

expense | monthly tracking report

claimant | Usih, Christopher
 position | Chief Superintendent of Schools
 level | Superintendent
 reporting period | May 1 to June 30, 2019
 date of report | August 9, 2019



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
uLead Conference 2019	05/12/2019	Conference Fees	\$425.00	travel	PD course or registration fee
uLead Conference 2019	05/12/2019	Accommodation	\$282.74	travel	PD accommodation
Cell phone	05/17/2019	monthly fee	\$104.52	other disclosed	telecom/cell phone
ASBA Spring General Meeting	06/03/2019	Registration Fee	\$708.75	travel	membership, due, fees
ASBA Spring General Meeting	06/03/2019	Accommodation	\$171.21	travel	BUS accommodation
Cell phone	06/17/2019	monthly fee	\$81.44	other disclosed	telecom/cell phone
Business Meeting, AB Education Minister	06/19/2019	Bus Fare	\$76.00	travel	BUS airfare/bus/rail
Business Meeting, AB Education Minister	06/19/2019	Taxi shuttle in Calgary	\$12.00	travel	BUS general
Business Meeting, AB Education Minister	06/19/2019	Taxi shuttle in Edmonton	\$20.00	travel	BUS general
Business Meeting, AB Education Minister	06/19/2019	Accommodation	\$188.40	travel	BUS accommodation



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>May 14 2018</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>uLead Conference 2019</u>	
Departure and Return Dates <u>May 12 -13 2019</u>	Destination: <u>Banff, AB</u>

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	425.00		425.00		
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>253.04</u> @ <u>1</u> Nights	253.04		253.04		
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	29.70		29.70		
Other – Provide Details					
TOTAL COST OF TRIP	707.74		707.74		
CASH ADVANCE IF ANY–Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					
GST Breakout Area	11.67				

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.

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:

Order Summaries

Order	Order Date: 11-Feb-2019 10:11 AM MT		
Item	Price	Quantity	Amount
Event Registration	CAD 425.00	1	CAD 425.00
Order Total			CAD 425.00

Payment Details

Order Summaries:				
Date	Type	Amt Ordered	Amt Paid	Amt Due
11-Feb-2019 10:11 AM MT	online order	CAD 425.00	CAD 425.00	CAD 0.00
Payment Details:				
Date	Type	Reference #	Amt Paid	
11-Feb-2019			CAD 425.00	

If you do not wish to receive future emails from uLead 2019 Conference Team please [Opt-Out](#).

Your payment for the uLead 2019 - The Summit of Educational Leadership: Reimagining School Leadership event has been successful. Please save this email for your records.

Transaction Information:

Item	Transaction Information	Quantity	Amount
Event Registration	CAD 425.00	1	CAD 425.00
Transaction Total			CAD425.00

Registration Confirmation Number:

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 Christopher Usih

Room :
Folio # :
Cashier # :
Page # : 1 of 1
Group Name : uLead -Council for School Leadership

Arrival : 05-12-19
Departure : 05-13-19

INFORMATION INVOICE

Date	Description	Additional Information	Charges	Credits
05-12-19	Package Charge		229.00	
05-12-19	Tourism Improvement Fee (2%)		4.30	
05-12-19	Alberta Tourism Levy (4%)		8.77	
05-12-19	Room GST (5%)		10.97	
05-12-19	Self Parking		29.00	
05-12-19	Package GST (5%)		0.70	
05-13-19				282.74
Total			282.74	282.74
Balance Due				0.00

GST Summary

Room	10.97
F&B	0.00
Other	2.08
Total	13.05

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.

For information or reservations, visit us at
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 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

Fairmont

#FAIRMONTMOMENTS

OPTIONS DE DÉPART SIMPLIFIÉ

Afin de mieux vous servir, Fairmont vous offre des options de départ simplifié.

Départ express

Si vous souhaitez profiter de notre option Départ express, veuillez remplir tous les champs à droite et déposer le formulaire dans la boîte située au comptoir de la réception.

Autres options de départ

Communiquez avec le service Royal pour obtenir les options suivantes :

- départ par téléphone;
- vérification de la facture à l'avance
- services par courriel.

EASY DEPARTURE OPTIONS

For your convenience, Fairmont offers you easy departure options.

Express checkout

To take advantage of our Express Checkout option, please complete all information in the form at right and return to the drop-off box located at the Front Desk.

Other departure options

Contact Royal Service for:

- telephone checkout
- advance folio review
- e-mail services

Nom (en caractères d'imprimerie) | Name (please print)

Chambre | Room

J'autorise l'utilisation de ma carte de crédit pour payer le montant total de mon compte. | I authorize my entire account be processed through my credit card.

