

expense | monthly tracking report

claimant | Atallah, Ray

position | Director, Corporate Finance

level | Director

reporting period | July 1 to August 31, 2017

date of report | October 13, 2017



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Meeting with Alberta Education and Edmonton Public School Board - July 5-8, Edmonton, AB	05/07/2017	Car Rental	\$138.57	travel	BUS general
Meeting with Alberta Education and Edmonton Public School Board - July 5-8, Edmonton, AB	05/07/2017	Fuel for rental car	\$30.00	travel	BUS general
Meeting with Alberta Education and Edmonton Public School Board - July 5-8, Edmonton, AB	08/07/2017	Parking at venue	\$22.50	travel	BUS general
Meeting with Alberta Education and Edmonton Public School Board - July 5-8, Edmonton, AB	06/07/2017	Parking at venue	\$17.50	travel	BUS general
Meeting with Alberta Education and Edmonton Public School Board - July 5-8, Edmonton, AB	08/07/2017	Fuel for rental car	\$19.02	travel	BUS general
Meeting with Alberta Education and Edmonton Public School Board - July 5-8, Edmonton, AB	08/07/2017	Alternate Accommodation - 3 nights	\$105.00	travel	BUS general
Meeting with Alberta Education and Edmonton Public School Board - July 5-8, Edmonton, AB	08/07/2017	Per Diem Meals - 3 days	\$148.00	travel	BUS general
Cell Phone	07/17/2017	Monthly service charge	\$56.37	other disclosed	telecom/cell phone
Cell Phone	08/17/2017	Monthly service charge	\$56.37	other disclosed	telecom/cell phone

Car Rental

>>Return<< RA Document 977351211	Rate XHI /C 2 DY 20 HR	
RESERVATION #	0 MI @ .00 =	
CAR# 3 3 2 7 4 5 0 0 Car Group C	0 HR @ 30.76 =	
BLK HYUN ELAN 4DR AB L67483	3 DY @ 41.00 =	123.00
	0 WK @ 246.00 =	
	0 MO @ 984.00 =	
ATALLAH, RAY	XHI /C 774FM	
	TIME & MILEAGE =	123.00
BCD# = A724000	VEH LIC FEE + =	8.97
	Subtotal =	131.97
Out CALGARY WEST DTN 05JUL17/1435	PST/TVP .000% + =	0.00
In CALGARY N HILL 05JUL17/1040	BST/TPS 5.00 % + =	6.60
Miles-Out 24190 Miles-In 24964	Total Charges =	138.57
Miles Driven 774 Fuel In 8/8	AMOUNT DUE CV CAD =	<u>138.57</u>
Method of pay = CLUB	VEH LIC FEE	
Mastercard		

The amount that appears in "Amount Due" has been billed to your Master Card.
 All charges are subject to audit and change if any errors are found.
 For local inquiries call 403-296-1550. Thank you for renting from Budget.

674F/3F1C/17189/12:40/0

July 5-8
Meetings with Alberta Education and Public School Board
Edmonton, AB

Fuel for Rental Car

Fas Gas Edm Nanao
9618 160 Ave. NW
Edmonton, AB
T5Z 3S5

2017-07-07 16:30:00

STORE #: 40271
TRANS #: 082264
GST #: R101745552

PUMP 2
Regular
30.03L AT \$0.999

ACCT:
MasterCard
\$ 30.00

GST INCLUDED \$ 1.43

TOTAL \$ 30.00

Type: PURCHASE

MasterCard

REFERENCE #:
65256237 0012610030 C
AUTH 183001

MasterCard
A0000000041010
0200008000
E800

VERIFIED BY PIN

01/027 APPROVED
THANK YOU

-- IMPORTANT --
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Tell us how we're
doing & you could
WIN 1 OF 20
\$100 GIFT CARDS
Visit
TELLFASGASPLUS.CA
for full details.

Centex Northhill
1740 16th Ave NW
Calgary, AB T2M 0L7
(403) 398-8039
GST# 895917201RT0001

Item	Amount
REGULAR	
19.035Lx\$0.999 =	\$19.0

GST Inc.	\$0.91
TOTAL:	\$19.02

Pump#6

Pre-Auth Completion
MasterCard
A0000000041010
CARD TYPE: MC

EXP: **/**
MER: 20327569 C
DATE: 07/08/2017
TIME: 10:15:06
SEQ#: 001793014
AUTH#: 121353
TERM: AP2032756906
INV#: 20379

00 APPROVED - THANK YOU

Customer Copy

July 5-8
Meetings with Alberta Education and Public School Board
Edmonton, AB

Parking

Commerce Place
Impark
RECEIPT C1

ENTRY TIME:
07/06/17 08:56
EXIT TIME:
07/06/17 13:04
PARK-DUR.: HRS:MIN
0:04:08

PURCHASE
MASTERCARD
AMOUNT \$22.50
*****5718

Date: JUL-06-2017
Time: 13:04:17
662512970010016710C
Auth.#: 150417
MasterCard
A0000000041010
TVR: 0000008000
TSI: E800
01 APPROVED - THANK
YOU 027

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Commerce Place
Impark
RECEIPT C1

ENTRY TIME:
07/07/17 10:37
EXIT TIME:
07/07/17 14:05
PARK-DUR.: HRS:MIN
0:03:28

PURCHASE
MASTERCARD
AMOUNT \$17.50
*****5718

Date: JUL-07-2017
Time: 14:04:44
662512970010017160C
Auth.#: 160445
MasterCard
A0000000041010
TVR: 0000008000
TSI: E800
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Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures.

