

expense | monthly tracking report

claimant | Roulson, Dianne

position | Director, Learning

level | Director

reporting period | September 1 to October 31, 2017

date of report | December-15-17



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	09/17/2017	Monthly Service Plan	\$56.37	other disclosed	telecom/cell phone
Cell Phone	10/17/2017	Monthly Service Plan	\$56.37	other disclosed	telecom/cell phone
inaugural Alberta Research Network (ARN) Meeting	10/04/2017	Hotel Room - expense recovered for research project grant	\$178.51	travel	BUS accommodation
inaugural Alberta Research Network (ARN) Meeting	10/04/2017	Meal - expense recovered for research project grant	\$26.00	travel	BUS food/non alcoholic beverage
inaugural Alberta Research Network (ARN) Meeting	10/04/2017	parking fee at meeting - expense recovered for research project grant	\$28.00	travel	BUS general
Building Collaboration and Capacity in Education (BCCE)	10/19/2017	Rental vehicle	\$159.78	travel	BUS general
Building Collaboration and Capacity in Education (BCCE)	10/19/2017	gas for rental vehicle	\$32.43	travel	BUS general
Building Collaboration and Capacity in Education (BCCE) Symposium	10/19/2017	hotel room	\$173.31	travel	BUS accommodation
Building Collaboration and Capacity in Education (BCCE) Symposium	10/19/2017	meals	\$52.00	travel	BUS food/non alcoholic beverage
meeting with Elder Bastien	10/17/2017	Lunch	\$19.08	working session	BUS food/non alcoholic beverage
meeting with Elder Bastien	09/01/2017	refreshments	\$7.25	working session	BUS food/non alcoholic beverage



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: November 1, 2017

Employee's Name Dianne Roulson Vendor #: _____
 School / Department to mail cheque to Learning, 6th floor, CBE Ed Centre
 Purpose of Trip / Name of Conference Research Partnership Program, Grant Recipients and Inaugural Alberta
Research Network meeting
 Departure and Return Dates October 4 - October 5, 2017 Destination: Edmonton, Alberta

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					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle <u> </u> km @ 50¢/km (submit on Km Payment Form to Payroll)	<u> </u>		<u> </u>		Send original to Payroll for payment
Accommodations at Single Rate					
\$ <u> </u> @ <u> </u> Nights	<u> </u>		<u> </u>		
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast <u> </u> @ \$12.00					
▪ Lunch <u> </u> @ \$17.00					
▪ Dinner <u> </u> 1 <u> </u> @ \$26.00	26.00			\$26.00	<u> </u>
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination	<u> </u>		<u> </u>		
Other – Provide Details					
TOTAL COST OF TRIP	<u> </u>		<u> </u>	<u> </u>	
CASH ADVANCE IF ANY–Ref # <u> </u>					
AMOUNT DUE TO (OWING BY) CLAIMANT					
GST Breakout Area					

These expenses are covered from the U of C/ALC research project grant

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.



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: November 1, 2017

Employee's Name Dianne Roulson Vendor #: _____

School / Department to mail cheque to Learning, 6th floor, CBE Ed Centre

Purpose of Trip / Name of Conference Building Collaboration and Capacity in Education (BCCE) Symposium

Departure and Return Dates Oct 18 - Oct 19, 2017 Destination: Edmonton

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	0		0	0	
Travel Costs					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus					
▪ 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					
\$ _____ @ _____ Nights	██████		██████		
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner _____ 2 @ \$26.00	\$52.00			\$52.00	██████
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP	██████		██████	██████	
CASH ADVANCE IF ANY –Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					
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.



This form must be completed for each credit card transaction (for purchases over \$20.00) that is not supported by a detailed receipt from the merchant. This form must be approved by the cardholder's Supervisor and enclosed within the Statement & Receipt Envelope.

