

# expense | monthly tracking report

claimant | Usih, Christopher  
 position | Chief Superintendent of Schools  
 level | Superintendent  
 reporting period | March 1 to April 30, 2020  
 date of report | June 12, 2020



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
CASS Board of Directors Meeting	03/03/2020	bus fare	\$152.00	travel	BUS airfare/bus/rail
CASS Board of Directors Meeting	03/03/2020	taxi shuttles	\$67.35	travel	BUS general
CASS Board of Directors Meeting	03/03/2020	meal	\$26.00	travel	BUS food/non alcoholic beverage
AB Education Ministry Meeting	03/09/2020	bus fare	\$152.00	travel	BUS airfare/bus/rail
AB Education Ministry Meeting	03/09/2020	taxi shuttles	\$37.60	travel	BUS general
AB Education Ministry Meeting	03/09/2020	meals	\$43.00	travel	BUS food/non alcoholic beverage
Cell Phone	03/16/2020	monthly bill	\$49.09	other disclosed	telecom/cell phone
Cell Phone	04/16/2020	monthly bill	\$49.09	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: March 12, 2029

Employee's Name Christopher Usih

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

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

Purpose of Trip / Name of Conference CASS Board of Directors meeting

Departure and Return Dates March 3-4, 2020

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
<b>Registration/Conference Fees</b>					
<b>Travel Costs</b>					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus	152.00		152.00		
▪ Taxi/Shuttle Bus/Car Rental in Calgary	21.75		21.75		
▪ Taxi/Shuttle Bus/Car Rental at Destination	45.60		45.60		
▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
<b>Accommodations at Single Rate</b>					
\$ _____ @ _____ Nights					
<b>Meals</b> (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner <u>1</u> @ \$26.00	26.00			26.00	
▪ Or Actual Expense					
<b>Telecommunication Charges</b> (Internet, phone calls)					
<b>Parking – in Calgary</b>					
<b>Parking – at Destination</b>					
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>	245.35				
<b>CASH ADVANCE IF ANY–Ref # _____</b>					
<b>AMOUNT DUE TO (OWING BY) CLAIMANT</b>				26.00	
<b>GST Breakout Area</b>	10.03				

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.**



**INVOICE**

2020-02-19

*You can reach us at:*

Website User

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
	2020-02-19				2020-03-03	2020-03-04	-	Website User

*Travellers:*

Usih/Christopher

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CALEDM 18:30 YYC*	3 hrs 25 mins	Adult	1	\$ 72.38	\$ 76.00

Departs Calgary (CALTO / CTO 205 9 Ave SE) at 18:30 on 2020-03-03.  
Arrives Edmonton (EDMSOUTH / New

Location / 5359 Calgary Trail) at 21:55  
on 2020-03-03. (3 hrs 25 mins)

**ECEXP 16:30.** 3 hrs 5 mins Adult 1 \$ 72.38 \$ 76.00

Departs Edmonton (EDMSOUTH / New  
Location / 5359 Calgary Trail) at 16:45  
on 2020-03-04.

Arrives Calgary (CALTO / CTO 205 9  
Ave SE) at 19:50 on 2020-03-04. (3 hrs 5  
mins)

***Payments Received***

DATE	GUEST	REFERENCE	AMOUNT
2020-02-19	Christopher Usih		\$ 152.00

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

CASS Mtg

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

~~Mar 3, 20 18:16~~

Car# 429  
Driver# 6253  
Driver Tax# 823578943  
Booking# 22993578

2020-03-03 6:09:24 PM

To:  
2020-03-03 6:15:36 PM

Flagfall	\$3.80
Fare	\$4.40
Extras	\$0.00
Total + Tips	\$9.70
Subtotal	\$8.20
Tip	\$1.50
Card Charged	\$9.70
Tax	\$0.39

ISI 8800  
ARC 00  
Mastercard

Verified by PIN  
2020-03-03

Thank you for using Checker  
Taxi!

\*\*\*\*\*

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

Mar 4, 20 20:15

Car# 78  
Driver# 6708  
Driver Tax# 893157909  
Booking# 23003860

From:  
2020-03-04 8:05:08 PM

To:  
2020-03-04 8:13:39 PM

Flagfall	\$3.80
Fare	\$6.00
Extras	\$0.00
Total + Tips	\$12.05
Subtotal	\$9.80

Tip	\$2.25
Card Charged	\$12.05
Tax	\$0.47

TSI E800  
ARC 00  
Mastercard

Verified by PIN  
2020-03-04 8:15:41 PM

Thank you for using Checker  
Taxi!

