

# expense | monthly tracking report

claimant | Cochrane, Pat  
 position | Board Chair & Trustee Ward 8 & 9  
 level | Board of Trustees  
 reporting period |  
 date of report | #N/A



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Telus Invoice	03/10/2013	Monthly Service Plan	\$21.17	other disclosed	telecom/cell phone
Telus Invoice	03/11/2013	Monthly Service Plan - Rate Adjustment	-\$14.70	other disclosed	telecom/cell phone
Alberta School Boards Association Meeting - Board Chair Meeting Edmonton, Alberta	03/15/2013	Air Fare - ASBA Board Meeting - March 18, 2013 Edmonton, Alberta	\$485.36	travel	BUS airfare/bus/rail
Alberta School Boards Association Meeting - Board Chair Meeting Edmonton, Alberta	03/17/2013	Chair's portion of meeting cost	\$36.75	other disclosed	BUS general
Alberta School Boards Association Meeting - Board Chair Meeting Edmonton, Alberta	03/18/2013	Accommodation - ASBA Board Meeting Edmonton, Alberta	\$129.11	travel	BUS accommodation
Bell Invoice	04/17/2013	Monthly Service Plan	-\$97.19	other disclosed	telecom/tablet



BILL DATE : 11-Mar-13  
PAGE

CLIENT N° : \_\_\_\_\_  
BILL N° : \_\_\_\_\_

INDIVIDUAL DETAIL	continued
PAT COCHRANE TRUSTEES OFFICE	
Phone	

Call	Date	Time	Call Period	From	Number Called	To	Call Length mm:ss	Local Airtime Rate	Local Airtime Charges	LD Charges	Additional Call Charges	Total
								0.00	0.00	0.00	0.00	0.00
								0.00	0.00	0.00	0.00	0.00
								0.00	0.00	0.00	0.00	0.00
								0.00	0.00	0.00	0.00	0.00
<b>Total</b>									\$ 0.00	\$ 0.20	\$ 0.00	\$ 0.20





**Travel & Subsistence Expense Report**



Calgary Board of Education

*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: March 20, 2013

Employee's Name Pat Cochrane, Chair Vendor #: \_\_\_\_\_

School / Department to mail cheque to Trustees' Office

Purpose of Trip / Name of Conference ASBA Board Chairs Mtg @ Coast Edmonton Plaza

Departure and Return Dates March 17/18, 2013 Destination: Edmonton, AB

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
Registration/Conference Fees	36.75		35.00		
Travel Costs					
· Airfare (including trip cancellation insurance)	485.36		485.36		
· 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)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ <u>129.11</u> @ <u>1</u> Nights	129.11			129.11	
Meals (including tips) (excluding meals covered by Conference or Others)					
· Breakfast _____ @ \$12.00					
· Lunch _____ @ \$17.00					
· Dinner _____ @ \$26.00					
· Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
<b>TOTAL COST OF TRIP</b>	<u>657.22</u>				
CASH ADVANCE IF ANY-Ref # _____					
<b>AMOUNT DUE TO (OWING BY) CLAIMANT</b>				<u>129.11</u>	
GST Breakout Area					

I certify that the above claim is correct:

Claimant's Signature

Original approved by B. Selanders

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.

**A · S · B · A**  
**Alberta School Boards**  
**Association**

1200, 9925 - 109 Street Edmonton, Alberta T5K 2J8  
 Phone: 1.780.482.7311 Fax: 1.780.482.5659  
 www.asba.ab.ca Email: hrogers@asba.ab.ca Business #: 10669 4268

# INVOICE

NUMBER

DATE March 23, 2013

**BILL TO:**

Calgary School District No. 19  
 1221 - 8 St SW  
 Calgary AB T2R 0L4

294-8125

(403) 817-4000 Ext.

Customer Number	P.O. NUMBER	TERMS		
		Due on Receipt		
DESCRIPTION	REQ.	UNIT PRICE	EXTENDED PRICE	
Board Chairs Meeting - March 18, 2013  Attendee(s): P.Cochrane, N.Johnson, K.Peterson  <div style="border: 1px solid black; padding: 5px; width: fit-content;">                         Original Signed by N. Johnson  <hr/>                         Authorized Signature  <hr/>                         Alias/PO Number  <b>FAX TO: (403) 294-8360</b> </div>	3	35.00	105.00	
N. Johnson: → \$36.75 P. Cochrane: → \$36.75 K. Peterson: → \$36.75				
<b>NET AMOUNT</b>			105.00	
<b>FREIGHT G.S.T.</b>			5.25	
<b>TOTAL DUE</b>			<b>\$110.25</b>	

RECEIVED  
 MAR 18 2013  
 CORPORATE FINANCE

Ing Stats

Next

Prev

Enlarge

Print

Electronic Ticket AIR CANADA

COLLECTIVE TICKETS

ENDORSEMENTS / RESTRICTIONS  
AC ONLY/NON-REF/CHGE FEE

ORIGIN / DESTINATION  
YYC/YYC - SITI

AIR CANADA  
AIR CANADA BUILDING  
WINNIPEG, MB

PASSENGER NAME  
COCHRANE/PAT MS

NOT TRANSFERABLE

DATE OF ISSUE  
15Mar13

BOOKING REFERENCE

ISSUED IN EXCHANGE FOR

YWGTW

COX	FROM	CARRIER	FLIGHT	CLASS	DATE	TIME	STATUS	FARE BASIS / TICKET DESIGNATOR	NOT VALID BEFORE	NOT VALID AFTER	ALLOW	
	CALGARY/YYC	AC	8160	N	17Mar13	18:30:00	OK		15Mar13	15Mar14		
	TO EDMONTON/YEG	AC	8159	G	18Mar13	18:30:00	OK		15Mar13	15Mar14		
	TO CALGARY/YYC											
	TO											
	TO	IF EXTENDED PAYMENT DESIRED C.F.P.C. NUMBER OF MONTHS					NUMBER OF PIECES ALLOWED 1PC					

