expense | monthly tracking report

claimant | Mosher, Ronna

position | Director, Learning

level | Director

reporting period | September 1 to October 31, 2017

date of report | December-15-17



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Bell Mobility	09/17/2017	Monthly Service Plan	\$56.37	other disclosed	telecom/cell phone
Bell Mobility	10/17/2017	Monthly Service Plan	\$56.37	other disclosed	telecom/cell phone
College of Alberta School Superintendents (CASS)	09/01/2017	Annual Membership Renewal 2017/2018	\$1,270.50	other disclosed	PD course or registration fee
Alberta Education Research Grant & Network Meeting Oct 5 2017	09/26/2017	Red Arrow Ticket - Calgary to Edmonton return	\$148.00	travel	BUS airfare/bus/rail
Alberta Education Research Grant & Network Meeting Oct 5 2017	10/03/2017	Red Arrow ticket - credit for only one-way travel	-\$74.00	travel	BUS airfare/bus/rail
Alberta Education Research Grant & Network Meeting Oct 5 2017	10/05/2017	Matrix Hotel Accommodation one night	\$167.28	travel	BUS accommodation
Alberta Education Research Grant & Network Meeting Oct 5 2017	10/05/2017	Per diem for one lunch and one dinner for Ronna Mosher	\$43.00	travel	BUS food/non alcoholic beverage



Mobile ·

Bill Date: September 17, 2017

RONNA MOSHER Mobile Ref.

Learning Services

Account #

Next Bill Date: October 17, 2017

CURRENT CHARGES

Monthly char	ges billed to Oct 16, 2017		
Corp Smartshare	Unitd 55 BES Plan 36M	\$55.00	
	% Promotional Discount	-8.00	47.00
			11.13.5
Includes:	3 Way Calling		
	Call Waiting		
Alberta Governm	ent 911 fee		0.44
Call Forwarding		\$3.00	12/11/2/2/3
less 100.00	9% Promotional Discount	-3.00	0.00
Message Centre			0.00
1GB Shared Data	a - BlackBerry		5.00
Roam Flex Cuba	- Data		0.00
Corporate Data F	lex Zone 3		0.00
Call Display			0.00
Corporate Text Fl	lex Zone3		0.00
Roam flex USA -	Data		0.00
Corporate Voice	Flex Zone3		0.00
Roam flex Zone 1	I - Data		0.00
Roam flex Zone 1	1 - Text		0.00
Roam flex Zone 1	1- Voice		0.00
Roam flex Zone 2	2- Data		0.00
Roam flex Zone 2	2 - Text		0.00
Roam flex Zone 2	2- Voice		0.00
Etelesolv			1.25
Member to Mem	ber Local Calling		0.00
Messaging Pack	Unlimited		0.00
Includes:	Picture Messaging		
	Image Messaging		
	Incl. Messages		
	Unlimited Incoming Messages		
Unlimited Canadi		\$10.00	
less 100.00	% Promotional Discount	-10.00	0.00
Unlimited Local T	alking		0.00
U.S. Travel -Callin	ng \$0.20/min		0.00
Travel US Text Sa	aver	\$10.00	
less 100.00	% Promotional Discount	-10.00	0.00

Discount Summary	
Total discounts	\$31.00
Total this month	\$31.00
Usage Summary	min:sec
Weekday	35:00
Total time used	35:00
Event Summary	
Total Events	
Total this month	\$0.00
Packet Plan Usage Su	ımmary
Total megabytes	202.0158
Total this month	\$0.00

Mobile

Bill Date: September 17, 2017

RONNA MOSHER

Mobile Ref.

Learning Services

Account #

Next Bill Date: October 17, 2017

CURRENT CHARGES

(continued)

Total current charges		\$56.37
GST		2.68
Taxes		
	1 event	0.00
Messaging Pack Unlimited Incl.	Messages	
	6 events	0.00
Corporate Text Flex Zone3 Unli	mited Incoming Messages	
Text message	4 events	0.00
@\$.00/minute	35:00 min:sec	0.00
Unlimited Local Talking Unlimite	ed Usage	
@\$.00/MB	202.0158 MB	0.00
1GB Shared Data - BlackBerry [Data Usage	
Usage and long distance		



Mobile

Bill Date: October 17, 2017

RONNA MOSHER Mobile Ref.

