

## expense | monthly tracking report

claimant | Fradgley, Catherine  
 position | Director, Facility Operations  
 level | Director  
 reporting period | September 1 to October 31, 2014  
 date of report | December-12-14



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell phone	09/17/2014	Monthly Service Plan	\$57.14	other disclosed	telecom/cell phone
Cell phone	10/17/2014	Monthly Service Plan	\$54.53	other disclosed	telecom/cell phone
ISSA Interclean Conference	10/21/2014	ICE Workshop November 4-7, 2014	\$33.48	travel	PD course or registration fee
ISSA Interclean Conference	10/06/2014	ICE Workshop November 4-7, 2014	\$1,145.52	travel	PD course or registration fee
ISSA Interclean Conference	09/18/2014	ICE Workshop November 4-7, 2014	\$224.56	travel	PD course or registration fee
ISSA Interclean Conference	09/18/2014	Return Airfare - Calgary - Orlando for November 4-7, 2014 Conference	\$791.35	travel	PD airfare/bus/rail
MLT Calgray	10/21/2014	Registration for Employment and Labour Law Update 2014	\$425.00	other disclosed	PD course or registration fee
MLT Calgray	10/21/2014	Parking for Employment and Labour Law Update 2014	\$34.65	other disclosed	PD general

**Mobile**  
**Bill Date: September 17, 2014**  
**CATHERINE FRADGELY**  
**Mobile Ref.**  
**HF - Facilities Operations**

**Account #**  
**Next Bill Date: October 17, 2014**

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**CURRENT CHARGES for**

**Monthly charges billed to Oct 16, 2014**

Corporate Share plan 30-10 36M	\$30.00	
less 33.33% Promotional Discount	-10.00	20.00
Includes: 3 Way Calling		
Call Forwarding		
Call Waiting		
250 Anytime minutes		0.00
Alberta Government 911 fee		0.44
Email& Internet BlackBerry 1GB	\$45.00	
less 33.33% Promotional Discount	-15.00	30.00
Bell to Bell Calling 10 - Mob	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Business Anytime Unlmted. Nights & Wknds	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Sharing Feature	\$5.00	
less 70.00% Promotional Discount	-3.50	1.50
Travel text saver	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Message Centre & Call Display Bundle	\$12.00	
less 100.00% Promotional Discount	-12.00	0.00
6pm to 8pm Calling	\$7.00	
less 100.00% Promotional Discount	-7.00	0.00
Can-Can/US Text - Unlimited	\$15.00	
less 100.00% Promotional Discount	-15.00	0.00
Includes: Picture Messaging		
Image Messaging		
Incl. Messages		
Unlimited Incoming Messages		
\$1/MB US Data	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
US Roaming \$0.25/min		0.00
<b>Usage and long distance</b>		
Directory Assistance		1 call 2.49
250 Anytime minutes Local Calling		

<b>FOR YOUR INFORMATION...</b>	
<b>Discount Summary</b>	
Total discounts	\$102.50
<b>Total this month</b>	<b>\$102.50</b>
<b>Usage Summary</b>	
	<i>min:sec</i>
Weekday	406:29
Weekend	27:08
Weeknight	12:26
<b>Total time used</b>	<b>446:03</b>
<b>Event Summary</b>	
Total Events	15
Total this month	\$0.00
<b>Packet Plan Usage Summary</b>	
Total megabytes	6.5313
Total this month	\$0.00

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**CURRENT CHARGES** *for* *(continued)*

@\$.00/minute	216:20 min:sec	0.00
Email Internet BlackBerry 1GB Data Usage		
@\$.00/MB	6.5059 MB	0.00
Business Anytime Unlmt. Nights & Wknds Unlimited Usage		
@\$.00/minute	27:34 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	50:09 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	152:00 min:sec	0.00
Service zone		
@\$.00/MB	0.0254 MB	0.00
Directory 411 msg	1 event	0.00
Travel text saver Unlimited Incoming Messages		
	2 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	5 events	0.00
Can-Can/US Text - Unlimited Unlimited Incoming Messages		
	7 events	0.00
<b>Taxes</b>		
GST		2.71
<b>Total current charges</b>		<b>\$57.14</b>

