

# expense | monthly tracking report

claimant | Yee, Dianne

position | Director, Area III

level | Director

reporting period | July 1 to August 31, 2016

date of report | October-11-16



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone Plan	07/17/2016	Monthly Service Plan	\$56.37	other disclosed	telecom/cell phone
Cell Phone Plan	08/17/2016	Monthly Service Plan	\$56.37	other disclosed	telecom/cell phone
Advisory Committee	07/21/2016	Airline Ticket (Edmonton)	\$432.86	other disclosed	PD airfare/bus/rail
Advisory Committee	07/22/2016	Airline Ticket(Edmonton)	\$369.86	other disclosed	PD airfare/bus/rail
Advisory Committee	07/25/2016	Taxi from Airport (Edmonton)	\$60.00	other disclosed	PD airfare/bus/rail
Advisory Committee	07/25/2016	Taxi to Airport (Edmonton)	\$65.00	other disclosed	PD airfare/bus/rail
Advisory Committee	07/25/2016	Parking at Airport (Calgary)	\$29.35	other disclosed	PD general
Advisory Committee	08/03/2016	Airline Ticket (Edmonton)	\$157.50	other disclosed	PD airfare/bus/rail
Advisory Committee	08/03/2016	Airline Ticket (Edmonton)	\$21.00	other disclosed	PD airfare/bus/rail
Advisory Committee	08/09/2016	Taxi from Airport (Edmonton)	\$65.00	other disclosed	PD airfare/bus/rail
Advisory Committee	08/10/2016	Accomodation for Committee Meeting	\$185.00	other disclosed	PD airfare/bus/rail
Advisory Committee	08/10/2016	Taxi from Airport (Edmonton)	\$61.00	other disclosed	PD airfare/bus/rail
Advisory Committee	08/10/2016	Parking at Airport (Calgary)	\$39.85	other disclosed	PD airfare/bus/rail

Mobile

Bill Date: July 17, 2016

Next Bill Date: August 17, 2016

DIANNE YEE

Mobile Ref.

Area III Office

## CURRENT CHARGES

### Monthly charges billed to Aug 16, 2016

Corp Smartshare Unltd. 55 BES Plan 36M	\$55.00	
less 14.55% Promotional Discount	-8.00	47.00
Includes: 3 Way Calling		
Call Waiting		
Alberta Government 911 fee.		0.44
Call Forwarding	\$3.00	
less 100.00% Promotional Discount	-3.00	0.00
Message Centre		0.00
1GB Shared Data - BlackBerry		5.00
Corporate Data Flex Zone 1		0.00
Corporate Data Flex Zone 2		0.00
Corporate Data Flex Zone 3		0.00
Call Display		0.00
Corporate Data Flex USA		0.00
Corporate Text Flex Zone1		0.00
Corporate Text Flex Zone2		0.00
Corporate Text Flex Zone3		0.00
Corporate Voice Flex Zone1		0.00
Corporate Voice Flex Zone2		0.00
Corporate Voice Flex Zone3		0.00
Etelesolv		1.25
Member to Member Local Calling		0.00
Messaging Pack Unlimited		0.00
Includes: Picture Messaging		
Image Messaging		
Incl. Messages		
Unlimited Incoming Messages		
Unlimited Canadian LD	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Unlimited Local Talking		0.00
U.S. Travel -Calling \$0.20/min		0.00
Travel US Text Saver	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00

### Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	45.2941 MB	0.00

### FOR YOUR INFORMATION...

#### Discount Summary

Total discounts \$31.00

**Total this month \$31.00**

#### Usage Summary min:sec

Weekday 151:00

**Total time used 151:00**

#### Event Summary

Total Events 41

Total this month \$0.00

#### Packet Plan Usage Summary

Total megabytes 45.2941

Total this month \$0.00

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Mobile  
Bill Date: July 17, 2016  
DIANNE YEE  
Mobile Ref.  
Area III Office