Learning Services

Account # -

Next Bill Date: November 17, 2017

CURRENT CHARGES

Monthly charges billed to Nov 16, 2017		
2 20	¢EE 00	
Corp Smartshare Unltd 55 BES Plan 36M less 14.55% Promotional Discount	\$55.00 -8.00	47.00
1855 14.33% FIORIOGOIDA 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

Discount Summary	
Total discounts	\$31.00
Total this month	\$31.00
Usage Summary	min:sec
Weekday	38:00
Weeknight	2:00
Total time used	40:00
Event Summary	
Total Events	25
Total this month	\$0.00
Packet Plan Usage Sur	nmary
Total megabytes	192.9018
Total this month	\$0.00

Mobile

Bill Date: October 17, 2017

RONNA MOSHER Mobile Ref.

Learning Services

Account #

Next Bill Date: November 17, 2017

CURRENT CHARGES

(continued)

Usage and	long	diei	ance
Couge und	rong .	410	uniou

Total current charges			\$56.37
GST			2.68
Taxes			
	5	events	0.00
Messaging Pack Unlimited Incl			
	11	events	0.00
Corporate Text Flex Zone3 Unli	imited Incoming Mes	sages	
Text message	9	3131110	0.00
@\$.00/minute	40:00	min:sec	0.00
Unlimited Local Talking Unlimit	ed Usage		
@\$.00/MB	192.9018	MB	0.00
1GB Shared Data - BlackBerry	Data Usage		
Usage and long distance			



1200, 9925 - 109 Street Edmonton, Alberta T5K 2J8

> 1221-8 Street SW Calgary, AB T2R 0L4

INVOICE

Invoice No.:

08/16/2017

Ship Date:

Re: Order No.

Page:

Date:

1

Ship to:

Calgary Board of Educat 1221-8 Street SW Calgary, AB T2R 0L4

Received

SEP 0 1 2017

CHIEF SUPERINTENDENT'S
OFFICE

Business No.:

Sold to:

10696 7052

Calgary Board of Education

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
CASS Memberships 2017/2018			Regular Memberships:			
			Ronna Mosher	, G		1,210.0
			G - GST 5.00% GST			
			DO NOT PAY Lundaste dony AUG 2 2 2017	Property and the second		
College of Alberta Sci	hool Superintende Tracking Nu	ents GST: #1069	Accounts Payable	Control of the statement of the statemen		
	rracking Nu	impet.			Total Amount	
omment:					Amount Paid	
old By:				İ	Amount Owing	

Hansen, Joanne J

From:

Mosher, Ronna H

Sent:

September-26-17 3:37 PM

To:

Hansen, Joanne J

Subject:

FW: Red Arrow Itinerary/Receipt

Ronna

From: Red Arrow Reservations [mailto:itinerary@redarrow.ca]

Sent: September-26-17 3:36 PM

To: Mosher, Ronna H

Subject: Red Arrow Itinerary/Receipt



INVOICE

2017-09-26

You can reach us at:

Website User

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
	2017-09- 26				2017-10-04	2017-10-05		Website User

Travellers:

Mosher/Ronna

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CALEDM 08:00	3 hrs 50 mins	Adult	1	\$ 70.48	\$ 74.00

Assigned to: 05A

Departs Calgary (CALTO / CTO 205 9 Ave SE) at 08:00 on 2017-10-04.

Arrives Edmonton (EDMTO / ETO 10014 104 St) at 11:50 on 2017-10-04. (3 hrs 50

mins)

ECEXP 16:30 3 hrs 20 mins Adult 1 \$ 70.48 \$ 74.00

Assigned to: 06B

Departs Edmonton (EDMTO / ETO 10014

104 St) at 16:30 on 2017-10-05.

Arrives Calgary (CALTO / CTO 205 9 Ave SE) at 19:50 on 2017-10-05. (3 hrs 20

mins)

				Base Price:	\$ 140.96
				Discounts:	\$ 0.00
Payments R	eceived			Service Charges:	\$ 0.00
DATE	GUEST	REFERENCE	AMOUNT	GST:	\$ 7.04
2017-09- 26	Ronna Mosher	MasterCard ******	\$ 148.00	Invoice Total:	\$ 148.00
				Payments Received:	\$ 148.00

Balance Due:

\$ 0.00

PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN.

TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. If you wish to time change, date change, or cancel for a full refund – 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. December 15 - January 5 to cancel or make any changes to a reservation we require 24 hours notice. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change. Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. **Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices**
Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time Corporate Billing Accounts - Please pay off your monthly statement & not individual invoices.

