

## expense | monthly tracking report

claimant | Mosher, Ronna

position | Director, Office of the Chief Superintendent

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
Travel to Alberta Digital Awards	07/01/2013	Mileage reimbursement for travel from Calgary to Edmonton and back.	\$307.00	travel	BUS mileage
Cell Phone	07/17/2013	Monthly Service Charge	\$54.07	other disclosed	telecom/cell phone
Tablet	07/17/2013	Monthly Service Charge	\$36.96	other disclosed	telecom/tablet
Cell Phone	08/17/2013	Monthly Service Charge	\$56.13	other disclosed	telecom/cell phone
Tablet	08/17/2013	Monthly Service Charge	\$36.75	other disclosed	telecom/tablet



Calgary Board of Education

Kilometre Travel Log

E-MAILED 19/1/13

Directions: Complete this form to track kilometres travelled. To receive payment, please enter the total weekly kilometres into your timesheet in PeopleSoft, 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.

Section 1: Your Employee Information

To be completed by Employee

Employee ID:\* | | First Name:\* Ronna Last Name:\* Mosher

Section 2: Trip Details:

To be completed by Employee

Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row.

Table with columns: Date DD-MM-YY, Purpose for Trip, Trip Starts From, Trip Ends At, Distance in km. Contains two entries for Digital Alberta Awards.

The total weekly km must be entered into the timesheet in PeopleSoft. Total Kilometres 614

Section 3:

To be completed by Employee and Approver

The approver must create a PDF copy of the completed Travel Log and send to: cbeincoming@westcanadian.com

Employee Signature:\* Original signed by R. Mosher Time Approver Name:\* Naomi Johnson
Employee Phone:\* Time Approver Signature:\* Original signed by N. Johnson
Date DD-MM-YY:\* 06/06/2013 Time Approver Phone:\* Date DD-MM-YY:\* June 7/13

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.

**Mobile**  
**Bill Date: July 17, 2013**  
**RONNA-MOSHER**  
**Mobile Ref.**  
**Office Chief Superintendent**

**Account #**  
**Next Bill Date: August 17, 2013**

**713of 1930**

**CURRENT CHARGES for**

**Monthly charges billed to Aug 16, 2013**

Corporate Share plan 30-10 36M	\$30.00	
less 33.33% Promotional Discount	-10.00	20.00
includes:		
3 Way Calling		
Call Forwarding		
Call Waiting		
250 Anytime minutes		0.00
Email& Internet BlackBerry 1GB	\$45.00	
less 33.33% Promotional Discount	-15.00	30.00
Bell to Bell Calling 10 - Mob	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Business Anytime Unlmt. Nights & Wknds	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Sharing Feature	\$5.00	
less 70.00% Promotional Discount	-3.50	1.50
Travel text: saver	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Message Centre & Call Display Bundle	\$12.00	
less 100.00% Promotional Discount	-12.00	0.00
6pm to 8pm Calling	\$7.00	
less 100.00% Promotional Discount	-7.00	0.00
Text Messaging 250 - Share	\$5.00	
less 100.00% Promotional Discount	-5.00	0.00
\$1/MB US Data	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
US Roaming \$0.25/min		0.00

**Usage and long distance**

250 Anytime minutes Local Calling		
@\$0.00/minute		0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$0.00/MB		0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$0.00/minute		0.00

FOR YOUR INFORMATION...	
<b>Discount Summary</b>	
Total discounts	\$92.50
<b>Total this month</b>	<b>\$92.50</b>
<b>Usage Summary</b>	
Weekday	28:26
<b>Total time used</b>	<b>28:26</b>
<b>Event Summary</b>	
Total Events	15
Total this month	\$0.00
<b>Packet Plan Usage Summary</b>	
Total megabytes	10.8731
Total this month	\$0.00



Mobile  
Bill Date: July 17, 2013  
RONNA MOSHER  
Mobile Ref.  
Office Chief Superintendant

Account #  
Next Bill Date: August 17, 2013

714of 1930

**CURRENT CHARGES** *for* (continued)

Travel text saver Unlimited Incoming Messages		
	events	0.00
Text Messaging 250 - Share Incl. Messages		
	events	0.00
<b>Taxes</b>		
GST		2.57
<hr/>		
<b>Total current charges</b>		<b>\$54.07</b>



Mobile  
Bill Date: July 17, 2013

Account #  
Next Bill Date: August 17, 2013

1881 of 1930

*Kenna Mosher*

*Office of the Chief Superintendent*

**CURRENT CHARGES for**

**Monthly charges billed to Aug 16, 2013**

Tablet Flex 30 day (SIM only) 5.00  
Includes: Detail Billing

**Usage and long distance**

Service zone  
@\$.00/MB 0.2169 MB  
Data 10MB Stepped Mobile Browser Usage

Rate Details:	Data Used	Tier Charged
Up to 10 MB		0.00
Up to 250 MB		10.00
Up to 5 GB		30.00
Over 5 GB (\$0.015/MB)		

