

expense | monthly tracking report

claimant | Atallah, Ray
 position | Director, Corporate Finance
 level | Director
 reporting period | May 1 to June 30, 2017
 date of report | August 11, 2017



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Transformational Prescence Leadership Training, June 4 - 10, 2017, Victoria, BC	06/04/2017	Course Fee	\$2,413.95	travel	PD course or registration fee
Transformational Prescence Leadership Training, June 4 - 10, 2017, Victoria, BC	06/04/2017	Airfare to venue	\$312.11	travel	PD airfare/bus/rail
Transformational Prescence Leadership Training, June 4 - 10, 2017, Victoria, BC	05/31/2017	Course cancelled - refund received	\$2,413.95	travel	PD course or registration fee
Transformational Prescence Leadership Training, June 4 - 10, 2017, Victoria, BC	05/11/2017	Course cancelled - airfare refund received	\$207.11	travel	PD airfare/bus/rail
Cell Phone	05/17/2017	Monthly Service Fee	\$56.37	other disclosed	telecom/cell phone
Cell Phone	06/17/2017	Monthly Service Fee	\$56.37	other disclosed	telecom/cell phone



2005 Sooke Road, Victoria, BC, Canada V9B 5Y2
 E-mail: Continuing.Studies@RoyalRoads.ca
 GST Registration No. 89957 0063 RT0001

Statement of Account

Atallah, Ray
 1221-8th Street SW
 Calgary, AB, Canada T2R 0L4

Statement Date: 11-May-2017

Student Number:

Page 1 of 1

Trans. Ref.	Trans. Date	Item Description	Course Description	Amount	Balance
1705141-1	03-May-2017	Tuition PACS065_Y1617S-01	Transformational Presence Leadership and Coach Training	2,623.95	0.00
1705149-1	03-May-2017	Rev. -Tuition PACS065_Y1617S-01	Transformational Presence Leadership and Coach Training	(2,623.95)	0.00
1705151-1	03-May-2017	Tuition CS 10% Discount	Transformational Presence Leadership and Coach Training	2,413.95	0.00
2704619-0	03-May-2017	Tuition CS 10% Discount		(2,413.95)	0.00
Balance Due:					\$ --

REMITTANCE FORM

Balance is Due Upon Receipt

Account Name: Atallah, Ray
 Account Number:
 Payment Amount _____

Methods of Payment :

- Cheque or Money Order** Make payable to Royal Roads University and mail to university's address above, attn. Continuing Studies.
- Credit Card** Visa, MasterCard, American Express
 Call Continuing Studies at 250-391-2513. Please note we are unable to accept credit card information by e-mail.
- Debit or Cash** In person at Continuing Studies office in the Boathouse. The office is open M-F 8:30am-4:30pm and is closed on statutory holidays.



eTicket Receipt

Prepared For
ATALLAH/RAY M MR [ADT]

RESERVATION CODE	YUQEZH
ISSUE DATE	03May17
TICKET NUMBER	8382125615559
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SSW

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
04Jun17	WESTJET WS 209	CALGARY INTL AB, CANADA Time 7:50am	VICTORIA BC, CANADA Time 8:19am	Fare Family Econo Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis IB21 Not Valid Before 04JUN17 Not Valid After 04JUN17
10Jun17	WESTJET WS 196	VICTORIA BC, CANADA Time 1:30pm	CALGARY INTL AB, CANADA Time 3:52pm	Fare Family Econo Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis XB18U Not Valid Before 10JUN17 Not Valid After 10JUN17

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX
Fare Calculation Line	YYC WS YYJ91.00WS YYC111.00CAD202.00END
Fare	CAD 202.00
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA1 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 14.86 XG (GOODS AND SERVICES TAX (GST))
	CAD 45.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 36.00 YQI (OTHER AIR TRANSPORTATION CHARGES)

Positive identification required for airport check in**Notice:****Travel info****QST # 1202807956TQ0001 GST # 866112535**

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

- [Baggage fees](#) (\$25-\$118 per bag; additional \$75-\$88.50 per bag for overw eight or oversize)
- [Baggage allow ances](#) (Carry-on, checked, sporting goods, restricted items)
- [Children, infants and expectant mothers](#)
- [Fare options](#) (Econo, Flex, Plus, and Member Exclusive)
- [Guests w ith 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 w ith these rules, and give yourself enough time to get through security and arrive at your departure gate on time or we w ill deny boarding.

If you fail to show for the first flight segment of a round trip or multi-segment reservation, all remaining flights segments, including return flights, w ill automatically be cancelled and the total fare paid w ill be forfeited w ithout compensation. To change or cancel your reservation, you can [manage your booking online](#) or call 1-888-937-8538 (1-888-WESTJET).

WestJet and the Canadian Transportation Agency want to make you aw are of your rights as a traveller. Visit [Flight and service disruptions](#) for an in-depth explanation.

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

If you have used WestJet dollars as a form of payment for this itinerary you can see the amount redeemed by signing into your [WestJet Rewards account](#).

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 w ith air travel through the [purchase of carbon offsets](#).

