expense | monthly tracking report

claimant | Ramdin, Justin

position | Director, Information Technology Services

level | Director

reporting period | September 1 to October 31, 2016

date of report | December-09-16

Calgary Board of Education

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN$)	Category	Expense Type
Cell phone	09/17/2016	Monthly Services Plan	$56.37	other disclosed	telecom/cell phone
Cell phone	10/17/2016	Monthly Services Plan	$57.00	other disclosed	telecom/cell phone
JTC Event	10/18/2016	Per diem dinner @ $26.00	$26.00	travel	BUS food/non alcoholic beverage
JTC Event	10/19/2016	Accommodation in Edmonton - 1 night	$153.87	travel	BUS accommodation
JTC Event	10/19/2016	Meal	$27.77	travel	BUS food/non alcoholic beverage
JTC Event	10/19/2016	Mileage - Calgary to Edmonton (return)	$307.50	travel	BUS mileage

Bell Mobility

Bill Date: September 17, 2016
JUSTIN RAMDIN

Next Bill Date: October 17, 2016

1221 8 ST SW
CALGARY, AB T2R 0L4
IT - Information Technology

CURRENT CHARGES

Monthly charges *billed to Oct 16, 2016*

Corp Smartshare Unltd 55 BES Plan 36M	$55.00	
less 14.55% Promotional Discount	-8.00	47.00
Includes: 3 Way Calling		
Call Waiting		
Alberta Government 911 fee		0.44
Call Forwarding	$3.00	
less 100.00% Promotional Discount	-3.00	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	-10.00	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	-10.00	0.00

FOR YOUR INFORMATION...

Discount Summary

Total discounts	$31.00
Total this month	**$31.00**

Usage Summary *min:sec*

Weekday	132:00
Weeknight	56:00
Total time used	**188:00**

Event Summary

Total Events	58
Total this month	$0.00

Packet Plan Usage Summary

Total megabytes	218.1627
Total this month	$0.00

000043-011801 43_738_911 6

IT - Information Technology

CURRENT CHARGES

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@$.00/MB	218.1627 MB	0.00
Unlimited Local Talking Unlimited Usage		
@$.00/minute	188:00 min:sec	0.00
Free Bell Message	8 events	0.00
Text message	11 events	0.00
Free SMS Message	1 event	0.00
Messaging Pack Unlimited Incl. Messages		
	14 events	0.00
Travel US Text Saver Unlimited Incoming Messages		
	24 events	0.00

Taxes

GST	2.68

Total current charges	**$56.37**

Bell Mobility

JUSTIN RAMDIN

1221 8 ST SW
CALGARY, AB T2R 0L4
IT - Information Technology

CURRENT CHARGES

Monthly charges *billed to Nov 16, 2016*

Corp Smartshare Unltd 55 BES Plan 36M	$55.00	
less 14.55% Promotional Discount	-8.00	47.00
Includes: 3 Way Calling		
Call Waiting		
Alberta Government 911 fee		0.44
Call Forwarding	$3.00	
less 100.00% Promotional Discount	-3.00	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	-10.00	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	-10.00	0.00

FOR YOUR INFORMATION...

Discount Summary

Total discounts	$31.00
Total this month	**$31.00**

Usage Summary	**min:sec**
Weekday	146:00
Weekend	107:00
Weeknight	1:00
Total time used	**254:00**

Event Summary

Total Events	217
Total this month	$0.00

Packet Plan Usage Summary

Total megabytes	337.3479
Total this month	$0.00

000040-011655 40_745_917 6

JUSTIN RAMDIN

IT - Information Technology

CURRENT CHARGES

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@$.00/MB	337.3479 MB	0.00
Unlimited Local Talking Unlimited Usage		
@$.00/minute	254:00 min:sec	0.00
Free Bell Message	28 events	0.00
Text message	39 events	0.00
Picture/Video messaging	11 events	0.00
Corporate Text Flex Zone2 Unlimited Incoming Messages		
	111 events	0.00
Messaging Pack Unlimited Incl. Messages		
	28 events	0.00
Long distance		0.60

Taxes

GST	2.71

Total current charges	**$57.00**

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 Service Delivery, Education Centre

Details of Trip | Please Print   Date: **NOVEMBER 8, 2016**

Employee's Name **JUSTIN RAMDIN**   Vendor #: _____

School / Department to mail cheque to **ITS, 7th Floor, Ed. Centre**

Purpose of Trip / Name of Conference **JTC**

Departure and Return Dates **October 18, 2016**   Destination: **EDMONTON, ALBERTA** **October 19, 2016**

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 615 km @ 50¢/km (submit on Km Payment Form to Payroll)	307.50	—	PAYROLL		Send original to Payroll for payment
Accommodations at Single Rate					
$____ 1 @ 136.80 Nights	153.87		P-CARD		
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast ____ @ $12.00					
▪ Lunch ____ @ $17.00					
▪ Dinner 1 @ $26.00				26.00	
▪ Or Actual Expense 27.77	27.77		P-CARD		
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP	515.14				
CASH ADVANCE IF ANY–Ref #____	—				
AMOUNT DUE TO (OWING BY) CLAIMANT				26.00	
GST Breakout Area	8.20				

COURTYARD®
Marriott.

Courtyard

10011 184th St
Edmonton, AB T5S 0C7
T 780.638.6070

J. Ramdin

Number of Guests: 1

Rate: $136.80   Clerk:

Arrive: 18Oct16   Time: 06:28PM   Depart: 19Oct16   Time:

Date	Description	Charges	Credits
18Oct16	Room Charge	136.80	
18Oct16	Marketing Fee	4.10	
18Oct16	Gst 813149820	7.05	
18Oct16	Tourism Levy	5.92	
19Oct16	Master Card		153.87

Amount: 153.87 Auth: 202856 Signature on File
This card was electronically swiped on 18Oct16

Balance: **0.00**

As a Rewards Member, you could have earned points toward your free dream vacation today. Start earning points and elite status, plus enjoy exclusive member offers. Enroll today at the front desk.

Operated under license from Marriott Intern

GST
breakdown

1.15
7.05
8.20

COURTYARD BY MARRIOTT
Edmonton West
10011 184 Street NW
Edmonton, AB. T5S 0C7
(780) 638-6070
Thank you, from Courtyard!
15004 Silvia

CHK 42073   TBL 102/2
GST 1
18 OCT '16 8:59 PM

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1 SALMON SALAD   23.00

SUBTOTAL $23.00
TAX $1.15
8:59 PM
TOTAL DUE $24.15

GRATUITY_____

TOTAL_____

ROOM NUMBER_____

PRINT LAST NAME_____

SIGNATURE_____
Thank you for joining us
at Courtyard by Marriott !

SALE

MID: 5916567
TID: 001   REF#: 00000029
Batch #. 240
10/18/16   21:01:15

AMOUNT $24.15
TIP $3.62
TOTAL $27.77

APPROVED

THANK YOU/MERCI!

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