

expense | monthly tracking report

claimant | Gouthro, Elizabeth

position | Director, Instructional Services

level | Director

reporting period | March 1 to April 30, 2013

date of report | June-14-13



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Association for Supervision and Curriculum Development (ASCD)	03/04/2013	Annual Membership Renewal - Mar 2013 to Mar 2014	\$83.43	other disclosed	membership, due, fees
Alberta Association of Immigrant Serving Agencies	03/06/2013	Registration for Settlement and Intergration Forum on April 17, 2013	\$106.00	other disclosed	conferences & workshops
Cell Phone	03/17/2013	Monthly Service Plan	\$108.61	other disclosed	telecom/cell phone
Staff Appreciation	03/22/2013	Retirement Recognition Lunch	\$112.65	working session	BUS food/non alcoholic beverage
Cell Phone	04/17/2013	Monthly Service Plan	\$86.53	other disclosed	telecom/cell phone
College of Alberta School Superintendents (CASS) Annual Conference	04/10/2013	Registration for April 25 - 26, 2013 Conference	\$348.60	travel	PD course or registration fee
College of Alberta School Superintendents (CASS) Annual Conference	04/11/2013	Return Airfare - Calgary-Edmonton for Apr 25-26, 2013	\$408.71	travel	PD airfare/bus/rail
College of Alberta School Superintendents (CASS) Annual Conference	04/26/2013	Accommodations	\$561.35	travel	PD accommodation
College of Alberta School Superintendents (CASS) Annual Conference	04/24/2013	Taxi fare from Edmonton Airport to venue	\$51.70	travel	PD general
College of Alberta School Superintendents (CASS) Annual Conference	04/26/2013	Parking at Calgary Airport	\$50.40	travel	PD general

REMIT TO: ASCD
PO Box 17035, Baltimore, MD 21297-8431

INVOICE

Invoice Number : 0011139778
Invoice Date : 03/04/2013
PO Number :
Terms : Net 30 days

Bill To:
Calgary BoE
Accounts Payable
515 Macleod Tr SE
Calgary AB T2G 2L9
Canada

Ship To:
Ms. Elizabeth Gouthro
Education Centre
1221 8th St SW
Calgary AB T2R 0L4
Canada

Product	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
ASCD/BASIC-ASCD - Basic Membership 03/04/2013 to 03/31/2014 - Ms. Elizabeth Gouthro	1	49.00	0.00	0.00	0.00	49.00
ASCD/AFFIL_AB-ASCD - Alberta Affiliate Dues (\$30.00) 04-Mar-2013 to 31-Mar-2014 - Ms. Elizabeth Gouthro	1	30.00	0.00	0.00	0.00	30.00

Shipping: 0.00

Tax: 0.00

Order Total : 79.00

Paid or already charged -79.00
to CC:

**Credit cards are charged only
after shipping.**

\$83.43(CAD)

If your order includes an ASCD membership, and your payment is not received
within 90 days of your join date, your membership benefits will be cancelled.

Harder, Barb L

From: service@intl.paypal.com
Sent: March-06-13 4:12 PM
To: Harder, Barb L
Subject: Receipt for Your Payment to Alberta Association of Immigrant Serving Agencies



Mar 6, 2013 18:11:27 GMT-05:00

Hello Barbara Harder,

You sent a payment of \$100.00 USD to Alberta Association of Immigrant Serving Agencies

(contact@aaisa.ca)

It may take a few moments for this transaction to appear in your account.

Merchant
Alberta Association of Immigrant Serving Agencies
contact@aaisa.ca

Instructions to merchant
You haven't entered any instructions.

Shipping address - confirmed
Elizabeth Gouthro
1221 - 8 Street, SW
1221 - 8 Street, SW
Calgary AB T2R 0L4
Canada

Shipping details
The seller hasn't provided any shipping details yet.

Description	Unit price	Qty	Amount
Paid for directly online though PayPal	\$100.00 USD	1	\$100.00 USD
	Subtotal		\$100.00 USD
	Total		\$100.00 USD
	Payment		\$100.00 USD

Settlement & Integration Forum
Apr 17, 2013

\$106.00(CAD)

Charge will appear on your credit card statement as "PAYPAL *ALBERTAASSO"
Payment sent to contact@aaisa.ca

From amount \$106.00 CAD
To amount \$100.00 USD
Exchange rate: 1 CAD = 0.943396 USD

Issues with this transaction?
You have 45 days from the date of the transaction to open a dispute in the Resolution Center.

