

expense | monthly tracking report

claimant | Atallah, Ray

position | Director, Corporate Finance

level | Director

reporting period | March 1 to April 30, 2018

date of report | June 15, 2018



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Chartered Professional Accountants of Alberta	03/23/2018	2018/2019 Membership Fee	\$1,124.55	other disclosed	membership, due, fees
Cell phone	03/17/2018	Monthly Service Charge	\$57.11	other disclosed	telecom/cell phone
Meetings with Edmonton School Boards and Alberta Education, April 18-20, 2018, Edmonton, AB	04/18/2018	Rental Car	\$107.60	travel	BUS general
Meetings with Edmonton School Boards and Alberta Education, April 18-20, 2018, Edmonton, AB	04/19/2018	Parking at Venue	\$25.00	travel	BUS general
Meetings with Edmonton School Boards and Alberta Education, April 18-20, 2018, Edmonton, AB	04/21/2018	Fuel for rental car	\$38.00	travel	BUS general
Meetings with Edmonton School Boards and Alberta Education, April 18-20, 2018, Edmonton, AB	04/21/2018	Fuel for rental car	\$22.50	travel	BUS general
Meetings with Edmonton School Boards and Alberta Education, April 18-20, 2018, Edmonton, AB	04/21/2018	Per diem for six meals	\$110.00	travel	BUS food/non alcoholic beverage
Meetings with Edmonton School Boards and Alberta Education, April 18-20, 2018, Edmonton, AB	04/21/2018	Per diem for alternate accommodations for 2 days	\$70.00	travel	BUS accommodation
Cellphone	04/17/2018	Monthly Service Charge	\$63.63	other disclosed	telecom/cell phone

Name: Riad Mikhael ATALLAH, CPA, CMA
Member #:

2018/2019 Member Fees Invoice

Description	Date	Amount
CPA Canada (paid to Alberta)	Mar 23, 2018	\$400.00
CPA Alberta (Full Member)	Mar 23, 2018	\$671.00
TOTAL MEMBERSHIP FEES:		\$1,071.00
TOTAL FEES:		\$1,071.00
GST / HST:		\$53.55
SUBTOTAL		\$1,124.55
PENALTIES		\$0.00
TOTAL		\$1,124.55

G.S.T #: 10690 4287 RT0003

Balance Owing

Description	Amount
2018/2019 member fees	\$1,124.55

TOTAL AMOUNT DUE: **\$1,124.55**

The CPA Alberta fee noted above includes \$75.00 for the CPA Education Foundation and \$21.00 for CPA Assist.

Your transaction has been successfully processed.

Please find your receipt below. We recommend you [print](#) a copy for your records.

Chartered Professional Accountants of Alberta

Attn: Finance
1900 TD Tower
10088 - 102 Avenue
Edmonton Alberta, T5J 2Z1
Canada

Invoice Address:

Riad Mikhael Atallah, CPA, CMA
Calgary Board of Education
1221 - 8 Street SW
Calgary AB, T2R 0L4
CANADA

G.S.T. REG #: 10690 4287 RT0003

Member #:

Order ID #:

Date: 3/28/2018 7:52 AM

Card Number:

Card Holders Name: Ray M Atallah

Authorization

Number:

Payment Received:

Description	Amount
2018/2019 Member Fees	\$1,071.00
GST/HST	\$53.55

Total Received:

\$1,124.55
(Canadian funds)

This receipt can be used for income tax purposes. If the amount paid includes payment of the \$150 late payment penalty, please note that penalties are not eligible for income tax purposes and should not be included in the total membership fees being claimed.

Mobile
Bill Date: March 17, 2018
RAY ATALLAH
Mobile Ref.
1221 8 ST SW
CALGARY, AB T2R 0L4
Corporate Financial Services

Account #
Next Bill Date: April 17, 2018

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CURRENT CHARGES

Monthly charges billed to Apr 16, 2018

Corp Smartshare Unltd 55 BES Plan 36M	\$55.00	
less 14.55% Promotional Discount	<u>-8.00</u>	47.00
Includes: 3 Way Calling		
Call Waiting		
Alberta Government 911 fee		0.44
Call Forwarding	\$3.00	
less 100.00% Promotional Discount	<u>-3.00</u>	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	<u>-10.00</u>	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	<u>-10.00</u>	0.00