Next Bill Date: August 17, 2016

## CURRENT CHARGES

Unlimited Local Talking Unlimited Usage		
@\$.00/minute	151:00 min:sec	0.00
Text message	25 events	0.00
Corporate Text Flex Zone3 Unlimited Incoming Messages		
	13 events	0.00
Messaging Pack Unlimited Incl. Messages		
	3 events	0.00
<b>Taxes</b>		
GST		2.68
<hr/>		
<b>Total current charges</b>		<b>\$56.37</b>

**Mobile**

Bill Date: August 17, 2016

Next Bill Date: September 17, 2016

DIANNE YEE

Mobile Ref

Area III Office

## CURRENT CHARGES

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

Corp Smartshare Unltd 55 BES Plan 36M	\$55.00	
less: 14.55% Promotional Discount	-8.00	47.00
Includes: 3 Way Calling		
Call Waiting		
Alberta Government 911 fee		0.44
Call Forwarding	\$3.00	
less 100.00% Promotional Discount	-3.00	0.00
Message Centre		0.00
1GB Shared Data - BlackBerry		5.00
Corporate Data Flex Zone 1		0.00
Corporate Data Flex Zone 2		0.00
Corporate Data Flex Zone 3		0.00
Call Display		0.00
Corporate Data Flex USA		0.00
Corporate Text Flex Zone1		0.00
Corporate Text Flex Zone2		0.00
Corporate Text Flex Zone3		0.00
Corporate Voice Flex Zone1		0.00
Corporate Voice Flex Zone2		0.00
Corporate Voice Flex Zone3		0.00
Etelesolv		1.25
Member to Member Local Calling		0.00
Messaging Pack Unlimited		0.00
Includes: Picture Messaging		
Image Messaging		
Incl. Messages		
Unlimited Incoming Messages		
Unlimited Canadian LD	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Unlimited Local Talking		0.00
U.S. Travel -Calling \$0.20/min		0.00
Travel US Text Saver	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00

**Usage and long distance**

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	46.9583 MB	0.00

FOR YOUR INFORMATION...	
<b>Discount Summary</b>	
Total discounts	\$31.00
<b>Total this month</b>	<b>\$31.00</b>
<b>Usage Summary</b> <i>min:sec</i>	
Weekday	409:00
Weeknight	3:00
<b>Total time used</b>	<b>412:00</b>
<b>Event Summary</b>	
Total Events	48
Total this month	\$0.00
<b>Packet Plan Usage Summary</b>	
Total megabytes	46.9583
Total this month	\$0.00



000043-010033-43\_010\_007 6

Mobile

Bill Date: August 17, 2016

Next Bill Date: September 17, 2016

DIANNE YEE

Mobile Ref.

Area III Office

## CURRENT CHARGES

Unlimited Local Talking Unlimited Usage

@\$.00/minute 412:00 min:sec 0.00

Text message 36 events 0.00

Corporate Text Flex Zone1 Unlimited Incoming Messages

10 events 0.00

Messaging Pack Unlimited Incl. Messages

2 events 0.00

### Taxes

GST 2.68

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**Total current charges \$56.37**



Dianne Yee

**Air Canada - 25-Jul: Calgary - Edmonton (booking ref: , - seat selected**

1 message

Air Canada <confirmation@aircanada.ca>

Thu, Jul 21, 2016 at 7:46 AM

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



## Itinerary/Receipt

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.