Bill Date: March 17, 2013
ELIZABETH GOUTHRO

Next Bill Date: April 17, 2013

CURRENT CHARGES

Monthly charges billed to Apr 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

One Time Adjustment		-18.66
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Usage and long distance

250 Anytime minutes Local Calling		
@\$.00/minute	283:50 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	13.8583 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	51:07 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	53:10 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		

FOR YOUR INFORMATION...	
<u>Discount Summary</u>	
Total discounts	\$82.50
Total this month	\$82.50
<u>Usage Summary</u>	
	min:sec
Weekday	373:00
Weekend	23:55
Weeknight	27:12
Total time used	424:07
<u>Event Summary</u>	
Total Events	218
Total this month	\$16.00
<u>Packet Plan Usage Summary</u>	
Total megabytes	13.8682
Total this month	\$0.00

Bill Date: March 17, 2013
ELIZABETH GOUTHRO

Next Bill Date: April 17, 2013

CURRENT CHARGES

@\$.00/minute	36:00 min:sec	0.00
Service zone		
@\$.00/MB	0.0099 MB	0.00
Text messages	18 events	13.50
Comverse MMSC	4 events	0.00
Free SMS Message	2 events	0.00
Picture/Video messaging	5 events	2.50
Text Messaging 250 - Share Incl. Messages		
	78 events	0.00
Text Messaging 250 - Share Unlimited Incoming Messages		
	111 events	0.00
Long distance		14.28
Roamer usage		36.15
Roamer data usage		5.02
Taxes		
GST		4.30
HST		0.02
Total current charges		\$108.61

JO15
server: KARINE A. VILBIZI Rec: 14
3/22/13 13:30, Swiped to: 01 Series: 2

Dup Invoice Copy

TRANSACTION NUMBER

tran. #: 18544

Lunch for
5

Amount 97.65

Tip \$ 15.00

TOTAL \$ 112.65

APPROVED 152800
D-001 152800
MINTERS2/BONTERO1
54001001014
Invoice # 15
013/03/2013-13:23:00

cardholder will pay
above amount to card
issuer pursuant to
cardholder agreement

BONTERRA RATTORIA
Thank you!

JO15 Table 20 #Party 2
KARINE A. VILBIZI 4 12:17 03/22/13
Separate checks: 1-of-2

LINEATA VERDE, add sausage	16.00
LINGUINE CARBONA	48.00
LINEATA VERDE, add trout	17.00
CAFE LATTE	4.00
CAPPUCINO	8.00

Sub Total: 93.00
GST : 4.65
Sub Total: 97.65

3/22 13:23 TOTAL: 97.65

Please phone us for reservations at
(403) 262-8480
To book a special function or party,
email Steven at steven.b@bonterra.ca

visit us online www.bonterra.ca
GST# 868000522RT0001

Original signed by E. Gouthro

Bill Date: April 17, 2013
ELIZABETH GOUTHRO

Next Bill Date: May 17, 2013

CURRENT CHARGES

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 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
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

Travel text saver	Apr 17 to May 16	\$10.00	
less 100.00% Promotional Discount		-10.00	0.00

Usage and long distance

250 Anytime minutes Local Calling			
@\$.00/minute	288:03 min:sec		0.00
Email& Internet BlackBerry 1GB Data Usage			
@\$.00/MB	24.6241 MB		0.00
Business Anytime Unlmt. Nights & Wknds Unlimited Usage			
@\$.00/minute	129:01 min:sec		0.00
6pm to 8pm Calling Unlimited Usage			
@\$.00/minute	77:33 min:sec		0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility			

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$92.50
Total this month	\$92.50
Usage Summary min:sec	
Weekday	379:36
Weekend	145:28
Weeknight	0:33
Total time used	525:37
Event Summary	
Total Events	97
Total this month	\$3.00
Packet Plan Usage Summary	
Total megabytes	24.6945
Total this month	\$0.00



