

## expense | monthly tracking report

claimant | SMITH, Sydney  
position | Director, Area V  
level | Director  
reporting period | July 1 to August 31, 2013  
date of report | October-15-13



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	07/17/2013	monthly service plan	\$54.07	other disclosed	telecom/cell phone
Cell Phone	08/17/2013	monthly service plan	\$55.29	other disclosed	telecom/cell phone



**Calgary Board  
of Education**

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reporting period | July 1 to August 31, 2013  
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Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CAD\$)	Category	Expense Type	Payment Method	Allocation	Disclosure
Cell Phone	07/17/2013	monthly service plan	\$54.07	other disclosed	telecom/cell phone	direct payment	100%	Bi-monthly
Cell Phone	08/17/2013	monthly service plan	\$55.29	other disclosed	telecom/cell phone	direct payment	100%	Bi-monthly
Working Session	07/04/2013	lunch meeting	\$88.18	corporate event	BUS food/bev alcoholic beverage	Point client's	100%	Corporate event

**Claimant Declaration**

By submitting this form, I declare that I:

- have personally reviewed the forms in this report;
- confirm that all expenses were incurred for CBE business purposes and have been approved by my supervisor;
- confirm that all information included in this report is complete and accurate;
- understand that the information included in this report may be disclosed to the public as required by the CBE's administrative regulations, Alberta Government policies and legislation, or a FOIP request, and have reviewed the attached to ensure that all personal information has been removed or redacted.

  
 SMITH, Sydney  
 Director, Area V  
 15/10/2013  
 date



Mobile  
Bill Date: July 17, 2013  
SYDNEY SMITH  
Mobile Ref.  
Area V Office

Account #  
Next Bill Date: August 17, 2013

686of 1930

**CURRENT CHARGES** for

11

@\$.00/minute	125:57 min:sec	0.00
Ref to Ref Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	479:00 min:sec	0.00
Service zone		
@\$.00/MB	0.0430 MB	0.00
Travel text saver Unlimited Incoming Messages		
	653 events	0.00
Text Messaging 250 - Share incl. Messages		
	550 events	0.00
<b>Taxes</b>		
GST		2.57
<b>Total current charges</b>		<b>\$54.07</b>

Mobil  
Bill Date: August 17, 2013  
SYDNEY SMITH  
Mobile Ref.  
Area V Office

Account #  
Next Bill Date: September 17, 2013

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**CURRENT CHARGES *for***

00\$00/minute	09:00 min.sec	0.00
Bell to Bell Calling 10- Mob Bell Mobility to Bell Mobility		
00\$00/minute	120:00 min.sec	0.00
Service zone		
00\$00/MB	0.0352 MB	0.00
Converse MMS	6 events	0.00
Free SMS Message	2 events	0.00
Picture/Media messaging	1 event	0.50
Travel text saver Unlimited Incoming Messages		
	340 events	0.00
Text Messaging 2to - Share Incl. Messages		
	344 events	0.00
long distance		9.59
<b>Taxes</b>		
GST		3.03
<b>Total current charges</b>		<b>\$64.67</b>



Calgary Board of Education

# P-CARD MISSING RECEIPT

Certification of Unavailable Documentation

This form must be completed for each credit card transaction (for purchases over \$20.00) that is not supported by a detailed receipt from the merchant. This form must be approved by the cardholder's Supervisor and enclosed within the Statement & Receipt Envelope

## CARDHOLDER

Cardholder Name

**SYDNEY SMITH**

Card Number

Phone Number

403-777-8780

5

Department / School

**Area V**

Merchant Name

**The dove's Nest**

Transaction Date  
YYYY

2 0 1 3

MM

07

DD

04

Transaction Amount

88.18

Description of purchase

Lunch with staff

Reason detailed receipt / documentation is not available

No detail receipt given

### Cardholder Missing Receipt Acknowledgement

- The information provided is a true and accurate description of the details of the purchase
- I confirm that every attempt has been made to obtain a duplicate receipt by contacting the merchant. However, there has been failure to produce a receipt
- All items purchased as part of this credit card transaction were for use by The CBE in my duties as an employee. No personal purchases were made
- [ ] Detailed documentation is not in my possession and I will not seek reimbursement for the transaction
- I understand that repeated lack of documentation could result in a cancelled relationship with the suspension of credit card privileges

Cardholder

Client  
CBE  
CBE  
CBE

Date  
YYYY MM DD

2 0 1 3 08 19

THE DOVE'S NEST  
A 106 1600-910TH AVE SW  
CALGARY, AB

MER # 4163798  
TENN # E4163798  
CLERK:0009  
AUTH#1152523  
TRANS#10004474

CARD \*\*\*\*\*7600  
MASTER CARD  
DATE 2013-07-04  
TIME 13:25:24  
SEC CE4163798-172-4474  
REFERENCE 172000921010

PURCHASE  
AMOUNT \$75.18  
TIP \$13.00  
TOTAL \$88.18

TRANSACTION  
00 - APPROVED - 001  
THANK YOU

NO SIGNATURE REQUIRED

MERCHANT COPY

Card  
# 403-777-8780

Receipt

\_\_\_\_\_