

expense | monthly tracking report

SC

claimant | Church, Susan
 position | Director, Area II
 level | Director
 reporting period | March 1 to April 30, 2014
 date of report | June-13-14



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Meeting with Area Learning Team	03/14/2014	Refreshments and snacks for meeting	\$113.98	hospitality	BUS catering
ASCD	03/11/2014	Select Membership Renewal-Apr to Mar 2015	\$89.99	other disclosed	PD general
IDEAS 2014: Rising to the Challenge	03/06/2014	Registration for Lea Sherwood for May 9, 2014	\$160.00	other disclosed	PD course or registration fee
IDEAS 2014: Rising to the Challenge	03/10/2014	Registration for Susan Church for May 9, 2014	\$225.00	other disclosed	PD course or registration fee
Bell Mobility Invoice	03/17/2014	Cell Phone	\$54.07	other disclosed	telecom/cell phone
Bell Mobility Invoice	04/17/2014	Cell Phone	\$54.55	other disclosed	telecom/cell phone
SurveyMonkey	03/31/2014	Subscription Renewal Charge-May to May	\$299.00	other disclosed	PD general
Meeting with parents	03/13/2014	Missing receipt-refreshments and snacks for meeting	\$40.78	hospitality	BUS catering

Order Form

SE

Order Number: 658614

(Delivery)

Date of Delivery: Monday, March 17, 2014

Receiving Store: 0202

Time of Delivery: 12:30pm

Order Date: 03/14/2014 11:49 AM

Payment

Status: Unconfirmed

Order type: Business

Taken By: NARGIS

Delivery Information

Customer

SHIRLEY PENDREE

SHIRLEY PENDREE

Business: BOARD OF EDUCATION

CALGARY BOARD OF EDUCATION

2004 - 4 STREET NE
CALGARY AB CAN T2E 3T8

FAX---403-777-8729

CALGARY AB

(403) 777-8720

(403) 777-8720

Club Card:

Air Miles:

Product Details

Dept	Product Name	Size	Qty	Price
Deli	Fruit & Fine Cheeses	L	1	69.99 G
Corporate Catering	Corporate Catering Order. Delivery arranged by HOTLINE; use BLACK BAGS for this delivery. PLU5407 for \$20; PLU5408 for RUSH \$40; PLU5409 add bags \$5.		1	0.00
Bakery	PASTRY PLATTER - 13 PIECES		1	19.99
Corporate Catering	UTENSILS for Corporate Catering order.(For 20 People)		1	0.00

Card Message:

Cost: 89.98

Comments:

Delivery Taxable (GST only): 10.00 G

Please have the trays ready by 10:30am. Thanks

Delivery Taxable (GST & PST): 0.00 G

Delivery Non-Taxable: 10.00

Special Instructions:

GST/HST: 4.00

Order total: 113.98

ASC D INVOICE

Invoice Number :
Invoice Date : 03/11/2014
PO Number :
Terms : Net 30 days

SHIP TO: ASCD
PO Box 17035, Ballina, MD 21037-8431

Bill To:
Susan Church
Area II. Mount View Centre
2004 4th St NE
Calgary AB T2E 3T8
Canada

Ship To:
Susan Church
Area II. Mount View Centre
2004 4th St NE
Calgary AB T2E 3T8
Canada

Product	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
ASC D/SELECT-ASC D - Select Membership 01-Apr-2014 to 31-Mar-2015 - Susan Church	1	89.00	0.00	0.00	0.00	89.00

Shipping:	0.00
Tax:	0.00
Order Total :	89.00
Paid or already charged to CC:	-89.00

Credit cards are charged only after shipping.

Credit Card Information:

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.

AE

Your payment for the IDEAS 2014: Rising to the Challenge event has been successfully processed. Please save this email for your records.

Event Title: IDEAS 2014: Rising to the Challenge
Registration Confirmation Number:

**Transaction
Information:**

Item	Transaction Information	Quantity	Amount
Full Conference Pass	CAD 160.00	1	CAD 160.00
Transaction Total			CAD160.00

If you have any questions about this transaction or email, please contact IDEAS 2014 Conference Committee directly at wardson@ucalgary.ca.

To view the details of your registration, go to:

[this link](#)



SC

Your payment for the IDEAS 2014: Rising to the Challenge event has been successfully processed. Please save this email for your records.

Event Title: IDEAS 2014: Rising to the Challenge
Registration Confirmation Number:

**Transaction
Information:**

Item	Transaction Information	Quantity	Amount
Full Conference Pass	CAD 225.00	1	CAD 225.00
Transaction Total			CAD225.00

If you have any questions about this transaction or email, please contact IDEAS 2014 Conference Committee directly at galedcon@ucalgary.ca.

