

## expense | monthly tracking report

claimant | Atallah, Ray

position | Director, Corporate Finance

level | Director

reporting period | July 1 to August 31, 2022

date of report | October 7, 2022



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	07/15/22	Monthly Service Charge	\$46.11	other disclosed	telecom/cell phone
Cell Phone	08/15/22	Monthly Service Charge	\$38.77	other disclosed	telecom/cell phone
Association of School Business Officials of Alberta (ASBOA)	08/15/22	Yearly membership renewal	\$929.25	other disclosed	membership, due, fees
University of Calgary Continuing Education	08/17/22	Registration for three courses	\$2,271.15	other disclosed	PD course or registration fee
Meeting with Alberta Education, Edmonton, AB	08/31/22	Car Rental	\$449.50	travel	BUS general
Meeting with Alberta Education, Edmonton, AB	08/31/22	Parking at destination	\$22.50	travel	BUS general
Meeting with Alberta Education, Edmonton, AB	09/01/22	Fuel for rental car	\$34.00	travel	BUS general
Meeting with Alberta Education, Edmonton, AB	09/01/22	Fuel for rental car	\$29.48	travel	BUS general
Meeting with Alberta Education, Edmonton, AB	08/31/22	Accommodation - per diem x 1	\$35.00	travel	BUS accommodation
Meeting with Alberta Education, Edmonton, AB	08/31/22	Meals - per diem x 4	\$72.00	travel	BUS food/non alcoholic beverage

Subscriber: RAY ATALLAH

<b>Account Detail</b>		
Assignment Account No.	Riad Atallah	
<b>Contract Detail</b>		<b>\$ 45.42</b>
Contract Name	3GB Pooled Voice & D	
<b>Options Charges</b>		<b>\$ 0.00</b>
Options Charges		
<b>Voice Charges</b>		<b>\$ 0.00</b>
Charges for Additional Minutes \$ 0.00		
Peak Minutes	579:00 min	
Off Peak Minutes	418:00 min	
Total Airtime Minutes	1001:00 min	
<b>Data Charges</b>		<b>\$ 0.00</b>
Data Volume (MB)	4765.0967 MB	\$ 0.00
Browser Charge	0:00 min	\$ 0.00
<b>Text Messages</b>		<b>\$ 0.00</b>
Text Messages	56 msg	\$ 0.00
<b>Long Distance Charges</b>		<b>\$ 0.00</b>
Long Distance Charges	81:00 min	\$ 0.00
<b>Roaming Charges</b>		<b>\$ 0.00</b>
Voice Charges	0:00 min	\$ 0.00
Data Charges	0.0000 MB	\$ 0.00
<b>Other Fees</b>		<b>\$ 0.00</b>
411 Service \$ 0.00		
Monthly Access Fees \$ 0.00		
Discount \$ 0.00		
<b>Other Charges and Credits</b>		<b>\$ -1.50</b>
Other Charges and Credits		\$ -1.50
<b>Taxes</b>		<b>\$ 2.19</b>
GST		\$ 2.19
<b>Total</b>		<b>\$ 46.11</b>

Service ID:4

Subscriber:RAY ATALLAH

<b>Account Detail</b>		
Assignment Account No.	Riad Atallah	
<b>Contract Detail</b>		<b>\$ 44.00</b>
Contract Name	3GB Pooled Voice & D	
<b>Options Charges</b>		<b>\$ 0.00</b>
Options Charges		
<b>Voice Charges</b>		<b>\$ 0.00</b>
Charges for Additional Minutes \$ 0.00		
Peak Minutes	846:00 min	
Off Peak Minutes	349:00 min	
Total Airtime Minutes	1195:00 min	
<b>Data Charges</b>		<b>\$ 0.00</b>
Data Volume (MB)	5070.4854 MB	\$ 0.00
Browser Charge	0:00 min	\$ 0.00
<b>Text Messages</b>		<b>\$ 0.00</b>
Text Messages	134 msg	\$ 0.00
<b>Long Distance Charges</b>		<b>\$ 0.00</b>
Long Distance Charges	103:00 min	\$ 0.00
<b>Roaming Charges</b>		<b>\$ 0.00</b>
Voice Charges	0:00 min	\$ 0.00
Data Charges	0.0000 MB	\$ 0.00
<b>Other Fees</b>		<b>\$ 0.00</b>
411 Service \$ 0.00		
Monthly Access Fees \$ 0.00		
Discount \$ 0.00		
<b>Other Charges and Credits</b>		<b>\$ -7.08</b>
Other Charges and Credits		\$ -7.08
<b>Taxes</b>		<b>\$ 1.85</b>
GST		\$ 1.85
<b>Total</b>		<b>\$ 38.77</b>



