

expense | monthly tracking report

claimant | Gouthro, Elizabeth

position | Director, Instructional Services

level | Director

reporting period | September 1 to October 31, 2014

date of report | December-12-14



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	09/17/2014	Monthly Service Plan	\$66.46	other disclosed	telecom/cell phone
Tablet	09/17/2014	Monthly Service Plan	\$15.75	other disclosed	telecom/tablet
College of Alberta School Superintendents (CASS)	09/19/2014	Annual Membership Renewal 2014/2015	\$1,155.00	other disclosed	membership, due, fees
United Way Meeting	10/14/2014	Lunch Meeting with United Way Representative	\$33.76	hospitality	BUS food/non alcoholic beverage
Cell Phone	10/17/2014	Monthly Service Plan	\$95.82	other disclosed	telecom/cell phone
Tablet	10/17/2014	Monthly Service Plan	\$15.75	other disclosed	telecom/tablet
City Year Study Tour, Boston, MA	10/17/2014	Return Airfare - Calgary-Boston for Oct 21-25, 2014	\$791.23	travel	BUS airfare/bus/rail
City Year Study Tour, Boston, MA	10/21/2014	meal	\$5.45	travel	BUS food/non alcoholic beverage
Elder Advisory Council Meeting	09/23/2014	Honorarium for 4 Elders for Oct 22, 2014	\$400.00	hospitality	gifts & cultural exchange
Elder Advisory Council Meeting	10/22/2014	Snacks and Lunch for Elder Advisory Council, Oct 22, 2014	\$124.83	hospitality	BUS food/non alcoholic beverage

Mobile
Bill Date: September 17, 2014
ELIZABETH GOUTHRO

Next Bill Date: October 17, 2014

Learning Services

CURRENT CHARGES

Monthly charges billed to Oct 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
US Roaming \$0.25/min		0.00
Usage and long distance		
Directory Assistance	1 call	2.49
250 Anytime minutes Local Calling		

FOR YOUR INFORMATION...	
<u>Discount Summary</u>	
Total discounts	\$102.50
Total this month	\$102.50
<u>Usage Summary</u>	
	<i>min:sec</i>
Weekday	512:44
Weekend	134:01
Weeknight	16:09
Total time used	662:54
<u>Event Summary</u>	
Total Events	60
Total this month	\$0.00
<u>Packet Plan Usage Summary</u>	
Total megabytes	9.8000
Total this month	\$0.00

Mobile
Bill Date: September 17, 2014
ELIZABETH GOUTHRO

Next Bill Date: October 17, 2014

352of 1909

Learning Services

CURRENT CHARGES

@\$.00/minute	233:14 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	9.7726 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	142:10 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	164:30 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	123:00 min:sec	0.00
Service zone		
@\$.00/MB	0.0274 MB	0.00
Comverse MMSC	2 events	0.00
Directory 411 msg	1 event	0.00
Picture/Video messaging	2 events	0.00
Travel text saver Unlimited Incoming Messages		
	30 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	25 events	0.00
Long distance		8.96
Taxes		
GST		3.07
Total current charges		\$66.46

Mobile
Bill Date: September 17, 2014
Elizabeth GOUTHRO
1221 8 ST SW
CALGARY, AB T2R 0L4
Learning Services

Next Bill Date: October 17, 2014

CURRENT CHARGES

Monthly charges billed to Oct 16, 2014

Tablet Flex 30 day (SIM only)		
Includes: Detail Billing		
\$1/MB US Data	\$10.00	
less 100.00% Promotional Discount	<u>-10.00</u>	

Usage and long distance

Data 10MB Stepped Mobile Browser Usage		
Rate Details:	Data Used	Tier Charged
Up to 10 MB	Exceeded	0.00
Up to 250 MB	142.2548 MB	10.00
Up to 5 GB		30.00
Over 5 GB (\$0.015/MB)		

LEGEND

MB = Megabyte GB = Gigabyte 1 GB = 1024 MB

Taxes

GST	0.75
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Total current charges **\$15.75**

FOR YOUR INFORMATION...	
<i>Discount Summary</i>	
Total discounts	\$10.00
Total this month	\$10.00
<i>Packet Plan Usage Summary</i>	
Total megabytes	142.2548
Total this month	\$10.00

5.00
0.00
0.00
10.00



1200, 9925 - 109 Street
Edmonton, Alberta T5K 2J8

INVOICE

Invoice No.: 164186 Amended
Date: 09/19/2014
Ship Date:
Page: 1
Re: Order No.

