

# expense | monthly tracking report

claimant | McLeod, Sheila

position | Director, Learning

level | Director

reporting period | January 1 to February 28, 2017

date of report | April-14-17



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Malaga and Madrid Spain Recruitment	01/11/2017	Airfare - Calgary-Malaga; Madrid-Calgary	\$2,184.87	travel	BUS airfare/bus/rail
Malaga and Madrid Spain Recruitment	01/11/2017	Taxi Service in Calgary	\$36.30	travel	BUS airfare/bus/rail
Malaga and Madrid Spain Recruitment	01/11/2017	Wifi	\$7.30	travel	BUS general
Malaga and Madrid Spain Recruitment	01/15/2017	NH Malaga	\$427.34	travel	BUS accommodation
Malaga and Madrid Spain Recruitment	01/17/2017	Eurostars Madrid Tower	\$452.76	travel	BUS accommodation
Bell Mobility	01/17/2017	Cell phone	\$56.37	other disclosed	telecom/cell phone
Malaga and Madrid Spain Recruitment	01/24/2017	Meals - per diem	\$120.00	other disclosed	BUS food/non alcoholic beverage
Malaga and Madrid Spain Recruitment	01/24/2017	Train from Malaga to Madrid	\$105.60	travel	BUS airfare/bus/rail
Malaga and Madrid Spain Recruitment	01/24/2017	Taxi/Shuttle at destination	\$39.32	travel	BUS airfare/bus/rail
Malaga and Madrid Spain Recruitment	01/24/2017	meals	\$4.11	travel	BUS general
Bell Mobility	02/17/2017	Cell phone	\$56.37	other disclosed	telecom/cell phone
College of Alberta School Superintendents	02/21/2017	membership	\$1,210.00	other disclosed	membership, due, fees

# Booking Confirmation



Booking Reference:


Date of issue: Nov 01, 2016

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

 - Depart


**Premium Economy (lowest)**

<p>Wednesday 11 Jan, 2017</p>	<p>08:00 <b>Calgary</b> Calgary Intl. (YYC), Alberta</p>		<p>14:05 <b>Montréal</b> Trudeau (YUL), Quebec</p>	 AC160	<p>4hr06 Operated by: Air Canada   E190   Wi-Fi Air Canada Café Premium Economy(Lowest) B</p>
			<p>Layover in Montréal</p>		<p>3hr24</p>

 AC160: You will be seated in Economy Class.

<p>Wednesday 11 Jan, 2017</p>	<p>17:30 <b>Montréal</b> Trudeau(YUL), Quebec</p>		<p>06:30 - 1 day <b>Frankfurt</b> Frankfurt Intl. (FRA), Germany Terminal 1</p>	 AC874	<p>7hr00 Operated by: Air Canada   777-300ER Air Canada Café Premium Economy(Lowest) N</p>
			<p>Layover in Frankfurt</p>		<p>2hr50</p>

<p>Thursday 12 Jan, 2017</p>	<p>09:20 <b>Frankfurt</b> Frankfurt Intl.(FRA), Germany Terminal 1</p>		<p>12:15 <b>Málaga</b> (AGP), Spain Terminal 3</p>	 LH1148	<p>2hr55 Operated by: Lufthansa or LH City Line   32A Air Canada Café Premium Economy(Lowest) Q</p>
			<p>Total duration</p>		<p>20hr15</p>

 LH1148: You will be seated in Economy Class.

 LH1148: For important information regarding the conditions of carriage on Lufthansa, please visit [lufthansa.com](http://lufthansa.com).

Tuesday  
17 Jan, 2017

08:20  
**Madrid**  
Madrid-Barajas(MAD), Spain  
Terminal 2



11:00  
**Frankfurt**  
Frankfurt Intl. (FRA),  
Germany  
Terminal 1


  
AC9178

2hr40  
Operated by: Lufthansa or LH City Line  
| 321  
Meal  
Premium Economy(Lowest) B

Layover in Frankfurt

2hr30

 AC9178: You will be seated in Economy Class.

 Flight AC9178: This is a codeshare flight with Lufthansa. For information on their rules and policies (for example regarding baggage allowance and fees), please visit <http://www.lufthansa.com>.

