

expense | monthly tracking report

claimant | Fradgley, Catherine

position | Director, Facility Operations

level | Director

reporting period | November 1 to December 31, 2014

date of report | February-13-15



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ISSA Interclean Conference	11/08/2014	Car Rental for Nov 4-7, 2014 Conference	\$182.57	travel	PD general
ISSA Interclean Conference	11/08/2014	Mileage for Nov 4-7, 2014 Conference	\$41.00	travel	PD mileage
ISSA Interclean Conference	11/08/2014	Accomodation for Nov 4-7, 2014 Conference	\$606.98	travel	PD accommodation
ISSA Interclean Conference	11/08/2014	Meals for Nov 4-7, 2014 Conference	\$134.00	travel	PD food/non alcoholic beverage
ISSA Interclean Conference	11/08/2014	Parking - Calgary Airport for Nov 4-7, 2014 Conference	\$7.35	travel	PD general
ISSA Interclean Conference	11/05/2014	Parking for Nov 4-7, 2014 Conference	\$17.60	travel	PD general
ISSA Interclean Conference	11/06/2014	Parking for Nov 4-7, 2014 Conference	\$17.60	travel	PD general
ISSA Interclean Conference	11/07/2014	Parking for Nov 4-7, 2014 Conference	\$17.60	travel	PD general
Cell phone	11/17/2014	Monthly Service Plan	\$76.05	other disclosed	telecom/cell phone
Cell phone	12/17/2014	Monthly Service Plan	\$54.60	other disclosed	telecom/cell phone



Thank you for renting with Alamo! We are proud to serve you and want our customer service in Orlando to be great.

If we can be of any assistance, please email us at the address below and a member of our management team will contact you directly.



© 2014 Alamo Rent A Car. 02281.13

RA 430774735 Bill 0
 Rental 01-NOV-2014 06:12 PM
 ORLANDO INTL ARPT
 Return 05-NOV-2014 02:29 PM
 ORLANDO INTL ARPT

CATHERINE FRADGLEY
 Vehicle # EP111899
 Model COROLLA
 Class Driven ICAR Class Charged CCAR
 License# Q499WQ State/Province FL
 M/Kms Driven 382
 M/Kms Out 16741
 M/Kms In 17123

Charges	No	Unit	Price	Amount
T & H	1	Week	110.00	110.00*
UNLIM M/KM	0	M/Kms		0.00*
OSONT 18M 5.00%				-5.50*
FLORIDA SURCHARGE				14.00*
TIRE/BATTERY FEE				0.14*
CUSTOMER FACILITY CHARGE				12.50*
PRIV FEE RECDV CHG				10.90*
VEHICLE LICENSE FEE				4.48*
SALES TAX 85.600 %				9.52

Total Charges USD 156.04

Deposit

Amount Due USD 156.04

* Taxable Items
 Subject to Audit
 Your Alamo Insiders Number is 103517923
 Customer Service Number 1-800-445-6664

USD 156.04
 @ 1.17 = CB 182.57

Credit Card C.D Fradgley

Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures.

Return completed form to Service Delivery, Education Centre

Details of Trip | Please Print Date: NOV 13 2014
 Employee's Name CATHERINE FRADGLEY Vendor #: _____
 School / Department to mail cheque to FACILITY OPERATIONS, HIGHFIELD
 Purpose of Trip / Name of Conference ISSA INTER-CLEAN
 Departure and Return Dates NOVEMBER 4-8, 2014 Destination: ORLANDO, FLORIDA