Signature | Signature

Date | Date

Veuillez envoyer un exemplaire de mon relevé de compte à l'adresse de courriel ci-dessous : | Please send a copy of my account to the e-mail address below:

Adresse de courriel | E-mail address

Mobile
Bill Date: May 17, 2019
Christopher Usih
Mobile Ref.
Office Chief Superintendent

Account #
Next Bill Date: June 17, 2019

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CURRENT CHARGES for

Monthly charges billed to Jun 16, 2019

Corp Smartshare Unltd 55 Plan 36M	\$55.00	
less 14.54% 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
Roam Flex Cuba - Data		0.00
Corporate Data Flex Zone 3		0.00
Call Display		0.00
1GB Shared Data - Smartphones		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...	
<u>Discount Summary</u>	
Total discounts	\$31.00
Total this month	\$31.00
<u>Usage Summary</u> min:sec	
Weekday	230:00
Weekend	12:00
Total time used	242:00
<u>Event Summary</u>	
Total Events	3
Total this month	\$0.00
<u>Packet Plan Usage Summary</u>	
Total megabytes	12,450.4082
Total this month	\$50.84

Mobile
Bill Date: May 17, 2019
Christopher Usih
Mobile Ref.
Office Chief Superintendant

Account #
Next Bill Date: June 17, 2019

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CURRENT CHARGES *for*

(continued)

Usage and long distance

1GB Shared Data - Smartphones Data Usage		
@\$.00/MB	9,907.8232 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	242:00 min:sec	0.00
1GB Shared Data - Smartphones Data Usage		
@\$.02/MB	2,542.5850 MB	50.84
Corporate Text Flex Zone3 Unlimited Incoming Messages		
	3 events	0.00
Taxes		
GST		4.99

Total current charges **\$104.52**



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: July 8, 2019

Employee's Name Christopher Usih

Vendor #: _____

School / Department to mail cheque to Office of the Chief Superintendent

Purpose of Trip / Name of Conference ABA Spring General Meeting

Departure and Return Dates Jun 3-4, 2019

Destination: Red Deer, 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	708.75		708.75		
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>171.21</u> @ <u>1</u> Nights	171.21		171.21		
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	879.96		879.96		
CASH ADVANCE IF ANY–Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					
GST Breakout Area	41.45				

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.



Suite 1200, 9925 - 109 Street Edmonton, AB T5K 2J8
 Phone: 780.482.7311 Fax: 780.482.5659
 www.asba.ab.ca email: finance@asba.ab.ca

Invoice

Date	Invoice #
6/19/2019	

INVOICE TO
 Calgary Board of Education

Terms - Net 30 days

Quantity	Item	Description	Net	Amount
	Registration SGM	ASBA Spring General Meeting - as per the attached		
	Please use following Alias Codes.....			
	Chief Superintendent Christopher Usih	9021-CS-DUESFEES \$708.75	675 + 33.75 GST <hr/> 708.75	
				Sales Tax Summary
				GST@5.0% Total Tax
GST/HST No. 106694268			Total	

CAMBRIDGE

HOTEL & CONFERENCE CENTRE
*red deer

Christopher Usih

Canada

Company Name: AB School Boards Association

Group Name: AB School Boards Association

G.S.T: 84970-2444 RT0008

INVOICE

Room No. :
 Arrival : 06-03-19
 Departure : 06-04-19
 Folio No. :
 Conf. No. :
 Cashier No. :

Date	Description	Charges	Credits
06-03-19	Room Charge	154.00	
06-03-19	Destination Marketing Fee	3.08	
06-03-19	Tourism Levy	6.28	
06-03-19	Room GST 5%	7.85	
06-04-19			171.21
		Total Charges	171.21
		Total Credits	171.21
Tax Total:	\$ 0.00	Balance	0.00



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: July 8 2019

Employee's Name Christopher Usih

Vendor #: _____

School / Department to mail cheque to Office of the Chief Superintendent

Purpose of Trip / Name of Conference Meeting with AB Education MInister

Departure and Return Dates Jun 19-20 2019

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					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus	76.00		76.00		
▪ Taxi/Shuttle Bus/Car Rental in Calgary	12.00		12.00		
▪ Taxi/Shuttle Bus/Car Rental at Destination	20.00		20.00		
▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ <u>188.40</u> @ <u>1</u> Nights	188.40		188.40		
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	296.40		296.40		
CASH ADVANCE IF ANY –Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT				0.00	
GST Breakout Area	12.27				

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.