**UNIVERSITY OF CALGARY**  
CONTINUING EDUCATION

**UCalgary Continuing Education**  
2500 University Drive NW  
Calgary, AB, T2N 1N4  
Tel: (403) 220-2866  
conted@ucalgary.ca

**RECEIPT**

Mr. Ray Atallah

Transaction Basket:

594403

Date:

17/Aug/2022 09:53 AM

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UCID:

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TOTAL SELECTED: \$ 2,271.15

**ACCOUNT ACTIVITY:**

**Current Payment / (Refund)**

MasterCard *****	\$ 2,271.15
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Total Current Payment / (Refund): \$ 2,271.15

TOTAL PAYMENTS / (REFUNDS): \$ 2,271.15

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U of C GST Registration# R108102864



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**Mr. Ray Atallah**

Transaction Basket:

594403

Date:

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**UCID:**

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**UCalgary Continuing Education**

**COURSE CANCELLATION**

Continuing Education reserves the right to cancel or change a course or course materials. If a course is cancelled due to insufficient enrolment or other unforeseen circumstances, all registrants will receive a full refund, or may choose to transfer without charge to another course.

**REFUND, WITHDRAWAL, AND TRANSFER POLICY**

Students who do not formally withdraw from a course are considered registered in the course, even if they are no longer attending classes.

- For a full refund to be issued, notice of withdrawal from a course must be received at least seven days prior to the start date of the course.
- Students may transfer to a different course at any time prior to the start date of the course in which they are registered.
- When transferring between courses, the difference in fees will be paid by the student if the new fee is higher, or reimbursed by Continuing Education if the new fee is lower.
- A refund or transfer will not be issued if a student wishes to withdraw from a course after the start date of the course.
- Failure to return course materials included in the original course fees — in mint condition — at the time of your notice of withdrawal will result in the cost of the materials being removed from the refund.
- In some cases, the refund amount may be adjusted to include non-refundable costs incurred by Continuing Education on behalf of the student.

For more details, visit [conted.ucalgary.ca/refund](https://conted.ucalgary.ca/refund)

**FOR MORE INFORMATION**

For more information, please visit [conted.ucalgary.ca/info](https://conted.ucalgary.ca/info)

**CONTACT US**

The Student Services team is available Monday to Friday from 8:30 am to 4:30 pm (MT) at 403.220.2866 or toll free at 1.866.220.4992 (outside of Calgary and within North America). For technical help please connect with the IT Support Centre at 403.210.9300 and identify yourself as a Continuing Education student.



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UCID:

**SELECTED ITEMS:**

Refer to Account Activity page for payment details

**Course Enrollments**

<b>BUS 155-040</b>	Coaching for Quality Performance	Tuition Fee	\$ 835.00	GST
		Sub-total:	\$ 835.00	
		GST	\$ 41.75	
		<b>TOTAL:</b>	<b>\$ 876.75</b>	

Course Schedule: Mon, Tue, Wed 8:30AM - 4:30PM Nov/21/2022 - Nov/23/2022  
At: Downtown Campus, Building: Downtown  
Address: 906, 8th Ave SW, Calgary, AB, T2P 1H9

Section Notes: Delivery format may change in response to COVID-19. Students will be informed of any changes.

This course uses Desire2Learn (D2L), an online learning management system. The instructor will post your course outline and other materials in D2L. For more information about D2L, please visit our Online Learning Resources.

Receipt Notes: Unless otherwise stated, notice of withdrawal or transfer from a course must be received at least seven calendar days prior to the start date of the course. If you have been admitted into a certificate program, please check your account to ensure this course is eligible for credit towards your certificate program.

The location of your course or seminar can be found in your account and accessed using the assigned UCID number and password. To locate your classroom, use the Interactive Room Finder at [ucmapspro.ucalgary.ca/RoomFinder](http://ucmapspro.ucalgary.ca/RoomFinder)

If you are a student with a documented disability who may require academic accommodation, please contact Student Accessibility Services (SAS) a few weeks before your course begins. Students who have not registered with SAS are not eligible for academic accommodation. Learn more at [ucalgary.ca/student-services/access](http://ucalgary.ca/student-services/access).



