

## expense | monthly tracking report

claimant | Tian, Ming Jun

position | Director, Facility Projects

level | Director

reporting period | July 1 to August 31, 2019

date of report | October 11, 2019



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Membership Fee	07/11/2019	Membership fee for APEGA	\$1,484.92	other disclosed	membership, due, fees
Course Registration Fee	07/11/2019	Writing Skills for Business	\$341.10	other disclosed	PD course or registration fee
Course Registration Fee	08/20/2019	The future of scheduling for Construction Project	\$42.00	other disclosed	PD course or registration fee
Flight Expense	08/30/2019	K12 Facilities Forum	\$570.25	travel	PD airfare/bus/rail
Bell Mobility	07/17/2019	Monthly Cell Phone Bill (termination charge)	\$588.00	other disclosed	telecom/cell phone
Bell Mobility	07/17/2019	Monthly Cell Phone Bill (cross over)	\$28.00	other disclosed	telecom/cell phone
Rogers	07/17/2019	Monthly Cell Phone Bill	\$47.50	other disclosed	telecom/cell phone
Rogers	08/17/2019	Monthly Cell Phone Bill	\$47.50	other disclosed	telecom/cell phone



The Association of Professional  
Engineers and Geoscientists of Alberta

1500 Scotia One 10080 Jasper Avenue NW Edmonton AB T5J 4A2  
PH 780-426-3990 TOLL FREE 1-800-861-7020 FAX 780-426-1877

Ming Tian  
July 11, 2019  
APEGA Permit Dues  
Alias Code:

# Payment Receipt

## Payment Information

APEGA Head Office  
1500 Scotia One  
10060 Jasper Ave. NW  
Edmonton AB T5J 4A2

Phone: (780) 426-3990 or 1-800-  
661-7020 (within North America)  
Fax: (780) 426-1877  
Email: email@apega.ca

<b>Payment Number</b>	1351755	<b>Permit Number</b>	9038
<b>Payment Date</b>	July 11, 2019	<b>Reference Number</b>	1351755-1
<b>Total Amount</b>	\$1,484.92 (Includes GST)	<b>Authorization Number</b>	171717
<b>Payment Method</b>	MasterCard	<b>Status</b>	Approved
<b>Credit Card Number</b>		<b>Company Name</b>	Calgary Board of Education, Architectural & Engineering Services

## Payment Details

- PERMIT DUES

GST # 106728603



Ming Tian  
 July 11, 2019  
 Professional Development  
 Alias Code: PDCR2210070410-1

Ming Tian

Receipt #: 956657  
 User: lerundell  
 Issued: Thu Jul 11 2019 03:43 PM  
 Home #:

Dear Ming,  
 Your registration confirmation from Continuing Education is attached for your reference.  
 Sign up to receive Chinook Learning Services eNewsletters! Please confirm your consent by going to <http://tinyurl.com/ChinookConfirm>  
 You may withdraw your consent at any time using the unsubscribe link at the bottom of our emails  
 Thank you for participating in our programs.

Description	Amount
Previous Balance	\$0.00

Registration: Ming Tian Barcode: 211671 \$341.10  
 #98156 : BUCO105 - Sep-Dec 2019 - 001

**Writing Skills for Business Section 1 Room 2034A**

Room locations are subject to change. Please confirm room postings in the main entrance of your campus.

**\*Please bring your course receipt to the first class.**

Core Classes: 6 Hours: 18:00 Days: Thu  
 Starts: Thu Oct 10 2019 06:00 PM - 09:00 PM  
 Ends: Thu Nov 14 2019 06:00 PM - 09:00 PM  
 Class Location: Chinook Learning Services at Lord Shaughnessy High School, located at 2336 - 53 Avenue S  
 2336 53 AVE SW

Refund and Withdrawal Policies: Please refer to the Chinook Learning Services Course Guide or visit our website: [ChinookLearningServices.com](http://ChinookLearningServices.com)  
 Note: For liability reasons, only registered adults may be present in the classroom. Do not bring unregistered family members or friends with you to your course.

Payment: Moneris - MasterCard	-\$341.10
Balance	\$0.00

Follow us on twitter@ChinookNews for last minute updates.