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	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	\$1,403.46	1.15	\$1403.46	0	
Travel Costs					
• Airfare (including trip cancellation insurance)	\$844.87	-	0	\$844.87	
• Rail/Bus					
• Taxi/Shuttle Bus/Car Rental in Calgary					
• Taxi/Shuttle Bus/Car Rental at Destination	\$182.57	1.17	0	\$182.57	
• Personal Vehicle <u>22</u> km @ 50¢/km (submit on Km Payment Form to Payroll)	\$41.00	-	-	-	
Accommodations at Single Rate					
\$ <u>151.75</u> @ <u>4</u> Nights	\$606.98	1.17	\$606.98	0	
Meals (including tips) (excluding meals covered by Conference or Others)					
• Breakfast <u>4</u> @ \$12.00	\$48.00		0	\$48.00	
• Lunch <u>2</u> @ \$17.00	\$34.00		0	\$34.00	
• Dinner <u>2</u> @ \$26.00	\$52.00		0	\$52.00	
• Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking - in Calgary	\$7.35		0	\$7.35	
Parking - at Destination	\$52.80	1.17	\$17.60	\$35.20	
Other - Provide Details					
TOTAL COST OF TRIP	\$3273.03	-	\$2028.04	\$1,203.49	
CASH ADVANCE IF ANY-Ref # _____				*\$53.42	
AMOUNT DUE TO (OWING BY) CLAIMANT				\$1,150.57	
GST Breakout Area					

I certify that the above claim is correct. *Please note flight differential cost = \$53.42*
** \$844.87 = CBE Portion \$791.35 + Employee Portion \$53.42*

Signed by Catherine Fradgley Approved by Frank Copping

NOTE | Copies of amounts paid through the P-Card, Amex Card, Invoices and Mileage attached to this claim, in addition to items claimed for all Out of Pocket Expenses.



Wyndham Orlando Resort International Drive
 8001 International Drive
 Orlando, FL 32819
 Tel: (407)551-2420 Fax: (407)345-5611

INFORMATION INVOICE

Arrival : 11-04-14
 Departure : 11-08-14
 Company Name :
 Catherine Fradgley
 United States

Folio / Invoice # :
 Reference # :
 Room No. :
 Page No. : 1 of 1
 Membership No. :
 Conf. No. :
 Cashier No. : 16
 A/R Number :

Date	Description	Reference	Charges	Credits
			99.00	
11-04-14	ROOM CHARGE		6.44	
11-04-14	Occ Tax-State		5.94	
11-04-14	Occ Tax-County		15.85	
11-04-14	Nightly Resort Fee		1.04	
11-04-14	Occ Tax-State Resort Fee		0.96	
11-04-14	Occ Tax-County Resort Fee		99.00	
11-05-14	ROOM CHARGE		6.44	
11-05-14	Occ Tax-State		5.94	
11-05-14	Occ Tax-County		15.95	
11-05-14	Nightly Resort Fee		1.04	
11-05-14	Occ Tax-State Resort Fee		0.96	
11-05-14	Occ Tax-County Resort Fee		99.00	
11-06-14	ROOM CHARGE		6.44	
11-06-14	Occ Tax-State		5.94	
11-06-14	Occ Tax-County		15.95	
11-06-14	Nightly Resort Fee		1.04	
11-06-14	Occ Tax-State Resort Fee		0.96	
11-06-14	Occ Tax-County Resort Fee		99.00	
11-07-14	ROOM CHARGE		6.44	
11-07-14	Occ Tax-State		5.94	
11-07-14	Occ Tax-County		15.95	
11-07-14	Nightly Resort Fee		1.04	
11-07-14	Occ Tax-State Resort Fee		0.96	
11-07-14	Occ Tax-County Resort Fee			
Total			517.32	0.00
Balance				517.32

UB 129.55
 @ 1.17
 = C \$ 151.75 / night

129

129

129

Please contact the Hotel Manager about any issues with your stay. Wyndham Hotels and Resorts or affiliates may contact you about goods and services unless you call 888-946-4283 or write to Wyndham Worldwide Hotels, Inc. 1 Sylvan Way, Parsippany, NJ 07054 to opt out. View our Wyndham Hotels and Resorts website about privacy.