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UCID:

**Course Enrollments**

<b>BUS 287-015</b>	Coaching to Different Styles	Tuition Fee	\$ 699.00	GST
		Sub-total:	\$ 699.00	
		GST	\$ 34.95	
		<b>TOTAL:</b>	<b>\$ 733.95</b>	

Course Schedule: Thu, Fri 8:30AM - 4:30PM Oct/27/2022 - Oct/28/2022  
At: Downtown Campus, Building: Downtown  
Address: 906, 8th Ave SW, Calgary, AB, T2P 1H9

Section Notes: Delivery format may change in response to COVID-19. Students will be informed of any changes.

This course uses Desire2Learn (D2L), an online learning management system. The instructor will post your course outline and other materials in D2L. For more information about D2L, please visit our Online Learning Resources.

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Required Text(s): No textbook required.



**RECEIPT**

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UCID:

**Course Enrollments**

<b>BUS 265-024</b>	Conquering Your Fear of Public Speaking	Tuition Fee	\$ 629.00	GST
		Sub-total:	\$ 629.00	
		GST	\$ 31.45	
		<b>TOTAL:</b>	<b>\$ 660.45</b>	

Course Schedule: Sat 8:30AM - 4:30PM Mar/04/2023 - Mar/11/2023  
At: Downtown Campus  
Address: 906 8th Ave SW, Calgary, AB, T2P 1H9

Section Notes: Delivery format and health protocols may change in response to COVID-19. Students will be informed of any changes.

This course uses Desire2Learn (D2L), an online learning management system. The instructor will post the course outline and other materials in D2L. For more information about D2L, please visit our Online Learning Resources.

Receipt Notes: Unless otherwise stated, notice of withdrawal or transfer from a course must be received at least seven calendar days prior to the start date of the course. If you have been admitted into a certificate program, please check your account to ensure this course is eligible for credit towards your certificate program.

The location of your course or seminar can be found in your account and accessed using the assigned UCID number and password. To locate your classroom, use the Interactive Room Finder at <https://www.ucalgary.ca/about/our-campuses/campus-maps-and-room-finder>

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Required Text(s): No textbook required.





**Must** be completed upon return from every business trip for reporting purposes and any out of pocket expenditures.

**Return completed form to Accounts Payable, Education Centre**

<b>Details of Trip   Please Print</b>	Date: <u>September 6, 2022</u>
Employee's Name <u>Ray Atallah</u>	Vendor #: _____
School / Department to mail cheque to <u>Corporate Finance</u>	
Purpose of Trip / Name of Conference <u>Meetings with Alberta Education</u>	
Departure and Return Dates <u>August 31 – September 1, 2022</u>	Destination: <u>Edmonton, AB</u>

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					
▪ Taxi/Shuttle Bus/Car Rental in Calgary	\$449.50		\$449.50		
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
<b>Accommodations at Single Rate</b>					
\$ 35.00 @ 1 Nights	\$35.00			\$35.00	
<b>Meals</b> (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast 1 @ \$12.00	\$12.00			\$12.00	
▪ Lunch 2 @ \$17.00	\$34.00			\$34.00	
▪ Dinner 1 @ \$26.00	\$26.00			\$26.00	
▪ Or Actual Expense					
<b>Telecommunication Charges</b> (Internet, phone)					
<b>Parking – in Calgary</b>					
<b>Parking – at Destination</b>	\$22.50		\$22.50		
<b>Other – Provide Details - Fuel</b>	\$34.00 \$29.40		\$34.00 \$29.40		
<b>TOTAL COST OF TRIP</b>	\$642.40				
<b>CASH ADVANCE IF ANY</b> –Ref # _____					
<b>AMOUNT DUE TO (OWING BY) CLAIMANT</b>				\$107.00	
<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.**

August 31 – Sept 1  
Alberta Education Meetings  
Edmonton, AB

Car Rental \$449.50



Rental Agreement # 7FP6CJ

### Renter Information

**Renter Name**

RAY ATALLAH

**Renter Address**

CALGARY, AB T3G5G9  
CAN

### Vehicle Information

**CAMR**

License #: U78971

State/Province: AB

Unit #: 7VSSXH

Vehicle #: MU426045

**Vehicle Class Driven**

Full Size 4 door/Automatic/Air

**Vehicle Class Charged**

Full Size 4 door/Automatic/Air

**Odometer Mileage/Kilometers**

Starting: 68855 Ending: 69419

Total: 564

**Fuel**

Starting: FULL Ending: FULL

Thank you for renting  
with Enterprise Rent-A-  
Car

We appreciate your business!

This email was automatically generated  
from an unattended mailbox, so please  
do not reply to this e-mail.