CARDHOLDER						
Cardholder Name Dianne Roulson						
Card Number				Phone Number		
[REDACTED]				[REDACTED]		
Learning						
Merchant Name		Transaction Date YYYY		MM	DD	Transaction Amount
Safeway gas bar		2	0	1	7	\$32.43
Description of purchase: Gas for the rental vehicle.						
Reason detailed receipt / documentation is not available: The receipt has been lost.						
Cardholder Missing Receipt Acknowledgement						
<ul style="list-style-type: none"> • The information provided is a true and accurate description of the details of the purchase • I confirm that every attempt has been made to obtain a duplicate receipt by contacting the merchant. However, there has been failure to produce a receipt • All items purchased as part of this credit card transaction were for use by The CBE in my duties as an employee. No personal purchases were made • Original documentation is not in my possession and I will not seek reimbursement for the transaction • I acknowledge that repeated lack of documentation could result in a cancelled relationship with the 						
[REDACTED]					Date YYYY MM DD	
[REDACTED]					2	0
[REDACTED]					1	7
[REDACTED]						

SUPERVISOR						
I have accepted the cardholder's explanation of the receipt loss and / or inability to obtain a detailed receipt						
Supervisor Signature				Employee ID		Date
[REDACTED]				[REDACTED]		
[REDACTED]				[REDACTED]		



This form must be completed for each credit card transaction (**for purchases over \$20.00**) that is not supported by a detailed receipt from the merchant. This form must be approved by the cardholder's Supervisor and enclosed within the Statement & Receipt Envelope.

CARDHOLDER						
Cardholder Name						
Dianne Roulson						
Card Number				Phone Number		
[REDACTED]				[REDACTED]		
Learning						
Merchant Name		Transaction Date			Transaction Amount	
Humpty's Restaurant		YYYY MM DD			\$19.08	
		2 0 1 7			10 11	
Description of purchase: Customary provision of lunch when meeting with an Elder.						
Reason detailed receipt / documentation is not available: The detailed receipt has been lost.						
Cardholder Missing Receipt Acknowledgement						
<ul style="list-style-type: none"> • The information provided is a true and accurate description of the details of the purchase • I confirm that every attempt has been made to obtain a duplicate receipt by contacting the merchant. However, there has been failure to produce a receipt • All items purchased as part of this credit card transaction were for use by The CBE in my duties as an employee. No personal purchases were made • Original documentation is not in my possession and I will not seek reimbursement for the transaction • I acknowledge that repeated lack of documentation could result in a cancelled relationship with the sup 						
Cardholder Signature				Date		
[REDACTED]				YYYY MM DD		
				2 0 1 7 10 23		
SUPERVISOR						
I have accepted the cardholder's explanation of the receipt loss and / or inability to obtain a detailed receipt						
Supervisor Signature				Employee ID		Date
[REDACTED]						Oct 25, 2017

RECEIPT
Impark Lot 237



Expiration Date/Time

06:00 PM
OCT 05, 2017

Purchase Date/Time: 06:40am Oct 05, 2017

Total Parking: \$26.67

Total gst: \$1.33

Total Due: \$28.00

Total Paid: \$28.00

Ticket #:

S/N #:

Setting: Lot 237

Mach Name: Meter

Rate: \$28 - Early Bird
Payment Type: Card

MasterCard

Auth #:

PARKING RECEIPT
PARKING RECEIPT
PARKING RECEIPT
PARKING RECEIPT

Thank you
Elder Mtg.

HUMPTY'S
CALGARY, AB
MACLEOD TRAIL S.
(403) 269-7644
GST# [REDACTED]

S E R V I C E

Table [REDACTED]
Guests: 2

1: FLAVORED TEA 3.05
2: TEA 2.95

GST Txb1 Total 6.00
GST 0.30
Total 6.30
1:45 PM 9/1/2017 [REDACTED]

THANK YOU!
PLEASE PAY SERVER
JOIN OUR TEAM NOW
HIRING

HUMPTY'S FAMILY
RESTAURANT #02
2505 MACLEOD TRAIL SW
CALGARY AB

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2017/09/01
TIME 4460 13:52:52
CLERK ID [REDACTED]
RECEIPT NUMBER [REDACTED]

PURCHASE
AMOUNT \$6.30
TIP \$0.95
TOTAL

\$7.25

MasterCard
[REDACTED]

APPROVED
AUTH# [REDACTED]
THANK YOU

CARDHOLDER COPY
IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS



1036 - 9 AVENUE SW
 CALGARY, AB T2P1L9
 Federal GST# [REDACTED]

Rental Agreement #:
 Bill Ref #:
 Invoice Date:
 Account #:

