

expense | monthly tracking report

claimant | Francis, Greg

position | General Counsel and Superintendent, HR

level | Superintendent

reporting period | May 1 to June 30, 2016

date of report | August-15-16



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
cell phone	05/17/2016	monthly service	\$56.37	other disclosed	telecom/cell phone
cell phone	06/17/2016	monthly service	\$56.36	other disclosed	telecom/cell phone
conference - registration	05/17/2016	Labour Arbitration Conference	\$939.75	other disclosed	conferences & workshops
conference - registration	04/30/2016	CAPSLE Conference - Toronto	\$672.35	travel	conferences & workshops
airfare - Calgary/Toronto return	04/30/2016	CAPSLE Conference - Toronto	\$559.81	travel	BUS airfare/bus/rail
taxi - Calgary	04/30/2016	CAPSLE Conference - Toronto	\$39.33	travel	BUS airfare/bus/rail
UP Express - Toronto	04/30/2016	CAPSLE Conference - Toronto	\$12.00	travel	BUS airfare/bus/rail
UP Express - Toronto	05/03/2016	CAPSLE Conference - Toronto	\$12.00	travel	BUS airfare/bus/rail
accommodation - Toronto	05/03/2016	CAPSLE Conference - Toronto	\$729.75	travel	BUS accommodation
meal per diems	05/30/2016	CAPSLE Conference - Toronto	\$139.00	travel	BUS food/non alcoholic beverage
meal on hotel bill	05/02/2016	CAPSLE Conference - Toronto	\$22.20	travel	BUS food/non alcoholic beverage

Mobile [REDACTED]

Account # [REDACTED]
Next Bill Date: June 17, 2016

1226of 1785

Bill Date: May 17, 2016

GREG FRANCIS

Mobile Ref. [REDACTED]

1221-8ST SW
CALGARY, AB T2R 0L4
Legal Services

CURRENT CHARGES for [REDACTED]

Monthly charges billed to Jun 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

FOR YOUR INFORMATION...

Discount Summary

Total discounts \$31.00

Total this month \$31.00

Usage Summary *min:sec*

Weekday 342:00

Weekend 37:00

Weeknight 6:00

Total time used 385:00

Event Summary

Total Events 971

Total this month \$0.00

Packet Plan Usage Summary

Total megabytes 520.5468

Total this month \$0.00

000044-011571 44_633_921 6

Mobile [REDACTED]
Bill Date: May 17, 2016
GREG FRANCIS
Mobile Ref. [REDACTED]
Legal Services

Account # [REDACTED]
Next Bill Date: June 17, 2016

CURRENT CHARGES for [REDACTED] (continued)

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	520.5468 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	385:00 min:sec	0.00
Free Bell Message	12 events	0.00
Text message	30 events	0.00
Free SMS Message	1 event	0.00
Text message	1 event	0.00
Picture/Video messaging	1 event	0.00
Corporate Text Flex Zone3 Unlimited Incoming Messages		
	473 events	0.00
Messaging Pack Unlimited Incl. Messages		
	453 events	0.00
Taxes		
GST		2.68

Total current charges **\$56.37**

000044-011572

Mobile [REDACTED]
 Bill Date: June 17, 2016
GREG FRANCIS
 Mobile Ref. [REDACTED]
 1221-8ST SW
 CALGARY, AB T2R 0L4
 Legal Services

Account # [REDACTED]
 Next Bill Date: July 17, 2016

1230of 1792

CURRENT CHARGES for [REDACTED]

Monthly charges billed to Jul 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

FOR YOUR INFORMATION...	
<u>Discount Summary</u>	
Total discounts	\$31.00
Total this month	\$31.00
<u>Usage Summary</u> <i>min:sec</i>	
Weekday	313:00
Weekend	28:00
Weeknight	5:00
Total time used	346:00
<u>Event Summary</u>	
Total Events	879
Total this month	\$0.00
<u>Packet Plan Usage Summary</u>	
Total megabytes	270.4255
Total this month	\$0.00



000044-011963 44_638_929 6

Mobile [REDACTED]
Bill Date: June 17, 2016
GREG FRANCIS
Mobile Ref. [REDACTED]
Legal Services

Account # [REDACTED]
Next Bill Date: July 17, 2016

CURRENT CHARGES for [REDACTED] (continued)

Other charges and credits

One Time Billing Adjustment -0.01

Usage and long distance

1GB Shared Data - BlackBerry Data Usage

@\$.00/MB 270.4255 MB 0.00

Unlimited Local Talking Unlimited Usage

@\$.00/minute 346:00 min:sec 0.00

Free Bell Message 10 events 0.00

Text message 33 events 0.00

Corporate Text Flex Zone3 Unlimited Incoming Messages

428 events 0.00

Messaging Pack Unlimited Incl. Messages

408 events 0.00

Taxes

GST 2.68

Total current charges \$56.36

000044-011964

Fax

Conference Attendee Information

34th Annual Labour Arbitration and Policy Conference - Mon, May 16 and Tue, May 17, 2016 Regular Price \$1,095