To view the details of your registration, go to:
[Click here](#)

powered by
event

Mobile
Bill Date: March 17, 2014
SUSAN CHURCH
Mobile Ref
Area II Office

Account #
Next Bill Date: April 17, 2014

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CURRENT CHARGES for

Monthly charges billed to Apr 16, 2014

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
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

FOR YOUR INFORMATION...	
<u>Discount Summary</u>	
Total discounts	\$92.50
Total this month	\$92.50
<u>Usage Summary</u>	
	<u>min:sec</u>
Weekday	129:41
Weekend	19:01
Total time used	148:42
<u>Event Summary</u>	
Total Events	38
Total this month	\$0.00
<u>Packet Plan Usage Summary</u>	
Total megabytes	12.1191
Total this month	\$0.00

Usage and long distance

250 Anytime minutes Local Calling		
@\$0.00/minute	55:56 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$0.00/MB	12.1045 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$0.00/minute	3:01 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		

Mobile
Bill Date: March 17, 2014
SUSAN CHURCH
Mobile Ref.
Area II Office

Account #
Next Bill Date: April 17, 2014

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CURRENT CHARGES for

(continued)

@\$.00/minute	20:45 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	69:00 min:sec	0.00
Service zone		
@\$.00/MB	0.0146 MB	0.00
Travel text saver Unlimited Incoming Messages		
	26 events	0.00
Text Messaging 250 - Share Incl. Messages		
	12 events	0.00
Taxes		
GST		2.57
Total current charges		\$54.07

Mobile
 Bill Date: April 17, 2014
 SUSAN CHURCH
 Mobile Ref.
 Area II Office

Account #
 Next Bill Date: May 17, 2014

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CURRENT CHARGES for

Monthly charges billed to May 16, 2014

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
Alberta Government 911 fee		0.44
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
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
\$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

Alberta Government 911 fee	Apr 16 to Apr 16	0.02
Alberta municipal 911 tax	Apr 1 to Apr 16	\$0.44
less Cr Alberta municipal 911 tax		-0.44
Can-Can/US Text - Unlimited	Apr 17 to May 16	\$15.00
less 100.00% Promotional Discount		-15.00

Usage and long distance

250 Anytime minutes Local Calling		
@\$.00/minute	65:52 min:sec	0.00

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$102.50
Total this month	\$102.50
Usage Summary	
	<i>min:sec</i>
Weekday	112:16
Weekend	7:36
Weeknight	0:29
Total time used	120:21
Event Summary	
Total Events	40
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	5.3702
Total this month	\$0.00

Mobile
Bill Date: April 17, 2014
SUSAN CHURCH
Mobile Ref.
Area II Office

Account #
Next Bill Date: May 17, 2014

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CURRENT CHARGES *for*

(continued)

Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	5.3400 MB	0.00
Business Anytime Unlmt. Nights & Wknds Unlimited Usage		
@\$.00/minute	8:05 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	11:24 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	35:00 min:sec	0.00
Service zone		
@\$.00/MB	0.0302 MB	0.00
Text Messaging 250 - Share Incl. Messages		
	13 events	0.00
Text Messaging 250 - Share Unlimited Incoming Messages		
	27 events	0.00
Taxes		
GST		2.59
Total current charges		\$54.55



SC

Order

Close Print

31-Mar-14

Paid on March 31, 2014

DESCRIPTION	USER NAME	SUBSCRIPTION PERIOD	QUANTITY	PRICE	AMOUNT
Gold Plan	Area II	15-May-14 - 14-May-15	1	\$299	\$299
					Total: \$299

BILLING DETAILS

NOTES

Susan Church
 Calgary Board of Education - Area II
 Mount View Elementary 2004 4 Street NE
 Calgary
 Alberta
 T2E3T8
 Canada
 403-777-8720

Subscription Renewal Charge

Purchase Order Number:

PAYMENT INFORMATION

Payment made on March 31, 2014.

Payment Method:

Card Number(last 4 digits):



CARDHOLDER

Cardholder Name

Cardholder Employee ID

Card Number

Phone Number

* * * * *

777-8720

Department / School

Area II office

Merchant Name

Transaction Date

Transaction Amount

RCS

2014
~~2013~~

MM

DD

03

13

\$ 40.78

Description of purchase:

Food/snacks for meeting w/ parents at Area II office.

Reason detailed receipt / documentation is not available:

lost

Cardholder Missing Receipt Acknowledgement

- 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

2014 04 01

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

APR 17 2016