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$31.00
Total this month	\$31.00
Usage Summary	
	<i>min:sec</i>
Weekday	648:00
Weekend	294:00
Weeknight	257:00
Total time used	1199:00
Event Summary	
Total Events	217
Total this month	\$0.70
Packet Plan Usage Summary	
Total megabytes	2,610.4518
Total this month	\$0.00



000003-012077 3_274_2941

Mobile
Bill Date: March 17, 2018
RAY ATALLAH
Mobile Ref.
Corporate Financial Services

Account #
Next Bill Date: April 17, 2018

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CURRENT CHARGES

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	2,610.4518 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	1199:00 min:sec	0.00
Text messages	2 events	0.70
Free Bell Message	2 events	0.00
Text message	4 events	0.00
Text message	7 events	0.00
Picture/Video/File messaging	2 events	0.00
Roam flex Zone 1 - Text Unlimited Incoming Messages		
	122 events	0.00
Messaging Pack Unlimited Incl. Messages		
	78 events	0.00

Taxes

GST		2.72
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Total current charges

\$57.11

As of April 6, compatible devices will receive emergency alerts from the government Alert Ready service. Alerts will notify you of possible life-threatening situations that need immediate attention. Act safely, especially if alerted while operating a vehicle. For more info and compatible devices, visit bell.ca/alertready

000003-012078

BV6U284.C03 M3 425603

Rental Car

From: Customerservice@enterprise.com
Sent: Saturday, April 21, 2018 1:03 PM
To: Ataliah, Ray M
Subject: ENTERPRISE RENTAL AGREEMENT 20CK5C

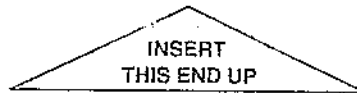
ENTERPRISE RENT A CAR, 1036 - 9 AVENUE SW, CALGARY, AB T2P1L9 (403) 212-5232

RENTAL AGREEMENT	REF#	SUMMARY OF CHARGES					
107188	20CK5C	Charge Description	Date	Quantity	Per	Rate	Total
RENTER ATAILAH, RAY		TIME & DISTANCE	18/04 - 21/04	3	DAY	\$32.99	\$98.97
		REFUELING CHARGE	18/04 - 21/04				\$0.00
DATE & TIME OUT 18/04/2018 12:38 PM		Subtotal:					\$98.97
DATE & TIME IN 21/04/2018 01:00 PM		Taxes & Surcharges					
		GOODS AND SERVICES TAX	18/04 - 21/04			5%	\$5.12
BILLING CYCLE 24-HOUR		VEHICLE LICENSE FEE RECOVERY	18/04 - 21/04	3	DAY	\$1.17	\$3.51
		Total Charges:					\$107.60
VEH #1 2017 VOLK JETT 14WE VIN# 3VWDB7AJ0HM310599 LIC# EF184G KM DRIVEN 265		Total Amount Due					\$0.00
		PAYMENT INFORMATION					
		AMOUNT PAID		TYPE	CREDIT CARD NUMBER		
		\$107.60		Mastercard			

April 18-20, 2018

Meeting with Edmonton Schools Boards and Alberta Education

Parking at Venue



Commerce Place
HST:887315638RT000
RECEIPT 42
IN: 19.04.18 11:28
OUT: 19.04.18 16:11

AMOUNT: CND 25.00
COMMERCE PLACE

CC-DATA
TAKE TICKET WITH YOU

MASTER CARD
PAY UPON EXITING

PAY STATIONS LOCATED ON

P1 NORTH AND P1 SOUTH

25.00

DO NOT FOLD

April 18-20, 2018

Meeting with Edmonton Schools Boards and Alberta Education

Fuel for Rental Car

PETRO-CANADA
13205 97 STREET
EDMONTON
Alberta T5E 4C7

GST: 891502023 E (780) 478-7833
~~2018-04-21~~ PC0855579:8596401 07:24
TERMINAL: 026595457 OPER: A
PAYPOINT: 026595401

FUEL	(L)	(\$/L)	(\$)
Pump 7			
Regular	31.048	1.224	38.00*
Total Owed			38.00

TOTAL PAID
CREDIT CARD \$ 38.00

*TAXES INCL. #TAXES EXCL.

