

expense | monthly tracking report

claimant | Usih, Christopher

position | Chief Superintendent of Schools

level | Superintendent

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
C21 Canada CEO Academy Summit	07/05/2019	Airfare	\$976.41	travel	BUS airfare/bus/rail
C21 Canada CEO Academy Summit	07/05/2019	Taxi shuttles - destination and Calgary	\$181.50	travel	BUS general
C21 Canada CEO Academy	07/05/2019	Accommodation	\$700.29	travel	BUS accommodation
Business Meeting - AB Education Minister	08/22/2019	Accommodation	\$178.51	travel	BUS accommodation
Cell Phone	07/17/2019	monthly bill	\$123.86	other disclosed	telecom/cell phone
Cell Phone	08/17/2019	monthly bill	\$77.50	other disclosed	telecom/cell phone



Travel & Subsistence Expense Report

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: <u>July 8, 2019</u>
Employee's Name <u>Christopher Usih</u>	Vendor #: _____
School / Department to mail cheque to <u>Office of the Chief Superintendent</u>	
Purpose of Trip / Name of Conference <u>C21 Canada CEO Academy Summit</u>	
Departure and Return Dates <u>July 2-5, 2019</u>	Destination: <u>Halifax, NS</u>

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate <small>(for information purposes)</small>	Amount Paid by CBE <small>Invoices/P-Card/ Amex/ Payroll for Mileage (including GST)</small>	Amount Paid by Claimant <small>For Out of Pocket Expenditures (including GST)</small>	Alias to be charged for Claimant's Expenses
Registration/Conference Fees					
Travel Costs					
▪ Airfare (including trip cancellation insurance)	976.41		976.41		
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary	80.71		47.50	33.21	
▪ Taxi/Shuttle Bus/Car Rental at Destination	134.00		134.00		
▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ 233.43 @ 3 Nights	700.29		700.29		
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner _____ @ \$26.00					
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP	1891.41		1858.20	33.21	
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT				33.21	
GST Breakout Area	76.99				

I certify that the above claim is correct:

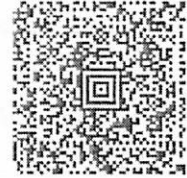
Claimant's Signature _____

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.



Booking Confirmation



Booking Reference:

Date of issue: 22 Apr, 2019

This is your official itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider (GDS), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.

- Depart

Economy - Standard

Tuesday
02 Jul 2019

Calgary
Calgary Int. (YYC), AB



Ottawa
Ottawa Int. (YOW), ON

Layover in Ottawa

Tuesday
02 Jul 2019

Ottawa
Ottawa Int. (YOW), ON



Halifax
Halifax Stanfield Int. (YHZ), NS

Total duration

- Return

Economy - Standard

Friday
05 Jul 2019

Halifax
Halifax Stanfield Int. (YHZ), NS



Calgary
Calgary Int. (YYC), AB

Passengers

Christopher Chukwuyem Usih

Seats



Purchase summary

	1 adult
Airfare	
Base Fare - Depart - Economy - Standard	415.00
Base Fare - Return - Economy - Standard	326.00
Surcharges	45.00
Taxes, fees and charges	
Goods and Services Tax - Canada no. 100092287 RT0001	41.56
Harmonized Sales Tax - Canada (GST/HST #10009-2287 RT0001)	4.20
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	59.00
Total airfare and taxes before options	\$905⁰¹
Seat selection	
Christopher Chuwuyom Ush	
AC334 21D - Standard Seat (Aisle)	25.00
AC638: 15D - Standard Seat (Aisle)	18.00
AC673 16D - Standard Seat (Aisle)	25.00
Goods and Services Tax - Canada no. 100092287 RT0001	3.40
Total with options and seat selection fee	\$976⁴¹
GRAND TOTAL (Canadian dollars)	\$976⁴¹



Check-in and boarding gate deadlines

Within Canada

90
minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45
minutes¹

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15
minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

*Calgary Airport
to Residence*

ASSOCIATED CAB
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299-1111
CAR#1732

SALE

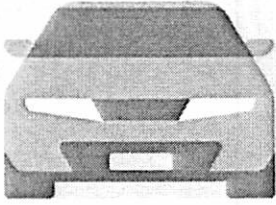
AMOUNT \$47.50

00 - APPROVED - 001

Thank You

CUSTOMER COPY

We're glad to have you as an Uber Rewards Member.