Bill Date: April 17, 2013
ELIZABETH GOUTHRO

Next Bill Date: May 17, 2013

CURRENT CHARGES

@\$.00/minute	31:00 min:sec	0.00
Service zone		
@\$.00/MB	0.0704 MB	0.00
Text messages	4 events	3.00
Converse MMSC	6 events	0.00
Free SMS Message	1 event	0.00
Text Messaging 250 - Share Incl. Messages		
	38 events	0.00
Text Messaging 250 - Share Unlimited Incoming Messages		
	48 events	0.00
Long distance		13.79
Roamer usage		4.75
Roamer data usage		9.41
Taxes		
GST		4.08
Total current charges		\$86.53



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: April 29, 2013Employee's Name Elizabeth Gouthro

Vendor #: _____

School / Department to mail cheque to Learning Services, 6th FloorPurpose of Trip / Name of Conference CASS & Alberta Education Annual ConferenceDeparture and Return Dates April 24-April 26/2013Destination: 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	\$348.60		\$348.60		
Travel Costs					
· Airfare (including trip cancellation insurance)	\$408.71		\$408.71		
· Rail/Bus					
· Taxi/Shuttle Bus/Car Rental in Calgary					
· Taxi/Shuttle Bus/Car Rental at Destination	\$51.70		\$51.70		
· Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
✓ \$ 280.68 @ 2 Nights	\$561.35		\$561.35		
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	\$50.40		\$50.40		
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP	\$1,420.76		\$1,420.76		
CASH ADVANCE IF ANY–Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					
GST Breakout Area					

I certify that the above claim is correct:

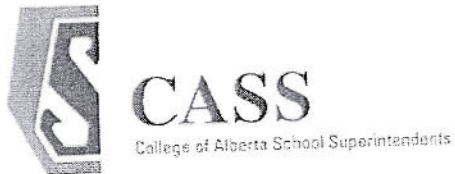
original signed by E. Gouthro
Claimant's Signature

original signed by N. Johnson
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.

Harder, Barb L

From: ERLC Administration <info@erlc.ca>
Sent: April-10-13 2:16 PM
To: Gouthro, Elizabeth M
Cc: Gouthro, Elizabeth M
Subject: Registration Confirmation
Attachments: BULK3W63NK044.htm; 3W63NK044-1.htm



Government
of Alberta



Wednesday, April 10 2013

Elizabeth Gouthro

Dear Elizabeth:


Thank you for your registration.

This is your REGISTRATION CONFIRMATION and RECEIPT.

Details	Date	Session #	Fee
2 Days CASS And Alberta Education Annual Conference - Inspiring Education, Lead On Location: Delta Edmonton South 4404 Gateway Blvd. Edmonton For further information, please visit the CASS website: http://www.cass.ab.ca/cass_ab_ed_annual_conference	April 25 2013 - April 26 2013	13CP314B	348.60
Breakfast Day 1	April 25 2013 - April 25 2013	13CP314I	0.00
Lunch Day 1	April 25 2013 - April 25 2013	13CP314J	0.00
Breakfast Day 2	April 26 2013 - April 26 2013	13CP314K	0.00
TOTAL			348.60

Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

AIR CANADA 

Booking Information

Booking Reference:

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:
Ms Elizabeth Gouthro

Customer Care

Air Canada
1-888-247-2262

Flight Arrivals and Departures
1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8156 ¹	Calgary (YYC) Wed 24-Apr 2013 17:30	Edmonton, Edmonton Int'l (YEG) Wed 24-Apr 2013 18:21	0	0hr51	DH3	Tango, P	
AC8149 ¹	Edmonton, Edmonton Int'l (YEG) Fri 26-Apr 2013 15:00	Calgary (YYC) Fri 26-Apr 2013 15:51	0	0hr51	DH3	Tango, N	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

1: Ms Elizabeth Gouthro : Adult (16+), Ticket Number:

Meal Preference: None

Special Needs: None

Seat Selection: AC8156 8D Paid, AC8149 10D (Preferred) Paid

Congratulations on your selection of a Preferred seat. Please read the **Terms and conditions**.

