

expense | monthly tracking report

claimant | Selby, Darlene

position | Director, Collaborative Services

level | Director

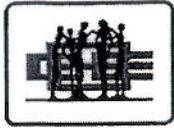
reporting period | May 1 to June 30, 2013

date of report | August 14, 2013



**Calgary Board
of Education**

| Description | Date (mm/dd/yyyy) | Details and/or Rationale | Amount (CDN\$) | Category | Expense Type |
|--|----------------------|---|----------------|-----------------|-------------------------------|
| College of Alberta School Superintendents Team Leadership Academy, Banff, AB | 04/16/2013 | Registration for May 8 to 10, 2013 Conference | \$267.75 | travel | PD course or registration fee |
| College of Alberta School Superintendents Team Leadership Academy, Banff, AB | 05/10/2013 | Accommodations | \$419.02 | travel | PD accommodation |
| Cell Phone | 05/17/2013 | Monthly Service Plan | \$56.32 | other disclosed | telecom/cell phone |
| Cell Phone | 06/17/2013 | Monthly Service Plan | \$55.12 | other disclosed | telecom/cell phone |



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: May 13, 2013

Employee's Name Darlene Selby

Vendor #: _____

School / Department to mail cheque to _____

Purpose of Trip / Name of Conference CASS Team Leadership

Departure and Return Dates May 8, 2013 - May 10, 2013 Destination: Banff, Alberta

| 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 | \$267.75 | | \$267.75 | | |
| Travel Costs | | | | | |
| · 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) | | | | | Send original to Payroll for payment |
| Accommodations at Single Rate | | | | | |
| \$ <u>\$209.51</u> @ <u>2</u> Nights | \$419.02 | | \$419.02 | | |
| 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 | | | | | |
| TOTAL COST OF TRIP | \$686.77 | | \$686.77 | | |
| CASH ADVANCE IF ANY-Ref # _____ | | | | | |
| AMOUNT DUE TO (OWING BY) CLAIMANT | | | | | |
| GST Breakout Area | | | | | |

COPY JUN 12

I certify that the above claim is correct:

original signed by D. Selby
Claimant's Signature

original signed by E. Gauthro
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.

Nielsen, Maureen G

From: Harder, Barb L
Sent: April-16-13 8:46 AM
To: Nielsen, Maureen G
Subject: FW: Online Registration Confirmation
Attachments:

From: Central Alberta Regional Consortium [<mailto:npenney@carcpd.ab.ca>]
Sent: April-16-13 8:34 AM
To: Selby, Darlene A
Cc: Harder, Barb L
Subject: Online Registration Confirmation

16 April 2013

Darlene Selby,

Thank you for registering for the CASS Team Leadership Academy scheduled for May 8,9 & 10th, 2013 at the Banff Springs Hotel 405 Spray Avenue, Banff, AB. A summary of your registration indicating your online payment is attached.

CASS Team Leadership

| Details | Fee | Owing |
|---------------------------|--------|-------|
| Teams: 11 Or More On Team | 267.75 | 0.00 |

| | | |
|--------------|--------|------|
| TOTAL | 267.75 | 0.00 |
|--------------|--------|------|

Options

| Details | Time | Fee | Owing |
|---|-------------|------|-------|
| Wednesday Evening Reception (Inclusive) | 2100 - 2200 | 0.00 | 0.00 |
| May 09 Breakfast (Inclusive) | 0730 - 0830 | 0.00 | 0.00 |
| May 09: Lunch (Inclusive) | 1200 - 1300 | 0.00 | 0.00 |
| Dinner Included In Cost Of Conference (Inclusive) | 1915 - 2100 | 0.00 | 0.00 |
| May 10: Breakfast (Inclusive) | 0730 - 0830 | 0.00 | 0.00 |
| Roast Beef (Inclusive) | 1230 - | 0.00 | 0.00 |
| Smoked Turkey (Inclusive) | 1230 - | 0.00 | 0.00 |

THIS IS AN AUTO REPLY EMAIL. PLEASE DO NOT REPLY TO THIS EMAIL.

Thank you for using our online registration. We look forward to seeing you at the Conference!

CANCELLATION POLICY:

Cancellations and Refunds:

Subject to the following administrative and/or expense charges:



405 Spray Avenue
P.O. Box 960
Banff, Alberta Canada T1L 1J4
T 403 762 2211 F 403 762 5755
G.S.T. Registration # 84968 1721 RT000

Room : 0625
Folio # :
Cashier # : 250236
Page # : 1 of 1
Group Name : College of Alberta School Superintende