FARE CAD 348.00 FARE CALCULATION 17MAR13YYC AC YEA Q12.00R167.00AC YYC Q12.00R157.00CAD348.00END ROE1.00

OSLIV. FARE PAID

TAX CA 14.25

TAX SQ 55.00

TAX XG 20.86

FORM OF PAYMENT

1PC1PC

APPROVAL CODE

TOUR CODE

TOTAL FARE CAD 438.11

CFN	AIRLINE CODE	FORM	SERIAL NUMBER	CK

ISSUE	CK	COMMISSION	TAX	COMM RATE
014		0.00		0.00

014/

DO NOT MARK OR WRITE IN THE WHITE AREA ABOVE

Done.

Image

Additional Charges for Seat Selection plus gst = \$47.25  
Total cost of flight = \$438.11 + \$47.25 = \$485.36

From: gmstcroix@cbe.ab.ca [mailto:gmstcroix@cbe.ab.ca]

Sent: 07 June, 2013 2:04 PM

To: Ticket copy and usage

Subject: Ticket receipt



10155 105th Street,  
Edmonton, AB, T5J 1E2  
Tel: (780) 423-4811 Fax: (780) 423-3204

Ms Pat COCHRANE

## Receipt

Invoice date 3/19/2013  
Our reference  
GST Number 10103 5467 RT0020

Guest	Ms Pat COCHRANE	Arrival	3/17/2013	Departure	3/18/2013	Room	0502
Date	Description	Quantity	Unit Price			Total ()	
3/17/2013	Room Charge	1	115.00			115.00	
3/17/2013	GST Taxes	1	5.92			5.92	
3/17/2013	Tourism Levy	1	4.74			4.74	
3/17/2013	Destination Market Fee	1	3.45			3.45	
						<b>Total invoice</b>	<b>129.11</b>
3/18/2013							-129.11
						<b>Total Paid</b>	<b>-129.11</b>
						<b>Total Due</b>	<b>0.00</b>
Total GST			5.92				

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X \_\_\_\_\_



**Mobile**  
**Bill Date: April 17, 2013**  
**PAT COCHRANE**

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

**CURRENT CHARGES for**

**Monthly charges billed to May 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 Unlmted. 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
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

**Other charges and credits**

250 Anytime minutes	Mar 20 to Apr 16	0.00
US Roaming \$0.25/min	Mar 20 to Apr 16	0.00
Corporate Share plan 30-10 36M	Mar 20 to Apr 16	\$27.00
less 33.33% Promotional Discount		-9.00
Email& Internet BlackBerry 1GB	Mar 20 to Apr 16	\$40.50
less 33.33% Promotional Discount		-13.50
Bell to Bell Calling 10 - Mob	Mar 20 to Apr 16	\$9.00
less 100.00% Promotional Discount		-9.00
Business Anytime Unlmted. Nights & Wknds	Mar 20 to Apr 16	\$9.00
less 100.00% Promotional Discount		-9.00
Sharing Feature	Mar 20 to Apr 16	\$4.50
less 70.00% Promotional Discount		-3.15
Travel text saver	Apr 17 to May 16	\$10.00
less 100.00% Promotional Discount		-10.00

<b>FOR YOUR INFORMATION...</b>	
<b>Discount Summary</b>	
Total discounts	\$366.75
<b>Total this month</b>	<b>\$366.75</b>
<b>Usage Summary</b> <i>min:sec</i>	
Weekday	
Weekend	
<b>Total time used</b>	
<b>Event Summary</b>	
Total Events	
Total this month	\$0.00
<b>Packet Plan Usage Summary</b>	
Total megabytes	
Total this month	\$0.00



Mobile  
Bill Date: April 17, 2013  
PAT COCHRANE

Account #  
Next Bill Date: May 17, 2013

**CURRENT CHARGES for**

Message Centre & Call Display Bundle	Mar 20 to Apr 16	\$10.80	
less 100.00% Promotional Discount		-10.80	0.00
6pm to 8pm Calling	Mar 20 to Apr 16	\$6.30	
less 100.00% Promotional Discount		-6.30	0.00
Text Messaging 250 - Share	Mar 20 to Apr 16	\$4.50	
less 100.00% Promotional Discount		-4.50	0.00
\$1/MB US Data	Mar 20 to Apr 16	\$9.00	
less 100.00% Promotional Discount		-9.00	0.00
Bill Credit	Apr 16		-200.00

**Usage and long distance**

250 Anytime minutes Local Calling			
@\$.00/minute			0.00
Email& Internet BlackBerry 1GB Data Usage			
@\$.00/MB			0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage			
@\$.00/minute			0.00
6pm to 8pm Calling Unlimited Usage			
@\$.00/minute			0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility			
@\$.00/minute			0.00
Service zone			
@\$.00/MB			0.00
Text message			0.00
Text Messaging 250 - Share Incl. Messages			0.00
Text Messaging 250 - Share Unlimited Incoming Messages			0.00
Long distance			0.07
<b>Taxes</b>			
GST			4.89

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**Total current charges** **\$-97.19**