

expense | monthly tracking report

claimant | Peterson, Keith
position | Director, Centres of Excellence
level | Director
reporting period | March 1 to April 30, 2013
date of report | June 14, 2013



**Calgary Board
of Education**


Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA Meeting	03/18/2013	parking - ASBA office	\$18.00	travel	BUS mileage
ASBA Meeting	03/17/2013	car rental - Edmonton	\$112.32	travel	BUS mileage
ASBA Meeting	03/18/2013	return airfare from Calgary to Edmonton	\$448.61	travel	BUS airfare/bus/rail
ASBA Meeting	03/18/2013	fuel for rental - Edmonton	\$9.77	travel	BUS mileage
ASBA Meeting	03/18/2013	parking - Calgary	\$25.20	travel	BUS mileage
cell phone	03/17/2013	monthly service plan	\$36.39	other disclosed	telecom/cell phone
cell phone	04/17/2013	monthly service plan	\$54.44	other disclosed	telecom/cell phone

Hotels in Edmonton

Why book your hotel stay at aircanada.com?

Hotels provided by WWTMS.

- **Lowest price** guaranteed
- Great choice of hotels
- Aeroplan Mile offer exclusive to aircanada.com

 **Want travel insurance?** Protect yourself and your family against unforeseen circumstances.

 **Need a car in Edmonton?** Great rates and additional Aeroplan Miles.



Booking Information

Booking Reference:

Customer Care

Air Canada
1-888-247-2262
Flight Arrivals and Departures
1-888-422-7533

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

Main Contact:
Mr Keith W Peterson

Online Services

Manage my booking online (view/change my booking; select seats*).

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Check-in online and print my boarding pass.

* [Can my booking be changed online?](#)

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8170 ¹	Calgary (YYC) Mon 18-Mar 2013 06:45	Edmonton, Edmonton Int'l (YEG) Mon 18-Mar 2013 07:44	0	0hr59	DH3	Tango, N	
AC8159 ¹	Edmonton, Edmonton Int'l (YEG) Mon 18-Mar 2013 18:30	Calgary (YYC) Mon 18-Mar 2013 19:23	0	0hr53	DH3	Tango, N	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mr Keith W Peterson : Adult (16+), Ticket Number:

Air Canada -
Aeroplan :

Meal Preference : **None**

Payment Card:

Special Needs: **None**

Seat Selection: **None**

Purchase Summary

Fare Summary

	Adult
Passenger Type	167.00
Departing Flight - Tango	167.00
Return Flight - Tango	24.00
Surcharges	55.00
Taxes, Fees and Charges	21.36
Canada Airport Improvement Fee	14.25
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	448.61
Air Travellers Security Charge (ATSC)	1
Total airfare and taxes before options (per passenger)	0.00
Number of passengers	448.61
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$448.61

Payment Information

Credit/Debit Card - Amount paid: **\$448.61**
The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$448.61 (Airfare - per ticket)

Ticket number(s):

enRoute City Guide

Edmonton

Sitting on the 53rd parallel, Edmonton is the most northern city in the Americas with a population of over one million. Though it does feel northerly, it doesn't feel particularly crowded, maybe because it straddles the North Saskatchewan River to create the largest urban green space in North America...

[▶ Read the complete guide](#)

What do you think of our new City Guide feature?

1

2

3

4

Before you fly, learn the rules
catsa.gc.ca

Canada

Fare Rules

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

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.**

Thank you KEITH, your car is reserved and your credit card has been charged: 112.32 CAD.

Your Confirmation Number: **28689690CA1**

Base Rate for 01 day(s)	86.39
Base Rate	86.39
Kilometers	Unlimited
Rate Rules:	
Maximum 4 Days.	
Rental Options	----
Protections & Coverages	----
Taxes / Fees / Surcharges	25.93

Estimated Total (CAD) 112.32

Amount Prepaid 112.32

Your Credit card has been charged 112.32 CAD

- If you need to cancel 6 hours prior to the scheduled pickup, you will be refunded the full prepaid amount less a 25.00 CAD processing fee.
- If you do not cancel your reservation within 6 hours of the scheduled pickup time, you will be held financially responsible for the full prepaid amount less a NO SHOW fee of 100.00 CAD. [View charges](#)

YOUR TIME & PLACE

[MODIFY](#)

Note: Modifying time or place will require reselection of car class and options.

Pick-up

Monday, March 18, 2013 @ 11:00 AM
 Edmonton Int'l Airport - YEG
 8th Avenue & Service Road
 104 Edmonton AB T5E 2T4
 Canada
 (1-800-850-7593)
 Sun 7:00 AM - 12:00 AM
 Mon - Thu 6:00 AM - 1:00 AM
 Fri 6:30 AM - 12:00 AM
 Sat 7:00 AM - 12:00 AM

AVIS Rent a Car

[Detailed location information](#) | [Get Directions](#) | [Get Google](#)



Return

Monday, March 18, 2013 @ 06:00 PM
 Edmonton Int'l Airport - YEG
 8th Avenue & Service Road
 104 Edmonton AB T5E 2T4
 Canada
 (1-800-850-7593)
 Sun 7:00 AM - 12:00 AM
 Mon - Thu 6:00 AM - 1:00 AM
 Fri 6:00 AM - 12:00 AM
 Sat 7:00 AM - 12:00 AM

AVIS Rent a Car

[Detailed location information](#) | [Get Directions](#) | [Get Google](#)



RATE & BENEFIT INFORMATION

[MODIFY](#)

Note: Modifying your rate will require reselection of car class & options.