Tuesday  
17 Jan, 2017

13:30  
**Frankfurt**  
Frankfurt Intl.(FRA), Germany  
Terminal 1



14:55  
**Calgary**  
Calgary Intl. (YYC), Alberta

  
AC845

9hr25  
Operated by: Air Canada | 787-9  
Meal  
Premium Economy(Lowest) N

Total duration

14hr35




Passengers

Travel Options

Seats

Ms. Sheila Mcleod

 Regular meal

AC160 13C  
AC874 14H  
LH1148  
AC9178  
AC845 13C

 None

# Purchase summary

1 adult

Tax information  
1 adult  
Goods and Services Tax - Canada no. 100092287 RT0001  
\$1.50



Base Fare 1536.48  
Surcharges 14.52  
Carrier Surcharges 470.00



Security Tax - Spain 5.47  
Goods and Services Tax - Canada no. 100092287 RT0001 1.50  
Aviation Safety and Security Fee 0.87  
Departure Charge - Spain and Canary Islands 23.73  
Airport Security Charge - Germany 13.41  
Air Travellers Security Charge 25.91  
Airport Improvement Fee - Canada 30.00  
International Passenger Service Tax - Germany 62.98

Total airfare and taxes before options (per passenger) **\$2184.87**

Number of passengers **X 1**

Total **\$2,184.87**

**GRAND TOTAL (Canadian dollars) \$2184.87**

## Check-in and boarding gate deadlines

Within Canada    To/From the U.S.    International<sup>1</sup>  
(including Mexico and the Caribbean)

**90** minutes    **120** minutes    **120** minutes

**Recommended check-in time**  
You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

**45** minutes<sup>2</sup>    **60** minutes    **60** minutes

**Check-in and baggage drop-off deadline**  
You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

**15** minutes    **15** minutes    **15** minutes

**Boarding gate deadline**  
You must be present at the boarding gate before it closes.

- From Casablanca, Morocco - Recommended check-in time: 180 minutes. Check-in and baggage drop-off deadline: 60 minutes. Boarding gate deadline: 30 minutes. From Tel-Aviv, Israel - Recommended check-in time: 180 minutes. Check-in and baggage drop-off deadline: 60 minutes. Boarding gate deadline: 60 minutes.
- From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111

**SALE**

MID:  
TID: REF#:  
Batc: SEQ: UB:5548  
01/11/17  
APPR CODE: 1  
MASTERCARD  
\*\*\*\*\* \*\*/A

AMOUNT	\$33.00
TIP	\$3.30
TOTAL	\$36.30

00 - APPROVED - 001

MasterCard  
AID: A000000  
TVR: 00 00  
TSE: E8 00

THANK YOU

CUSTOMER COPY

Pa.

**From:** McLeod, Sheila M  
**To:**  
**Subject:** FW: Here's Your Gogo Receipt - Check Out Your Purchase Details! - Order #.

Global Learning & Corporate Partnerships  
Calgary Board of Education | [www.cbe.ab.ca](http://www.cbe.ab.ca)  
t | 403-817-7521  
f | 403-777-8769

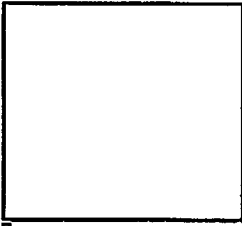
The contents of this email & any attachment(s) are confidential & intended for the named recipient only. If you have received this email in error, please notify the sender immediately, delete this email & do not copy, use or disclose it.

**From:** Gogo [<mailto:gogo@e.gogoair.com>]  
**Sent:** January-11-17 10:14 AM  
**To:** McLeod, Sheila M  
**Subject:** Here's Your Gogo Receipt - Check Out Your Purchase Details! - Order #.

Purchase Details - Order #  
To ensure you receive emails from Gogo, add [gogo@e.gogoair.com](mailto:gogo@e.gogoair.com) to your email address book.

Mobile device | Web browser

[My Account](#) | [Contact Us](#)



# Thanks for your purchase!

You can view your purchase history at any time by visiting [My Account](#) For more information about Gogo, visit our [Privacy Policy](#) and [Terms of Use](#).

### Receipt Info

Customer: sheila mcleod  
Email Address  
Order #:  
Date: 1/11/2017 10:13 AM PST

Product	Quantity	Price
30-Minute Pass	1	\$6.95 CAD

### Payment Info

Payment Type: MASTER  
Payment Info:

GST : \$0.35 CAD

Total: \$7.30 CAD



laga  
 Calle San Jacinto, 2  
 29007 - Málaga  
 España  
 Tel: 952071323 Fax: 952393862  
 nhmalagah-hotels.com

**FACTURA HOTEL**  
**HOTEL INVOICE**

www.nh-hotels.com

DIRECCIÓN POSTAL / ADDRESS		SHEILA MCLEOD		Nº Cliente: Reservas:	
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Nº FACTURA	HABITACION	Nº PERSONAS	NOMBRE	FECHA	Nº ORD
133	333	1	MCLEOD, SHEILA	12.01.2017	1/1
INVOICE NO.	ROOM	NO. OF GUESTS	NAME	CHECK-IN DATE	CHECK-OUT DATE
13.01.2017	333	1	MCLEOD, SHEILA	12.01.2017	15.01.2017
INVOICE NO.	ROOM	NO. OF GUESTS	NAME	FECHA SALIDA	FECHA SALIDA
14.01.2017	333	1	MCLEOD, SHEILA	15.01.2017	15.01.2017

