

# expense | monthly tracking report

claimant | Parker, Brant  
 position | Director, Area  
 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
Cell Phone	03/17/2018	Monthly Service Plan	\$56.37	other disclosed	telecom/cell phone
uLead 2018 - The Summit of Educational Leadership: Agile Leadership (Apr. 15 - 18, 2018)	04/15/2018	Registration Fee	\$446.25	travel	PD course or registration fee
uLead 2018 - The Summit of Educational Leadership: Agile Leadership (Apr. 15 - 18, 2018)	04/15/2018	Accommodation/Parking (2 nights)	\$633.32	travel	PD accommodation
uLead 2018 - The Summit of Educational Leadership: Agile Leadership (Apr. 15 - 18, 2018)	04/15/2018	Meal Expense as per AR2060 (2 meals per diem rate)	\$52.00	travel	PD food/non alcoholic beverage
uLead 2018 - The Summit of Educational Leadership: Agile Leadership (Apr. 15 - 18, 2018)	04/15/2018	Mileage to and from uLead Conference as per AR2060 - kilometre reimbursement	\$103.00	travel	PD mileage
Cell Phone	04/17/2018	Monthly Service Plan	\$56.67	other disclosed	telecom/cell phone

**Mobile**  
**Bill Date: March 17, 2018**  
**BRANT PARKER**  
**Mobile Ref.**  
**Area I Office**

**Account #**  
**Next Bill Date: April 17, 2018**

**1545of 1733**

## CURRENT CHARGES for

### 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...	
<b>Discount Summary</b>	
Total discounts	\$31.00
<b>Total this month</b>	<b>\$31.00</b>
<b>Usage Summary</b>	
	<i>min:sec</i>
Weeknight	2:00
<b>Total time used</b>	<b>2:00</b>
<b>Event Summary</b>	
Total Events	17
Total this month	\$0.00
<b>Packet Plan Usage Summary</b>	
Total megabytes	173.2520
Total this month	\$0.00



000003-013173 3\_822\_2841

**Mobile**  
**Bill Date: March 17, 2018**  
**BRANT PARKER**  
**Mobile Ref.**  
**Area I Office**

**Account #**  
**Next Bill Date: April 17, 2018**

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**CURRENT CHARGES for** (continued)

**Usage and long distance**

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	173.2520 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	2:00 min:sec	0.00
Free Bell Message	8 events	0.00
Text message	2 events	0.00
Text message	2 events	0.00
Roam flex Zone 1 - Text Unlimited Incoming Messages		
	3 events	0.00
Messaging Pack Unlimited Incl. Messages		
	2 events	0.00

**Taxes**

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

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](http://bell.ca/alertready)

000003-013174

BMB0236ECS-3 MY 425003

# uLead

visionary leadership  
for today's learner

Dear Brant,

Your registration has been confirmed for the uLead 2018 - The Summit of Educational Leadership: Agile Leadership. Please save this email for future reference.

Name Brant Parker  
 Number of People Registered 1  
 Event Title uLead 2018 - The Summit of Educational Leadership: Agile Leadership  
 Location Fairmont Banff Springs Hotel  
 405 Spray Avenue, Banff, Alberta, Alberta T1L 1J4, Canada  
 Date Sunday  
 Time 12:00 PM  
 Confirmation Number

To book rooms at the Fairmont Banff Springs Hotel for the conference [click here](#).

To view your registration online [click here](#)

## Current Registration Details

Registration Information:		
Registration Items		
Brant Parker	Main Conference	
Sessions		
Brant Parker	Conference Registration	15-Apr-2018 1:30 PM
Brant Parker	Opening Ceremonies & Opening Evening Keynote Address	15-Apr-2018 7:00 PM
Brant Parker	Breakfast	16-Apr-2018
Brant Parker	Conference Registration (cont.)	16-Apr-2018 7:00 AM
Brant Parker	Conference Opening	16-Apr-2018 8:30 AM
Brant Parker	Opening Keynote	16-Apr-2018 8:45 AM

