### expense | monthly tracking report

claimant | Yee, Dianne

position | Superintendent, School Improvement

level | Superintendent

reporting period | September 1 to October 31, 2019

date of report | December 13, 2019



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	09/16/2019	Monthly Service Plan	\$49.09	other disclosed	telecom/cell phone
Cell Phone	10/16/2019	Monthly Service Plan	\$49.09	other disclosed	telecom/cell phone
College of Alberta School	09/01/2019	Annual Membership 2019-2020	\$1,210.00	other disclosed	membership, due, fees
Superintendents					
Alberta Education Learning	09/25/2019	Travel to Edmonton and return to Calgary - Red	\$152.00	travel	BUS airfare/bus/rail
Support Working Group		Arrow			
Alberta Education Learning	09/25/2019	Parking at Red Arrow	\$5.00	travel	BUS general
Support Working Group					
Alberta Education Inclusion	10/16/2019	Travel to Edmonton and return to Calgary - Red	\$152.00	travel	BUS airfare/bus/rail
Working Group		Arrow			
Alberta Education Inclusion	10/16/2019	Parking at Red Arrow	\$5.00	travel	BUS general
Working Group					
College of Alberta School	10/18/2019	Mileage to Meeting in Airdrie (return)	\$25.00	travel	BUS mileage
Superintendents Zone 5 Meeting					

Bill date Sep 16, 2019 Page



## U Wireless

DIANNE YEE

Monthly	y charges		\$
Flex Int'l SM	S Roaming	Aug 17 - Sep. 16	0.00
Flex Zone 1	Voice Roaming	Aug 17 - Sep 16	0.00
Corp Share;	3GB Pooled	Sep. 17 - Oct 16	55.00
	Monthly Service Fee	Sep 17 - Oct 16	-8.25
Unitd US/IN	T MSG & Untld US LD	Sep 17 - Oct 16	0.00
Unitd Text/P	ic/Videa Messages	Sep 17 - Oct 16	0:00
Call Display	w/Name Display	Sep. 17 - Oct. 16	0.00
Enhanced Vo	picemail	Sep 17 - Oct 16	0.00
Total mor	nthly charges		46.75
Usage S	ummary	Ending Sep 16, 2019	
Usage typ	oë	Used	\$
Voice	Incoming Inter Company Calls	42:00 min:sec	······································
	Unlimited Anytime Minutes	517:00 min:sec	
Data (S)	3GB Pooled Data - Included	1000.44 MB	**
Msg	Messaging Bundle - Incl - Rcvd	59 msgs	A.
	Messaging Bundle - Incl - Sent	42 msgs	4
Total used	d	- ,	0.00
Total be	fore taxes	* .	46.75
	1448		2.34
GST: 81578			

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).



Data Usage									
МВ	0:	500	1,0001,500						
Aug 17-Sep 16	1,0	00:44 M	В						
Jul 17-Aug 16		227.91	MB						
Jun 17-Jul 16		444	.92 MB						

Bill date Oct 16, 2019

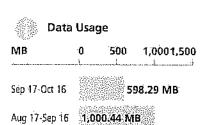
Page



## **!** Wireless

DIANNE YEE

Monthly	y charges		\$
Flex Int'l SM	IS Roaming	Sep. 17 - Oct 16	0.00
Flex Zone 1	Voice Roaming	Sep 17 - Oct 16	0.00
Corp Share:	3GB Pooled	Oct 17 - Nov 16	55:00
Savings: I	Monthly Service Fee	Oct 17 - Nov 16	-8.25
Unitd US/IN	T MSG & Untid US LD	Oct 17 - Nov 16	0.00
Unitd Text/P	ic/Video Messages	Oct 17 - Nov 16	0.00
Call Display	w/Name Display	Oct 17 - Nov 16	0:00
Enhanced V	oicemail	Oct 17 - Nov 16	0.00
Total mor	nthly charges		46.75
Usage S	Summary	Ending Oct 16, 2019	
Usage typ	pe	Used	s
Voice	Incoming Inter Company Calls	59:00 min:sec	•
	Unlimited Anytime Minutes	157:00 min:sec	<b>~</b>
Data (S)	3GB Pooled Data - Included	598,29 MB	•••••••••••••••••••••••••••••••••••••••
Msg	Messaging Bundle - Incl - Rovd	66 msgs	V
	Messaging Bundle - Incl - Sent	41 msgs	✓
Total use	d	•	0.00
	fore taxes	A Military and a second a second and a second a second and a second a second and a second and a second and a	46.75
GST: 81578			2.34.
loch	<b>Mides</b>		549.09



