

expense | monthly tracking report

claimant | Lewis, Deborah
 position | Superintendent, Learning Services
 level | Superintendent
 reporting period | November 1 to December 31, 2012
 date of report | February 25, 2013



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	11/11/2012	Monthly Service Plan	\$75.39	other disclosed	telecom/cell phone
Visit to the Southwest Autism Research & Resource Centre, Phoenix, Arizona	11/15/2012	Meal	\$16.27	travel	BUS food/non alcoholic beverage
Visit to the Southwest Autism Research & Resource Centre, Phoenix, Arizona	11/15/2012	Meal for 4 with hosts of visit	\$64.25	hospitality	BUS food/non alcoholic beverage
Visit to the Southwest Autism Research & Resource Centre, Phoenix, Arizona	11/18/2012	Taxifare from hotel to Phoenix airport	\$20.61	travel	BUS airfare/bus/rail
Cell Phone	12/11/2012	Monthly Service Plan	\$121.01	other disclosed	telecom/cell phone
Elder Advisory Council Meeting	09/05/2012	Honorariums for 5 elders for December 12 meeting	\$550.00	hospitality	gifts & cultural exchange
Elder Advisory Council Meeting	11/01/2012	Honorariums for 3 elders for December 12 meeting	\$300.00	hospitality	gifts & cultural exchange
Elder Advisory Council Meeting	12/12/2012	Lunch for Elder Advisory Council	\$18.50	hospitality	BUS food/non alcoholic beverage
Elder Advisory Council Meeting	12/12/2012	Lunch for Elder Advisory Council	\$158.03	hospitality	BUS food/non alcoholic beverage
Staff Appreciation	12/18/2012	Lunch for 7	\$145.05	working session	BUS food/non alcoholic beverage



INDIVIDUAL DETAIL

DEBORAH LEWIS (DIRECTOR) SSS PARKDALE/

Savings Details

Corporate Discount

12.00

Total Month's Savings

\$ 12.00

Current Charges - Detail

Contract Term : 3 yr expires Jan 11,2014

Monthly Service Plans Nov 12 to Dec 11

Service Plan Name	Total
Corporate Exception 20/200	20.00
20.0% Voice disc	-4.00
Total	\$ 16.00

Additional Local Airtime

*Free Airtime includes: bonus minutes, birthday calling, evenings & weekends, free incoming, *611 and In Network Calling

Service	Total Airtime	*Free Airtime	Included Airtime	Chargeable Airtime	Total
Phone (minutes)	45:23	0:00	45:23	0:00	0.00
Total					\$ 0.00

Data and Other Services

Service	Total Events	Event Type	Total
Text Msg - Sent	14	Msg	3.00
CAN to Int'l Text Msg - Sent	1	Msg	0.00
Roaming Txt Msg - Received	1	Msg	0.60
International GPRS Data Roaming	0.586	MB	5.95
Data Usage - BlackBerry Smartphones	8.899	MB	0.00
Text Msg - Received	10	Msg	2.10
Total			\$ 11.65

Value Added Services

Service	Total
Call Forward Immediate (Nov 12 to Dec 11)	Free
Caller ID Free (Nov 12 to Dec 11)	Free
Cost Assure for BB BES 40 NA (Nov 12 to Dec 11)	40.00
Detailed Billing \$0 (Nov 12 to Dec 11)	Free
Incoming Mobile Promo (Nov 12 to Dec 11)	Free
Voice Mail 25 (Nov 12 to Dec 11)	5.00
20.0% BlackBerry data disc	-8.00
Total	\$ 37.00

Other Fees

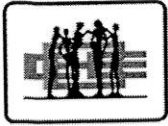
Charge	Total
Enhanced 911 Access Charge (Nov 12 to Dec 11)	0.50
System Access Fee (Nov 12 to Dec 11)	6.95
Total	\$ 7.45

Taxes

	Total
GST	3.29
Total	\$ 3.29

Total Current Charges

\$ 75.39



Calgary Board of Education

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 Treasury and Revenue Accounting

Date: JAN 17, 2013

A. Details of Trip (Please Print)

Employee's Name DEBORAH LEWIS Vendor #: _____

School / Department to mail cheque to LEARNING SERVICES

Purpose of Trip / Name of Conference INVITATION TO THE SOUTHWEST AUTISM RESEARCH &

Departure and Return Dates NOV. 14-17, 2010 Destination: PHOENIX, ARIZONA RESOURCE

B. Description of Expenses (Please attach receipts)	Total Cost (Indicate currency if not Cdn)	Exchange Rate Adjusted Amount (If applicable)	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					
· Taxi/Shuttle Bus/Car Rental in Calgary					
· Taxi/Shuttle Bus/Car Rental at Destination (USD)		1.61	20.61		
· Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ _____ @ _____ Nights					
Meals (including tips) (excluding meals covered by Conference or Others)		1.95	80.35		
· 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		2.56	100.96		
CASH ADVANCE IF ANY–Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					
GST Breakout Area					

* AIRFARE & ACCOMMODATION PAID SINNAEVE FOUNDATION

I certify that the above claim is correct:

Original signed by DA Lewis
Claimant's Signature

Original signed by N. Johnson
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.