US \$ 517.32 @ 1.17

= C \$ 606.98

CBE R. David

ISSA Parking US. \$
CCTB05 Cash

Orange County Convention Center
Orlando FL

(407) 685-5825

2014-11-05 11:03

Transaction#:

Lx	ISSA \$15	\$15.00
Sub-Total:		\$15.00
Sales Tax Included (6.5%)		\$0.92
Total:		\$15.00

Cash \$15.00

TREASURY 213,000

Comment

Orange County Convention Center is
not responsible for fire, theft,
damage, or loss of the vehicle or
any article left within.

The Calgary Airport Authority

GST No R122556194

TransactionId 11021411803442

TransactionDate 00/11/2014 22:43

Ticket#:

Transient Parker	\$ 7.35
Total:	\$ 7.35
Tip rounds	\$ 0.00
Balance Due:	\$ 7.35
GST	\$ 0.35
Cash	\$ 20.00
Change	\$ 12.65

ISSA Parking - cash

US \$15.00 @ 1.17 = C \$17.60

Rosen Plaza Hotel

Printed: 11/06/2014 8:07:44 AM

RP Valet & BAGS
9700 International Drive
Orlando, FL 32819

Register: R05-VAL-2051565
Ticket #:

01 Self Parking \$15.00 PGA 14.08

Sub-Total: 14.08
Sales Tax: 0.92
Total: 15.00

Payments/Refunds

CASH 15.00

Amount Paid: 15.00
Change Due: 0.00

Thank you for staying at Rosen Plaza Hotel
We look forward to your next visit with us

*ISSA Parking US \$
Cash*

US \$15.00 @ 1.17 = C \$ 17.60

Rosen Plaza Hotel

Printed: 11/07/2014 9:02:39 AM

RP Valet & BAGS
9700 International Drive
Orlando, FL 32819

Register: R05-VAL-2051565
Ticket #:

01 Self Parking \$15.00 PGA 14.08

Sub-Total: 14.08
Sales Tax: 0.92
Total: 15.00

Payments/Refunds

CREDIT CARD-MAST 15.00

CC#: *****

Card Name: Fradgley/catherine.

Thank you for staying at Rosen Plaza Hotel
We look forward to your next visit with us

*ISSA Parking - P. Card
U.S. \$*

US \$15.00 @ 1.17 = C \$17.60

Mobile
Bill Date: November 17, 2014
CATHERINE FRADGELY
Mobile Ref.
HF - Facilities Operations

Account #
Next Bill Date: December 17, 2014

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CURRENT CHARGES for

Monthly charges billed to Dec 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 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
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
Can-Can/US Text - Unlimited	\$15.00	
less 100.00% Promotional Discount	-15.00	0.00
Includes: Picture Messaging		
Image Messaging		
Incl. Messages		
Unlimited Incoming Messages		
\$1/MB US Data	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00

Other charges and credits

US Data Roaming 20		20.00
Corporate Voice Flex USA	Oct 30 to Nov 29	0.00

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$102.50
Total this month	\$102.50
Usage Summary min:sec	
Weekday	235:42
Weekend	6:22
Weeknight	3:58
Total time used	246:02
Event Summary	
Total Events	8
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	5.8049
Total this month	\$0.00

Mobile
Bill Date: November 17, 2014
CATHERINE FRADGELY
Mobile Ref.
HF - Facilities Operations

Account #
Next Bill Date: December 17, 2014

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CURRENT CHARGES for (continued)

Usage and long distance

250 Anytime minutes Local Calling		
@\$.00/minute	104:35 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	5.5705 MB	0.00
Business Anytime Unlmt'd. Nights & Wknds Unlimited Usage		
@\$.00/minute	10:20 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	45:07 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	86:00 min:sec	0.00
Service zone		
@\$.00/MB	0.2344 MB	0.00
Free Bell Message	2 events	0.00
Travel text saver Unlimited Incoming Messages		
	6 events	0.00
Long distance		0.49
Taxes		
GST		3.62

Total current charges **\$76.05**