TUESDAY JULY 2/19

FROM: HOME TO
AIRPORT
CALGARY

Total

CA\$33.21

Trip Fare	CA\$25.43
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Subtotal	CA\$25.43
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Airport drop-off fee ⓘ	CA\$2.75
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TNC fee recovery surcharge ⓘ	CA\$0.45
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GST	CA\$1.58
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Tolls, Surcharges, and Fees ⓘ	CA\$3.00
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CA\$33.21

[Visit the trip page](#) for more information, including invoices (where available)

AIR RIDE TRAIL & STAY
29 FRESHWATER TRAIL
DARTMOUTH NS

DATE 2019/07/02

PURCHASE
AMOUNT \$64.00
TIP \$5.00
TOTAL

\$69.00

*Halifax Airport
to Prince George
to Hotel*

APPROVED

AUTH# 185817 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

*Prime George Hotel
to Halifax Airport*

CASINO TAXI
3558 NOVALEA DRIVE
HALIFAX, NS. B3K3E8
9024296668
CAR 739

SALE

07/05/19

AMOUNT \$65.00

APPROVED

BY ENTERING A VERIFIED PIN, CARDHOLDER AGREES
TO PAY ISSUER SUCH TOTAL IN ACCORDANCE WITH
ISSUER'S AGREEMENT WITH CARDHOLDER
IN ACCORDANCE WITH ISSUER'S
AGREEMENT
WITH CARDHOLDER

THANK YOU / MERCI

CUSTOMER COPY



The Prince George Hotel
HALIFAX

Christopher Usih
Canada

Room No.
Arrival : 07-02-19
Departure : 07-05-19
Folio No. :
Cashier No. :
Conf. No. :

Date	Description	Charges	Credits
07-02-19	Room Charge 420 Christopher Usih	199.00	
07-02-19	HRM Room Levy 420 Christopher Usih	3.98	
07-02-19	HST Room 420 Christopher Usih	30.45	
07-03-19	Room Charge 420 Christopher Usih	199.00	
07-03-19	HRM Room Levy 420 Christopher Usih	3.98	
07-03-19	HST Room 420 Christopher Usih	30.45	
07-04-19	Room Charge 420 Christopher Usih	199.00	
07-04-19	HRM Room Levy 420 Christopher Usih	3.98	
07-04-19	HST Room 420 Christopher Usih	30.45	
			700.29

Total Charges	700.29	
Total Credits		700.29
Balance		0.00

Guest Signature: _____



Travel & Subsistence Expense Report

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: <u>September 17/19</u>
Employee's Name <u>Christopher Usih</u>	Vendor #: _____
School / Department to mail cheque to <u>Office of the Chief Superintendent</u>	
Purpose of Trip / Name of Conference <u>Business Meeting - Minister of Education</u>	
Departure and Return Dates <u>Aug 21-22 2019</u>	Destination: <u>Edmonton AB</u>

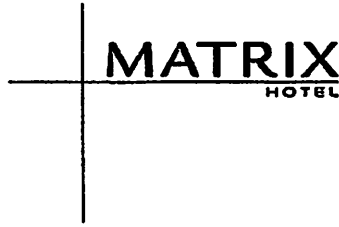
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Travel Costs					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ <u>178.51</u> @ <u>1</u> Nights	178.51		178.51		
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner _____ @ \$26.00					
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP	178.51				
CASH ADVANCE IF ANY—Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					
GST Breakout Area	8.19				

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.



Mr. Christopher Usih
1221 8Th St Sw
*
Calgary AB T2R 0L4
Canada

Room No.
Arrival : 08-21-19
Departure Date : 08-22-19
Folio No.

Company Name:
Group Name:

Conf. No.
P.O. No. :

INFORMATION INVOICE

<u>Date</u>	<u>Description</u>	<u>Charges</u>	<u>Credits</u>
08-21-19	Room Revenue	159.00	
08-21-19	Destination Marketing Fee	4.77	
08-21-19	Room GST	8.19	
08-21-19	Tourism Levy	6.55	
			178.51
		Total Charges	178.51
		Total Credits	178.51
		Balance	0.00

Cellphone Charges	July		August	
	Bell	Rogers	Bell	Rogers
Office of the Chief Superintendent				
Christopher Usih	51.12	72.74	30.00	47.50

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