\*\*\*\*\*

CASS  
Petty

Co-op Taxi Line  
(780)425-2525  
www.co-optaxi.com

-----  
TRANSACTION RECORD

Terminal 479/66286689  
Driver 5229  
20/C3/03 22:17:13

		PURCHASE
FARE	: \$	40.60
TIP	: \$	5.00
-----		
TOTAL	: \$	45.60

APPROVED - THANK YOU  
(01-027)

IMPORTANT: Retain this  
copy for your records

Customer Copy

Thank you for choosing  
Co-op taxi



**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 12, 2010

Employee's Name Christopher Usih Vendor #: \_\_\_\_\_

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

Purpose of Trip / Name of Conference Meeting with Alberta Education Ministry

Departure and Return Dates March 9 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
<b>Registration/Conference Fees</b>					
<b>Travel Costs</b>					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus	152.00				
▪ Taxi/Shuttle Bus/Car Rental in Calgary	30.00				
▪ Taxi/Shuttle Bus/Car Rental at Destination	7.60				
▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
<b>Accommodations at Single Rate</b>					
\$ _____ @ _____ Nights					
<b>Meals</b> (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch <u>1</u> @ \$17.00	17.00			17.00	
▪ Dinner <u>1</u> @ \$26.00	26.00			26.00	
▪ Or Actual Expense					
<b>Telecommunication Charges</b> (Internet, phone calls)					
<b>Parking – in Calgary</b>					
<b>Parking – at Destination</b>					
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>	232.60				
<b>CASH ADVANCE IF ANY–Ref # _____</b>					
<b>AMOUNT DUE TO (OWING BY) CLAIMANT</b>				43.00	
<b>GST Breakout Area</b>	8.85				

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.**



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2020-02-19

You can reach us at:

Website User

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
	2020-02-19				2020-03-09	2020-03-09	-	Website User

Travellers:

Usih/Christopher

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CALEDM 08:00*	3 hrs 50 mins	Adult	1	\$ 72.38	\$ 76.00

Departs Calgary (CALTO / CTO 205 9 Ave SE) at 08:00 on 2020-03-09.  
Arrives Edmonton (EDMTO / ETO



ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
Car#959

*Mon 9*

SALE

AMOUNT	\$27.00
TIP	\$3.00
TOTAL	\$30.00

00 - APPROVED - 001

Mastercard

AID: A0000000041010

TVR: 00 00 00 80 00

TSE: E8 00

*Min*  
*Mfg*

THANK YOU

CUSTOMER COPY

GREATER EDMONTON TAXI  
SERVICE  
10135 31 AVE NW  
EDMONTON AB

PURCHASE  
AMOUNT \$5.60  
TIP \$2.00  
TOTAL  
  
\$7.60  
-----

-----  
*Min  
Mfg*  
APPROVED

AUTH# 028818 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

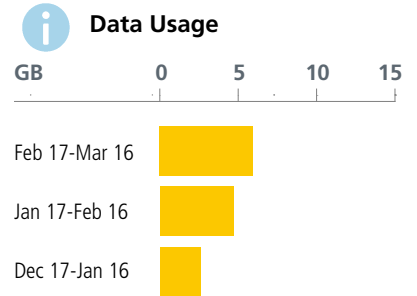
# Wireless

CHRISTOPHER USIH |

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

**Wireless savings \$8.25**

<b>Usage Summary</b>	Ending Mar 16, 2020	
<b>Usage type</b>	<b>Used</b>	<b>\$</b>
Voice	Incoming Inter Company Calls	✓
	Unlimited Anytime Minutes	✓
Data (S)	3GB Pooled Data - Included	✓
Msg	Messaging Bundle - Incl - Rcvd	✓
	Messaging Bundle - Incl - Sent	✓
<b>Total used</b>		<b>0.00</b>
<b>Total before taxes</b>		<b>46.75</b>
GST: 815781448		2.34
<b>Total for Wireless</b>		<b>\$49.09</b>

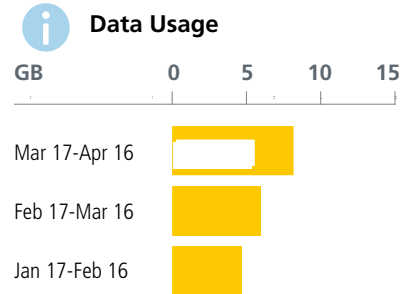


**Legend:** (S) Shared Services | ✓ No charge

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 |

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

**Wireless savings \$8.25**


<b>Usage Summary</b>		Ending Apr 16, 2020
<b>Usage type</b>	<b>Used</b>	<b>\$</b>
Voice	Incoming Inter Company Calls	✓
	Unlimited Anytime Minutes	✓
Data (S)	3GB Pooled Data - Included	✓
Msg	Messaging Bundle - Incl - Rcvd	✓
	Messaging Bundle - Incl - Sent	✓
<b>Total used</b>		<b>0.00</b>
<b>Total before taxes</b>		<b>46.75</b>
GST: 815781448		2.34
<b>Total for Wireless</b>		<b>\$49.09</b>

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