GST TOTAL \$ 1.81

MASTERCARD
INV. 594481 AUTH. K1526S
Purchase
C 0010010010 00 027
MasterCard

VERIFIED BY PIN

-- IMPORTANT --
Retain This Copy For Your Records

CUSTOMER COPY

April 18-20, 2018

Meeting with Edmonton Schools Boards and Alberta Education

Fuel for Rental Car

7-11
166 Creefoot Way NW
Calgary, AB
T3G 4M4
DATE: 2018-04-21 TIME: 12:55:08
STORE #: 32279 TRANS #: 056671
Paypoint: 04C
PST: R119335453

*** DUPLICATE ***

FUEL	(L)	(\$/L)	(\$)
Pump 4			
Regular	18.353	1.226	22.50
TOTAL CAD		\$	22.50
CREDIT		\$	22.50
* PST INCLUDED IN FUEL		\$	1.07

Purchase
MasterCard

AID: A0000000041010
INVOICE NO: 007002
TERMIN: 32279S04
MERCHANT #: 48002985704
APPROVED R2524S
REF: 188001001001
ACT/ISD 001/00

*** DUPLICATE ***

Thank You

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: April 24, 2018

Employee's Name: **Ray Atallah**

Vendor #: _____

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

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

Departure and Return Dates: **April 18 – 20, 2018**

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	107.60		107.60		
<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)					Send original to Payroll for payment
Accommodations at Single Rate					
Alternate Accommodation 2 nights @ \$35.00	70.00			70.00	
Meals (including tips) (excluding meals covered by Conference or Others)					
<input type="checkbox"/> Breakfast 2 @ \$12.00	24.00			24.00	
<input type="checkbox"/> Lunch 2 @ \$17.00	34.00			34.00	
<input type="checkbox"/> Dinner 2 @ \$26.00	52.00			52.00	
<input type="checkbox"/> Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination	25.00			25.00	
Other – Provide Details	38.00			38.00	
Fuel for rental car	22.50			22.50	
TOTAL COST OF TRIP	373.10		107.60	265.50	
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.

Mobile
Bill Date: April 17, 2018
RAY ATALLAH
Mobile Ref.
1221 8 ST SW
CALGARY, AB T2R 0L4
Corporate Financial Services

Account #
Next Bill Date: May 17, 2018

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CURRENT CHARGES

Monthly charges billed to May 16, 2018

Corp Smartshare Unltd 55 BES Plan 36M	\$55.00	
less 14.55% Promotional Discount	<u>-8.00</u>	47.00
Includes: 3 Way Calling		
Call Waiting		
Alberta Government 911 fee		0.44
Call Forwarding	\$3.00	
less 100.00% Promotional Discount	<u>-3.00</u>	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	<u>-10.00</u>	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	<u>-10.00</u>	0.00

FOR YOUR INFORMATION...

Discount Summary	
Total discounts	\$31.00
Total this month	\$31.00
Usage Summary min:sec	
Weekday	510:00
Weekend	305:00
Weeknight	73:00
Total time used	888:00
Event Summary	
Total Events	300
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	3,246.1826
Total this month	\$6.92



000002-006409 2_264_2824

Mobile
Bill Date: April 17, 2018
RAY ATALLAH
Mobile Ref.
Corporate Financial Services

Account #
Next Bill Date: May 17, 2018

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CURRENT CHARGES

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	2,900.5976 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	888:00 min:sec	0.00
1GB Shared Data - BlackBerry Data Usage		
@\$.02/MB	345.5850 MB	6.92
Free Bell Message	4 events	0.00
Text message	8 events	0.00
Text message	3 events	0.00
Picture/Video/File messaging	3 events	0.00
Messaging Pack Unlimited Incl. Messages		
	96 events	0.00
Messaging Pack Unlimited Unlimited Incoming Messages		
	186 events	0.00
Taxes		
GST		3.02

Total current charges

\$63.63

As of April 6, compatible devices will receive emergency alerts from the government Alert Ready service. Alerts will notify you of possible life-threatening situations that need immediate attention. Act safely, especially if alerted while operating a vehicle. For more info and compatible devices, visit bell.ca/alertready

000002-006410

01MAY2018 09:41:00