

expense | monthly tracking report

claimant | Usih, Christopher
position | Chief Superintendent of Schools
level | Superintendent
reporting period | November 1 to December 31, 2019
date of report | February 14, 2020



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	11/16/2019	monthly bill	\$49.41	other disclosed	telecom/cell phone
ASBA FGM/ AB Education Meeting	11/17/2019	transportation - bus	\$152.00	travel	BUS airfare/bus/rail
ASBA FGM/ AB Education Meeting	11/17/2019	transportation - taxi shuttles	\$27.90	travel	BUS general
ASBA FGM/ AB Education Meeting	11/17/2019	accommodation	\$370.50	travel	BUS accommodation
Cell Phone	12/16/2019	monthly bill	\$49.41	other disclosed	telecom/cell phone



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: January 7 2020

Employee's Name Christopher Usih Vendor #: _____

School / Department to mail cheque to Office of the Chief Superintendent

Purpose of Trip / Name of Conference ASBA FGM / Meeting with AB Ed

Departure and Return Dates Nov 17 -19 2019 Destination: Edmonton, 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	152.00				
▪ Taxi/Shuttle Bus/Car Rental in Calgary	19.50				
▪ Taxi/Shuttle Bus/Car Rental at Destination	8.40				
▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ <u>185.25</u> @ <u>2</u> Nights	370.50				
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					
TOTAL COST OF TRIP	550.40				
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					
GST Breakout Area	24.62				

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.

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Christopher Usih

 Calgary, AB,
 Canada

Page Number : Invoice Nbr :
 Guest Number :
 Folio ID :
 Arrive Date : 17-NOV-19
 Depart Date : 19-NOV-19
 No. Of Guest : 1
 Room Number :
 Marriott Bonvoy Number :

Copy Tax Invoice

Tax ID :

The Westin Edm YEGWI NOV-19-2019 07:40

Date	Reference	Description	Charges (CAD)	Credits (CAD)
17-NOV-19	RT1604	Room Chrg - Govt./Military	165.00	
17-NOV-19	RT1604	GST	8.50	
17-NOV-19	RT1604	DMF	4.95	
17-NOV-19	RT1604	Tour Levy	6.80	
18-NOV-19	RT1604	Room Chrg - Govt./Military	165.00	
18-NOV-19	RT1604	GST	8.50	
18-NOV-19	RT1604	DMF	4.95	
18-NOV-19	RT1604	Tour Levy	6.80	
19-NOV-19				-370.50
** Total			370.50	-370.50
*** Balance			0.00	

BETTER BALANCE - The soothing scent of White Tea revitalizes and uplifts from the moment you step through our doors. Enhance any environment by taking our signature scent home with you. Learn more at westin.com/store
 Tell us about your stay. www.westin.com/reviews



ITINERARY/RECEIPT

2019-11-08

You can reach us at:

Website User

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
	2019-11-04				2019-11-17	2019-11-19	-	Website User

Travellers:

Usih/Christopher

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CALEDM 12:00 YYC* Assigned to: Departs Calgary Arrives Edmonton (4 hrs	Adult	1	\$ 72.38	\$ 76.00
2019-11-17. on 2019-11-17. (4 hrs)					

EDMCAL 08:00 YYC*

4 hrs 5 mins

Adult

1

\$ 72.38

\$ 76.00

Assigned to:

Departs Edmonton

2019-11-19.

Arrives Calgary

2019-11-19. (4 hrs 5

mins)

Base Price: \$ 144.76
Discounts: \$ 0.00
Service Charges: \$ 0.00
GST: \$ 7.24
Invoice Total: \$ 152.00
Payments Received: \$ 152.00
Balance Due: \$ 0.00

Payments Received

DATE	GUEST	REFERENCE	AMOUNT
2019-11-04	Christopher Usih		\$ 152.00

DELTA CAB Ltd.
Calgary
403-278-9999

Terminal
Driver
19/11/17

		PURCHASE
FARE	: \$	7.88
TIP	: \$	2.20
<hr/>		
TOTAL	: \$	10.08

GST/HST #: 1234567898
APPROVED - THANK YOU
(81-827)

