

# expense | monthly tracking report

claimant | Barkway, Janice  
 position | Corporate Secretary  
 level | Director  
 reporting period | July 1 to August 31, 2013  
 date of report | October 15, 2013



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	08/17/2013	Monthly Service Plan	\$56.68	other disclosed	telecom/cell phone
Canadian Society of Corporate Secretaries Conference, Halifax, NS	04/23/2013	Registration for Aug 18-21, 2013	\$1,259.25	travel	PD course or registration fee
Canadian Society of Corporate Secretaries Conference, Halifax, NS	08/17/2013	Taxi to Calgary Airport	\$48.00	travel	PD general
Canadian Society of Corporate Secretaries Conference, Halifax, NS	08/17/2013	Taxi from Halifax Airport to Hotel	\$70.00	travel	PD general
Canadian Society of Corporate Secretaries Conference, Halifax, NS	08/21/2013	Westin Nova Scotia, Aug 17-20, 2013	\$980.64	travel	PD accommodation
Canadian Society of Corporate Secretaries Conference, Halifax, NS	04/23/2013	Return Airfare - Calgary-Halifax for Aug 2013 Conference	\$814.41	travel	PD airfare/bus/rail
Cell Phone	07/17/2013	Monthly Service Plan	\$55.94	other disclosed	telecom/cell phone
Canadian Society of Corporate Secretaries Conference, Halifax, NS	08/18-21/2013	Meals	\$98.00	travel	PD food/non alcoholic beverage

Mobile  
Bill Date: August 17, 2013  
JANICE BARKWAY  
Mobile Ref.  
Corporate Secretary Services

Account #  
Next Bill Date: September 17, 2013

1488of 1862

**CURRENT CHARGES** *for*

*(continued)*

**Taxes**

GST 2.70

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**Total current charges** **\$56.68**

Canadian Society of Corporate Secretaries  
255-55 St. Clair Avenue West  
Toronto, ON M4V 2Y7

April 19, 2013

**Sold to:**

Janice Barkway  
1221 8 Street SW  
Calgary Board of Education  
Calgary, AB  
Canada  
T2R 0L4

Description	Quantity	Price	Amount	Tax
Members - Early-EARLY- bird (Janice Barkway)	1	\$1,095.00	\$1,095.00	1
1. HST-15%			\$164.25	
<b>TOTAL</b>			<b>\$1,259.25</b>	

HST-15% - 139259949

**Payment Policy**

CSCS accepts Visa, Mastercard, American Express and cheque. Cheques should be made payable to CSCS and mailed to:

255-55 St. Clair Avenue West  
Toronto, ON M4V 2Y7

GST/HST Reg. #13925 9949 RT

**Electronic Payment**

You may pay online at:

[https://www.tocorpevents.ca/cscs/english/online\\_payment.asp](https://www.tocorpevents.ca/cscs/english/online_payment.asp)

Username:

Password:

**Credit Card Payment Form - Fax/Mail**

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

3 or 4 digit security code: \_\_\_\_\_

I hereby authorize 15th Annual Corporate Governance Conference to charge the credit card provided for the total fees due.

Card Holder Signature: \_\_\_\_\_



ASSOCIATED CAB  
403-35 AVENUE N E T2E2K7  
CALGARY AB  
22143100

1111 PURCHASE 1111

08-17-2013 05:45:10

Account  
Exp. Date  
Name

Trans # 1091  
Auth # 0745  
Inv # 1091  
Auth # 0745

Total \$48.00

(00) APPROVED-THANK YOU

Retain this copy for your records  
Customer copy

www.associatedcab.ca  
403-299-1111

AFFORDABLE TAXI & LIMOUSINE SERVICE INC.  
731 OLD SACKVILLE ROAD  
LOWERSACKVILLE, NS B4C 3H6  
(902) 865-7600

TERM ID: E4291690 BATCH#: 125  
SHIFT#: 002

Sale

TNVR: 000000010

Amount: \$ 63.00  
Tip: \$ 7.00

Total:CAD\$ 70.00

APPROVED 155516  
001/00

17-Aug -13 16:55:16

CUSTOMER COPY  
THANK YOU!