If you wish to change or cancel your booking, please contact a Passenger Experience Representative at 1-800-232-1958.

Thank you for booking with Red Arrow Motorcoach. We appreciate your business!

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication

Hansen, Joanne J

Subject:

FW: Red Arrow Itinerary/Receipt

From: Red Arrow Reservations [mailto:itinerary@redarrow.ca]

Sent: October-03-17 9:09 AM

To: Mosher, Ronna H

Subject: Red Arrow Itinerary/Receipt



INVOICE

2017-10-03

You can reach us at:

Website User

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
;	2017-09- 26				2017-10-05	2017-10-05		Website User

Travellers:

Mosher/Ronna

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
ECEXP 16:30	3 hrs 20 mins	Adult	1	\$ 70.48	\$ 74.00
Assigned to: 06B					

Assigned to: 06B

Departs Edmonton (EDMTO / ETO 10014

104 St) at 16:30 on 2017-10-05.

Arrives Calgary (CALTO / CTO 205 9 Ave SE) at 19:50 on 2017-10-05. (3 hrs 20

mins)

Payments Received				Base Price:	\$ 70.48
DATE	GUEST	REFERENCE	AMOUNT	Discounts:	\$ 0.00
2017-09- 26	Ronna Mosher	MasterCard ******	\$ 148.00	Service Charges:	\$ 0.00
2017-10-	Ronna	MasterCard	\$ -74.00	GST:	\$ 3.52
03	Mosher	******	Ψ / Τ.00	Invoice	\$ 74.00

Total:

Payments Received:

\$ 74.00

Balance Due:

\$ 0.00

PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN.

TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. If you wish to time change, date change, or cancel for a full refund – 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. December 15 - January 5 to cancel or make any changes to a reservation we require 24 hours notice. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change. Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. **Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices**
Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time Corporate Billing Accounts - Please pay off your monthly statement & not individual invoices.

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Thank you for booking with Red Arrow Motorcoach. We appreciate your business!

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication



Ms. Ronna Mosher

1212 8Th St Sw Calgary AB Room Number:

Arrival Date:

10-04-17 10-05-17

Departure Date: Page No:

1 of 1

INFORMATION INVOICE

Folio No:

10-10-17

Date	Description		Charges	Credits
10-04-17	Room Revenue	, , , , , , , , , , , , , , , , , , ,	149.00	
10-04-17	Destination Marketing Fee - 3%		4.47	
10-04-17	Tourism Levy - 4%		6.14	
10-04-17	Room GST - 5%		7.67	
10-05-17	F&B Mastercard			167.28
		Total	167.28	167.28
		Balance	0.00	

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



Travel & Subsistence Expense Report

<u>Must</u> 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: _	Oct 10	2,2017
Employee's Name	tosher		Vendor #:	201103	
School / Department to mail cheque to R	search 9	'Stra:	tegy, Lo	carnina	•
					5 Network Mtg
Departure and Return Dates Oct 4-5			ation: Edir		
Description of Expenses	Total Cost	Exchange	Amount Paid	Amount Paid	Alias to be charged for
(Please attach receipts)	(Canadian Dollars)	Rate (for information	by CBE Invoice/P-Card/ Amex/	by Claimant For Out of Pocket	Claimant's Expenses
		purposes)	Payroll for Mileage (including GST)	Expenditures (including GST)	
Registration/Conference Fees					
Travel Costs					
Airfare (including trip cancellation insurance)					
■ Rail/Bus	74.00		74.00		
■ 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					
\$_/67-28_@/_Nights	167.28		167.28		
Meals (including tips) (excluding meals covered by Conference or Others)					
■ Breakfast@ \$12.00					
Lunch/@ \$17.00	17.00			17.00	-
■ Dinner	26.00			26.00	
Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other - Provide Details					
TOTAL COST OF TRIP	284.28				
CASH ADVANCE IF ANY-Ref#				/	
AMOUNT DUE TO (OWING BY) CLAIMANT				43.00	
GST Breakout Area					
I certify that the above claim is correct:					
					_
Claimant's Signature			Approved by Su	uperordinate	
NOTE Copies of amounts paid through the P claim, in addition to items claimed for all Out of	P-Card, Amex Ca of Pocket Expens	rd, Invoices a ses.			also be attached to this