Brant Parker	Monday Morning Concurrent Sessions	16-Apr-2018 11:00 AM
Brant Parker	Luncheon	16-Apr-2018 12:00 PM
Brant Parker	Afternoon Keynote Address	16-Apr-2018 1:00 PM
Brant Parker	Tuesday Afternoon Concurrent Sessions	16-Apr-2018 2:30 PM
Brant Parker	Breakfast	17-Apr-2018 7:00 AM
Brant Parker	Conference Registration	17-Apr-2018 7:00 AM
Brant Parker	Conference Updates	17-Apr-2018 8:30 AM
Brant Parker	Keynote: Panel Discussion with Distinguished Leaders	17-Apr-2018 9:00 AM
Brant Parker	Tuesday Morning Concurrent Sessions	17-Apr-2018 11:00 AM
Brant Parker	Luncheon	17-Apr-2018 12:00 PM
Brant Parker	Keynote	17-Apr-2018 1:00 PM
Brant Parker	Tuesday Afternoon Concurrent Sessions	17-Apr-2018 2:30 PM
Brant Parker	Breakfast	18-Apr-2018 7:00 AM
Brant Parker	Wednesday Morning Concurrent Sessions	18-Apr-2018 8:45 AM
Brant Parker	Closing Keynote Address	18-Apr-2018 10:30 AM
Brant Parker	Conference Closing & Prize Draws	18-Apr-2018 11:30 AM

### Order Summaries

Order:		Order Date:		
Item	Price	Quantity	Amount	
Main Conference	CAD 425.00	1	CAD 425.00	
.gst tax	5.00%		CAD 21.25	
<b>Order Total</b>			<b>CAD 446.25</b>	

### Payment Details

Order Summaries:				
Date	Type	Amt Ordered	Amt Paid	Amt Due
16-Feb-2018 3:56 PM MT	online order	CAD 446.25	CAD 446.25	CAD 0.00

  

Payment Details:			
Date	Type	Reference #	Amt Paid
16-Feb-2018	Mastercard		CAD 446.25

THE *Fairmont*  
BANFF SPRINGS

405 Spray Avenue  
P.O. Box 960  
Banff, Alberta Canada T1L 1J4  
T 403 762 2211 F 403 762 5755  
G.S.T. Registration # 84968 1721 RT0006

Alberta Teacher's Association (The)  
Mr Brant Parker  
728 32nd St NW  
Calgary AB T2N 2V9  
Canada

INFORMATION INVOICE

Room :  
Folio # :  
Cashier # :  
Page # : 1 of 1

Group Name uLead 2018-Council for School Leaders

Arrival : 04-15-18  
Departure : 04-17-18

Date	Description	Additional Information	Charges	Credits
04-15-18	Package Charge		263.00	
04-15-18	Tourism Improvement Fee (2%)		5.02	
04-15-18	Alberta Tourism Levy (4%)		10.24	
04-15-18	Room GST (5%)		12.80	
04-15-18	Self Parking		25.00	
04-15-18	Package GST (5%)		0.60	
04-16-18	Package Charge		263.00	
04-16-18	Tourism Improvement Fee (2%)		5.02	
04-16-18	Alberta Tourism Levy (4%)		10.24	
04-16-18	Room GST (5%)		12.80	
04-16-18	Self Parking		25.00	
04-16-18	Package GST (5%)		0.60	
04-17-18	Mastercard			633.32
<b>Total</b>			<b>633.32</b>	<b>633.32</b>

**Balance Due 0.00**

GST Summary

Room 25.60  
F&B 0.00  
Other 3.58  
Total 29.18

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay please contact David Roberts, General Manager, at David.Robertsgm@fairmont.com.  
We also invite you to share memories of your experience on our community forum - visit [www.everyonesanoriginal.com](http://www.everyonesanoriginal.com).

For information or reservations, visit us at  
[www.fairmont.com](http://www.fairmont.com) or call Fairmont Hotels & Resorts from:  
United States or Canada 1 800 441 1414  
Pour information et réservations visitez notre web au  
[www.fairmont.com](http://www.fairmont.com) ou téléphoner au Hôtels Fairmont de:  
États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1.5% par mois après un mois. (18,00% par année)