Phone #
COWBOY CIAO
7133 E. STETSON DR
SCOTTSDALE AZ 85251

TERMINAL I.D.: 1111
MERCHANT #: 17531

MASTERCARD SRV: 154 ITEM #: 014

SWIPE
PRE-SALE

DATE: NOV 15, 2012 TIME: 01:58
AUTH NO: 025012

BASE \$54.47
TIP 8.00
TOTAL 62.47

64.25 (can)

DEBORAH A LEWIS
CUSTOMER COPY

KAZIMIERZ WORLD WINE BAR
7137 E. Stetson Dr. #8
(480)946-3004

Table Sales

Tab Name:
Table: 5
Person: 1
Server: .

Check # Cov Time Date
315472 4 12:47:31 AM 11/14/2012

3 CHOPPED 36.00
1 STREET TACOS 10.00
1 PRETZEL 4.00

Beverage Sub-Total 0.00
Food Sub-Total 50.00
Other Sub-Total 0.00

SUB TOTAL 50.00
Sales Tax 4.47

| TOTAL \$ 54.47 |

VIP TAXI

TEL 602-300-3000 (7713)

MAST
ED:

FARE: 20.00

TIP: -----

AUTH#104700
11/18/12 09:46

TOTAL: 20.00

ID/SEQ: 56570

\$20.61 (cdn)



DUPLICATE
 JAN - 3 2013
 Supply Chain Services

INDIVIDUAL DETAIL

DEBORAH LEWIS (DIRECTOR) SSS PARKDALE/

Savings Details	12.00
Corporate Discount	
Total Month's Savings	\$ 12.00

Current Charges - Detail

Contract Term : 3 yr expires Jan 11,2014

Monthly Service Plans Dec 12 to Jan 11

Service Plan Name	Total
Corporate Exception 20/200	20.00
20.0% Voice disc	-4.00
Total	\$ 16.00

Additional Local Airtime *Free Airtime includes: bonus minutes, birthday calling, evenings & weekends, free incoming, *611 and In Network Calling

Service	Total Airtime	*Free Airtime	Included Airtime	Chargeable Airtime	Total
Phone (minutes)	54:43	0:00	54:43	0:00	0.00
Total					\$ 0.00

Long Distance Charges

Service	Total LD Minutes	Free LD Minutes	Included LD Minutes	Chargeable LD Minutes	Total
Domestic Phone	0:23	0:00	0:00	0:23	0.04
Total					\$ 0.04

Data and Other Services

Service	Total Events	Event Type	Total
Text Msg - Received	2	Msg	0.50
Text Msg - Sent	9	Msg	2.25
CAN to Int'l Text Msg - Sent	1	Msg	0.00
Roaming Txt Msg - Sent	1	Msg	0.00
US 1X Data Roaming	0.754	MB	0.00
Data Usage - BlackBerry Smartphones	5.195	MB	0.00
Text Msg - Received	8	Msg	2.00
Total			\$ 4.75

Value Added Services

Service	Feature Duration	Total
Bus Travel Ess. US 50 30d (Nov 13 to Dec 12)	Nov 13 2012 - Dec 13 2012	50.00
Call Forward Immediate (Dec 12 to Jan 11)		Free
Caller ID Free (Dec 12 to Jan 11)		Free
Cost Assure for BB BES 40 NA (Dec 12 to Jan 11)		40.00
Detailed Billing \$0 (Dec 12 to Jan 11)		Free
Incoming Mobile Promo (Dec 12 to Jan 11)		Free
Voice Mail 25 (Dec 12 to Jan 11)		5.00
20.0% BlackBerry data disc		-8.00
Total		\$ 87.00

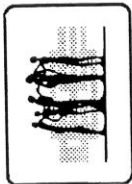
Other Fees

Charge	Total
Enhanced 911 Access Charge (Dec 12 to Jan 11)	0.50
System Access Fee (Dec 12 to Jan 11)	6.95
Total	\$ 7.45

Taxes

	Total
GST	5.77
Total	\$ 5.77

Total Current Charges \$ 121.01



Calgary Board of Education

Disbursement Voucher

Pay to Elder #8

Address:

*Refer to reverse for usage guidelines

Vendor Number

Grid for Vendor Number

Today's Date		Year
Day	Month	2012
01	11	
Due Date		Year
Day	Month	2012
05	12	

Invoice

E	M	A	I	L	A	T	T	A	C	H	E	D						
---	---	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--