IMPORTANT: Retain this
copy for your records

Customer Copy

**GREATER EDMONTON TAXI
SERVICE
10135 31 AVE NW
EDMONTON AB**

DATE 2019/11/19
TIME
INVOICE #
RECEIPT NUMBER

PURCHASE
AMOUNT \$7.40
TIP \$1.00
TOTAL

\$8.40

APPROVED

AUTH# 01-027
THANK YOU

CARDHOLDER COPY

**IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS**

**YELLOW CAB 780.462.3456
BARREL TAXI 780.489.7777
EDMTAXI.COM
GST 100403070**

Checker Taxi
316 Meridian Rd SE
Calgary, AB
T2A 1X2
(403) 299-9999
www.thecheckergroup.com

Nov 19, 19

Car#
Driver#
Driver Tax#
Booking#

From:

2019-11-19

To:
2019-11-19

Flagfall	\$3.80
Fare	\$4.20
Extras	\$0.00
Total + Tip	\$9.50
Subtotal	\$8.00

Tip	\$1.50
Card Charged	\$9.50
Tax	\$0.38

Approval

Card No
Entry Mode
Auth ID
MID
TID
Mode Issuer
AID
TVR
IAD
TSI E800
ARC 00

2019-11-19

Thank you for using Checker
Taxi!



CHRISTOPHER USIH |

Monthly charges		\$
Flex Int'l SMS Roaming	Oct 17 - Nov 16	0.00
Flex Zone 1 Voice Roaming	Oct 17 - Nov 16	0.00
Corp Share: 3GB Pooled	Nov 17 - Dec 16	55.00
Savings: Monthly Service Fee	Nov 17 - Dec 16	-8.25
Unltd US/INT MSG & Unltd US LD	Nov 17 - Dec 16	0.00
Unltd Text/Pic/Video Messages	Nov 17 - Dec 16	0.00
Call Display w/Name Display	Nov 17 - Dec 16	0.00
Enhanced Voicemail	Nov 17 - Dec 16	0.00
Total monthly charges		46.75



Wireless savings \$8.25

Usage Summary Ending Nov 16, 2019

Usage type	Used	\$
Voice		✓
		✓
Data (S)		✓
Event		0.30
Msg		✓
Total used		0.30

Total before taxes **47.05**
 GST: 815781448 2.36

Total for Wireless **\$49.41**

Legend: (S) Shared Services | ✓ No charge

Unless otherwise stated, all voice minutes, messages and wireless internet details set out above and/or in your agreement refer to usage on our network (i.e. within Canada and to a Canadian number, as applicable).

CHRISTOPHER USIH

Monthly charges		\$
Flex Int'l SMS Roaming	Nov 17 - Dec 16	0.00
Flex Zone 1 Voice Roaming	Nov 17 - Dec 16	0.00
Corp Share: 3GB Pooled	Dec 17 - Jan 16	55.00
Savings: Monthly Service Fee	Dec 17 - Jan 16	-8.25
Unltd US/INT MSG & Unltd US LD	Dec 17 - Jan 16	0.00
Unltd Text/Pic/Video Messages	Dec 17 - Jan 16	0.00
Call Display w/Name Display	Dec 17 - Jan 16	0.00
Enhanced Voicemail	Dec 17 - Jan 16	0.00
Total monthly charges		46.75

Wireless savings \$8.25

Usage Summary		Ending Dec 16, 2019
Usage type	Used	\$
Voice		✓
Data (S)		✓
Msg		✓
Total used		0.00

Total before taxes	46.75
GST: 815781448	2.34

Total for Wireless	\$49.09
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Legend: (S) Shared Services | ✓ No charge

Unless otherwise stated, all voice minutes, messages and wireless internet details set out above and/or in your agreement refer to usage on our network (i.e. within Canada and to a Canadian number, as applicable).