

# expense | monthly tracking report

SE

claimant | Church, Susan

position | Director, Area II

level | Director

reporting period | July 1 to August 31, 2013

date of report | October-15-13



**Calgary Board  
of Education**

| Description  | Date<br>(mm/dd/yyyy) | Details and/or Rationale                       | Amount (CDN\$) | Category        | Expense Type                    |
|--|----------------------|--|----------------|-----------------|---------------------------------|
| Canadian Association of School Administrators-Annual Conference-2013, St. John's, NL | 06/30/2013           | Taxi fare from home to Calgary airport         | \$36.30        | travel          | PD general                      |
| Canadian Association of School Administrators-Annual Conference-2013, St. John's, NL | 06/30/2013           | Taxi fare from St. John's, NL airport to hotel | \$50.50        | travel          | BUS general                     |
| Canadian Association of School Administrators-Annual Conference-2013, St. John's, NL | 07/07/2013           | Accommodations                                 | \$1,024.92     | travel          | BUS general                     |
| Canadian Association of School Administrators-Annual Conference-2013, St. John's, NL | 07/07/2013           | Meal   | \$297.31       | travel          | BUS food/non alcoholic beverage |
| Meeting with Administrative Assistant  | 08/14/2013           | Lunch meeting                                  | \$43.47        | working session | BUS food/non alcoholic beverage |
| Meeting with Area Learning Team  | 08/28/2013           | Refreshments and snacks for meeting            | \$156.98       | hospitality     | BUS food/non alcoholic beverage |
| Meeting with System Assistant Principal  | 08/22/2013           | Lunch meeting                                  | \$41.69        | working session | BUS food/non alcoholic beverage |
| College of Alberta School Superintendents (CASS)                                     | 08/30/2013           | 2 Textbooks-CASS Framework for Success         | \$105.00       | other disclosed | PD general                      |

SC

TRANSACTION ID: 111111  
Checker/Yellow Cab  
316 Meridian Road SE  
Calgary, AB, T2A 1K2  
403-299-8899

Tax Service  
TYPE: MasterCard  
CARD: \*\*\*\* \*  
EXP: xx/xx  
DATA: SWIPED  
TerminalID: 00001472A711  
Transaction Reference  
Number: MCFM42KHP0030  
DATE: 2011-06-20 07:48:00  
AUTH: 094115  
IFID: 8799153  
DRV: 0194  
VEH: 1044  
GST: 837815547  
Meter Start Time:  
07:20:20  
Meter Stop Time:  
07:47:02  
Distance: 16.7 Km

|                 |          |
|-----------------|----------|
| FARE 1:         | \$ 28.80 |
| FLAT :          | \$ 0.00  |
| TAX :           | \$ 1.44  |
| TOTAL FARE:     | \$ 30.24 |
| PAYMENT AMOUNT: | \$ 30.24 |
| TIP:            | \$ 0.00  |

TOTAL PAYMENT: \$ 30.24  
Purchase Auth Complete  
Cardholder Copy

82

|  |     |     |                          |           |
|--|-----|-----|--------------------------|-----------|
| DATE                                   |     |     | IDENTIFICATION           |           |
| M                                      | J-D | A-Y | <input type="checkbox"/> | EMPORTÉ   |
| N° D'AUTORISATION<br>AUTHORIZATION NO. |     |     | <input type="checkbox"/> | TAKEN     |
| RAYON - DEPARTMENT                     |     |     | <input type="checkbox"/> | LIVRE     |
|  |     |     | <input type="checkbox"/> | DELIVERED |
|  |     |     | COMMIS - CLERK           |           |

5271042

| QTE - QTY | DESCRIPTION | MONTANT - AMOUNT |
|-----------|-------------|------------------|
|           |             | 21.50            |
|           |             |                  |
|           |             |                  |
|           |             |                  |
|           |             |                  |
|           | TOTAL       | 21.50            |

ST. JOHN'S  
*[Handwritten Signature]*

SIGNATURE DU CLIENT - CUSTOMER'S SIGNATURE  
 LES CONDITIONS ET MODALITÉS, APPLICABLES À CETTE VENTE SONT  
 CONFORMES À L'ENTENTE AVEC L'ÉMETTEUR DE VOTRE CARTE.  
 TERMS AND CONDITIONS APPLICABLE TO THIS SALE ARE IN ACCORDANCE  
 WITH YOUR AGREEMENT WITH THE ISSUER OF YOUR CARD.



CONSERVEZ CETTE COPIE POUR VOS DOSSIERS.  
 PLEASE RETAIN THESE COPY FOR YOUR RECORDS.