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**CURRENT CHARGES for**

**Monthly charges billed to Nov 16, 2014**

Corporate Share plan 30-10 36M	\$30.00	
less 33.33% Promotional Discount	-10.00	20.00
Includes: 3 Way Calling		
Call Forwarding		
Call Waiting		
250 Anytime minutes		0.00
Alberta Government 911 fee		0.44
Email& Internet BlackBerry 1GB	\$45.00	
less 33.33% Promotional Discount	-15.00	30.00
Bell to Bell Calling 10 - Mob	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Business Anytime Unlmt. Nights & Wknds	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Sharing Feature	\$5.00	
less 70.00% Promotional Discount	-3.50	1.50
Travel text saver	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Message Centre & Call Display Bundle	\$12.00	
less 100.00% Promotional Discount	-12.00	0.00
6pm to 8pm Calling	\$7.00	
less 100.00% Promotional Discount	-7.00	0.00
Can-Can/US Text - Unlimited	\$15.00	
less 100.00% Promotional Discount	-15.00	0.00
includes: Picture Messaging		
Image Messaging		
Incl. Messages		
Unlimited Incoming Messages		
\$1/MB US Data	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00

**Usage and long distance**

250 Anytime minutes Local Calling		
@\$.00/minute	248:20 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		

<b>FOR YOUR INFORMATION...</b>	
<b>Discount Summary</b>	
Total discounts	\$102.50
<b>Total this month</b>	<b>\$102.50</b>
<b>Usage Summary</b>	
	<b>min:sec</b>
Weekday	452:22
Weekend	21:10
Weeknight	26:48
<b>Total time used</b>	<b>500:20</b>
<b>Event Summary</b>	
Total Events	7
Total this month	\$0.00
<b>Packet Plan Usage Summary</b>	
Total megabytes	10.0627
Total this month	\$0.00

Mobile  
Bill Date: October 17, 2014  
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Mobile Ref.  
HF - Facilities Operations

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**CURRENT CHARGES for**

(continued)

@\$.00/MB	10.0627 MB	0.00
Business Anytime Unlmt. Nights & Wknds Unlimited Usage		
@\$.00/minute	47:58 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	80:02 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	124:00 min:sec	0.00
Travel text saver Unlimited Incoming Messages		
	5 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	2 events	0.00

**Taxes**

GST 2.59

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**Total current charges \$54.53**

# 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**

Date: NOV 13 2014  
 Details of Trip | Please Print  
 Employee's Name CATHERINE FRADGLEY Vendor # \_\_\_\_\_  
 School / Department to mail cheque to FACILITY OPERATIONS, HIGHFIELD  
 Purpose of Trip / Name of Conference ISSA INTER-CLEAN  
 Departure and Return Dates NOVEMBER 4-8, 2014 Destination: ORLANDO, FLORIDA

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	\$1,403.46	1.15	\$1403.46	0	
<b>Travel Costs</b>					
• Airfare (including trip cancellation insurance)	\$844.87	-	0	\$844.87	
• Rail/Bus					
• Taxi/Shuttle Bus/Car Rental in Calgary					
• Taxi/Shuttle Bus/Car Rental at Destination	\$182.57	1.17	0	\$182.57	
• Personal Vehicle <u>32</u> km @ 50¢/km (submit on Km Payment Form to Payroll)	\$41.00	-	-	-	
<b>Accommodations at Single Rate</b>					
\$ <u>151.75</u> @ <u>4</u> Nights	\$606.98	1.17	\$606.98	0	
<b>Meals (including tips) (excluding meals covered by Conference or Others)</b>					
• Breakfast <u>4</u> @ \$12.00	\$48.00		0	\$48.00	
• Lunch <u>2</u> @ \$17.00	\$34.00		0	\$34.00	
• Dinner <u>2</u> @ \$26.00	\$52.00		0	\$52.00	
• Or Actual Expense					
<b>Telecommunication Charges (Internet, phone calls)</b>					
Parking - in Calgary	\$7.35		0	\$7.35	
Parking - at Destination	\$52.80	1.17	\$17.60	\$35.20	
Other - Provide Details					
<b>TOTAL COST OF TRIP</b>	\$3273.23	-	\$2028.04	\$1,203.49	
CASH ADVANCE IF ANY-Ref #				*\$53.42	
<b>AMOUNT DUE TO (OWING BY) CLAIMANT</b>				\$1,150.57	
<b>GST Breakout Area</b>					

I certify that the above claim is correct. Please note flight differential cost = \$53.42  
 \* \$844.87 = CBE Portion \$791.35 + employee portion \$53.42.  
 Signed by Catherine Fradgley Approved by Frank Cupinger  
 NOTE | Copies of amounts paid through the P-Card, Amex Card, Invoices and Mileage | attached to this claim, in addition to items claimed for all Out of Pocket Expenses.