GST: Many Continuing Education courses are GST exempt. If the advertised price of a course includes GST, the course receipt will denote the amount of GST charged.

**Income Tax Policy**

Under section 118.5 and 118.6 of the Canada Income Tax Act, you may be eligible for tuition credit by providing receipts and proof that you are working towards or improving your skills in an occupation. Students who qualify for an education credit can submit a request for a T2202A to the Chinook Learning Services Registration office. For other enquiries regarding eligible tax deductions, please contact Canada Revenue Agency.

NOTE: Students taking High School Upgrading, ESL, personal interest Continuing Education courses cannot claim the tuition or education amount for income tax purposes. (T2202A)

**Project Management Institute - Southern Alberta Chapter**

Courier: 600-900 6 Avenue SW  
Calgary, AB Canada T2P 3K2



Phone: (403) 244-4487  
Fax: (403) 244-2340  
Email: [info@securegs.com](mailto:info@securegs.com)  
Web: [www.pmisac.com](http://www.pmisac.com)

**Mr. Mingjun Tian, PMP**  
Calgary Board of Education  
3610 9 Street SE  
Calgary, AB T2G 3C5

Phone:  
Email:

**RECEIPT**

INVOICE #  
I-38-15796  
August 20, 2019

**PMI-SAC SEPTEMBER 2019 DINNER MEETING**

September 26, 2019

The future of scheduling for Construction Project Management is here

The Petroleum Club, 319 - 5 Avenue SW, McMurray Room

5:30 PM Networking, 6:30 PM Dinner

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Registrations PMI-SAC Member	1	\$40.00	\$40.00
		SUBTOTAL	\$40.00
		TAX	\$2.00
		GST # 85535 3249 RT0001	
		TOTAL DUE	\$42.00

DATE	PAYMENT DETAILS	AMOUNT
08/20/2019	MC Mingjun Tian Processed 08/20/2019, Trans. ID: 10116217	\$42.00
	TOTAL PAID	\$42.00
	BALANCE OWING	\$0.00

**Comments:**

**NOTE:** You can modify your attendee list any time before 12:00am Sep 26, 2019 using our [Attendee Editor](#).

**Cancellations:** Registration refunds will be provided only if cancellation notice is received at least four (4) working days prior to the start of the event. A \$5.00 handling fee will apply and will be deducted from the refund.

**Transfers:** If a registrant is unable attend, his/her ticket may be transferred to another individual who qualifies for equivalent or lower pricing (e.g. member to member or non-member to member allowed, but not member to non-member). Transfers will be accommodated at the door.

Occasionally, PMI-SAC may contact you with items of interest. To remove your name from our distribution list, contact [info@securegs.com](mailto:info@securegs.com)





## eTicket Receipt

Prepared For  
TIAN/MINGJUN MR

RESERVATION CODE	
ISSUE DATE	30Aug19
TICKET NUMBER	8382150973069
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
TOUR CODE	ITWXX28
FREQUENT FLYER NUMBER	

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
17Nov19	WESTJET WS 1564	CALGARY INTL AB, CANADA  Time 10:15	SAN DIEGO, CA  Time 12:37 Terminal TERMINAL 2	Cabin ECONOMY Seat Number 11C - (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis LTUD0FZK Not Valid Before 17NOV19 Not Valid After 17NOV19
23Nov19	WESTJET WS 1513	LOS ANGELES, CA  Time 17:35 Terminal TERMINAL 2	CALGARY INTL AB, CANADA  Time 21:40	Cabin ECONOMY Seat Number 08C - (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis KTQD0FZG Not Valid Before 23NOV19 Not Valid After 23NOV19

## Allowances

### Baggage Allowance

YYC to SAN - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

1. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

LAX to YYC - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

1. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

YYC to SAN , LAX to YYC - 1 Piece (WS - WESTJET)

Carry On Charges

YYC to SAN , LAX to YYC - (WS - WESTJET) - Carry-on fees unknown - contact carrier

