Plan.
HH #
AL
Car.

TAX #
Confirmation Number

2/11/2016 Page: 1

2/10/2016	REST LA BOVEDA DINNER	LINTR	187392	\$105.00
2/10/2016	REST LA BOVEDA TIPS	LINTR	187393	\$17.00
2/10/2016	REST LA BOVEDA DINNER	LINTR	187394	\$95.00
2/10/2016	REST LA BOVEDA TIPS	LINTR	187395	\$10.00
2/10/2016	PKT BE THERE	LUCA	187648	\$1,828.78
2/10/2016	TAXES	LUCA	187648	\$338.46
2/11/2016	PKT BE THERE	SLPHH2UA50787650		\$1,828.78
2/11/2016	TAXES	SLPHH2UA50787650		\$338.46
	BALANCE			\$4,561.48

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On Mastercard Bill -

161.94

178.90

340.81 CDN

(BMO)

340.81
<17.16>

323.65 Accom

Meals

227 = 17.16 cdn

PLAZA CAMELINAS HOTEL

http://www.plazacamelinas.com.mx/

5 de Febrero No 28 Col. Capilla
C.P. 76170 Queretaro. Qro., Mexico

Nombre: McLEOD, SHEILA JANE
Dirección:
Ciudad: 1DF-DISTRITO FEDERAL
Grupo: -
Agencia: V1EXPEDI-EXPEDIA.COM
Empresa: -
Plan: -
Notas: EXPEDI/

Folio: , Cupon:
Hab: 372 T. Hab. EKO
Llegada: 07-feb-2016 Noches: 3
Salida: 10-feb-2016
Fecha reserva: 11-ene-2016
Personas Ad 1 No 0 Jr 0 Ng 0
Fecha: 10-feb-2016

CARGO A T/C VIRTUAL CUBRE HABITACION E IMPUESTOS**HUESPED PAGA EXTRAS***CON CRÉDI

Fecha	Hora	Op	Clave de cargo	Comprobante	Descripción	Cargos	Abonos	Balance
2016-02-07	01:18:5252	^^A	RH00	154	RENTA HABITACION	\$1,119.83	\$0.00	\$1,119.83
2016-02-08	03:27:0909	^^A	RH00	372	RENTA HABITACION	\$1,119.83	\$0.00	\$2,239.66
2016-02-09	03:01:3535	^^A	RH00	372	RENTA HABITACION	\$1,119.83	\$0.00	\$3,359.49
2016-02-09	09:50:21	DGG	AL00	97281	ALIMENTOS <i>Breakfast</i>	\$180.00	\$0.00	\$3,539.49
2016-02-09	15:49:49	DNM	AL21	8170	ALIMENTOS RESTAURANT COMIDAS <i>Breakfast</i>	\$247.00	\$0.00	\$3,786.49
2016-02-10	08:15:15	DGG	AL00	97320	ALIMENTOS <i>Breakfast</i>	\$180.00	\$0.00	\$3,966.49
TOTALS						\$3,966.49	\$0.00	\$3,966.49

SALDO : \$3,966.49 M.N.

Meals
180 -
247 -
180 -

607. *Resas*
= 45.96 ⁽³⁾
CDW
(300)


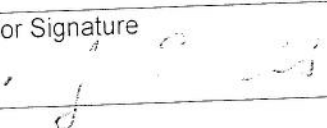
Meals
17.16
45.96

63.12

ESTADO DE CUENTA
STATEMENT OF ACCOUNT

ESTA NO ES SU FACTURA FISCAL
THIS IS NOT AN INVOICE

Missing receipt form

Employee Name						
Sheila McLeod						
Department / School						
Global Learning						
Merchant Name				Transaction Date		Transaction Amount
Taxi in San Luis Potosi				YYYY	MM	DD
				2	02	08
				0		
				1		
				6		
						15.15
Description of purchase:						
Taxi from hotel in San Luis Potosi, Mexico to airport. 200 pesos						
Education Fair – Mexico Mission 2016						
Reason detailed receipt / documentation is not available:						
Did not receive a receipt						
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 						
Cardholder Signature					Date	
					YYYY	MM DD
					2	02 22
					0	
					1	
					6	
SUPERVISOR						
I have accepted the cardholder's explanation of the receipt loss and / or inability to obtain a detailed receipt						
Supervisor Signature					Date	
					2016/02/22	



For more information, visit www.xe.com

XE Currency Converter

200.00 MXN = 15.1519 CAD

Mexican Peso ↔ Canadian Dollar
 1 MXN = 0.0757595 CAD 1 CAD = 13.1997 MXN

Mid-market rates: 2016-02-22 16:08 UTC

XE Market Analysis

North American Edition

2016-02-22 12:36 UTC

The dollar rallied against the euro and yen, and particularly against the pound, which underperformed as Brexit risks ramped higher, while trading softer against the commodity bloc currencies, which rose concomitantly with firmer oil prices and rallying stock markets. The biggest move out of the currencies we track is GBP-AUD, which is down by 2.5% on the day, as of the early European PM session. The Brexit debate now very much in full swing in the UK ... [Read More ▶](#)

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From: McLeod, Sheila M
Sent: February-21-16 11:13 AM
To:
Subject: Additional expense

Hi
I took the shuttle to the airport from SLP and it was 200 pesos. I didn't get a receipt.

Sent from my iPhone



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: Feb 17, 2016

Employee's Name Sheila McLeod Vendor #: _____

School / Department to mail cheque to Global Learning

Purpose of Trip / Name of Conference Education Fair - Mexico Mission

Departure and Return Dates Feb 7-12, 2016 Destination: San Luis Potosi & Queretaro Mexico

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 <u>4</u> @ \$17.00	<u>68</u>			<u>68</u>	} <u>\$146</u>
▪ Dinner <u>3</u> @ \$26.00	<u>78</u>			<u>78</u>	
▪ 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 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: January 17, 2016
SHEILA MCLEOD
Mobile Ref.
Global Learning

Account #
Next Bill Date: February 17, 2016

582of

CURRENT CHARGES for 403-710-3799 (continued)

Usage and long distance

250 Anytime minutes Local Calling		
@\$.00/minute	1:06 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	17.1680 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	9:29 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	14:28 min:sec	0.00
Text messages	1 event	0.25
Free Bell Message	2 events	0.00
Text message	4 events	0.00
Travel text saver Unlimited Incoming Messages		
	12 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	6 events	0.00
Long distance		0.07
Taxes		
GST		2.60

Total current charges **\$54.86**

Mobile
Bill Date: January 17, 2016
SHEILA MCLEOD
Mobile Ref.
Global Learning

Account #
Next Bill Date: February 17, 2016

582of

CURRENT CHARGES for 403-710-3799 (continued)

Usage and long distance

250 Anytime minutes Local Calling		
@\$.00/minute	1:06 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	17.1680 MB	0.00
Business Anytime Unlmt. Nights & Wknds Unlimited Usage		
@\$.00/minute	9:29 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		.
@\$.00/minute	14:28 min:sec	0.00
Text messages	1 event	0.25
Free Bell Message	2 events	0.00
Text message	4 events	0.00
Travel text saver Unlimited Incoming Messages		
	12 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	6 events	0.00
Long distance		0.07
Taxes		
GST		2.60

Total current charges **\$54.86**