Purchase Summary

Fare Summary		Adult
Passenger Type		
Air Transportation Charges		
Departing Flight - Tango		89.00
Return Flight - Tango		162.00
Surcharges		24.00
Taxes, Fees and Charges		
Canada Airport Improvement Fee		55.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)		17.21
Air Travellers Security Charge (ATSC)		14.25
Total airfare and taxes before options (per passenger)		361.46
Options		
Departing Flight - Tango		
• Advance Seat Selection		18.00
Return Flight - Tango		
• Advance Seat Selection (Preferred)		27.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)		2.25
Total airfare, taxes and options (per passenger)		408.71
Number of passengers		1
Travel Insurance (declined)		0.00

Grand Total - Canadian dollars

\$408.71

Payment Information

Amount paid: **\$408.71**

The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$361.46 (Airfare - per ticket)
- Air Canada: \$47.25 (Advance Seat Selection - per ticket)

Ticket number(s):

Fare Rules

Departing Flight Calgary (YYC) To Edmonton (YEG) - Tango

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
 - **Airport same-day changes** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger, except for passengers travelling on a flight between Toronto and Montreal, or Toronto and Ottawa (connecting flights excluded), for whom the flat fee is \$75 CAD/USD. Same-day flights only.
 - **Same-day standby** is not permitted.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - Customers who **no-show** their flight will forfeit the fare paid.
- **Paid Advance Seat Selection** is available on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Flights operated by Air Canada: earn 25% Aeroplan Miles (not qualifying for Altitude Status) for flights within Canada and 50% Aeroplan Miles (Altitude Qualifying Miles) for flights between Canada and the U.S.
- Read complete fare rules applicable to this fare.

Return Flight Edmonton (YEG) To Calgary (YYC) - Tango

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
 - **Airport same-day changes** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger, except for passengers travelling on a flight between Toronto and Montreal, or Toronto and Ottawa (connecting flights excluded), for whom the flat fee is \$75 CAD/USD. Same-day flights only.
 - **Same-day standby** is not permitted.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
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- Flights operated by Air Canada: earn 25% Aeroplan Miles (not qualifying for Altitude Status) for flights within Canada and 50% Aeroplan Miles (Altitude Qualifying Miles) for flights between Canada and the U.S.
- Read complete fare rules applicable to this fare.

Important Information

Please review this itinerary/receipt and, should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.



DELTA

EDMONTON SOUTH
HOTEL AND CONFERENCE CENTRE

4404 Gateway Boulevard, Edmonton, Alberta, T6H 5C2
Tel: 780-434-6415 Fax: 780-436-9247

Ms Elizabeth Gouthro

Calgary AB
Canada

Room: 0605
Folio: 156025
Cashier: 123
Arrival: 04-24-13
Departure: 04-26-13

Date	Description	Additional Information	Charges	Credits
04-24-13	Room Charge		300.00	
04-24-13	Room Destination Marketing Fee		9.00	
04-24-13	Room GST		15.45	
04-24-13	AB Tourism Levy		12.36	
04-25-13	Room Charge		200.00	
04-25-13	Room Destination Marketing Fee		6.00	
04-25-13	Room GST		10.30	
04-25-13	AB Tourism Levy		8.24	
04-26-13				561.35

GST Summary

Registration No: 865717755
Room 25.75
F&B 0.00
Other 0.00
Total 25.75

Total	561.35	561.35
Balance Due	0.00	CDN

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

RECEIPT
GST NO. R122556194

EXIT No. A3
IN: 04/24/13 16:54
OUT: 04/26/13 16:20
DURATION: 1 23: 26
PAID: \$ 50.40
(GST INCLUDED)

REF. 100
THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade

AIRPORT TAXI SERVICE119
4008-101-ST T6E5G9
EDMONTON AB
22433656

|||| PURCHASE ||||
04-24-2013 18:53:00

Name: ELIZABETH H GONTHRO

Trace # 230002 Operator 766
FV2243365601

Inv. # 127
Auth # 205300 RRR 001020007
RVR 0000000000 TSI E000
TC 0CFBE32252F65118

Purchase	\$47.00
Tip	\$4.70
Total	\$51.70

(00) APPROVED-THANK YOU
(PIN VERIFIED)

Retain this copy for your
records