## Payment/Fare Details

Form of Payment	CREDIT CARD -
Fare Calculation Line	YYC WS SAN131.18/-LAX WS YYC189.64NUC320.82END ROE1.308725 XFLAX4.5
Fare	CAD 419.87
Taxes/Fees/Carrier-Imposed Charges	CAD 12.10 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 21.60 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 30.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.50 XG9 (GOODS AND SERVICES TAX (GST))
	CAD 49.48 US2 (TRANSPORTATION TAX (INTERNATIONAL))
	CAD 7.68 YC (CUSTOMS USER FEE)
	CAD 9.31 XY2 (IMMIGRATION USER FEE)
	CAD 5.27 XA (APHIS USER FEE)
	CAD 7.45 AY (SEPTEMBER 11TH SECURITY FEE)
	CAD 5.99 XF (PASSENGER FACILITY CHARGE)
Total Fare	CAD 570.25

**Positive identification required for airport check in**

**Notice:**

**QST # 1202807956TQ0001 GST # 866112535**

Baggage fees are charged in CAD or USD by direction depending on point of departure. Guests departing the United States, Latin America and the Caribbean will pay baggage fees in USD. Please see <https://www.westjet.com/en-ca/travel-info/fares/service-fees> for more information.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention,

Mobile  
 Bill Date: July 17, 2019  
 Ming Tian  
 Mobile Ref.  
 Facility Projects

Account #  
 Next Bill Date: August 17, 2019

299of 830

**CURRENT CHARGES for**

**Other charges and credits**

Termination Liability Charge 560.00

**Usage and long distance**

1GB Shared Data - Smartphones Data Usage  
 @\$.00/MB 286.3291 MB 0.00  
 Unlimited Local Talking Unlimited Usage  
 @\$.00/minute 204:00 min:sec 0.00  
 Free SMS Message 1 event 0.00  
 Messaging Pack Unlimited Incl. Messages  
 1 event 0.00

**Taxes**

GST 28.00

**Total current charges \$588.00**

<b>FOR YOUR INFORMATION...</b>	
<b>Usage Summary</b>	
	<i>min:sec</i>
Weekday	204:00
<b>Total time used 204:00</b>	
<b>Event Summary</b>	
Total Events	2
Total this month	\$0.00
<b>Packet Plan Usage Summary</b>	
Total megabytes	286.3291
Total this month	\$0.00



000038-009399 38\_188\_560 6

000038-009-100



Cellphone Charges	July		August	
	Bell	Rogers	Bell	Rogers
<b>Service Unit Directors</b>				
Ming Jun Tian	28.00	47.50		47.50

These expenses reflect monthly charges related to cellphone. All the cancellation charges and credits reflected from cellphone provider transition are not included.

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**From:**  
**Sent:** October 8, 2019 2:19 PM  
**To:**  
**Subject:** FW: Director, Superintendent, Trustees Expense Disclosure - Cellphone Charges  
**Attachments:** Cellphone Charges 01.pdf; Cellphone Charges 02.pdf; Cellphone Charges 03.pdf

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**From:** Arshad, Zain <zaarshad@cbe.ab.ca>  
**Sent:** September 27, 2019 2:19 PM  
**To:**

**Cc:**  
**Subject:** Director, Superintendent, Trustees Expense Disclosure - Cellphone Charges

Hello everyone,

I have been made aware of some challenges in regards to collecting invoices for cellphone charges. I want to clarify something in regards to this. All the charges related to cellphone cancellation on Bell, and credits from Rogers should not be reported on the expense disclosures. This leaves the actual monthly charges which are to be reported. This means that the invoice you have from Bell will not match the expense that you are reporting, this is ok. Please use the attached cheat sheet to tie against your Oracle reports as a way to confirm the breakdown of cost per person (if more than one person is booked to same alias). Please feel free to also attach this (please redact everyone else's name before posting) with the expense disclosure.

I will continue to provide these for the next 2-4 months until the cellphone invoices are available online. Thank you for your patience and cooperating over the past few weeks.

If you do not see your Director or Superintendent in the list, but you see their expense in Oracle, please let me know. Please reach out if you have any questions.

Have a good weekend!

Zain Arshad CPA, CMA  
Accounts Payable Supervisor  
Calgary Board of Education | [www.cbe.ab.ca](http://www.cbe.ab.ca)  
t | 403-817-7446