227.91 MB

Jul 17-Aug 16

Wireless savings \$8:25

**Legend:** (S) Shared Services | ✓ No charge

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



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

Invoice No.;

Date:

08/21/2019

Ship Date:

Page:

Re: Order No.

Membership 2019-2020

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

College of Alberta School Superintendents GST: #10689 7052 RT  Character School Superintendents GST: #10689 7052 RT  Comment: Anneended Invoice 09/05/2019  Sold By:  CASS Membership:  Dianne Yee  GS  1,210.00  Amount Price  Amount  Amount  Amount Price  Amount  Amount Owing	Business No.:	10696 7052	La de Martino de la composición del composición de la composición	Property Material Colored State of Colored State of Colored Colored State Colored	House service of	Funda Salester II. in Salester Sales Course Course	Season services and the season services and the season services and the season services are services are services and the season services are s
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	Shipped By:	Tracking N	umber:			Total Amount	
Sold By:	Comment: Am	mended Invoice 09/0	05/2019			Amount Paid	0,00
	Sold By:			•		Amount Owing	

From:

Red Arrow Reservations <itinerary@redarrow.ca>

Sent:

September 25, 2019 7:52 AM

To:

Yee, Dianne L

Subject:

Red Arrow Itinerary/Receipt



#### ITINERARY/RECEIPT

2019-09-25

You can reach us at:

Website User

Corporate Sales

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20	User

Travellers:

Yee/Dianne

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
Parking Per Day 2019-09-25 (1 day)	l day	Per Day Parking	1	\$ 4.76	\$ 5.00
CALEDM 08:00* Assigned to: Departs Calgary (CGYNORTH / CNS 304 35 Ave NE) at 08:15 on 2019-09-25. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 11:50 on 2019-09-25. (3 hrs 35 mins)	3 hrs 35 mins	Aduit	1	\$ 72.38	\$ 76.00
ECEXP 16:30. Assigned to: Departs Edmonton (EDMTO / ETO 10014 104 St) at 16:30 on 2019-09-25.	3 hrs 5 mins	Adult	1	\$ 72.38	\$ 76.00

Arrives Calgary (CGYNORTH / CNS 304 35 Ave NE) at 19:35 on 2019-09-25. (3 hrs 5 mins)

				Base Price:	\$ 149.52
				Discounts:	\$ 0.00
Payments Rec	ceived			Service Charges:	\$ 0.00
DATE	GUEST	REFERENCE	AMOUNT	GST:	\$ 7.48
2019-09-20	Dianne Yee	MasterCard ******	\$ 152.00	Invoice	\$ 157.00
2019-09-25	Yee/Dianne	MasterCard *******	\$ 5.00	Total:	<b>4</b> 137.00
				Payments Received:	\$ 157.00
				Balance Due:	\$ 0.00

# PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN. PLEASE CHECK IN 15 MINUTES PRIOR TO DEPARTURE

TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. If you wish to time change, date change, or cancel for a full refund –30 minutes notice prior to A.M departures (prior to time of originating departure point); 3 hours notice prior to P.M. departures (prior to time of originating departure point) must be given. All Camrose Departures require 30 minutes notice. December 14– January 4 to cancel or make any changes to a reservation we require 24 hours notice. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change. Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. \*\*Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices\*\* \*\*Red Arrow reserves the right to check i.D. or perform carry-on baggage checks at any time\*\* Corporate Billing Accounts: Payment due 30 days after completion of trip.