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Calgary Board of Education

FORM D-013 (00-05)

RECEIVED FROM Ray Atallah

Cheque Total
YEAR 31 MONTH 05 DAY 17

Cheque No. 10091
RECEIPT No. 0796280

PARTICULARS	AMOUNT
<u>COURSE CANCELLED</u>	<u>2,413.95</u>
SUB-TOTAL	
G.S.T. if applicable <input type="checkbox"/> FIS 000500 <input type="checkbox"/>	
TOTAL	<u>2,413.95</u>

CASH \$ _____

CHEQUE \$ 2,413.95 \$ _____

FOR COURSE CANCELLED

ACCT. _____

RECEIVED BY [Signature]

G.S.T. REGISTRATION NUMBER 106830128

Please Detach Before Presenting for Payment

HEAT SENSITIVE INK - RED IMAGE DISAPPEARS WITH HEAT. ADDITIONAL SECURITY FEATURES LISTED ON REVERSE.



ROYAL ROADS UNIVERSITY
 2005 SOOKE ROAD
 VICTORIA, B.C. V9B 5Y2
 PHONE: 250-391-2511 FAX: 250-391-2500

Canadian Imperial Bank of Commerce
 1175 DOUGLAS STREET
 VICTORIA, B.C. V8W 2E1

CHEQUE NO. 10091

DATE 05172017
M M D D Y Y Y Y

PAY ***Two Thousand Four Hundred Thirteen Dollars And 95 Cents

\$ 2,413.95

To The Order Of
Atallah, Ray
 1221-8th Street SW
 Calgary, AB Canada
 T2R 0L4

ROYAL ROADS UNIVERSITY
 PER [Signature]
 PER _____

⑈010091⑈ ⑆00090⑆010⑆ 52⑆54817⑈

Atallah, Ray
 1221-8th Street SW
 Calgary, AB Canada
 T2R 0L4

From: WestJet <travelbank@westjet.com>
Sent: May 11, 2017 1:20 PM
To: Atallah, Ray M
Subject: Your WestJet Travel Bank – refund processed

Hello Ray Atallah

A credit has been processed and issued to your Travel Bank. You can access your Travel Bank credits by signing into your WestJet Rewards account at www.westjet.com/account. If you don't already have a WestJet Rewards account, one will be created for you and you'll receive an email shortly with more information and your WestJet Rewards ID that's required to sign in.

Travel Bank:

Travel Bank refund: 207.11

When a booking is cancelled, and the original form of payment for that booking included Travel Bank credits or WestJet dollars, the original expiry date(s) for the credits/dollars will remain. Any additional credits will be given an expiry date of one year from the date issued.

Travel Bank credits can be used to pay for future travel with WestJet, excluding WestJet Vacations packages and service fees (like kennels, seat selection, excess baggage or flight changes/cancellations). You can redeem your Travel Bank credits by signing in to your WestJet Rewards account at www.westjet.com/account before booking or making changes to your flights.

For more information about fraudulent transactions involving WestJet Travel Bank credits for sale, please visit www.westjet.com.

Regards,

WestJet

You have received this notification because you had a transaction with WestJet. Replies to this email will not be received. ©WestJet. All rights reserved.
WestJet, 22 Aerial Place NE, Calgary, AB T2E 3J1, Canada.

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

Account #
Next Bill Date: June 17, 2017

516of 1773

CURRENT CHARGES

Monthly charges billed to Jun 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	476:00
Weekend	211:00
Weeknight	66:00
Total time used	753:00
Event Summary	
Total Events	108
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	1,491.4302
Total this month	\$0.00



000044-011535-44_268_921 6

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

Account #
Next Bill Date: June 17, 2017

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CURRENT CHARGES

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	1,491.4302 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	753:00 min:sec	0.00
Free Bell Message	2 events	0.00
Text message	9 events	0.00
Free SMS Message	2 events	0.00
Picture/Video/File messaging	5 events	0.00
Roam flex Zone 1 - Text Unlimited Incoming Messages		
	47 events	0.00
Messaging Pack Unlimited Incl. Messages		
	43 events	0.00

Taxes

GST 2.68

Total current charges

\$56.37

000044-01 1536

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

Account #
Next Bill Date: July 17, 2017

523of 1775

CURRENT CHARGES

Monthly charges billed to Jul 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 330:00

Weekend 213:00

Weeknight 60:00

Total time used 603:00

Event Summary

Total Events 169

Total this month \$0.00

Packet Plan Usage Summary

Total megabytes 3,329.8153

Total this month \$0.00



000042-011169 42_272_917 6

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

Account #
Next Bill Date: July 17, 2017

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CURRENT CHARGES

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	3,329.8153 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	603:00 min:sec	0.00
Free Bell Message	4 events	0.00
Text message	4 events	0.00
Picture/Video/File messaging	1 event	0.00
Roam flex Zone 2 - Text Unlimited Incoming Messages		
	74 events	0.00
Messaging Pack Unlimited Incl. Messages		
	86 events	0.00

Taxes

GST	2.68
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Total current charges

\$56.37

00002-011170