

## expense | monthly tracking report

claimant | Smith, Sydney  
position | Acting Superintendent, Learning  
level | Superintendent  
reporting period | March 1 to April 30, 2019  
date of report | June 14, 2019



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Bell Mobility	03/17/2019	Monthly Service Plan	\$56.37	other disclosed	telecom/cell phone
Bell Mobility	04/17/2019	Monthly Service Plan	\$57.17	other disclosed	telecom/cell phone
CASS Zone 5 Meeting	03/01/2019	Mileage for Out of Town Meeting	\$61.90	travel	BUS mileage

**Mobile**  
**Bill Date: March 17, 2019**  
**SYDNEY SMITH**  
**Mobile Ref**  
**Learning Services**

**Account #**  
**Next Bill Date: April 17, 2019**

## CURRENT CHARGES

### Monthly charges billed to Apr 16, 2019

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
Roam Flex Cuba - Data		0.00
Corporate Data Flex Zone 3		0.00
Call Display		0.00
Corporate Text Flex Zone3		0.00
Roam flex USA - Data		0.00
Corporate Voice Flex Zone3		0.00
Roam flex Zone 1- Data		0.00
Roam flex Zone 1 - Text		0.00
Roam flex Zone 1- Voice		0.00
Roam flex Zone 2- Data		0.00
Roam flex Zone 2 - Text		0.00
Roam flex Zone 2- Voice		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

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	701:00
Weekend	154:00
Weeknight	101:00
<b>Total time used</b>	<b>956:00</b>
<b>Event Summary</b>	
Total Events	2253
Total this month	\$0.00
<b>Packet Plan Usage Summary</b>	
Total megabytes	428.1784
Total this month	\$0.00

Mobile  
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SYDNEY SMITH  
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Learning Services

Account #  
Next Bill Date: April 17, 2019

## CURRENT CHARGES

(continued)

### Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	428.1784 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	956:00 min:sec	0.00
Free Bell Message	90 events	0.00
Text message	61 events	0.00
Picture/Video/File messaging	17 events	0.00
Corporate Text Flex Zone3 Unlimited Incoming Messages		
	1230 events	0.00
Messaging Pack Unlimited Incl. Messages		
	855 events	0.00

### Taxes

GST		2.68
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<b>Total current charges</b>		<b>\$56.37</b>
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**Mobile**

**Bill Date: April 17, 2019**

**SYDNEY SMITH**

**Mobile Ref.**

**Learning Services**

**Account #**

**Next Bill Date: May 17, 2019**

## CURRENT CHARGES

### Monthly charges billed to May 16, 2019

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
Roam Flex Cuba - Data		0.00
Corporate Data Flex Zone 3		0.00
Call Display		0.00
Corporate Text Flex Zone3		0.00
Roam flex USA - Data		0.00
Corporate Voice Flex Zone3		0.00
Roam flex Zone 1- Data		0.00
Roam flex Zone 1 - Text		0.00
Roam flex Zone 1- Voice		0.00
Roam flex Zone 2- Data		0.00
Roam flex Zone 2 - Text		0.00
Roam flex Zone 2- Voice		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 471:00

Weekend 95:00

Weeknight 86:00

**Total time used 652:00**

#### **Event Summary**

Total Events 1703

Total this month \$0.00

#### **Packet Plan Usage Summary**

Total megabytes 756.2923

Total this month \$0.78

Mobile  
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Learning Services

Account #  
Next Bill Date: May 17, 2019

**CURRENT CHARGES**

*(continued)*

**Usage and long distance**

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	717.5060 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	652:00 min:sec	0.00
1GB Shared Data - BlackBerry Data Usage		
@\$.02/MB	38.7863 MB	0.78
Free Bell Message	24 events	0.00
Text message	39 events	0.00
Text message	1 event	0.00
Picture/Video/File messaging	7 events	0.00
Corporate Text Flex Zone3 Unlimited Incoming Messages		
	936 events	0.00
Messaging Pack Unlimited Incl. Messages		
	696 events	0.00
<b>Taxes</b>		
GST		2.70

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**Total current charges**

**\$57.17**



# 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 5, 2019

Employee's Name SYDNEY SMITH

Vendor #: \_\_\_\_\_

School / Department to mail cheque to \_\_\_\_\_

Purpose of Trip / Name of Conference CASS ZONE 5

Departure and Return Dates MARCH 1, 2019

Destination: HGA RIVER AB

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 <u>123.8</u> km @ 50¢/km (submit on Km Payment Form to Payroll)	<u>61.90</u>		<u>61.90</u>		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 _____ @ \$26.00					
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking - in Calgary					
Parking - at Destination					
Other - Provide Details					
<b>TOTAL COST OF TRIP</b>					
CASH ADVANCE IF ANY-Ref # _____					
<b>AMOUNT DUE TO (OWING BY) CLAIMANT</b>					
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.