FECHA	CONCEPTO	BASE	ABONOS PAID	SALDO
12.01.2017	1 Alojamiento y desayuno	90,50	90,55	99,55
13.01.2017	1 Alojamiento y desayuno	90,50	90,55	199,10
14.01.2017	1 Alojamiento y desayuno	90,50	90,55	298,65
	<b>TOTAL</b>	<b>271,50</b>	<b>271,15</b>	<b>298,65</b>
	<b>IVA</b>	<b>10,00€</b>		
	<b>TOTAL</b>	<b>281,50</b>		

FORMA DE PAGO	FIRMA TITULAR DE LA TARJETA	FIRMA DEL CLIENTE	CONTROL HOTEL
CARD	CARDHOLDER SIGNATURE	GUEST SIGNATURE	HOTEL USE ONLY
15.01.2017			

INFORMATION AND RESERVATIONS

Discover the exclusive advantages of our loyalty program NH Hotel Group Rewards. Descubre las ventajas exclusivas de nuestro programa de fidelización NH Hotel Group Rewards.





Mobile 403-  
 Bill Date: January 17, 2017  
 SHEILA MCLEOD  
 Mobile Ref.  
 Global Learning

Account #  
 Next Bill Date: February 17, 2017

## CURRENT CHARGES for 403-

### Monthly charges billed to Feb 16, 2017

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
<b>Taxes</b>		
GST		2.68

FOR YOUR INFORMATION...	
<u>Discount Summary</u>	
Total discounts	\$31.00
<b>Total this month</b>	<b>\$31.00</b>

Mobile 403  
Bill Date: January 17, 2017  
SHEILA MCLEOD  
Mobile Ref.  
Global Learning

Account #  
Next Bill Date: February 17, 2017

**CURRENT CHARGES** *for 403*

*(continued)*

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**Total current charges**

**\$56.37**



# 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: Jan. 24, 2017  
 Employee's Name Sheila McLeod Vendor #: \_\_\_\_\_  
 School / Department to mail cheque to Global Learning  
 Purpose of Trip / Name of Conference Recruitment Int'l Students - Malaga and Madrid, Spain  
 Departure and Return Dates Jan 11 - 17, 2017 Destination: Malaga and Madrid, Spain

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	Amount Paid by CBE Invoices/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
<b>Registration/Conference Fees</b>					
<b>Travel Costs</b>					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus	E 73.70	1.43277		105.60	
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination	E 28.20	1.3943		39.32	
▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
<b>Accommodations at Single Rate</b>					
\$ <u>176.03</u> @ <u>5</u> Nights					
<b>Meals (including tips) (excluding meals covered by Conference or Others)</b>					
▪ Breakfast _____ @ \$12.00					
▪ Lunch <u>4</u> @ \$17.00	68.00			68.00	
▪ Dinner <u>2</u> @ \$26.00	52.00			52.00	
▪ Or Actual Expense					
<b>Telecommunication Charges (Internet, phone calls)</b>					
<b>Parking – in Calgary</b>					
<b>Parking – at Destination</b>					
<b>Other – Provide Details</b>	E 2.95	1.3943		4.11	
<b>TOTAL COST OF TRIP</b>					
<b>CASH ADVANCE IF ANY-Ref # _____</b>					
<b>AMOUNT DUE TO (OWING BY) CLAIMANT</b>					
<b>GST Breakout Area</b>					

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.**

*Taxi de Madrid*

BIENVENIDO AL SERVICIO  
TAXI DEL A.P.C DE MADRID  
MOHAMED HARKATI  
Nº LICENCIA: 2960  
N.I.F.: X2907597Y  
FECHA: 16/01/17  
Nº RECIBO: 1128  
TOTAL(I/IVA): 5,50 EUR  
\*\* I.U.A. INCLUIDO \*\*  
DIST. SERVICIO: 1,9 KM  
TARIFAS TR: 1 0  
HORA INICIO: 15:31  
HORA FINAL: 15:39  
-DATOS CLIENTE:

-ORIGEN: 39.32  
-DESTINO:

FACTURA No 214  
A.P.C. DE MADRID  
JUAN RAMON BOZA LOPEZ  
NIF: 2265099-J  
LICENCIA: 07665  
18:41 - 18:57 15.01.17  
K (imp/km): 3700  
ATCS: 015111  
KM. SERVICIO: 13,0

ORIGEN: .....