FACTURE - SALES SLIP  
 COPIE DU CLIENT - CUSTOMER'S COPY

SE

# City Wide Taxi

722-7777

Official Airport Taxi  
Major Credit Cards Accepted  
Wake Up Calls  
Bus Charters Available

Date: June 30/2013  
To: Delta H.  
From: Airport  
Car No: #99  
Amount: \$ 29.00

H.S.T. # 101280097RT

Thank You & Have a nice day!

### St. John's International Airport Departure Rates

|         |                                  |         |
|---------|----------------------------------|---------|
| Hotels: | Comfort Inn                      | \$10.00 |
|         | Holiday Inn, Hillview Terrace    | \$17.50 |
|         | Downtown Area                    | \$22.50 |
|         | Extended Stay / Spa at Monastery | \$25.00 |
|         | Kenmount West Area               | \$27.50 |

Plus \$3.00 for each add. Passenger

|        |         |        |         |
|--------|---------|--------|---------|
| Area 1 | \$10.00 | Area 5 | \$22.50 |
| Area 2 | \$12.50 | Area 6 | \$25.00 |
| Area 3 | \$17.50 | Area 7 | \$27.50 |
| Area 4 | \$20.00 | Area 8 | \$30.00 |

Meter Rates are charged  
from any area to Airport

Email: [info@citywidetaxi.ca](mailto:info@citywidetaxi.ca)  
[www.citywidetaxi.ca](http://www.citywidetaxi.ca)



**DELTA**  
ST. JOHN'S  
HOTEL AND CONFERENCE CENTRE



120 New Gower Street  
St. John's, Newfoundland, A1C 6K4  
Tel: 709-739-6404 Fax: 709-570-1622

Canadian Association of School Administrators  
Ms Susan Church  
2004 4th st NE  
Calgary AB T2E 3T8  
Canada

Room:  
Folio No.: 320894  
Cashier: 16  
Arrival: 06-30-13  
Departure: 07-07-13

Group: CDN Association of School Administrators

| Date     | Description    | Additional Information   | Charges | Credits  |
|----------|----------------|--------------------------|---------|----------|
| 07-03-13 | Restaurant     | Room# 0533 : CHECK# 2485 | 20.86   |          |
| 07-03-13 | Room Charge    |                          | 219.00  |          |
| 07-03-13 | Room HST       |                          | 28.47   |          |
| 07-03-13 | TML Tax        |                          | 8.76    |          |
| 07-04-13 | In Room Dining | Room# 0533 : CHECK# 8502 | 14.65   |          |
| 07-04-13 | Restaurant     | Room# 0533 : CHECK# 4659 | 17.54   |          |
| 07-04-13 | Room Charge    |                          | 219.00  |          |
| 07-04-13 | Room HST       |                          | 28.47   |          |
| 07-04-13 | TML Tax        |                          | 8.76    |          |
| 07-05-13 | Room Charge    |                          | 219.00  |          |
| 07-05-13 | Room HST       |                          | 28.47   |          |
| 07-05-13 | TML Tax        |                          | 8.76    |          |
| 07-06-13 | Restaurant     | Room# 0533 : CHECK# 2805 | 15.00   |          |
| 07-06-13 | Room Charge    |                          | 219.00  |          |
| 07-06-13 | Room HST       |                          | 28.47   |          |
| 07-06-13 | TML Tax        |                          | 8.76    |          |
| 07-07-13 | Restaurant     | Room# 0533 : CHECK# 2928 | 25.60   |          |
| 07-07-13 | Mastercard     | XXXXXXXXXXXX XX/XX       |         | 1,118.57 |

|                    |               |             |          |          |
|--------------------|---------------|-------------|----------|----------|
| <b>HST Summary</b> |               | Total       | 1,118.57 | 1,118.57 |
| Registration No:   | 896932449     | Balance Due | 0.00     | CDN      |
| Room               | 113.88        |             |          |          |
| F&B                | 9.57          |             |          |          |
| Other              | 0.00          |             |          |          |
| <b>Total</b>       | <b>123.45</b> |             |          |          |

Guest Signature: \_\_\_\_\_

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.