Advancing Clean.  
Driving Innovation.

# PAYMENT RECEIPT

**BILL TO:**

Customer #  
Catherine Fradgley  
3610 9th Street S.E.  
Calgary, AB T2G 3C5  
Canada

**Comments:**

Date	Description	Invoice #	Invoice Date	Terms	Quantity	Price	Amount
10/06/2014	I.C.E. Workshop - Orlando		10/06/2014	Net 30	1		\$995.00
10/06/2014	Payment /						\$-995.00

Total Invoice: \$995.00

Total Payments: \$-995.00

Balance: \$0.00

US \$ 995.00 @ 1.1513  
= Canadian \$ 1,145.52

*Thank you for your continued support! If you have questions please contact  
ISSA Customer Service at 847-982-0800 or cs@issa.com.*

3300 Dundee Road, Northbrook, IL 60062-2303 US - 800.225.4772/847.982.0800 - FX: 847.982.1012 - issa.com  
Chicago, US - Amsterdam, NL - Leicester, UK - Monterrey, MX - Shanghai, CN

**Chui, Nancy W**

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**From:** lucas@issa.com  
**Sent:** October-21-14 9:55 AM  
**To:** Chui, Nancy W  
**Subject:** Your Requested Registration Details

Registrant Details

**ISSA-INTERCLEAN 2014**

FRADGLEY, CATHERINE  
DIRECTOR, FACILITY OPERATIONS  
CALGARY BOARD OF EDUCATION  
2141134  
3610 9TH STREET S.E.  
CALGARY AB T2G 3C5 CANADA  
Phone:  
Email:

Registration Status  
Date Registered: 09/18/14  
Badge Number:  
Registration Category:  
Batch Number:  
Special Handling No.:  
Attendance Status: A  
Completion Status: 000  
Registration Method: Web

Credential Status  
Email Confirmed: 09/18/14  
Onsite Pickup: N

Registrant Profile

How did you hear about ISSA/INTERCLEAN 2014?

Other (Please Specify) (Please specify) MEMBERS SUBSCRIPTION (8)

When was the last time you attended ISSA/INTERCLEAN North America?

Conditions of Participation - I certify that all listed registrants are paid employees of our firm. Exceptions must be authorized by ISSA. Violations may result in membership suspension. The minimum age for admittance to the show floor is 12 years.

I Accept (1)

What is your Job Function?

Dir. Env. Services/Hskpg (1)

Financial Status

Registration/Date/Qty/Fee	ALLOTMENT: CALGARY BOARD OF EDUCATION	09/18/14 1	\$0.00
Seminar/Date/Qty/Fee	RECM1 - RECM1/Convention Seminars Recording Package FS	09/18/14 1	\$199.00
Seminar/Date/Qty/Fee	S133 - S133/It is Your Responsibility to Provide a S	09/18/14 1	\$0.00
Seminar/Date/Qty/Fee	S130 - S130/It's Time to Cross the Delaware	09/18/14 1	\$0.00

Seminar/Date/Qty/Fee	S132 - S132/Employee Commitment: The New Secrets to	09/18/14 1	\$0.00
Seminar/Date/Qty/Fee	S128 - S128/Selling Clean as Risk Management	09/18/14 1	\$0.00
Seminar/Date/Qty/Fee	S131 - S131/GreenTech: Advances in Green Cleaning Te	09/18/14 1	\$0.00
Seminar/Date/Qty/Fee	S124 - S124/Technology Wake-Up Call	09/18/14 1	\$0.00
Seminar/Date/Qty/Fee	S122 - S122/ISSA Frontline: Strengthen your Service-	09/18/14 1	\$0.00
Seminar/Date/Qty/Fee	NL - NL/Lunch and Learn: Perform Like a Champion	10/21/14 1	\$29.00
Payments Received/Date/Qty/Fee	----- 1	09/18/14 1	\$-199.00
Payments Received/Date/Qty/Fee	1 -----	10/21/14 1	\$-29.00
			Balance: \$0.00

US 199.00 = Canadian \$ 224.56 @ 1.1284

US 29.00 = Canadian \$ 33.38 @ 1.1513

total Cdn  
 = \$ 1,403.46

$$\begin{array}{r} 1145.52 \\ 224.56 \\ \hline 33.38 \end{array}$$



## Itinerary confirmation

Thank you for choosing WestJet. You can find details about your booking below.