Morning: Crafting a Settlement Tax considerations, confidentiality clauses, releases, and more

Afternoon: Medical Marijuana Workplace implications for drug testing, zero tolerance, and accommodation

Name Greg Francis
Title General Counsel and Superintendent, HR
Address 1221 - 8 St SW
Caglary AB T2R 0L4
Canada

Diet Restriction OTHER,

Spoken Language

Special Needs

Telephone [REDACTED]
Fax

Payment

Name on Credit Card Greg Francis
Credit Card Number [REDACTED]
Expiry [REDACTED]

Order Information

Order number: [REDACTED]
Date and Time: 2016-02-02 18:15:33
Authorization code: [REDACTED]

Your Order

**34th Annual Labour Arbitration and Policy
Conference - Mon, May 16 and Tue, May 17, 2016** 1 **\$895.00**
Regular Price \$1,095

Subtotal \$895.00

GST \$44.75

Complimentary with your order:

Wrongful Dismissal and Employment Law eText 1 **\$0.00**

Headlines 1 **\$0.00**

Supreme Court Archives 1 **\$0.00**

Supreme Court Decisions 1 **\$0.00**

Subtotal \$0.00

Total \$939.75

Contact Information

Name Greg Francis
Title General Counsel and Superintendent, HR
Address 1221 - 8 St SW
 Caglary AB T2R 0L4
 Canada
Telephone [REDACTED]



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: June 6, 2016

Employee's Name Greg Francis

Vendor #: _____

School / Department to mail cheque to Legal Services

Purpose of Trip / Name of Conference CAPSLE Cdn. Assoc. for the Practice of Law (med)

Departure and Return Dates April 30, 2016

Destination: TORONTO, ONT.

to May 3, 2016

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	672.35		672.35		
Travel Costs					
▪ Airfare (including trip cancellation insurance)	559.81		559.81		
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary	39.33		39.33		
▪ Taxi/Shuttle Bus/Car Rental at Destination	24.00		24.00		
▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ <u>243.25</u> @ <u>3</u> Nights	729.75		729.75		
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast <u>3</u> @ \$12.00	36.00			36.00	
▪ Lunch <u>3</u> @ \$17.00	51.00			51.00	
▪ Dinner <u>2</u> @ \$26.00	52.00			52.00	"
▪ Or Actual Expense	22.20		22.20		
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP	2186.44		2047.44	139.00	
CASH ADVANCE IF ANY–Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT				139.00	
GST Breakout Area	25.31				

I certify that the above information is true and 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.

CAPSLE
 37 Moultray Cres.
 Georgetown, Ontario L7G 4N4

INVOICE

Invoice No.: 10841
 Date: 02/29/2016
 Page: 1

Sold To:

Francis, Greg
 Calgary Board of Education
 1221 - 8 Street SW
 Calgary, Alberta T2R 0L4

Ship To:

Francis, Greg
 Calgary Board of Education
 1221 - 8 Street SW
 Calgary, Alberta T2R 0L4

PAID

Business No.: 127772606 RT

Item No.	Quantity	Unit	Description	Tax	Unit Price	Amount
			2016 Corporate Conference Fee - Toronto	H		595.00
			Subtotal:			595.00
			H - HST 13.00%			
			HST			77.35
CAPSLE HST: #127772606 RT						
Comments Thank you for your continued support of CAPSLE. HST #127772606					Freight	0.00
					Total Amount	672.35

PAID
 M/C
 2/29/16

Austin, Janet L

From: Air Canada <confirmation@aircanada.ca>
Sent: March-02-16 4:03 PM
To: Francis, Gregory S
Subject: Air Canada - 30-Apr: Calgary - Toronto ([REDACTED])

***** 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.

Scan this barcode to check in at any Air Canada check in kiosk.



Opens in New Window

Access your personalized Air Canada travel information

View your planner > Opens in New Window

Booking Information

Booking Reference: [REDACTED]

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

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

Main Contact:
Mr Gregory S Francis
[REDACTED]



Online Services


Manage my booking online (view/change my booking; 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

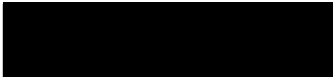
Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC122	Calgary (YYC) Sat 30-Apr 2016 08:00	Toronto, Pearson Int'l (YYZ) Sat 30-Apr 2016 13:45 - Terminal 1	0	3hr45	320	Tango, K	
AC1155	Toronto, Pearson Int'l (YYZ) Tue 03-May 2016 18:20 - Terminal 1	Calgary (YYC) Tue 03-May 2016 20:33	0	4hr13	320	Tango, T	

 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.