**LEGEND**

MB = Megabyte      GB = Gigabyte      1 GB = 1024 MB  
Text messages event 0.20

**Taxes**

GST 1.76

**Total current charges \$36.96**

**FOR YOUR INFORMATION...**

**Event Summary**

Total Events 1  
Total this month \$0.20

**Packet Plan Usage Summary**

0.00 Total megabytes 570.0230  
30.00 Total this month \$30.00



**Mobile**  
**Bill Date: August 17, 2013**  
**RONNA MOSHER**  
**Mobile Ref.**  
**Office Chief Superintendant**

**Account #**  
**Next Bill Date: September 17, 2013**

698of 1862

## CURRENT CHARGES for

### Monthly charges billed to Sep 16, 2013

Corporate Share plan 30-10 36M	\$30.00	
less 33.33% Promotional Discount	<u>-10.00</u>	20.00
Includes:		
3 Way Calling		
Call Forwarding		
Call Waiting		
250 Anytime minutes		0.00
Email& Internet BlackBerry 1GB	\$45.00	
less 33.33% Promotional Discount	<u>-15.00</u>	30.00
Bell to Bell Calling 10 - Mob	\$10.00	
less 100.00% Promotional Discount	<u>-10.00</u>	0.00
Business Anytime Unlmt. Nights & Wknds	\$10.00	
less 100.00% Promotional Discount	<u>-10.00</u>	0.00
Sharing Feature	\$5.00	
less 70.00% Promotional Discount	<u>-3.50</u>	1.50
Travel text saver	\$10.00	
less 100.00% Promotional Discount	<u>-10.00</u>	0.00
Message Centre & Call Display Bundle	\$12.00	
less 100.00% Promotional Discount	<u>-12.00</u>	0.00
6pm to 8pm Calling	\$7.00	
less 100.00% Promotional Discount	<u>-7.00</u>	0.00
Text Messaging 250 - Share	\$5.00	
less 100.00% Promotional Discount	<u>-5.00</u>	0.00
\$1/MB US Data	\$10.00	
less 100.00% Promotional Discount	<u>-10.00</u>	0.00
US Roaming \$0.25/min		0.00
<b>Usage and long distance</b>		
250 Anytime minutes Local Calling		
@\$.00/minute		0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB		0.00
Business Anytime Unlmt. Nights & Wknds Unlimited Usage		
@\$.00/minute		0.00
Service zone		

FOR YOUR INFORMATION...	
<b>Discount Summary</b>	
Total discounts	\$92.50
<b>Total this month</b>	<b>\$92.50</b>
<b>Usage Summary</b> <i>min:sec</i>	
Weekday	59:52
Weekend	1:23
<b>Total time used</b>	<b>61:15</b>
<b>Event Summary</b>	
Total Events	17
Total this month	\$0.00
<b>Packet Plan Usage Summary</b>	
Total megabytes	10.3099
Total this month	\$0.00

Mobile  
Bill Date: August 17, 2013  
RONNA MOSHER  
Mobile Ref.  
Office Chief Superintendent

Account #  
Next Bill Date: September 17, 2013

699 of 1862

**CURRENT CHARGES** *for*

*(continued)*

@\$.00/MB	0.0234 MB	0.00
Travel text saver Unlimited Incoming Messages		
	events	0.00
Text Messaging 250 - Share Incl. Messages		
	events	0.00
Long distance		1.96
<b>Taxes</b>		
GST		2.67
<b>Total current charges</b>		<b>\$56.13</b>

Mobile  
 Bill Date: August 17, 2013

Account #  
 Next Bill Date: September 17, 2013

1814of 1862

*Ronna Mosher* *Chief Superintendents Office*  
*Ed. Centre*

**CURRENT CHARGES for**

Monthly charges billed to Sep 16, 2013

Tablet Flex 30 day (SIM only) 5.00  
 Includes: Detail Billing

**Usage and long distance**

Service zone  
 @\$.00/MB 0.3242 MB 0.00  
 Data 10MB Stepped Mobile Browser Usage 30.00  
 Rate Details: Data Used Tier Charged  
 Up to 10 MB 0.00  
 Up to 250 MB 10.00  
 Up to 5 GB 30.00  
 Over 5 GB (\$.015/MB)

**LEGEND**

MB = Megabyte GB = Gigabyte 1 GB = 1024 MB

**Taxes**

GST 1.75

**Total current charges \$36.75**

FOR YOUR INFORMATION...	
<i>Packet Plan Usage Summary</i>	
Total megabytes	324.3077
Total this month	\$30.00

**RECEIVED**  
 AUG 30 2013  
 CALGARY BOARD OF EDUCATION  
 PURCHASING SERVICES