

expense | monthly tracking report

claimant | Usih, Christopher
position | Chief Superintendent of Schools
level | Superintendent
reporting period | September 1 to October 31, 2019
date of report | December 13, 2019



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell phone	09/16/2019	monthly bill	\$49.09	other disclosed	telecom/cell phone
Cell phone	10/16/2019	monthly bill	\$49.25	other disclosed	telecom/cell phone
ERDI Conference	10/17/2019	Airfare	\$417.74	travel	PD airfare/bus/rail
ERDI Conference	10/17/2019	Taxi Shuttles - desitnation and home	\$230.15	travel	PD general
ERDI Conference	10/19/2019	Accommodation	\$575.36	travel	PD accommodation

Wireless

CHRISTOPHER USIH |

Monthly charges		\$
Flex Int'l SMS Roaming	Aug 17 - Sep 16	0.00
Flex Zone 1 Voice Roaming	Aug 17 - Sep 16	0.00
Corp Share: 3GB Pooled	Sep 17 - Oct 16	55.00
Savings: Monthly Service Fee	Sep 17 - Oct 16	-8.25
Unltd US/INT MSG & Unltd US LD	Sep 17 - Oct 16	0.00
Unltd Text/Pic/Video Messages	Sep 17 - Oct 16	0.00
Call Display w/Name Display	Sep 17 - Oct 16	0.00
Enhanced Voicemail	Sep 17 - Oct 16	0.00
Total monthly charges		46.75

Wireless savings \$8.25

Usage Summary		Ending Sep 16, 2019	
Usage type		Used	\$
Voice	Incoming Inter Company Calls	53:00 min:sec	✓
	Unlimited Anytime Minutes	237:00 min:sec	✓
Data (S)	3GB Pooled Data - Included	15.15 GB	✓
Msg	Messaging Bundle - Incl - Rcvd	4 msgs	✓
	Messaging Bundle - Incl - Sent	2 msgs	✓
Total used			0.00
Total before taxes			46.75
GST: 815781448			2.34
Total for Wireless 403-978-0156			\$49.09

Legend: (S) Shared Services | ✓ No charge

Unless otherwise stated, all voice minutes, messages and wireless internet details set out above and/or in your agreement refer to usage on our network (i.e. within Canada and to a Canadian number, as applicable).



Wireless

CHRISTOPHER USIH |

Monthly charges		\$
Flex Int'l SMS Roaming	Sep 17 - Oct 16	0.00
Flex Zone 1 Voice Roaming	Sep 17 - Oct 16	0.00
Corp Share: 3GB Pooled	Oct 17 - Nov 16	55.00
Savings: Monthly Service Fee	Oct 17 - Nov 16	-8.25
Unltd US/INT MSG & Unltd US LD	Oct 17 - Nov 16	0.00
Unltd Text/Pic/Video Messages	Oct 17 - Nov 16	0.00
Call Display w/Name Display	Oct 17 - Nov 16	0.00
Enhanced Voicemail	Oct 17 - Nov 16	0.00
Total monthly charges		46.75

Wireless savings \$8.25

Usage Summary		Ending Oct 16, 2019	
Usage type		Used	\$
Voice	Incoming Inter Company Calls	27:00 min:sec	✓
	Unlimited Anytime Minutes	184:00 min:sec	✓
Data (S)	3GB Pooled Data - Included	7.67 GB	✓
Event	TXT 2 Landline	1 msg	0.15
Msg	Messaging Bundle - Incl - Rcvd	8 msgs	✓
	Messaging Bundle - Incl - Sent	4 msgs	✓
Total used			0.15
Total before taxes			46.90
GST: 815781448			2.35
Total for Wireless 403-978-0156			\$49.25

Legend: (S) Shared Services | ✓ No charge

Unless otherwise stated, all voice minutes, messages and wireless internet details set out above and/or in your agreement refer to usage on our network (i.e. within Canada and to a Canadian number, as applicable).



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: November 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 ERDI Conferenc

Departure and Return Dates Oct 17-19 2019 Destination: Whistler BC

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	Amount Paid by CBE <small>Invoice/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)	417.74				
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary	85.00				
▪ Taxi/Shuttle Bus/Car Rental at Destination	145.15				
▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ 287.68 @ 2 Nights	575.36				
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	1223.25				
CASH ADVANCE IF ANY–Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT				0.00	
GST Breakout Area	53.15				

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.



eTicket Receipt

Prepared For
USIH/CHRISTOPHER MR

RESERVATION CODE	
ISSUE DATE	16Sep19
TICKET NUMBER	
ISSUING AIRLINE	WESTJET
ISSUING AGENT	
TOUR CODE	

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
17Oct19	WESTJET	CALGARY INTL AB, CANADA	VANCOUVER BC, CANADA	
19Oct19	WESTJET	VANCOUVER BC, CANADA	CALGARY INTL AB, CANADA	