ITINERARY/RECEIPT

2019-06-19

You can reach us at:

Website User

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
	2019-06-19				2019-06-19	2019-06-19	-	Website User

Travellers:

Usih/Christopher

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CALEDM 18:30 YYC.	3 hrs 45 mins	Adult	1	\$ 72.38	\$ 76.00

Payments Received

DATE	GUEST	REFERENCE	AMOUNT
2019-06-19	Christopher Usih		\$ 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 (prior to time of originating departure point); 3 hours notice prior to P.M. departures (prior to time of originating departure point) 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.redarrow.ca 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

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

Ed Centre to Bus Terminal

SALE

MID:
TID: REF#:
Batch #: SEQ:
06/19/19
APPR CODE:

AMOUNT \$12.00

Thank You

CUSTOMER COPY

~~State~~ To Leg's later

Co-op Taxi Line

(780) 425-2525

www.co-optaxi.com

TRANSACTION RECORD

Terminal

Driver

19/06/20

Order #
Ref #
Auth #

		PURCHASE
FARE	: \$	10.00

TOTAL	: \$	10.00

APPROVED - THANK YOU
(01-027)

IMPORTANT: Retain this
copy for your records

Customer Copy

Thank you for choosing
Co-op taxi

for legislature

GREATER EDMONTON TAXI
SERVICE
10 135 31 AVE NW
EDMONTON AB

DATE 2019/06/20

PURCHASE
TOTAL

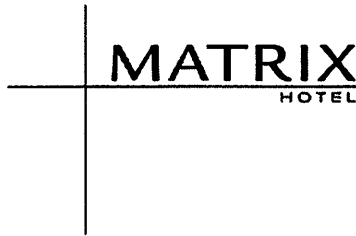
\$10.00

APPROVED

AUTH#
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS



Mr. Christopher Usih

Room No. :
 Arrival : 06-19-19
 Departure Date : 06-20-19
 Folio No. :

Company Name:
 Group Name:

Conf. No. :
 P.O. No. :

INFORMATION INVOICE

Date	Description	Charges	Credits
06-19-19	Room Revenue	165.00	
06-19-19	Destination Marketing Fee	4.95	
06-19-19	Room GST	8.50	
06-19-19	Tourism Levy	6.80	
			185.25
06-20-19	Refreshment Center Food	3.00	
	Post It No.		
06-20-19	Food GST	0.15	
			3.15
		Total Charges	188.40
		Total Credits	188.40
		Balance	0.00

Merchant ID
 Transaction ID
 Approval Code
 Approval Amount

Credit Card #
 Capture Method
 Transaction Amount

Merchant ID
 Transaction ID
 Approval Code
 Approval Amount

Credit Card #
 Capture Method
 Transaction Amount

Mobile
Bill Date: June 17, 2019
Christopher Usih
Mobile Ref.
Office Chief Superintendent

Account #
Next Bill Date: July 17, 2019

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CURRENT CHARGES for

Monthly charges billed to Jul 16, 2019

Corp Smartshare Unltd 55 Plan 36M	\$55.00	
less 14.54% 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
Roam Flex Cuba - Data		0.00
Corporate Data Flex Zone 3		0.00
Call Display		0.00
1GB Shared Data - Smartphones		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

Other charges and credits

Travel US Text Saver May 17 to Jun 16 \$10.00

FOR YOUR INFORMATION...	
<u>Discount Summary</u>	
Total discounts	\$41.00
Total this month	\$41.00
<u>Usage Summary</u> min:sec	
Weekday	142:00
Weekend	9:00
Weeknight	96:00
Total time used	247:00
<u>Event Summary</u>	
Total Events	8
Total this month	\$0.00
<u>Packet Plan Usage Summary</u>	
Total megabytes	5,263.6203
Total this month	\$8.87

Mobile
Bill Date: June 17, 2019
Christopher Usih
Mobile Ref.
Office Chief Superintendent

Account #
Next Bill Date: July 17, 2019

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CURRENT CHARGES *for*

(continued)

less 100.00% Promotional Discount	<u>-10.00</u>	0.00
Usage and long distance		
1GB Shared Data - Smartphones Data Usage		
@\$.00/MB	4,820.4132 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	247:00 min:sec	0.00
1GB Shared Data - Smartphones Data Usage		
@\$.02/MB	443.2071 MB	8.87
Picture/Video/File messaging	2 events	0.00
Roam flex Zone 2 - Text Unlimited Incoming Messages		
	3 events	0.00
Messaging Pack Unlimited Incl. Messages		
	3 events	0.00
Roamer data usage		20.00
Taxes		
GST		3.88
Total current charges		\$81.44