Westin Nova Scotian  
 1181 Hollis Street  
 Halifax, HS B3H 2P6  
 902 421-1000  
<http://www.starwood.com/>



Ms. Barkway, Janice	Page Number	1	Invoice Nbr	183243
1221 8th Street South	Guest Number	591654	Arrive Date	08-17-2013
West				
Calgary, AB T2R 0L4	Folio ID	A	Depart Date	08-21-2013
	No. Of Guest	1		
	Room Number	533		
	Time	08-21-2013 11:47		

Invoice

Date	Reference	Description	Charges	Credits
08-17-2013	RT533	Room Charge	\$209.00	
08-17-2013	RT533	HRM Levy 2.0%	\$4.18	
08-17-2013	RT533	HST Tax - Room 15%	\$31.98	
08-18-2013	RT533	Room Charge	\$209.00	
08-18-2013	RT533	HRM Levy 2.0%	\$4.18	
08-18-2013	RT533	HST Tax - Room 15%	\$31.98	
08-19-2013	RT533	Room Charge	\$209.00	
08-19-2013	RT533	HRM Levy 2.0%	\$4.18	
08-19-2013	RT533	HST Tax - Room 15%	\$31.98	
08-20-2013	RT533	Room Charge	\$209.00	
08-20-2013	RT533	HRM Levy 2.0%	\$4.18	
08-20-2013	RT533	HST Tax - Room 15%	\$31.98	
08-21-2013	MC	Mastercard		\$-980.64
		** Total	\$980.64	\$-980.64
		** Balance	\$-0.00	

0.00  
 0.00  
 0.00  
 0.00  
 0.00



English 12 hrs display Log In Sign up Now

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Print eTicket

eTicket Receipt

Prepared For  
BARKWAY/JANICE MS

WESTJET RESERVATION CODE	
ISSUE DATE	23Apr2013
TICKET NUMBER	
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/FX1
FREQUENT FLYER NUMBER	

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
17Aug	WESTJET WS 532	CALGARY INTL AB, CANADA  Time 6:50am	HALIFAX NS, CANADA  Time 4:08pm	Seat Number CHECK-IN REQUIRED Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis MCRP1 Not Valid Before 17 AUG Not Valid After 17 AUG
24Aug	WESTJET WS 231	HALIFAX NS, CANADA  Time 8:00pm	CALGARY INTL AB, CANADA  Time 10:29pm	Seat Number CHECK-IN REQUIRED Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis LCRP1 Not Valid Before 24 AUG Not Valid After 24 AUG

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD :
Endorsement / Restrictions	NONREF - FEE FOR CHG/CXL
Fare Calculation Line	YYC WS YHZ301.51MCRP1 WS YYC356.49LCRP1 CAD658.00END
Fare	CAD 658.00
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA1 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 37.41 XG (GOODS AND SERVICES TAX (GST))
	CAD 3.75 RC3 (HARMONIZED SALES TAX (HST))
	CAD 55.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))

	CAD 6.00 YQF (OTHER AIR TRANSPORTATION CHARGES)
	CAD 40.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
<b>Total Fare</b>	<b>CAD 814.41</b>

Positive identification required for airport check in

Notice:

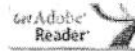
Thank you for choosing WestJet

QST # 1202807956TQ0001      GST # 866112535

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- **Positive identification** is required at check-in; ensure the name on the reservation matches the guest's identification before departing for the airport. Make sure you have the proper identification and travel documents for each country on your itinerary as the documents you use on your departure may not be sufficient upon your return. The law is the law, and we'd hate it if you were unable to board your flight.
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- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
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  - [ID requirements](#) (For adults, children and infants on domestic, transborder and international flights)
  - [Seat selection](#) (How it works, changing your seat and more)
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Mobile  
Bill Date: July 17, 2013  
JANICE BARKWAY  
Mobile Ref.  
Corporate Secretary Services

Account #  
Next Bill Date: August 17, 2013

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**CURRENT CHARGES** *for*

*(continued)*

**Taxes**

GST

2.67

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**Total current charges**

**\$55.94**





Calgary Board of Education

**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 Treasury and Revenue Accounting

**A. Details of Trip (Please Print)**

Date: Aug. 30/13

Employee's Name Janice R Barkway

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

School / Department to mail cheque to Corporate Secretary's Office,

Purpose of Trip / Name of Conference Cdn. Society of Corporate Secretaries

Departure and Return Dates Aug. 17 / Aug. 24

Destination: Halifax, NS.

B. Description of Expenses (Please attach receipts)	Total Cost (Indicate currency if not Cdn)	Exchange Rate Adjusted Amount (If applicable)	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					
· Taxi/Shuttle Bus/Car Rental at Destination					
· Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					
<b>Accommodations at Single Rate</b>					
\$ _____ Nights					
<b>Meals (including tips) (excluding meals covered by Conference or Others)</b>					
· Breakfast <u>1</u> @ \$12.00	12.00			12.00	9151 - TRPD - ACCOV
· Lunch <u>2</u> @ \$17.00	34.00			34.00	"
· Dinner <u>2</u> @ \$26.00	52.00			52.00	"
· 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>					
<b>CASH ADVANCE IF ANY–Ref # _____</b>					
<b>AMOUNT DUE TO (OWING BY) CLAIMANT</b>				98.00	
<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.