Allowances

Baggage Allowance

YYC to YVR - 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

YVR 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 YVR , YVR to YYC - 1 Piece (WS - WESTJET)

Carry On Charges

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

Payment/Fare Details

Form of Payment

Fare Calculation Line

Fare

CAD 309.60

Taxes/Fees/Carrier-Imposed Charges

CAD 24.00 YQI (OTHER AIR TRANSPORTATION CHARGES)

CAD 17.39 XG8 (GOODS AND SERVICES TAX (GST))

CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)

CAD 50.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))

CAD 2.50 XG9 (GOODS AND SERVICES TAX (GST))

Total Fare

CAD 417.74

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, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your

ASSOCIATED CAB
ALLIED LOGIC/SN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 289-1111
CAR#470

SALE

Batch
10/18/19
APPR CODE
MASTERCARD

00/00

AMOUNT \$45.00

00 - APPROVED -

Mastercard
AID:
TVR
TSE

THANK YOU
CUSTOMER COPY

DELTA CAB Ltd.
Calgary
403-278-9999

Terminal
Driver
19/10/17

07:38:18

MASTERCARD
Card :

Mastercard

Ref #
Auth #

FARE	: \$	48.88
TOTAL	: \$	48.88

GST/HST #: 1234567899
APPROVED - THANK YOU.

IMPORTANT: Retain this
copy for your records

Customer Copy

FROM: RIDEBOOKER <info@ridebooker.com>
Sent: October 11, 2019 3:51 PM

This is your credit card receipt. This is NOT your confirmation email.

Please watch your inbox for a detailed confirmation email that contains full trip details and pickup instructions! (Within 24 hours and usually MUCH sooner)

Dear Christopher Usih,

Thanks you for your recent booking via Ridebooker.com!

Payment Details:

<u>Payment #1. Ridebooker Order ID:</u>	<u>\$145.15 CAD.</u>
Transactions:	

Charges Summary

1. Whistler Shuttle | Vancouver Airport (YVR) to Whistler

Adult* (13+)	x 1	x \$64.00 CAD	= \$64.00 CAD
Sub Total:			\$64.00 CAD
Cancellation Coverage:			\$5.12 CAD
Tax (GST):			\$3.46 CAD
Total:			\$72.58 CAD

2. Whistler Shuttle | Whistler to Vancouver Airport (YVR)

Adult* (13+)	x 1	x \$64.00 CAD	= \$64.00 CAD
Sub Total:			\$64.00 CAD
Cancellation Coverage:			\$5.12 CAD
Tax (GST):			\$3.46 CAD
Total:			\$72.58 CAD

Booking Total:	\$128.00 CAD
Booking Cancellation Coverage:	\$10.24 CAD
Booking Tax:	\$6.91 CAD
Booking Grand Total:	\$145.15 CAD

THE Fairmont
CHATEAU WHISTLER

4599 Chateau Boulevard
Whistler, BC V8E 0Z5
T 604 938 8000 F 604 938 2055
G.S.T. / H.S.T. Registration # 84968 1721

Room :
Folio # :
Invoice # :
Cashier # :
Page # :
Group Name :

ERDI Canada
Mr Christopher Usih

Arrival : 10-17-19
Departure : 10-19-19

Date	Description	Additional Information	Charges	Credits
10-17-19	Deposit Transferred at C/I			531.28
10-17-19	Room Charge*		229.00	
10-17-19	Room PST		25.19	
10-17-19	Room GST		11.45	
10-17-19	Resort Fee		15.00	
10-17-19	Resort Fee - PST		1.65	
10-17-19	Resort Fee - GST		0.75	
10-17-19	Group Service Charge - Hskp		4.00	
10-17-19	Service Charge - GST		0.20	
10-17-19	Service Charge - PST		0.44	
10-18-19	Room Charge*		229.00	
10-18-19	Room PST		25.19	
10-18-19	Room GST		11.45	
10-18-19	Resort Fee		15.00	
10-18-19	Resort Fee - PST		1.65	
10-18-19	Resort Fee - GST		0.75	
10-18-19	Group Service Charge - Hskp		4.00	
10-18-19	Service Charge - GST		0.20	
10-18-19	Service Charge - PST		0.44	
Total			575.36	531.28
Balance Due			44.08	

GST Summary

Room : 22.90
F&B : 0.00
Other : 1.90
Total : 24.80

HST Summary

Room : 0.00
F&B : 0.00
Other : 0.00
Total : 0.00

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We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.