se

HMS HOST  
FIONN MACCOOLS  
TORONTO PEARSON INTL AIRPORT

3323 FIONN MACCOOL'S  
6 - 6855 AIRPORT RD #427  
MISSISSAUGA, ON L4V1Y9  
4167769 168

MERCHANT ID: 26813260387 TERM ID: 002  
SERVER: 2044

2044 MATTY

SALE

TBL 125/1 Cnk 4060 JST  
JUN30'13 0:35PM

XXXXXXXXXXXXX  
MASTER: ENTRY METHOD: CHIP  
06/30/13 16:03:03  
INV #: 000042 APPR CODE: 160309  
BATCH: 0001  
FL 042

\*\*\*\* BLAT \*\*\*\*  
BAR 2.99  
PIE 14.00  
M RBT GREEN SID  
STRONG BOB CITRU  
TAX 2.21  
TOTAL DUE \$ 19.20  
\*\*\*\*\* \*\*\*\*\*

AMOUNT \$19.20  
TIP \$2.88  
=====

TAX 2.21  
TOTAL DUE \$ 19.20

TOTAL \$22.08

PIN VERIFIED BY CARD ISSUER  
CARDHOLDER AGREES TO PAY ABOVE  
TOTAL AMOUNT IN ACCORDANCE WITH  
CARD ISSUER'S AGREEMENT  
(MERCHANT AGREEMENT IF CREDIT VOUCHER)  
RETAIN THIS COPY FOR STATEMENT

Thank You, Comments & Questions  
toronto.comments@hmshost.com  
Follow us on twitter @Hmshostyyz  
GST# 137512901

VERIFICATION  
MERCHANT COPY  
APPROVED

APPLICATION LABEL: MasterCard  
AID: A000000041010  
TUR: 00 00 00 80 00  
TSI: EB 00

SC

BIANCA'S  
171 WATER STREET STREET  
ST. JOHN'S NL

Biancas  
171 Water Street  
Server: David 07/06/2013  
Table 12/2 7:51 PM  
Guests: 3 10025

lobster bisq (2 @14.00) 28.00  
Halibut 0.00  
Special 38.00  
Coffee (2 @2.95) 5.90  
Scallops 18.00  
Lobster Pasta 34.00

Subtotal 123.90  
Tax 16.11  
Total 140.01

Balance Du \$ 140.01

Have a Nice Day  
Hope to see you again soon  
(709) - 726 - 9016  
www.biancas.net  
biancas@nl.rogers.com  
HST# 888282654RT0001

CARD \*\*\*\*\*  
CARD TYPE MASTERCARD  
DATE 2013/07/06  
TIME 0990 19:56:29  
RECEIPT NUMBER  
C06812940-001-180-004-0

-----  
PURCHASE  
AMOUNT \$140.01  
TIP \$21.00  
TOTAL

**\$161.01**  
-----

MasterCard

APPROVED

AUTH# 182630 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS







Check Detail

Restaurant

160 Nakita E

Tbl 4/1 Chk 2928 Gst 1  
07/07/13 09:37:12

|                             |       |
|-----------------------------|-------|
| 1 Stack Attack              | 12.00 |
| 1 PANCAKES                  | 0.00  |
| 1 Bacon                     | 4.50  |
| CRISP                       |       |
| 1 Coffee                    | 3.50  |
| Tax:                        | 2.60  |
| 533/Church                  |       |
| Room Charge                 | 25.60 |
| Charge Tip                  | 3.00  |
| -----160 Check Closed-----  |       |
| -----07/07/13 10:01:27----- |       |

AC



Check Detail

Restaurant

117 Tina D

-----  
Tbl 106/1      Chk 2805      Gst 1  
                 07/06/13 08:17:32  
-----

|                             |       |
|-----------------------------|-------|
| 1 Bacon                     | 4.50  |
| CRISPY                      |       |
| 1 Coffee                    | 3.50  |
| 1 Toast                     | 3.50  |
| Tax:                        | 1.50  |
| 533/Church                  |       |
| Room Charge                 | 15.00 |
| Charge Tip                  | 2.00  |
| -----117 Check Closed-----  |       |
| -----07/06/13 10:24:40----- |       |



Check Detail

Bar

110 Ann M

Tbl 108/1 Chk 4659 Gst 1  
07/04/13 12:13:09

-----  
1 Caesar Salad 11.00  
1 Diet Pepsi 2.75  
Tax: 1.79  
533/Church  
Room Charge 17.54  
Charge Tip 2.00  
-----110 Check Closed-----  
-----07/04/13 13:16:23-----



Check Detail

Room Service

113 Randy B  
-----  
                  Chk 8502          Gst 1  
                  07/04/13 07:30:29  
-----  
1 Continental                  10.50  
Auto SVC:                      1.58  
Tax:                            1.57  
533/Church  
Room Charge                  14.65  
Charge Tip                      1.00  
-----113 Check Closed-----  
-----07/04/13 07:36:54-----

pc



Check Detail

Restaurant

109 Roxanne  
-----  
Tbl 102/1      Chk 2485      Gst 1  
                 07/03/13 08:28:41  
-----  
1 Toast                            3.50  
1 Bacon                            4.50  
  CRISP  
1 Juice                            4.75  
1 Coffee                           3.50  
  Tax:                                2.11  
  533/Church  
  Room Charge                    20.86  
  Charge Tip                       2.50  
-----109 Check Closed-----  
-----07/03/13 09:09:30-----



