

expense | monthly tracking report

claimant | Church, Susan
position | Deputy Chief Superintendent
level | Superintendent
reporting period | March 1 to April 30, 2016
date of report | June-10-16



Calgary Board
of Education

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
2016 CASS/Alberta Education Annual Learning Conference (March 9-11, 2016)	03/09/2016	Registration Fee	\$420.00	other disclosed	PD course or registration fee
2016 CASS/Alberta Education Annual Learning Conference (March 9-11, 2016)	03/11/2016	Accommodation for 2 Nights	\$413.16	travel	BUS accommodation
Cell Phone	03/17/2016	Monthly Service Plan	\$59.56	other disclosed	telecom/cell phone
2016 CASS/Alberta Education Annual Learning Conference (March 9-11, 2016)	03/31/2016	Meal	\$26.00	travel	PD food/non alcoholic beverage
Cell Phone	04/17/2016	Monthly Service Plan	\$56.37	other disclosed	telecom/cell phone

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From: NRLC Administrator <register@nrlc.net>
Sent:
To: Church, Susan E
Subject: 2016 CASS/Alberta Education Annual Learning Conference: Pathways for Learning and Leading Registration

Susan, you have successfully registered for 2016 CASS/Alberta Education Annual Learning Conference: Pathways for Learning and Leading on Mar 09, 2016, from 18:00 - 15:00.

Location:

Double Tree by Hilton

16615 - 109 Ave NW
Edmonton, Alberta
Canada
1-780-484-0821

March 9-11

Payment Details:

The cost of this professional learning opportunity is \$420.00 CAD.
You have paid \$420.00 CAD for this learning opportunity.
Your outstanding balance for this session is \$0.00 CAD.

Our system indicates you are currently Paid.

Cancellations and Refunds:

Subject to the following administrative and/or expenses charges:

Less than 14 Days: 15%
Less than 7 Days: 50%
No Notification: No Refund.

If you have any questions or need to adjust your registration, please contact the NRLC office at nrlc@nrlc.net or 780-882-7988.

Non-attendance or no-show will result in applicable registration fees being processed.

If you cannot give this notice, you are encouraged to send someone in your place. This alternate person will need to provide registration information at the session. Non-attendance because of an emergency reason will be taken into consideration based on individual contact with NRLC/CASS.

Cancellation notices should be sent to register@nrlc.net.

Sincerely,

Northwest Regional Learning Consortium (on behalf of CASS)



16615 - 109 Avenue • Edmonton, AB T5P 4K8
 Phone (780) 484-0821 • Fax (780) 486-1634
 For reservations across the nation
 www.westedmonton.doubletree.com or 1-800-222-TREE

Name & Address

Church, Susan

Room 2503/NKRQA
 Arrival Date 3/9/2016 5:21:00 PM
 Departure Date 3/11/2016

Adult/Child 1/0
 Room Rate 184.00

Rate Plan: CIN
 HH #
 AL:
 Car:

Folio

Confirmation Number:

3/11/2016



DATE	REFERENCE	DESCRIPTION	AMOUNT
3/9/2016	754923	GUEST ROOM	\$184.00
3/9/2016	754923	AB TOURISM LEVY	\$7.58
3/9/2016	754923	DMF	\$5.52
3/9/2016	754923	GST	\$9.48
3/10/2016	756073	GUEST ROOM	\$184.00
3/10/2016	756073	AB TOURISM LEVY	\$7.58
3/10/2016	756073	DMF	\$5.52
3/10/2016	756073	GST	\$9.48
3/11/2016	756419	MC *0068	(\$413.16)
		BALANCE	\$0.00

You have earned approximately 2740 Hilton HHonors points for this stay. Hilton HHonors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 3,900

Thank you for choosing Doubletree! Come back soon to enjoy our warm chocolate chip cookies and relaxed hospitality. For your next trip visit us at doubletree.com for our best available rates!