If you wish to change or cancel your booking, please contact a Passenger Experience Representative at 1-800-232-1958.

#### Thank you for booking with Red Arrow Motorcoach. We appreciate your business!

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication

From:

Red Arrow Reservations <itinerary@redarrow.ca>

Sent:

October 16, 2019 8:00 AM

To:

Yee, Dianne L

Subject:

Red Arrow Itinerary/Receipt



#### ITINERARY/RECEIPT

2019-10-16

You can reach us at:

Website User

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
	2019-09- 25			PARKING	2019-10- 16	2019-10-16		Website User

Travellers:

Yee/Dianne

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
<b>Parking Per Day</b> 2019-10-16 (1 day)	1 day	Per Day Parking	1	\$ 4.76	\$ 5.00
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2019-09-25	Dianne Yee	MasterCard *******	\$ 152.00	Invoice	<b>\$</b> 157.00
2019-10-16	Yee/Dianne	MasterCard *******	\$ 5.00	Total:	Ψ127.00
			<del></del>	Payments Received:	\$ 157.00
				Balance Due:	\$ 0.00

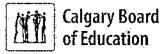
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TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. If you wish to time change, date change, or cancel for a full refund –30 minutes notice prior to A.M departures (prior to time of originating departure point); 3 hours notice prior to P.M. departures (prior to time of originating departure point) must be given. All Camrose Departures require 30 minutes notice. December 13 – January 3 to cancel or make any changes to a reservation we require 24 hours notice. Failure to provide proper notice makes the trip non refundable. Effective November 1, 2019: Failure to show up or missing your departure will result in forfeit of full fare. \*\*Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices\*\* \*\*Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time\*\* Corporate Billing Accounts: Payment due 30 days after completion of trip,

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#### Thank you for booking with Red Arrow Motorcoach. We appreciate your business!

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### Kilometre Travel Log

Directions: Complete this form to track kilometres travelled. To receive payment, please enter the total weekly kilometres into your timesheet in PeopleSoft, and then submit a hardcopy of the Kilometre Travel Log form to your Manager or Principal. You may wish to retain a copy for your own records.

104211. a ashi '101 l								
Section 1: Your	Employee Info	rmation	, i As		·		To be comp	leted by Employee
Employee ID:*		First Name:*	Diann		Last Nan	ne:*	Yee	
Section 2: Trip	Details:						To be comp	leted by Employee
Record the date, p	ourpose, beginning	and ending locati	ons, and	l distance of each t	rip on a sepa	arate r	ow.	
Date DD-MM-YY	Purpose for Trip			Trip Starts Fron			ip Ends At	Distance in km
18-10-19	CASS Zone	5 Meeting		Calgary - Airdrie			Calgary	50
							·	
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The total weekly	km must be enter	ed into the times	heet in	PeopleSoft.	То	tal Kil	ometres	50
PeopleSoft Time	Approver				SCASSION AND ADMINISTRATION OF THE PARTY OF			
Combo Code ent	ered into PeopleS	oft						
Section 3:					To be cor	nnlete	ed by Frank	yee and Approver
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Employee	1	3 61 110 0011101010	<u> </u>			1		<del></del>
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Date DD-MM-YY: *	21-10-19	Time App Phone:*	rover			Date	DD-MM-YY:*	2019/11/12
Personal information is	collected under the auth	ority of Alberta's Freen	om of Into	mation and Protection o	f Privacy Act /F	OIP) TI	nis information w	II he used for the

Personal information is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP). This information will be used for the management of personnel and for the delivery of various Human Resources programs at the Calgary Board of Education. It will be treated in accordance with the privacy protection provisions of FOIP. If you have any questions about this formation the use of the information, please contact the Employee Contact Centre at 403-817-7333.



