

expense | monthly tracking report

claimant | Grundy, Brad

position | Superintendent, CFO, Corporate Treasurer

level | Superintendent

reporting period | November 1 to December 31, 2018

date of report | February 8, 2019



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
cell phone	11/17/2018	monthly service charge	\$56.78	other disclosed	telecom/cell phone
Association of School Business Officials of Alberta (ASBOA) Issues Forum, Metro Boards Meeting, Dec 5-7, Edmonton, AB	12/06/2018	registration	\$330.75	travel	BUS general
Association of School Business Officials of Alberta (ASBOA) Issues Forum, Metro Boards Meeting, Dec 5-7, Edmonton, AB	12/05/2018	Bus fare to venue	\$76.00	travel	BUS airfare/bus/rail
Association of School Business Officials of Alberta (ASBOA) Issues Forum, Metro Boards Meeting, Dec 5-7, Edmonton, AB	12/05/2018	meal	\$22.68	travel	BUS food/non alcoholic beverage
Association of School Business Officials of Alberta (ASBOA) Issues Forum, Metro Boards Meeting, Dec 5-7, Edmonton, AB	12/07/2018	accommodations	\$312.12	travel	BUS accommodation
Association of School Business Officials of Alberta (ASBOA) Issues Forum, Metro Boards Meeting, Dec 5-7, Edmonton, AB	12/07/2018	2 meals per diem	\$38.00	travel	BUS food/non alcoholic beverage
cell phone	12/17/2018	monthly service charge	\$56.37	other disclosed	telecom/cell phone

Mobile
Bill Date: November 17, 2018
Brad Grundy
Mobile Ref.
1221 8 ST SW
CALGARY, AB T2R 0L4

Account #
Next Bill Date: December 17, 2018

346of 1604

Finance

CURRENT CHARGES

Monthly charges billed to Dec 16, 2018

Corp Smartshare Unltd 55 BES Plan 36M	\$55.00	
less 14.55% Promotional Discount	<u>-8.00</u>	47.00
<hr/>		
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 1		0.00
Corporate Data Flex Zone 2		0.00
Corporate Data Flex Zone 3		0.00
Call Display		0.00
Corporate Data Flex USA		0.00
Corporate Text Flex USA		0.00
Corporate Text Flex Zone1		0.00
Corporate Text Flex Zone2		0.00
Corporate Text Flex Zone3		0.00
Corporate Voice Flex Zone1		0.00
Corporate Voice Flex Zone2		0.00
Corporate Voice Flex Zone3		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...	
<u>Discount Summary</u>	
Total discounts	\$31.00
Total this month	\$31.00
<u>Usage Summary</u>	
	<i>min:sec</i>
Weekday	121:00
Weekend	1:00
Total time used	122:00
<u>Event Summary</u>	
Total Events	62
Total this month	\$0.00
<u>Packet Plan Usage Summary</u>	
Total megabytes	570.5869
Total this month	\$0.39



000039-009517 39_183_837 6

Mobile
Bill Date: November 17, 2018
Brad Grundy
Mobile Ref.
Finance

Account #
Next Bill Date: December 17, 2018

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CURRENT CHARGES

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	550.9815 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	122:00 min:sec	0.00
1GB Shared Data - BlackBerry Data Usage		
@\$.02/MB	19.6054 MB	0.39
Text message	11 events	0.00
Corporate Text Flex USA Unlimited Incoming Messages		
	30 events	0.00
Messaging Pack Unlimited Incl. Messages		
	21 events	0.00

Taxes

GST		2.70
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Total current charges

\$56.78

000039-009518

INVOICE



ASBOA

ASSOCIATION OF SCHOOL
BUSINESS OFFICIALS OF ALBERTA

BILLED TO	INVOICE NO.	1000068
Brad Grundy	DATE	Nov 07, 2018
	AMOUNT	\$330.75
Annual Issues Forum		\$330.75
Subtotal		\$330.75
Total		\$330.75

Total: \$330.75

Association of School Business Officials of Alberta

We do not accept credit card payments at this time. Please remit your payment to ASBOA, #1200, 9925 - 109 Street, Edmonton, AB T5K2J8. Note, the amount due is inclusive of GST. ASBOA GST Registration # 77448 0891 RT0001

From: Red Arrow Reservations <itinerary@redarrow.ca>
 Sent: November 9, 2018 4:01 PM
 To:
 Subject: Red Arrow Itinerary/Receipt

December 5-7, 2018
 ASBOA Issues Forum
 Edmonton, AB
 Bus fare to venue
ITINERARY/RECEIPT



2018-11-09

You can reach us at:

BRAD GRUNDY
 1221 8ST SW
 CALGARY, AB T2R 0L4

Red Arrow - CTO
 Central Reservations: 1-800-
 232-1958
sales@redarrow.ca

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
1863186	2018-11-09	412667			2018-12-05	2018-12-05	-	Kristen

Travellers:

GRUNDY/BRAD

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CEEXP 16:30. Assigned to: 03A Departs Calgary (CALTO / CTO 205 9 Ave SE) at 16:30 on 2018-12-05. Arrives Edmonton (EDMSOUTH / New Location / 5359 Calgary Trail) at 19:35 on 2018-12-05. (3 hrs 5 mins)	3 hrs 5 mins	Adult	1	\$ 72.38	\$ 76.00

Payments Received

DATE	GUEST	REFERENCE	AMOUNT
2018-11-09	customer: BRAD GRUNDY		\$ 76.00

Base Price: \$ 72.38
 Discounts: \$ 0.00
 Service Charges: \$ 0.00
 GST: \$ 3.62

Invoice Total:	\$ 76.00
Payments Received:	\$ 76.00
Balance Due:	\$ 0.00

**PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN.
PLEASE CHECK IN 15 MINUTES PRIOR TO DEPARTURE**

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. All Camrose Departures require 30 minutes notice. December 14 - January 4 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.redarrowmotorcoach.com](#) 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: Payment due 30 days after completion of trip.