College of Alberta School Superintendent
MS Darlene Selby

Arrival : 05-08-13
Departure : 05-10-13

INFORMATION INVOICE

| Date | Description | Additional Information | Charges | Credits |
|--------------------|------------------------------|------------------------|---------------|---------------|
| 05-08-13 | Package Charge | | 189.00 | |
| 05-08-13 | Tourism Improvement Fee (2%) | | 3.58 | |
| 05-08-13 | Alberta Tourism Levy (4%) | | 7.30 | |
| 05-08-13 | Room GST (5%) | | 9.13 | |
| 05-08-13 | Package GST (5%) | | 0.50 | |
| 05-09-13 | Package Charge | | 189.00 | |
| 05-09-13 | Tourism Improvement Fee (2%) | | 3.58 | |
| 05-09-13 | Alberta Tourism Levy (4%) | | 7.30 | |
| 05-09-13 | Room GST (5%) | | 9.13 | |
| 05-09-13 | Package GST (5%) | | 0.50 | |
| Total | | | 419.02 | 0.00 |
| Balance Due | | | | 419.02 |

GST Summary

| | |
|--------------|--------------|
| Room | 18.26 |
| F&B | 0.00 |
| Other | 1.00 |
| Total | 19.26 |

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay please contact David Roberts, General Manager, at David.Roberts@fairmont.com.
We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

For information or reservations, visit us at
www.fairmont.com or call Fairmont Hotels & Resorts from:
United States or Canada 1 800 441 1414
Pour information et réservations visitez notre web au
www.fairmont.com ou téléphoner au Hôtels Fairmont de:
États-Unis ou Canada 1 800 441 1414

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. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.) I have accepted delivery of The Global and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1.5% par mois après un mois. (18,00% par année) J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi (Dans les hôtels participants.)

Thank you for choosing to stay with Fairmont Hotels & Resorts
Merci d'avoir choisi les Hôtels Fairmont

Bill Date: May 17, 2013
DARLENE SELBY

Next Bill Date: June 17, 2013

CURRENT CHARGES

Monthly charges billed to Jun 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 |
| 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 |
| \$1/MB US Data | \$10.00 | |
| less 100.00% Promotional Discount | <u>-10.00</u> | 0.00 |
| US Roaming \$0.25/min | | 0.00 |

Usage and long distance

| | | |
|--|----------------|------|
| 250 Anytime minutes Local Calling | | |
| @\$.00/minute | 68:21 min:sec | 0.00 |
| Email& Internet BlackBerry 1GB Data Usage | | |
| @\$.00/MB | 5.7639 MB | 0.00 |
| Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility | | |
| @\$.00/minute | 109:00 min:sec | 0.00 |
| Service zone | | |
| @\$.00/MB | 0.0302 MB | 0.00 |
| Text messages | 10 events | 2.00 |
| Travel text saver Unlimited Incoming Messages | | |
| | 14 events | 0.00 |
| Long distance | | 0.14 |

Taxes

| | | |
|-----|--|------|
| GST | | 2.68 |
|-----|--|------|

Total current charges **\$56.32**

| FOR YOUR INFORMATION... | |
|--|----------------|
| Discount Summary | |
| Total discounts | \$70.50 |
| Total this month | \$70.50 |
| Usage Summary <i>min:sec</i> | |
| Weekday | 163:34 |
| Weekend | 13:47 |
| Total time used | 177:21 |
| Event Summary | |
| Total Events | 24 |
| Total this month | \$2.00 |
| Packet Plan Usage Summary | |
| Total megabytes | 5.7941 |
| Total this month | \$0.00 |

Bill Date: June 17, 2013
DARLENE SELBY

Next Bill Date: July 17, 2013

Learning Services

CURRENT CHARGES

Monthly charges billed to Jul 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 |
| 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 |
| \$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 | | |
| @\$.00/minute | 54:29 min:sec | 0.00 |
| Email& Internet BlackBerry 1GB Data Usage | | |
| @\$.00/MB | 7.7806 MB | 0.00 |
| Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility | | |
| @\$.00/minute | 38:00 min:sec | 0.00 |
| Service zone | | |
| @\$.00/MB | 0.0078 MB | 0.00 |
| Text messages | 5 events | 1.00 |
| Travel text saver Unlimited Incoming Messages | | |
| | 8 events | 0.00 |

Taxes

| | | |
|-----|--|------|
| GST | | 2.62 |
|-----|--|------|

| FOR YOUR INFORMATION... | |
|---|----------------|
| <u>Discount Summary</u> | |
| Total discounts | \$70.50 |
| Total this month | \$70.50 |
| <u>Usage Summary</u> | |
| | min:sec |
| Weekday | 88:51 |
| Weekend | 2:58 |
| Weeknight | 0:40 |
| Total time used | 92:29 |
| <u>Event Summary</u> | |
| Total Events | 13 |
| Total this month | \$1.00 |
| <u>Packet Plan Usage Summary</u> | |
| Total megabytes | 7.7884 |
| Total this month | \$0.00 |

Bill Date: June 17, 2013
DARLENE SELBY

Next Bill Date: July 17, 2013

Learning Services

CURRENT CHARGES

(continued)

| | |
|------------------------------|----------------|
| Total current charges | \$55.12 |
|------------------------------|----------------|