DESTINO: .....

TARIFAS UT.: 2

IMPORTE € 19,70  
SUPLEMENTOS € 3,00

TOTAL A PAGAR € 22,70  
I.V.A. INCLUIDO

*105.60*

DATOS CLIENTE

NOMBRE:

NIF: *RAIL → HOTEL TAXI*

*4.11*

HOSPITAL LA PAZ  
TELF.932401515

CARMEN  
NIF:A-80204464

FACTURA SIMPLIFICADA 1001/46469  
LA PAUSA TPV2

FECHA 16/01/2017 19:40:46 IPV03558116  
CAMARERO 69192 SALA 0 MESA 192  
UDS DESCRIPCION IVA IMPORTE

1 AGUA EVIAN PVC 75CL	10%	2,95
-----		
BASE IMPONIBLE		2,68
IMPUESTO 10%		0,27
<b>TOTAL</b>		<b>2,95</b>
ENTREGADO	CAMBIO	
EFFECTIVO EUROS	5,00	2,05

\*\*\*\*\*  
Fra.: <http://gestionfacturas.es.areas.com>  
Referencia: 03558116-46459  
\*\*\* GRACIAS POR SU VISITA \*\*\*  
es.areas.com



Mobile 403-710-3799  
 Bill Date: February 17, 2017  
 SHEILA MCLEOD  
 Mobile Ref.  
 Global Lear...

Account # \_\_\_\_\_  
 Next Bill Date: March 17, 2017

**CURRENT CHARGES for 403-**

**Monthly charges billed to Mar 16, 2017**

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 3		0.00
Call Display		0.00
Corporate Text Flex Zone3		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**

Roam flex Zone 1- Data	Feb 17 to Mar 16	0.00
Roam flex USA - Data	Feb 17 to Mar 16	0.00
Roam Flex Cuba - Data	Feb 17 to Mar 16	0.00
Roam flex Zone 2- Voice	Feb 17 to Mar 16	0.00
Roam flex Zone 1- Voice	Feb 17 to Mar 16	0.00
Roam flex Zone 1 - Text	Feb 17 to Mar 16	0.00
Roam flex Zone 2 - Text	Feb 17 to Mar 16	0.00

FOR YOUR INFORMATION...	
<b>Discount Summary</b>	
Total discounts	\$31.00
<b>Total this month</b>	<b>\$31.00</b>
<b>Usage Summary</b>	
<i>min:sec</i>	
Weekday	1:00
<b>Total time used</b>	<b>1:00</b>
<b>Event Summary</b>	
Total Events	4
Total this month	\$0.00

Mobile 403-  
Bill Date: February 17, 2017  
SHEILA MCLENN  
Mobile Ref.  
Global Learning

Account #  
Next Bill Date: March 17, 2017

**CURRENT CHARGES for 403-** (continued)

**Usage and long distance**

Unlimited Local Talking Unlimited Usage

@\$.00/minute	1:00 min:sec	0.00
Free Bell Message	4 events	0.00

**Taxes**

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



# CASS

College of Alberta School Superintendents

1200, 9925 - 109 Street  
Edmonton, Alberta T5K 2J8

## INVOICE

Invoice No.:  
Date: 08/10/2016  
Ship Date:  
Page: 1

Sold to:

Calgary Board of Education  
1221-8 Street SW  
Calgary, AB T2R 0L4

Ship to:

Calgary Board of Education  
1221-8 Street SW  
Calgary, AB T2R 0L4

Business No.: 10696 7052

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
CASS Memberships 2016/17			Regular Member - Susan Church	G		1,210.00
			Regular Member - Calvin Davies	G		1,210.00
			Regular Member - Jeannie Everett	G		1,210.00
			Regular Member - Chris Meadon	G		1,210.00
			Regular Member - Sheila McLeod	G		1,210.00
			Regular Member - Ronna Mosher	G		1,210.00
			Regular Member - Lori Pamplin	G		1,210.00
			Regular Member - Brant Parker	G		1,210.00
			Regular Member - Sydney Smith	G		1,210.00
			Regular Member - David Stevenson	G		1,210.00
			Regular Member - Dianne Yee	G		1,210.00
			Regular Member - Dianne Roulson	G		1,210.00
			Regular Member - Carol Murray	G		1,210.00
			Regular Member - Darlene Unruh	G		1,210.00
			Regular Member - Carrie Edwards	G		1,210.00
			Regular Member - Christine Davies	G		1,210.00
			Regular Member - Cyndi McNiven	G		1,210.00
College of Alberta School Superintendents GST: #10696 7052 RT						
Shipped By:		Tracking Number:			Total Amount	
Comment:						
Sold By:						