### Guest details

<b>Mrs Catherine</b>	<b>a Fradley</b>	<b>Flight</b>	<b>Calgary (YYC)-Orlando (MCO), Orlando (MCO)-Calgary (YYC)</b>
			WestJet FF
			Ticket number
		Seat	YYC-MCO MCO-YYC

\* You may not select a seat at this time. Seat selection will be available in the "Passage bookings" section of your WestJet profile, during online check-in, or at the airport.

### Air itinerary details

<b>Calgary (YYC)</b> Sat Nov 1 2014, 9:55 AM Boeing 737-700	<b>Orlando (MCO)</b> Sat Nov 1 2014, 4:47 PM	<b>WS 1414</b> WestJet	<b>Fare type: Econo</b> <b>Non-stop</b>
<b>Orlando (MCO)</b> Sat Nov 8 2014, 9:39 PM Boeing 737-700	<b>Calgary (YYC)</b> Sat Nov 8 2014, 9:23 PM	<b>WS 1415</b> WestJet	<b>Fare type: Econo</b> <b>Non-stop</b>

### Pricing breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
Adult	\$679.99	\$15.00	\$149.88	\$844.87	x 1	\$844.87 CAD

#### YYC-MCO: Econo fare type benefits

- First checked bag fee of \$25-29.50 CAD (for flights within Canada or to/from the U.S. for travel after October 28, 2014)
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece (for travel after October 28, 2014)
- Second checked bag fee of \$20-23.40 CAD and excess checked baggage fee of \$50-58 CAD per eligible piece (for travel before October 28, 2014)

#### MCO-YYC: Econo fare type benefits

- First checked bag fee of \$25-29.50 CAD (for flights within Canada or to/from the U.S. for travel after October 28, 2014)
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece (for travel after October 28, 2014)
- Second checked bag fee of \$20-23.40 CAD and excess checked baggage fee of \$50-58 CAD per eligible piece (for travel before October 28, 2014)

Total airfare: **\$844.87 CAD**

### Earn WestJet dollars. Pay when you pick up your car. Book now.

Reserve now and pay when you pick up your vehicle.  
 All displayed quotes include taxes and fees. Click on the arrows to see other options.  
 Pick-up from: Orlando (MCO) Sat Nov 1 2014, 5:17 PM  
 Drop-off to: Orlando (MCO) Sat Nov 8 2014, 4:38 PM

**Economy 4 Door,**  
Automatic, AC



Budget

**Compact 5 Door,**  
Automatic, AC



Enterprise

**Intermediate 5 Door,**  
Automatic, AC



Enterprise

**Full-Size 3 Door,**  
Automatic, AC



Alamo

<p>Total price <b>\$170.32 CAD</b> <small>(includes taxes and fees)</small></p> <p>\$24.33 CAD/day</p> <p><b>SELECT</b></p> <p><a href="#">Rate details</a></p>	<p>Total price <b>\$437.25 CAD</b> <small>(includes taxes and fees)</small></p> <p>\$62.46 CAD/day</p> <p><b>SELECT</b></p> <p><a href="#">Rate details</a></p>	<p>Total price <b>\$265.25 CAD</b> <small>(includes taxes and fees)</small></p> <p>\$37.89 CAD/day</p> <p><b>SELECT</b></p> <p><a href="#">Rate details</a></p>	<p>Total price <b>\$266.94 CAD</b> <small>(includes taxes and fees)</small></p> <p>\$38.13 CAD/day</p> <p><b>SELECT</b></p> <p><a href="#">Rate details</a></p>
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WestJet Rewards members earn 1% back in WestJet dollars on car rentals booked at westjet.com.\*  
\* WestJet dollars will be awarded on the cost of your rental before taxes, fees and charges.

**Charged to \$844.87 CAD**

**Important details**

WestJet permits one piece of carry-on baggage and one personal item on board. If you are on a flight operated by one of our partners, your allowance may be different - learn more. All carry-on baggage must pass through security. Make sure your carry-on complies and avoid having to surrender your personal items. Review what you can - and can't - take on your flight by visiting our restricted items info page at [cwa.ca/gc-us](#).