If you have any questions about your  
rental, please view our Frequently  
Asked Questions or send us a secured  
message by visiting our [Support Center](#)

### Trip Information

**Pickup**

Tuesday, August 30, 2022 1:41 PM

**CALGARY DOWNTOWN WEST**

1036 - 9 AVENUE SW  
CALGARY, AB T2P 1L9  
CAN

**Return**

Friday, September 2, 2022 1:23 PM

**CALGARY DOWNTOWN WEST**

1036 - 9 AVENUE SW  
CALGARY, AB T2P 1L9  
CAN

### Renter Charges

<b>Rental Rate</b>	Time & Distance 3 Day at 142.00 CAD / Day	426.00 CAD
<b>Mileage</b>	Unlimited Mileage	Included
<b>Taxes and Fees</b>	Vehicle License Fee Recovery (0.70 CAD / Day)	2.10 CAD
	Goods And Services Tax (5.00%)	21.40 CAD
<b>Total</b>		<b>449.50 CAD</b>
(Subject to audit)		
Amount charged on September 2, 2022 to MASTERCARD (2515)		(449.50 CAD)
APN: Mastercard		
Verified: Signature		
Entry: Chip		
TSI: EC00		
<b>Amount Due</b>		<b>0.00 CAD</b>

August 31 – Sept 1  
Alberta Education Meetings  
Edmonton, AB

Parking      \$22.50

*Trip to Edmonton*

Commerce Place  
Impark  
RECEIPT      C1  
ENTRY TIME: *Parking*  
08/31/22      11:14  
EXIT TIME:  
08/31/22      15:37  
PARK-DUR.: HRS:MIN  
0:04:23

PURCHASE  
MASTERCARD  
AMOUNT      \$22.50

Date: AUG-31-2022  
Time: 15:37:00  
662512970010011170C  
Auth.#: 093476  
Mastercard

TVR: 0000008000  
TSI: E800  
01 APPROVED - THANK  
YOU 027

VERIFIED BY PIN  
\*IMPORTANT - retain  
this copy for your  
records

\*\*\*CUSTOMER COPY\*\*\*  
THANK YOU FOR YOUR  
VISIT

August 31 – Sept 1  
Alberta Education Meetings  
Edmonton, AB

Fuel \$34.00

*Trip to Edmonton*



TRANSACTION RECORD  
ESSO 7-ELEVEN 37831  
\*\*\*\*\*  
9628 153 AVE  
EDMONTON AB T5Z 0B1

DATE: 2022-09-01 TIME: 14:29:05  
Paypoint: 05C TRANS #: 178772  
Station#: 00302443 Cashier: manager  
GST: R119335453

FUEL	(L)	(\$/L)	(\$)
Pump 5			
EREG	24.835	1.369	34.00
<b>TOTAL</b>	<b>CAD</b>	<b>\$</b>	<b>34.00</b>
<b>CREDIT CARD</b>		<b>\$</b>	<b>34.00</b>

\* GST INCLUDED IN FUEL \$ 1.62

**PURCHASE**

MCARDFLEET  
REFERENCE #: 66448421 0010010260 C  
INVOICE NO: 348391  
AUTH #: 051544

Mastercard

000008000  
E800

01/027 APPROVED - THANK YOU

-- IMPORTANT --  
Retain This Copy For Your Records

--- Customer's Copy ---

Reconciliation ID: 0147877

What if buying gas fuelled your points?  
Only Esso and Mobil gas earns you PC  
Optimum points.

PC Optimum Inquiries: 1-866-727-6468  
Imperial Inquiries: 1-800-567-3776

G - GST @ 5.0000%

August 31 – Sept 1  
Alberta Education Meetings  
Edmonton, AB

Fuel \$29.40

*Trip to Edmonton*

**Husky**



*Cao*

Want great rewards? Visit [myHuskyRewards.ca](http://myHuskyRewards.ca)

Mount Royal Husky  
1419 8th Street SW  
Calgary AB  
(403) 244-2499  
GST# 801829490  
Retailer ID 667841  
Retailer ID 667841  
Rct:98736 1196-7  
Batch:6933-67

2022/09/02 13:39:24

Pump# 7  
Eth Regular \$29.40  
20.430 L @ \$1.439/L  
AMOUNT \$29.40  
GST(Inc Pump) \$1.40

Pre Auth Completion  
Mastercard

EXP: \*\*/\*\*  
Date: 09/02/2022  
Time: 13:39:24  
AUTHCODE:017212 11960720  
5946001001020 00 000  
TUR: 0000000000 TSI: E800

Approved