**Thank you for choosing to stay with Fairmont Hotels & Resorts  
Merci d'avoir choisi les Hôtels Fairmont**



**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: April 20, 2018  
 Employee's Name Brant Parker Vendor #: \_\_\_\_\_  
 School / Department to mail cheque to Area 1 Office  
 Purpose of Trip / Name of Conference uLead 2018 - The Summit of Educational Leadership  
 Departure and Return Dates April 15 - 17, 2018 Destination: Banff, 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	446.25		446.25		
<b>Travel Costs</b>					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle <u>206</u> km @ 50¢/km (submit on Km Payment Form to Payroll)	103.00		103.00		Send original to Payroll for payment
<b>Accommodations at Single Rate</b>					
\$ <u>291.66</u> @ <u>2</u> Nights	583.32		583.32		
<b>Meals (including tips) (excluding meals covered by Conference or Others)</b>					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner <u>2</u> @ \$26.00	52.00			52.00	
▪ Or Actual Expense					
<b>Telecommunication Charges (Internet, phone calls)</b>					
<b>Parking – in Calgary</b>					
<b>Parking – at Destination</b>	50.00		50.00		
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>	1234.57		1182.57		
<b>CASH ADVANCE IF ANY–Ref # _____</b>					
<b>AMOUNT DUE TO (OWING BY) CLAIMANT</b>				52.00	
<b>GST Breakout Area</b>					

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.**



# Kilometre Travel Log

**Directions:** Complete this form to track kilometres travelled. To receive payment, please enter the total weekly kilometres into your timesheet in PeopleSoft, and then submit a hardcopy of the Kilometre Travel Log form to your Manager or Principal. You may wish to retain a copy for your own records.

**Section 1: Your Employee Information** *To be completed by Employee*

Employee ID:* _____	First Name:* Brant	Last Name:* Parker
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**Section 2: Trip Details:** *To be completed by Employee*

Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row.

Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km
15-04-18	uLead 2018 Conference	Home	Conference	103
17-04-18	uLead 2018 Conference	Conference	Home	103

The total weekly km must be entered into the timesheet in PeopleSoft.	<b>Total Kilometres</b>	206
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**PeopleSoft Time Approver**  
Combo Code entered into PeopleSoft \_\_\_\_\_

**Section 3:** *To be completed by Employee and Approver*

The approver must create a PDF copy of the completed Travel Log and send to: [cbeincoming@westcanadian.com](mailto:cbeincoming@westcanadian.com)

Employee Signature:* _____	Time Approver Name:* _____
Employee Phone:* 403-777-8710	Time Approver Signature:* _____

Date DD-MM-YY:* <u>19-APR-2018</u>	Time Approver Phone:* _____	Date DD-MM-YY:* APR 20 2018
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Personal information is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP). This information will be used for the management of personnel and for the delivery of various Human Resources programs at the Calgary Board of Education. It will be treated in accordance with the privacy protection provisions of FOIP. If you have any questions about the FOIP Act, please access <http://www.cbe.ab.ca/legal/foip>. If you have any questions about this form and/or the use of the information, please contact the Employee Contact Centre at 1-877-353-2555.





**Mobile**  
**Bill Date: April 17, 2018**  
**BRANT PARKER**  
**Mobile Ref.**  
**Area I Office**

**Account #**  
**Next Bill Date: May 17, 2018**

**1514of 1697**

## CURRENT CHARGES for

### 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...	
<b>Discount Summary</b>	
Total discounts	\$31.00
<b>Total this month</b>	<b>\$31.00</b>
<b>Event Summary</b>	
Total Events	10
Total this month	\$0.00
<b>Packet Plan Usage Summary</b>	
Total megabytes	1,744.1777
Total this month	\$0.29



000002-007471 2\_795\_2824

**Mobile**  
**Bill Date: April 17, 2018**  
**BRANT PARKER**  
**Mobile Ref.**  
**Area I Office**

**Account #**  
**Next Bill Date: May 17, 2018**

**1515of 1697**

**CURRENT CHARGES for**

*(continued)*

**Usage and long distance**

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	1,730.0986 MB	0.00
1GB Shared Data - BlackBerry Data Usage		
@\$.02/MB	14.0791 MB	0.29
Text message	4 events	0.00
Text message	3 events	0.00
Corporate Text Flex Zone3 Unlimited Incoming Messages		
	3 events	0.00

**Taxes**

GST		2.69
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**Total current charges** **\$56.67**

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](http://bell.ca/alertready)

000002-007472

BMB0238ECS-3 MY 425003