# SANDWICHES' N MORE LUNCH & CATERING CO. LTD.

Invoice



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

|           |           |
|-----------|-----------|
| Date      | Invoice # |
| 8/28/2013 | 40143     |

|                            |
|----------------------------|
| Bill To:                   |
| CALGARY BOARD OF EDUCATION |

|  |
|--|
| Delivered to:  |
| MOUNT VIEW<br>2004- 4TH STREET, NE<br>SHIRLEY 403-777-8720 EXT 0 |

| Quantity | Description  | Unit Cost | Cost  |
|----------|--|-----------|-------|
| 24       | FRESHLY BAKED GOODS with butter                      | 1.75      | 42.00 |
| 1        | ✓ MEDIUM FRUIT with yogurt dip                       | 65.00     | 65.00 |
| 60       | ✓ CHEESE TRAY... complimented with grapes            | 0.50      | 30.00 |
|          | ✓ SMALL PLATES & NAPKINS, 1 SPOON, 8 KNIVES, 2 FORKS | 0.00      | 0.00  |
|          | DELIVERY CHARGE                                      | 12.50     | 12.50 |
|          | PAID BY MASTERCARD - THANKS                          | 0.00      | 0.00  |
|          | GST On Sales   | 5.00%     | 7.48  |

Payment is due within 30 days of the invoice date.

|          |       |        |        |
|----------|-------|--------|--------|
| Delivery | Label | People | P.O. # |
| 9:00     | CBE   | 12     |        |

|                 |          |
|-----------------|----------|
| <b>Subtotal</b> | \$149.50 |
| <b>5% GST</b>   | \$7.48   |
| <b>Total</b>    | \$156.98 |

GST# 873746218

sl

BODCAVINO LOUNGE  
GST#  
2220 CENTRE STREET N.E.  
(403) 276-2030

113 LINDSAY

Tbl 6/1      Chk 9192      Gst 1  
Aug22'13 12:08PM  
\*\*\* Reprint \*\*\*

Dine In  
\*\*\* SEAT 1 \*\*\*

1 Pan. Chili Pasta      13.00  
1 Fried Sandwich      18.00  
1 POP      3.50  
Subtotal      34.50  
34.50 GST      1.75  
Amount Due      36.25  
\*\*\*\* ALL \*\*\*\*

Subtotal      34.50  
34.50 GST      1.75  
Amount Due      36.25

THANK -- YOU  
DRIVE SAFE  
" PLEASE PAY SERVER"  
GST # 67252 5118 RT

BODCAVINO LOUNGE & GRILL  
2220 CENTRE ST NE  
CALGARY AB

CARD \*\*\*\*\*  
CARD TYPE      MASTERCARD  
DATE      2013/08/22  
TIME      8851 12:52:54  
CLERK ID      3  
RECEIPT NUMBER  
082000618-001-016-006-0

PURCHASE  
AMOUNT      \$36.25  
TIP      \$5.44  
TOTAL

**\$41.69**

MasterCard

APPROVED

AUTH# 145254      01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS



se



LEADERSHIP EXCELLENCE FOR  
WORLD-CLASS PUBLIC EDUCATION



**Order Complete**

Your order has been received. Print this page to save the order information.



Print this page



Order ID: 4661

Date: 08/30/2013 - 02:27 PM

**Billing Information**

**Payment:** MasterCard

**Name:**

**Jurisdiction:** Calgary Board of Education

**Business Phone:** 403-777-8720

**Address:** Area II Office

2004 - 4 Street N.E.

**City:** Calgary

**Province:** AB

**Postal Code:** T2E 3T8

**Country:** Canada (CA)

**Email:**

**Extra Information:** Members Full Name: Susan Church

| Qty. | Name                       | Product ID    | Price            | Total            |
|------|----------------------------|---------------|------------------|------------------|
| 2    | CASS Framework for Success | CASSAFSSS2013 | 50.00            | \$ 100.00        |
|      |                            |               | <b>Sub Total</b> | <b>\$ 100.00</b> |
|      |                            |               | Sales Tax        | \$ 5.00          |
|      |                            |               | <b>Total</b>     | <b>\$ 105.00</b> |



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