ACCOUNT NO.
CARD MEMBER NAME
ESTABLISHMENT NO. & LOCATION GST# 86563-0222 RT0001
CARD MEMBER'S SIGNATURE X

DATE OF CHARGE	FOLIO NO./CHECK NO. 120267 A
AUTHORIZATION	INITIAL
PURCHASES & SERVICES	
TAXES	
TIPS & MISC.	
TOTAL AMOUNT	-413.16

PAYMENT DUE UPON RECEIPT

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.

Mobile

Bill Date: March 17, 2016
 SUSAN CHURCH

Next Bill Date: April 17, 2016

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Office Chief Superintendent

CURRENT CHARGES

Monthly charges billed to Apr 16, 2016

Etelesolv	\$1.25	
less 100.00% Promotional Discount	-1.25	0.00
Travel text saver	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
US Roaming \$0.25/min		0.00

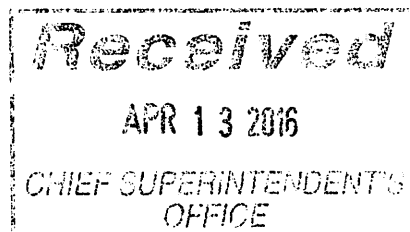
Other charges and credits

Alberta Government 911 fee	Mar 17 to Apr 16	0.44
Message Centre	Mar 17 to Apr 16	0.00
1GB Shared Data - BlackBerry	Mar 17 to Apr 16	5.00
Call Display	Mar 17 to Apr 16	0.00
Messaging Pack Unlimited	Mar 17 to Apr 16	0.00
Unlimited Local Talking	Mar 17 to Apr 16	0.00
Member to Member Local Calling	Mar 17 to Apr 16	0.00
Call Forwarding	Mar 17 to Apr 16	\$3.00
less 100.00% Promotional Discount		-3.00
Corp Smartshare Unltd 55 BES Plan 36M	Mar 17 to Apr 16	\$55.00
less 14.55% Promotional Discount		-8.00
Unlimited Canadian LD	Mar 17 to Apr 16	\$10.00
less 100.00% Promotional Discount		-10.00
Travel US Text Saver	Mar 17 to Apr 16	\$10.00
less 100.00% Promotional Discount		-10.00

Usage and long distance

250 Anytime minutes Local Calling		
@\$.00/minute	63:11 min:sec	0.00
BB email&Int 1GB North America Data Usage		
@\$.00/MB	360.2510 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	0:48 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	15:01 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	69:00 min:sec	0.00
Text message	4 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	2 events	0.00

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$42.25
Total this month	\$42.25
Usage Summary min:sec	
Weekday	147:12
Weekend	0:48
Total time used	148:00
Event Summary	
Total Events	37
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	360.2510
Total this month	\$0.00



Mobile
Bill Date: March 17, 2016
SUSAN CHURCH
Mobile Ref.
Office Chief Superintendant

Account #
Next Bill Date: April 17, 2016

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CURRENT CHARGES (continued)

Can-Can/US Text - Unlimited Incoming Messages		
	31 events	0.00
Long distance		4.27
Taxes		
GST		2.85
<hr/>		
Total current charges		\$59.56

Mobile
Bill Date: March 17, 2016

Account #
Next Bill Date: April 17, 2016

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ITEMIZED LONG DISTANCE CALLS

<i>no.</i>	<i>date</i>	<i>time</i>	<i>type</i>	<i>from</i>	<i>to</i>	<i>number called</i>	<i>min:sec</i>	<i>rate</i>	<i>long dist.</i>	<i>total</i>
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Total usage	0.00
Total long distance	4.27
Subtotal	\$4.27
Total	\$4.27

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CALL TYPES:
 BM2BM: Bell Mobility to Bell Mobi



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: MARCH 31, 2016
 Employee's Name SUSAN CHURCH Vendor #: _____
 School / Department to mail cheque to CHIEF SUPERINTENDENTS OFFICE
 Purpose of Trip / Name of Conference CASS/ALBERTA EDUCATION ANNUAL LEARNING CONFERENCE
 Departure and Return Dates MARCH 9-11, 2016 Destination: EDMONTON

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					
Travel Costs					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ 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)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner <u>1</u> @ \$26.00	<u>26.00</u>			<u>26.00</u>	
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP					
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT				<u>26.00</u>	
GST Breakout Area					

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.