Your checked baggage allowance depends on the aircraft you are travelling on, the fare option purchased and the destination you are travelling to or from. You may be permitted additional items, or items that are overweight or oversized in checked baggage. For more details, please see [Checked and excess baggage](#).

Use web check-in to print your boarding pass and select your seat for free. This service is available as early as 24 hours (and up to 60 minutes) before your scheduled flight. Selecting some seats requires a fee.

Identification and travel documents required vary based on where you are travelling and may change based on your nationality. Visit our [ID requirements](#) section for more information.

Do you have a special need? For information on travelling with oxygen, assistive devices, or a service animal see [Guests with special needs](#).

We know how valuable your time is. To ensure we are able to depart and arrive as scheduled, please be sure you are through security and at your departure gate 30 minutes prior to your flight's scheduled departure time. If you arrive at the gate less than 10 minutes prior to departure and the aircraft is already boarded you will be denied boarding.



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CALGARY OFFICE  
1800 - 520 3rd Avenue S.W.  
Calgary Alberta  
Canada T2P 0R3  
T: 403.893.4300  
F: 403.506.4349

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## RECEIPT

**Re:** Employment Update 2014  
October 21, 2014 Calgary

**Received from:** Calgary Board of Education

**Registering:** Catherine Fradgley

**Amount:** \$425.00 plus GST of \$21.25 = \$446.25  
G.S.T. #121975544

MacPherson Leslie & Tyerman LLP

# Program

- 8:30 - 9:00 **Registration**
- 9:00 - 9:10 **Introduction**
- 9:10 - 10:00 **Accommodation Update**
- Family Status: New responsibilities for employers
  - Transgendered employees
  - Religion in the workplace
- 10:00 - 10:15 **Break**
- 10:15 - 11:00 **Severance Trends**
- New direction from the Courts for calculating notice periods
  - Has the "maximum" reasonable notice period increased?
  - How significant is age for older workers?
- 11:00 - 12:00 **Alberta Employment Law and Legislation Update**
- Hear the latest Alberta cases on:
    - Wrongful and constructive dismissal
    - Drug and alcohol testing
    - Arbitration and human rights
- 12:00 - 1:00 **Lunch (provided)**
- 1:00 - 1:45 **Is Just Cause a Thing of the Past?**
- When does insubordination or insolence cross the line?
  - Does dishonesty or theft always create cause?
  - Can employees be dismissed for criminal charges or convictions?
- 1:45 - 2:30 **Privacy Check-in**
- Advice for giving and receiving references
  - Limitations on criminal record checks
  - New social media monitoring case law
- 2:30 - 2:45 **Break**
- 2:45 - 3:30 **Open Forum**
- Senior employment and labour lawyers answer your questions on any employment-related topic.

## Update 2014 Employment & Labour Law

Workplace rules and practices evolve continuously. As an employer you need to be aware of new developments in labour & employment law, regardless of how many employees you have. Effective human resource strategies depend on it.

This seminar will inform you of recent developments in the law and help you learn how to deal successfully with the challenges they present. The MLT Employment Update is designed for both unionized and non-unionized employers. We'll bring you up to date on changes to the rules and help you develop proactive human resources strategies.

### MLT CALGARY

1600 Centennial Place  
520 - 3<sup>rd</sup> Avenue SW  
Calgary AB T2P 0R3  
Phone: 403.693.4300

### MLT EDMONTON

Suite 2200  
10235 - 101<sup>st</sup> Street  
Edmonton AB T5J 3G1  
Phone: 780.969.3500

This program has been approved for 5 Continuing Professional Development hours for CHRP's in Alberta.

Program and speakers are subject to change.

RECEIPT

License Plate Number

**BDY2196**

Expiration Date/Time

**06:00 PM  
OCT 21, 2014**

Purchase Date/Time: 06:19am Oct 21 2014

Total Parking: \$33.00

Total FEDERAL: \$1.65

Total Due: \$34.65

Total Paid: \$34.65

Ticket #

SIN :

Setting: Lot 179

Mach Name: Lot 179-2

Rate: EARLY BRD

Payment Type: Card

Card #

Auth #: 101857

GST REG #102466000

*MCT. Employment  
Law update  
Seminar*