[Scale the image](#)  
[Print the image](#)  
[Close](#)



Opens in New Window

Access your personalized Air Canada travel information

[View your planner >](#) Opens in New Window

## Booking Information

### Booking Reference:

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

### Main Contact:

Dr Dianne Yee

[diannelyee@gmail.com](mailto:diannelyee@gmail.com)

Mobile: 1-403-9886461

Home: 1-403-2833255

### Online Services

### Customer Care

Air Canada

[1-888-247-2262](tel:1-888-247-2262)

Flight Arrivals and Departures

[1-888-422-7533](tel:1-888-422-7533)

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

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

## Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8585 <sup>1</sup>	Calgary (YYC) Mon 25-Jul 2016 10:05	Edmonton, Edmonton Int'l (YEG) Mon 25-Jul 2016 10:55	0	0hr50	DH4	Flex, V	
AC8155 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Mon 25-Jul 2016 19:30	Calgary (YYC) Mon 25-Jul 2016 20:21	0	0hr51	DH4	Flex, V	

Operated by:

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

## Passenger Information

**1: Dr Dianne Yee : Adult (16+), Ticket Number: None**

Air Canada - Aeroplan :

Meal Preference : **None**

Payment Card:

Special Needs: **None**

Seat Selection: AC8585 **2D (Preferred)** , AC8155 **1C (Preferred)**

## Purchase Summary

### Fare Summary

Passenger Type

**Adult**

**Air Transportation Charges**

Departing Flight - [Flex](#)

**157.00**

Return Flight - <i>Flex</i>	157.00
<i>Surcharges</i>	24.00
<b>Taxes, Fees and Charges</b>	
<i>Canada Airport Improvement Fee</i>	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	20.61
<i>Air Travellers Security Charge (ATSC)</i>	14.25
Total before options (per passenger)	<b>432.86</b>
Number of passengers	x 1
Total with options	<b>432.86</b>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$432.86</b>

**Payment Information**

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

- Air Canada: \$432.86 (Air Transp. Charges - per ticket)

## 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 \$75 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.





YELLOW CAB  
10125 31 AVENUE NW  
EDMONTON AB T6H-1C2  
780-462-3456

Term Id: 450/414/02473  
Item #: 0493  
MasterCard  
PURCHASE

APPROVED

AMOUNT CAD \$60.00

Ref. #: C  
Auth. #: 181936  
Resp. Code: 00  
TVR: 0400008000  
TSI: E000

BOOK ON LINE AT EDMTAXI.COM  
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2016/07/25 Time: 16:19:36  
Response: AUTH 181936

\*\*\*CUSTOMER COPY\*\*\*

RECEIPT  
GST NO. R122556194

EXIT No. A3  
IN: 07/25/16 08:16  
OUT: 07/25/16 17:53  
DURATION: 0 09:37  
PAID: \$ 29.35  
(GST INCLUDED)

REF. 20  
THANK YOU FOR  
YOUR VISIT

YXL INTERNATIONAL AIRPORT

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

DATE 2016/07/25  
TIME 0724 11:39:25  
INVOICE # 911  
RECEIPT NUMBER

PURCHASE  
AMOUNT \$55.00  
TIP \$10.00  
TOTAL

\$65.00

MasterCard

APPROVED

AUTH# 133926 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

GST#822883138

**Passenger: 1 Ticket number**

<b>Date of issue</b>	03-Aug 2016
<b>Fare Amount in Canadian dollars:</b> <i>(including <a href="#">airline taxes &amp; other charges</a>)</i>	278.00
<b>Taxes, Fees &amp; Charges</b>	
Combined Taxes *see fare calculation below (XT)	PD
<b>Total Fare in :</b>	No Additional collection
<b>Options</b>	
Change fee in Canadian dollars	150.00
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	7.50

**Ticket particularities:**

AC ONLY/NON-REF/CHGE FEE  
-BG:AC

**\*Fare calculation:**

09AUG16YYC AC YEA Q12.00R127.00AC YYC Q12.00R127.00CAD278.00  
END ROE1.00 PD14.25CA17.61XG60.00SQ

**Canadian tax registration numbers:**

XG Canada Goods and Service Tax (GST) #10009-2287  
RC Canada Harmonized Sales Tax (HST) #10009-2287  
XQ Quebec Sales Tax (QST) #1000-043-172

**Fare Rules Summary**

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable.
- Seat selection charges are per passenger and apply to each individual one-way flight segment in your itinerary. Flight segments are identified by a change in flight number, with each new flight number representing a flight segment. Taxes are not included.
- Please note that you may be moved from your selected seat without notice in the event of an involuntary schedule or airport change (e.g. flight disruption, cancellation), to accommodate a passenger with a disability, or for any other reason that requires Air Canada to move you prior to departure or during the flight. If you are moved from your seat for one of these reasons, you may request a refund for your seat charges. We invite you to read additional [terms and conditions](#) related to seat selection

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

**Baggage Information**

Please see below for details on the bags you plan on checking at the baggage counter.