23/10/2017

BILL TO

DIANNE ROULSON

CALGARY, AB - [REDACTED]

RENTAL INFORMATION

Date/Time Out
 10/18/2017 14:27

Date/Time In
 10/20/2017 07:00

Renter
 ROULSON, DIANNE

Additional Driver

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out	In
BLACK	[REDACTED]	ESCA	[REDACTED]	25,246	25,600

VIN: [REDACTED]

CLAIM INFORMATION

Claim# / PO# / RO#	Insured		
Date of Loss	Type of Loss	Type of Vehicle	Repair Shop

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	2 DAY	54.99	109.98
FUEL SERVICE OPTION	1 RNT	56.05	56.05
FUEL REFUND	1 RNT	-15.00	-15.00

Subtotal 151.03

VEHICLE LICENSE FEE RECOVERY	2 DAY	0.60	1.20
GOODS AND SERVICES TAX	5 PCT	5.00	7.55

Total Charges (CAD) 159.78

PAYMENTS

Refunds	Master Card	72.17
Payment	Master Card	-231.95

Total Payments (CAD) -159.78

Amount Due (CAD) 0.00

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

For Billing Inquiries / Payment Terms :

Tel# [REDACTED]
 [REDACTED]
 Payment Due within days of invoice date
 Late payments are subject to a finance charge.

Thank You For Choosing Enterprise

Please Return This Portion With Remittance

Remit To :
 ENTERPRISE RENT-A-CAR
 5821 - 6 STREET SE
 CALGARY, AB T2H1M4

Amount Due (CAD) 0

Paid By:
 DIANNE ROULSON
 [REDACTED]
 CALGARY, AB [REDACTED]

Account #	Rental Agreement	Amount	GPBR
[REDACTED]	[REDACTED]	0	[REDACTED]

Mobile [REDACTED]
 Bill Date: September 17, 2017
 DIANNE ROULSON
 Mobile Ref. [REDACTED]
 Learning Services

Account # [REDACTED]
 Next Bill Date: October 17, 2017

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CURRENT CHARGES for [REDACTED]

Monthly charges billed to Oct 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	753:00
Weekend	72:00
Weeknight	28:00
Total time used	853:00
Event Summary	
Total Events	924
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	265.4402
Total this month	\$0.00

Mobile [REDACTED]
Bill Date: September 17, 2017
DIANNE ROULSON
Mobile Ref. [REDACTED]
Learning Services

Account # [REDACTED]
Next Bill Date: October 17, 2017

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CURRENT CHARGES for [REDACTED] *(continued)*

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@ \$0.00/MB	265.4402 MB	0.00
Unlimited Local Talking Unlimited Usage		
@ \$0.00/minute	853:00 min:sec	0.00
Free Bell Message	64 events	0.00
Text message	30 events	0.00
Picture/Video/File messaging	6 events	0.00
Messaging Pack Unlimited Incl. Messages		
	401 events	0.00
Travel US Text Saver Unlimited Incoming Messages		
	423 events	0.00

Taxes

GST		2.68
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Total current charges **\$56.37**



Mobile [REDACTED]
 Bill Date: October 17, 2017
 DIANNE ROULSON
 Mobile Ref. [REDACTED]
 Learning Services

Account # [REDACTED]
 Next Bill Date: November 17, 2017

CURRENT CHARGES for [REDACTED]

Monthly charges billed to Nov 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 675:00

Weekend 31:00

Weeknight 36:00

Total time used 742:00

Event Summary

Total Events 765

Total this month \$0.00

Packet Plan Usage Summary

Total megabytes 281.3791

Total this month \$0.00

Mobile [REDACTED]
Bill Date: October 17, 2017
DIANNE ROULSON
Mobile Ref. [REDACTED]
Learning Services

Account # [REDACTED]
Next Bill Date: November 17, 2017

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CURRENT CHARGES for [REDACTED] (continued)

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	281.3791 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	742:00 min:sec	0.00
Free Bell Message	48 events	0.00
Text message	36 events	0.00
Picture/Video/File messaging	11 events	0.00
Corporate Text Flex Zone3 Unlimited Incoming Messages		
	341 events	0.00
Messaging Pack Unlimited Incl. Messages		
	329 events	0.00

Taxes

GST		2.68
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Total current charges **\$56.37**