Passenger Information

1: Mr Gregory S Francis : Adult (16+), Ticket Number: 0142159556777

Air Canada -  Meal Preference : **None**

Payment Card:  Special Needs: **None**

Seat Selection: **None**

Purchase Summary

Fare Summary	
Passenger Type	<u>Adult</u>
Air Transportation Charges	

Departing Flight - Tango	183.00
Return Flight - Tango	233.00
Surcharges	46.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	55.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	25.31
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	3.25
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	559.81
Number of passengers	x 1
Total with options	559.81
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$559.81

Payment Information

Credit/Debit Card [REDACTED] Amount paid: \$559.81

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

Air Canada: \$559.81 (Air Transp. Charges - per ticket)

Ticket number(s): [REDACTED]

Fare Rules

Departing Flight Calgary (YYC) To Toronto (YYZ) - Tango

Return Flight Toronto (YYZ) To Calgary (YYC) - Tango

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$100 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 subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger. Exception: fee is \$100 CAD/USD for flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded)
 - **Same-day standby** at the airport 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.



ADULT
ONE-WAY

ADULTE
ALLER SIMPLE

\$12.00

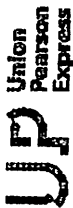
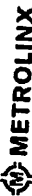
AÉROPORT
PEARSON AIRPORT
TO/A
UNION

30 APR/AVT 2016
18:11

Must take trip within 1 hour of issuance.
Doit faire le trajet au
plus 1 heure après achat

Not refundable, not transférable
Non remboursable, non transférable
Retain for inspection
Conserver pour inspection

U0403CCARD TN: 050199735855



ADULT
ONE-WAY

ADULTE
ALLER SIMPLE

\$12.00

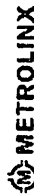
UNION
TO/A
AÉROPORT
PEARSON AIRPORT

03 MAY/MAI 2016
14:16

Must take trip within 1 hour of issuance
Doit faire le trajet au
plus 1 heure après achat

Not refundable, not transférable
Non remboursable, non transférable
Retain for inspection
Conserver pour inspection

U0103CCARD TN: 029199980947



CREDIT CARD RECEIPT
UP Express Pearson TVM
MISSISSAUGA, ON

TYPE: PURCHASE
ACCT: MASTER CARD
AMOUNT: \$12.00 CAD

DATE/TIME: 2016/04/30 18:11:31
REF #: 66292792 U0403 C
AUTHOR. #: 181132

MasterCard
A0000000041010
0000008000 E800

VERIFIED BY PIN
INVOICE #: 050199735855
01/027
APPROVED - THANK YOU

-- IMPORTANT --

Retain This Copy For Your Records
*** CUSTOMER COPY ***

CREDIT CARD RECEIPT
UP Express Union TVM
TORONTO, ON

TYPE: PURCHASE
ACCT: MASTER CARD
AMOUNT: \$12.00 CAD

DATE/TIME: 2016/05/03 14:16:39
REF #: 66292768 U0103 C
AUTHOR. #: 141640

MasterCard
A0000000041010
0000008000 E800

VERIFIED BY PIN
INVOICE #: 029199980947
01/027
APPROVED - THANK YOU

-- IMPORTANT --

Retain This Copy For Your Records
*** CUSTOMER COPY ***

316 HERRING ROAD SE
CROOKET, GA 32012

DRIVER ID: 314-635-572
VEHICLE ID: 4327643
DRIVER ID: 0204
GST ACCOUNT #: 9761
TRIP NUMBER: 639325431
PASSID: 7128130

09/30/2016
START: 06:20
DISTANCE: 191.00
FARE AMOUNT: \$ 22.57
TAX AMOUNT: \$ 1.03
TIP AMOUNT: \$ 5.13
TOTAL: \$ 32.73
MASTER CARD SALE: ****5518
APPROVAL NUMBER: 65051

PASSENGER COPY

THANK YOU
CALL 24/7
WWW.CHECKERYELLOW.COM

CHECKER
YELLOW
CABS



75 Lower Simcoe Street, Toronto, Ontario, M5J3A6
Tel: 416-849-1200 Fax: 416-849-1227

Mr Greg Francis
Xxx
Xxx NE 11111
United States

Room: [REDACTED]
Folio: 67764
Cashier: 39
Arrival: 04-30-16
Departure: 05-03-16
Reference:

Date	Description	Additional Information	Charges	Credits
04-30-16	Room Charge		205.00	
04-30-16	Room HST		26.65	
04-30-16	DMF		5.45	
04-30-16	DMF HST		6.15	
05-01-16	Room Charge		205.00	
05-01-16	Room HST		26.65	
05-01-16	DMF		5.45	
05-01-16	DMF HST		6.15	
05-02-16	In Room Dining	Room# 0707 : CHECK# 0022022	22.20	
05-02-16	Room Charge		205.00	
05-02-16	Room HST		26.65	
05-02-16	DMF		5.45	
05-02-16	DMF HST		6.15	
05-03-16	Master Card	[REDACTED]		751.95
Total			751.95	751.95

HST Summary	
Registration No: 829387802	
Room	79.95
F&B	2.10
Other	18.45
Total	100.50

Total	751.95	751.95
Balance Due	0.00	CAD

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.