AWD Number	N/A
Rate Type	Lowest
Rate Code	2A
Wizard Number	
Coupon Code:	WPA

CAR DETAILS

[MODIFY](#)

Note: Modifying Car & Rate will require reselection of options.
Intermediate - Chrysler 200 Sedan or similar

Contact Us

Reservations & Avis Gold Assistance 1-800-220-4898
 Wizard Number / Preferred Pricing Updates 1-866-842-5552
 Monday - Friday, 6am-5pm EST
 Worldwide Telephone Numbers - [Click Here](#)

Avis Preferred Select & Go



Available at Your Pickup Location!
 With Avis Preferred Select & Go, you have the freedom to select the vehicle that's perfect for you and your trip. [Learn More](#)



P-CARD MISSING RECEIPT

Certification of Unavailable Documentation

Calgary Board of Education

This form must be completed for each credit card transaction that is not supported by a detailed receipt from the merchant. This form must be approved by the cardholder's Supervisor and enclosed within the Statement & Receipt Envelope

CARDHOLDER				
Cardholder Name <i>KEITH PETERSON</i>				
Cardholder Employee ID	Card Number * * * * *	Phone Number		
Department / School <i>HUMAN RESOURCES</i>				
Merchant Name <i>CALGARY AIRPORT AUTHORITY</i>	Transaction Date YYYY	MM	DD	Transaction Amount <i>\$ 25.20</i>
Description of purchase: <i>PARKING - TRAVEL TO EDMONTON - COMPANY BUSINESS</i>				
Reason detailed receipt / documentation is not available:				
<p>Cardholder Missing Receipt Acknowledgement</p> <ul style="list-style-type: none"> • The information provided is a true and accurate description of the details of the purchase • I confirm that every attempt has been made to obtain a duplicate receipt by contacting the merchant. However, there has been failure to produce a receipt • All items purchased as part of this credit card transaction were for use by The CBE in my duties as an employee. No personal purchases were made • Original documentation is not in my possession and I will not seek reimbursement for the transaction • I acknowledge that repeated lack of documentation could result in a cancelled relationship with the supplier and / or suspension of credit card privileges 				
Cardholder Signature				Date YYYY MM DD <i>2013 04 18</i>

SUPERVISOR		
I have accepted the cardholder's explanation of the receipt loss and / or inability to obtain a detailed receipt		
Supervisor Signature	Employee ID	Date <i>Apr 19/13</i>

ASBA mtg.

ESSO EXPRESS PAY

ROCKY MTN.ESSO
EDMON.INT.AIRPORT
EDMONTON AB

Site #: 00303401
2013/03/18 16:59
MCARDFLEET
**** *
6705

Auth#
Inv #
Credit
Pump#12 EREG
Litres 8.893
@ \$1.099/Ltr
Fuel \$9.77

TL/NoTax \$9.77
Total \$9.77
GST In Fuel \$0.47

AERO. MILES THIS
SALE: 3
AEROPLAN #:

IMPORTANT - retain
this copy for your
records

THANK YOU

ASBA meeting

PLACE FACE UP ON DASH

Impark Lot 296

Expiration Date/Time

**06:00 AM
MAR 19, 2013**

Purchase Date/Time: 09:44am Mar 18, 2013

Total Parking: \$17.14

Total gst: \$0.66

Total Due: \$18.00

Total Paid: \$18.00

Rate: \$18 - All Day

Payment Type: Cash

Ticket # 01015001

S/N #: 300010390836

Setting: Lot 296

Mach Name: Meter 1

GST #867315638RT0001

RECEIPT

Impark Lot 296

Expiration Date/Time: 06:00am Mar 19, 2013

Purchase Date/Time: 09:44am Mar 18, 2013

Total Parking: \$17.14

Total gst: \$0.66

Total Due: \$18.00

Total Paid: \$18.00

Rate: \$18 - All Day

Payment Type: Cash

Ticket # 01015001

Setting: Lot 296

Mach Name: Meter 1

CEIPT PARKING RECEIPT PARKING RECEIPT PARKING RECEIPT PARKING RECEIPT

Mobile
Bill Date: March 17, 2013
KEITH PETERSON

Account #
Next Bill Date: April 17, 2013

560of 1080

CURRENT CHARGES for

(continued)

@\$.00/minute	5:00 min:sec	0.00
Text Messaging 250 - Share Incl. Messages		
	5 events	0.00
Text Messaging 250 - Share Unlimited Incoming Messages		
	18 events	0.00
Long distance		1.82
Taxes		
GST		1.73
<hr/> Total current charges		\$36.39

Mobile
Bill Date: April 17, 2013
KEITH PETERSON

Account #
Next Bill Date: May 17, 2013

749of 1452

CURRENT CHARGES for

(continued)

@\$.00/minute	2:00 min:sec	0.00
Service zone		
@\$.00/MB	0.0078 MB	0.00
Text Messaging 250 - Share Incl. Messages		
	5 events	0.00
Text Messaging 250 - Share Unlimited Incoming Messages		
	9 events	0.00
Long distance		0.35
Taxes		
GST		2.59

Total current charges **\$54.44**