Mobile

Bill Date: April 17, 2016

SUSAN CHURCH

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Next Bill Date: May 17, 2016

Office Chief Superintendent

CURRENT CHARGES

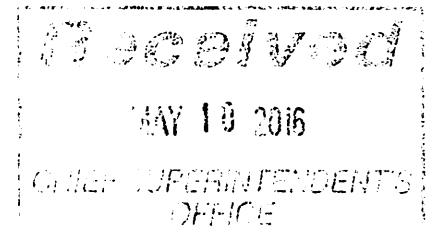
Monthly charges billed to May 16, 2016

Corp Smartshare Unltd 55 BES Plan 36M	\$55.00	
less 14.55% Promotional Discount	<u>-8.00</u>	47.00
Includes: 3 Way Calling		
Call Waiting		
Alberta Government 911 fee		0.44
Call Forwarding	\$3.00	
less 100.00% Promotional Discount	<u>-3.00</u>	0.00
Message Centre		0.00
1GB Shared Data - BlackBerry		5.00
Corporate Data Flex Zone 1		0.00
Corporate Data Flex Zone 2		0.00
Corporate Data Flex Zone 3		0.00
Call Display		0.00
Corporate Data Flex USA		0.00
Corporate Text Flex Zone1		0.00
Corporate Text Flex Zone2		0.00
Corporate Text Flex Zone3		0.00
Corporate Voice Flex Zone1		0.00
Corporate Voice Flex Zone2		0.00
Corporate Voice Flex Zone3		0.00
Etelesolv		1.25
Member to Member Local Calling		0.00
Messaging Pack Unlimited		0.00
Includes: Picture Messaging		
Image Messaging		
Incl. Messages		
Unlimited Incoming Messages		
Unlimited Canadian LD	\$10.00	
less 100.00% Promotional Discount	<u>-10.00</u>	0.00
Unlimited Local Talking		0.00
U.S. Travel -Calling \$0.20/min		0.00
Travel US Text Saver	\$10.00	
less 100.00% Promotional Discount	<u>-10.00</u>	0.00

Other charges and credits

Corporate Data Flex Zone 2	Mar 17 to Apr 16	0.00
Corporate Voice Flex Zone1	Mar 17 to Apr 16	0.00

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$31.00
Total this month	\$31.00
Usage Summary min:sec	
Weekday	95:00
Weekend	3:00
Total time used	98:00
Event Summary	
Total Events	25
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	259.4192
Total this month	\$0.00



Mobile
Bill Date: April 17, 2016
SUSAN CHURCH
Mobile Ref
Office Chief Superintendent

Account #
Next Bill Date: May 17, 2016

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CURRENT CHARGES for *[redacted]* (continued)

Corporate Data Flex USA	Mar 17 to Apr 16	0.00
Corporate Data Flex Zone 3	Mar 17 to Apr 16	0.00
Corporate Data Flex Zone 1	Mar 17 to Apr 16	0.00
U.S. Travel -Calling \$0.20/min	Mar 17 to Apr 16	0.00
Corporate Voice Flex Zone3	Mar 17 to Apr 16	0.00
Corporate Text Flex Zone2	Mar 17 to Apr 16	0.00
Corporate Text Flex Zone1	Mar 17 to Apr 16	0.00
Corporate Voice Flex Zone2	Mar 17 to Apr 16	0.00
Corporate Text Flex Zone3	Mar 17 to Apr 16	0.00

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	259.4192 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	98:00 min:sec	0.00
Free Bell Message	4 events	0.00
Text message	4 events	0.00
Picture/Video messaging	1 event	0.00
Corporate Text Flex Zone3 Unlimited Incoming Messages		
	11 events	0.00
Messaging Pack Unlimited Incl. Messages		
	5 events	0.00

Taxes

GST	2.68
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Total current charges **\$56.37**