Passenger: 1 Dr Dianne Yaw

Ticket number:

Frequent Flyer Pgm: Air Canada Aeroplan

Program number:

### Purchase Summary

#### Passenger: 1 Ticket number

<b>Date of issue</b>	03-Aug 2016
<b>Fare Amount in Canadian dollars:</b>	298.00
<i>(including <a href="#">airport taxes &amp; other charges</a>)</i>	
<b>Taxes, Fees &amp; Charges</b>	
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	1.00
Combined Taxes *see fare calculation below (XT)	PD
<b>Total Fare in Canadian dollars:</b>	21.00A

Ticket particularities:  
AC ONLY/NON-REF/CHGE FEE  
-BG:AC

\*Fare calculation:  
09AUG16YYC AC YEA Q12.00R137.00AC YYC Q12.00R137.00CAD298.00  
END ROE1.00 PD14.25CA17.61XG60.00SQ

Canadian tax registration numbers:  
XG Canada Goods and Service Tax (GST) #10009-2287  
RC Canada Harmonized Sales Tax (HST) #10009-2287  
XQ Quebec Sales Tax (QST) #1000-043-172

### Fare Rules Summary

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
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Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

### Baggage Information

Please see below for details on the bags you plan on checking at the baggage counter.

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

DATE 2016/08/09  
TIME 0433 19:46:27  
INVOICE # 408  
RECEIPT NUMBER  
C85005403-001-078-019-0

PURCHASE  
TOTAL

\$65.00

19

APPROVED

AUTH# 214628 01-027  
THANK YOU

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

GST#766954093

**MATRIX**  
HOTEL

Dianne Yee

Canada

Guest Name:

Room Number:

Arrival Date: 08-09-16

Departure Date: 08-10-16

Page No: 1 of 1

**INFORMATION INVOICE**

Folio No:

08-10-16

Date	Description	Charges	Credits
08-09-16	Room Revenue	161.10	
08-09-16	Destination Marketing Fee - 3%	4.83	
08-09-16	Tourism Levy - 4%	6.64	
08-09-16	Room GST - 5%	8.30	
08-10-16	Refreshment Centre - Diet Coke 1	3.68	
08-10-16	Refreshment Centre - Sesame Snac/01	1.05	
08-10-16			185.60
<b>Total</b>		<b>185.60</b>	<b>185.60</b>
<b>Balance</b>		<b>0.00</b>	

10

**Signature:**

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #105631154-RT 0008

YELLOW CAB  
10135 31 AVENUE NW  
EDMONTON AB T6H-1C2  
780-462-3456

Term Id: 45024124702442  
Term #: 1829

AID: A0000000041010

APPROVED

AMOUNT CAD\$61.00

Ref. #: C  
Auth. #: 143358  
Resp. Code: 00  
TUR: 0400000000  
TSI: E800

BOOK ON LINE AT EDHTAXI.COM  
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2016/08/10 Time: 12:33:58  
Response: AUTH 143358

\*\*\*CUSTOMER COPY\*\*\*

RECEIPT  
GST NO. R122556194

EXIT No. A2  
IN: 08/09/16 15:50  
OUT: 08/10/16 16:00  
DURATION: 1:00:19  
PAID: \$39.85  
(GST INCLUDED)

REF. 52  
THANK YOU FOR  
YOUR VISIT

00

YYC CALGARY INTERNATIONAL AIRPORT