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

ASBOA Issues Forum/Metro Boards Meeting
December 5-7, 2018
Edmonton, AB

Meal

RICKYS ALL DAY GRILL
4485 GATEWAY BLVD T5N5C3
EDMONTON AB
23395418
GW2339541802

**** PURCHASE ****

12-05-2018 20:49:34
Acct # *****8288 C
Exp Date **/** Card Type MC
Name: BRAD GRUNDY

Operator: 777
Trace # 3268
Inv. # 3731
Auth # 224934 BRN 001407018

Purchase	\$19.72
Tip	\$2.96
Total	\$22.68

(001) APPROVED-THANK YOU

Retain this copy for your
records
01/05/2019



Holiday Inn

December 5-7, 2018
ASBOA Issues Forum, Metro Board Meetings
Edmonton, AB

Accommodations

12-07-18

Brad Grundy	Folio No. :		Room No. :	205
	A/R Number :		Arrival :	12-05-18
	Group Code :	ASB	Departure :	12-07-18
	Company :	ASBOA	Conf. No. :	47053800
	Membership No. :		Rate Code :	
			Page No. :	1 of 1

Date	Description	Charges	Credits
12-05-18	*Accommodation	139.00	
12-05-18	Marketing Fee	4.17	
12-05-18	AB Tourism Levy	5.73	
12-05-18	GST #806926929 RT0001	7.16	
12-06-18	*Accommodation	139.00	
12-06-18	Marketing Fee	4.17	
12-06-18	AB Tourism Levy	5.73	
12-06-18	GST #806926929 RT0001	7.16	
12-06-18	MasterCard		312.12
Total		312.12	312.12
Balance		0.00	

Marketing 8.34

AB Tourism Levy 11.46

GST #806926929 RT114.32

Guest Signature: _____

I have received the goods and / or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn Conference Centre
4485 Gateway Blvd NW
Edmonton, AB T6H 5C3
Telephone: (780) 431-1100 Fax: (780) 437-3455

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

Title of Trip: Peace #100 Date: December 10, 2018
 Employee's Name: Brad Grundy Vendor #: _____
 School/Department to mail cheque to: Finance / Technology Services
 Purpose of Trip/Name of Conference: ASBOA Issues Forum, Metro Board Meeting
 Departure and Return Dates: December 5-7, 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	330.75		330.75		
Travel Costs					
<input type="checkbox"/> Airfare (including trip cancellation insurance)					
<input type="checkbox"/> Rail/Bus	76.00		76.00		
<input type="checkbox"/> Taxi/Shuttle Bus/Car Rental in Calgary					
<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)					
Accommodations at Single Rate					
<input type="checkbox"/> Single Room Accommodation @ \$35.00/night Conference Accommodations 2 nights	312.12		312.12		
Meals (including tips) (excluding meals covered by Conference or Others)					
<input type="checkbox"/> Breakfast 1 @ \$12.00 Fri	12.00			12.00	
<input type="checkbox"/> Lunch @ \$17.00					
<input type="checkbox"/> Dinner 1 @ \$26.00 Thurs	26.00			26.00	
<input type="checkbox"/> Or Actual Expense – Wed's dinner	22.68		22.68		
Telecommunication Charges					
<input type="checkbox"/> Parking – in Calgary					
<input type="checkbox"/> Parking – at Destination					
Other – Provide Details					
<input type="checkbox"/> Fuel for rental car					
TOTAL COST OF TRIP	779.55		741.55		
CASH ADVANCE IF ANY—Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT				38.00	
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: December 17, 2018
Brad Grundy
Mobile Ref.
1221 8 ST SW
CALGARY, AB T2R 0L4
Finance

Account #
Next Bill Date: January 17, 2019

CURRENT CHARGES

Monthly charges billed to Jan 16, 2019

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less 14.55% Promotional Discount	-8.00	47.00
<hr/>		
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
<hr/>		
Message Centre		0.00
1GB Shared Data - BlackBerry		5.00
Roam Flex Cuba - Data		0.00
Corporate Data Flex Zone 1		0.00
Corporate Data Flex Zone 2		0.00
Corporate Data Flex Zone 3		0.00
Call Display		0.00
Corporate Data Flex USA		0.00
Corporate Text Flex USA		0.00
Corporate Text Flex Zone1		0.00
Corporate Text Flex Zone2		0.00
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Etelesolv		1.25
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Messaging Pack Unlimited		0.00
Includes: Picture Messaging		
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Unlimited Incoming Messages		
Unlimited Canadian LD	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
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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 122:00

Weekend 27:00

Weeknight 4:00

Total time used 153:00

Event Summary

Total Events 69

Total this month \$0.00

Packet Plan Usage Summary

Total megabytes 454.7255

Total this month \$0.00

000040-009539 40_184_825 6

Mobile
Bill Date: December 17, 2018
Brad Grundy
Mobile Ref.
Finance

Account #
Next Bill Date: January 17, 2019

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CURRENT CHARGES

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	454.7255 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	153:00 min:sec	0.00
Free Bell Message	2 events	0.00
Text message	9 events	0.00
Corporate Text Flex Zone1 Unlimited Incoming Messages		
	29 events	0.00
Messaging Pack Unlimited Incl. Messages		
	29 events	0.00

Taxes

GST		2.68
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Total current charges

\$56.37

000040-009540