Return completed form to Accounts Payable, Education Centre

Details of Trip | Please Print

Date: **July 10, 2017**

Employee's Name: **Ray Atallah**

Vendor #: _____

School/Department to mail cheque to: **Finance / Technology Services**

Purpose of Trip/Name of Conference: **Meetings with Alberta Education and Edmonton Public School Board**

Departure and Return Dates: **July 5-8, 2017**

Destination: **Edmonton, AB**

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					
<input type="checkbox"/> Airfare (including trip cancellation insurance)					
<input type="checkbox"/> Rail/Bus					
<input type="checkbox"/> Taxi/Shuttle Bus/Car Rental in Calgary	138.57		138.57		
<input type="checkbox"/> Taxi/Shuttle Bus/Car Rental at Destination					
<input type="checkbox"/> Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					
Accommodations at Single Rate					
<input type="checkbox"/> Alternate Accommodation – 3 nights @ \$35.00	105.00			105.00	
Meals (including tips) (excluding meals covered by Conference or Others)					
<input type="checkbox"/> Breakfast 3 @ \$12.00 (Thurs, Fri, Sat)	36.00			36.00	
<input type="checkbox"/> Lunch 2 @ \$17.00 (Thurs, Fri)	34.00			34.00	
<input type="checkbox"/> Dinner 3 @ \$26.00 (Wed, Thurs, Fri)	78.00			78.00	
<input type="checkbox"/> Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
<input type="checkbox"/> Parking – at Destination	40.00		40.00		
<input type="checkbox"/> Other – Provide Details	49.02		49.02		
<input type="checkbox"/> Fuel for rental car					
TOTAL COST OF TRIP	\$480.59				
CASH ADVANCE IF ANY--Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT				\$253.00	
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.

Mobile
Bill Date: July 17, 2017
RAY ATALLAH
Mobile Ref.
Corporate Financial Services

Account #
Next Bill Date: August 17, 2017

519of 1765

CURRENT CHARGES

Monthly charges billed to Aug 16, 2017

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
Roam Flex Cuba - Data		0.00
Corporate Data Flex Zone 3		0.00
Call Display		0.00
Corporate Text Flex Zone3		0.00
Roam flex USA - Data		0.00
Corporate Voice Flex Zone3		0.00
Roam flex Zone 1- Data		0.00
Roam flex Zone 1 - Text		0.00
Roam flex Zone 1- Voice		0.00
Roam flex Zone 2- Data		0.00
Roam flex Zone 2 - Text		0.00
Roam flex Zone 2- Voice		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 727:00

Weekend 292:00

Weeknight 74:00

Total time used 1093:00

Event Summary

Total Events 146

Total this month \$0.00

Packet Plan Usage Summary

Total megabytes 5,041.2905

Total this month \$0.00



000043-011223 43_271_910 6

Mobile
Bill Date: July 17, 2017
RAY ATALLAH
Mobile Ref.
Corporate Financial Services

Account #
Next Bill Date: August 17, 2017

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CURRENT CHARGES

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	5,041.2905 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	1093:00 min:sec	0.00
Free Bell Message	4 events	0.00
Text message	7 events	0.00
Picture/Video/File messaging	12 events	0.00
Corporate Text Flex Zone3 Unlimited Incoming Messages		
	64 events	0.00
Messaging Pack Unlimited Incl. Messages		
	59 events	0.00

Taxes

GST		2.68
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Total current charges

\$56.37

000043-011224

Mobile
Bill Date: August 17, 2017
RAY ATALLAH
Mobile Ref.
Corporate Financial Services

Account #
Next Bill Date: September 17, 2017

528of 1775

CURRENT CHARGES

Monthly charges billed to Sep 16, 2017

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
Roam Flex Cuba - Data		0.00
Corporate Data Flex Zone 3		0.00
Call Display		0.00
Corporate Text Flex Zone3		0.00
Roam flex USA - Data		0.00
Corporate Voice Flex Zone3		0.00
Roam flex Zone 1- Data		0.00
Roam flex Zone 1 - Text		0.00
Roam flex Zone 1- Voice		0.00
Roam flex Zone 2- Data		0.00
Roam flex Zone 2 - Text		0.00
Roam flex Zone 2- Voice		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	
	<i>min:sec</i>
Weekday	333:00
Weekend	147:00
Weeknight	68:00
Total time used	548:00
Event Summary	
Total Events	168
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	3,858.6212
Total this month	\$0.00



000043-011155 43_280_9246

Mobile
Bill Date: August 17, 2017
RAY ATALLAH
Mobile Ref.
Corporate Financial Services

Account #
Next Bill Date: September 17, 2017

529of 1775

CURRENT CHARGES

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	3,858.6212 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	548:00 min:sec	0.00
Free Bell Message	4 events	0.00
Text message	3 events	0.00
Picture/Video/File messaging	3 events	0.00
Messaging Pack Unlimited Incl. Messages		
	64 events	0.00
Travel US Text Saver Unlimited Incoming Messages		
	94 events	0.00

Taxes

GST		2.68
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Total current charges

\$56.37

000043-011156