Description

H	O	N	O	R	A	R	I	U	M	-	E	L	D	E	R		
A	D	V	I	S	O	R	Y				C	O	U	N	C	I	L

Type	Object	Block	Responsibility	Function	Location	Program	Project	User Defined	Future	Alias	Amount (excl. GST)
											10000
<p><i>When cheques are ready, please call Nancy Lowe (7676) and she will come & pick them up.</i></p> <p><i>Thank you.</i></p>											
										Subtotal	10000
										GST Paid or Payable	
										Total Payment	10000

Prepared by / Department

Original signed by N. Lowe
Approved

Calgary Board of Education
Learning Services, Education Centre
6th floor, 1221 - 8 Street SW
Calgary, Alberta T2R 0L4

COBS Bread - Kingsland Plaza
Unit 104- 7610 Elbow Drive SW
Calgary, AB T2V 1K2
Open 7 Days per Week!

15139 13730
GST: 882627904
TAX INVOICE

6 Scone Combo	\$18.50
2 @ \$9.25	

Total	\$18.50
-------	---------

Account #	
Balance	C0010010260 MAST
Auth #	0946-0813730154
Moneris	\$18.50

Change	-\$18.50SERVED B
--------	------------------

Y: 00192
DATE: DEC-12-2012 7:46AM
RECEIPT No. 15139
TERMINAL 13730

Thank you for your visit.

IMPORTANT - retain this copy for your records

IMPORTANT - conserver cette copie pour vos dossiers

IMPURIANI - retain this copy for your records

IMPORTANT - conserver cette copie pour vos dossiers

SANDWICHES' N MORE LUNCH & CATERING CO. LTD.

61 Royal Oak Cove N.W. Calgary, AB T3G 4X7
403-301-5220
sandwiches@shaw.ca

Date	Invoice #
12/12/2012	37740

Bill To:
CALGARY BOARD OF EDUCATION

Delivered to:
KINGSLAND
7430 - 5 STREET SW
ATTN: BONNIE

Quantity	Description	Unit Cost	Cost
16	BEEF STEW	8.00	128.00
16	DINNER ROLL with butter		
	✓ PLATES & NAPKINS, BOWLS, SPOONS, FORKS, KNIVES, LADLE	0.00	0.00
	DELIVERY & PICK-UP OF CROCKPOTS, ETC.	22.50	22.50
	PAID BY MASTERCARD - THANKS BONNIE HOEGH	0.00	0.00
		5.00%	7.53

Sandwiches' n more

DO NOT WRITE ABOVE THIS LINE - NE PAS ÉCRIRE AU-DESSUS DE CETTE LIGNE

CBE Bonnie Hoegh

EXPIRY DATE CHECKED DATE D'EXPIRATION VÉRIFIÉE

CUSTOMER COPY / COPIE DU CLIENT

5875980

DESCRIPTION	AMOUNT-MONTANT
# 37740	150 50
	7 53

CARDHOLDER'S SIGNATURE / SIGNATURE DU TITULAIRE

CARDHOLDER WILL PAY TOTAL AMOUNT SHOWN TO CARD ISSUER ACCORDING TO CARDHOLDER AGREEMENT WITH CARD ISSUER. LE TITULAIRE S'ENGAGE À REMBOURSER L'ÉMETTEUR DE LA CARTE DU MONTANT TOTAL FIGURANT SUR CETTE FACTURE, CONFORMÉMENT À LA CONVENTION RÉGISSANT L'UTILISATION DE LA CARTE.

VISA TOTAL \$ 158.03

MasterCard

Payment is due within 30 days of the invoice date.

Delivery	Label	People	P.O. #
10:45	KINGSLAND	16	

Subtotal	\$150.50
5% GST	\$7.53
Total	\$158.03

0018

Server: Rec: 6
2/18/12 12:47, Swiped T: 20 Term: 1

Duplicate Copy

TRANSACTION RECORD

Tran. #: 17673
MasterCard
Pre-Auth Purchase

Amount \$127.05

Tip \$ 18

TOTAL \$ 145.05

APPROVED 145239
00-001 145239
BONTERRS1/BONTERC1
088001001005
Invoice #: 18
2012/12/18-12:52:38

Cardholder will pay
above amount to card
issuer pursuant to
cardholder agreement

Original signed by D. Lewis
Cardholder Signature

BONTERRA TRATTORIA
Thank you!

0018 Table 20 #Party 7
SvrCk: 4 12:10 12/18/12

LINGUINE CARBONA	48.00
SPAGHETTI PUTTAN	17.00
BARBABIETOLA	18.00
TRETA	3.00

Sub Total:	127.00
GST	: 6.05
Sub Total:	127.05

2/18 12:45 TOTAL: 127.05

Please phone us for reservations at
(403) 262-8460
To book a special function or party,
email Steven at steven.b@bonterra.ca

visit us online www.bonterra.ca
GST# 86800522RT0001