Sold to:

Calgary Board of Education
1221-8 Street SW
Calgary, AB T2R 0L4

Ship to:

Calgary Board of Education
1221-8 Street SW
Calgary, AB T2R 0L4

Business No.: 10696 7052

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
CASS Membership 2014/15				G	1,100.00	1,100.00
CASS Membership 2014/15				G	1,100.00	1,100.00
CASS Membership 2014/15				G	1,100.00	1,100.00
CASS Membership 2014/15				G	1,100.00	1,100.00
CASS Membership 2014/15				G	1,100.00	1,100.00
CASS Membership 2014/15				G	1,100.00	1,100.00
CASS Membership 2014/15				G	1,100.00	1,100.00
CASS Membership 2014/15			Elizabeth Gouthro, Calgary Board of Education, Director, Learning Services, Regulated	G	1,100.00	1,100.00
CASS Membership 2014/15				G	1,100.00	1,100.00
CASS Membership 2014/15				G	1,100.00	1,100.00
CASS Membership 2014/15				G	1,100.00	1,100.00
CASS Membership 2014/15				G	1,100.00	1,100.00
CASS Membership 2014/15				G	1,100.00	1,100.00
CASS Membership 2014/15				G	1,100.00	1,100.00
CASS Membership 2014/15				G	1,100.00	1,100.00
CASS Membership 2014/15				G	1,100.00	1,100.00
CASS Membership 2014/15				G	1,100.00	1,100.00
CASS Membership 2014/15				G	1,100.00	1,100.00
CASS Membership 2014/15				G	1,100.00	1,100.00
Comment: Invoice-CASS Membership 2014/15					Continue...	



1200, 9925 - 109 Street
Edmonton, Alberta T5K 2J8

INVOICE

Invoice No.: 164186 Amended
Date: 09/19/2014
Ship Date:
Page: 2
Re: Order No.

Sold to:

Calgary Board of Education
1221-8 Street SW
Calgary, AB T2R 0L4

Ship to:

Calgary Board of Education
1221-8 Street SW
Calgary, AB T2R 0L4

Business No.: 10696 7052

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
CASS Membership 2014/15				G	1,100.00	1,100.00
CASS Membership 2014/15				G	1,100.00	1,100.00
			G - GST 5.00% GST			880.00
College of Alberta School Superintendents GST: #10696 7052 RT						
Shipped By: Tracking Number:						
Comment: Invoice-CASS Membership 2014/15					Total Amount	18,480.00
Sold By:						

Bill Date: **October 17, 2014**
ELIZABETH GOUTHRO

Next Bill Date: **November 17, 2014**

Learning Services

CURRENT CHARGES

Monthly charges billed to Nov 16, 2014

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
Alberta Government 911 fee		0.44
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
Corporate Data Flex USA		0.00
Business Anytime Unlmted. Nights & Wknds	\$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
6pm to 8pm Calling	\$7.00	
less 100.00% Promotional Discount	<u>-7.00</u>	0.00
Can-Can/US Text - Unlimited	\$15.00	
less 100.00% Promotional Discount	<u>-15.00</u>	0.00
Includes: Picture Messaging		
Image Messaging		
Incl. Messages		
Unlimited Incoming Messages		
\$1/MB US Data	\$10.00	
less 100.00% Promotional Discount	<u>-10.00</u>	0.00

Other charges and credits

US Voice & Text \$30 - 30 day		30.00
Corporate Data Flex USA	Oct 7 to Oct 16	0.00

FOR YOUR INFORMATION...	
<u>Discount Summary</u>	
Total discounts	\$102.50
Total this month	\$102.50
<u>Usage Summary</u>	
	min:sec
Weekday	284:54
Weekend	133:09
Weeknight	7:45
Total time used	425:48
<u>Event Summary</u>	
Total Events	122
Total this month	\$0.00
<u>Packet Plan Usage Summary</u>	
Total megabytes	22.6023
Total this month	\$0.00

Bill Date: October 17, 2014
 ELIZABETH GOUTHRO

Next Bill Date: November 17, 2014

Learning Services

CURRENT CHARGES

Usage and long distance

250 Anytime minutes Local Calling		
@\$.00/minute	241:20 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	22.5268 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	138:54 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	31:34 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	14:00 min:sec	0.00
Service zone		
@\$.00/MB	0.0755 MB	0.00
Text message	1 event	0.00
Free Bell Message	10 events	0.00
Travel text saver Unlimited Incoming Messages		
	34 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	45 events	0.00
US Voice & Text \$30 - 30 day Unlimited Incoming Messages		
	32 events	0.00
Long distance		9.38

Taxes

GST 4.50

Total current charges \$95.82

Bill Date: October 17, 2014
 Elizabeth GOUTHRO
 1221 8 ST SW
 CALGARY, AB T2R 0L4
 Learning Services

Next Bill Date: November 17, 2014

CURRENT CHARGES

Monthly charges billed to Nov 16, 2014

Tablet Flex 30 day (SIM only)

Includes: Detail Billing

\$1/MB US Data \$10.00
 less 100.00% Promotional Discount -10.00

Usage and long distance

Service zone

@\$.00/MB 0.0430 MB 0.00

Data 10MB Stepped Mobile Browser Usage 10.00

Rate Details:	Data Used	Tier Charged
Up to 10 MB	Exceeded	0.00
Up to 250 MB	68.0323 MB	10.00
Up to 5 GB		30.00
Over 5 GB (\$0.015/MB)		

LEGEND

MB = Megabyte GB = Gigabyte 1 GB = 1024 MB

Taxes

GST 0.75

Total current charges \$15.75

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$10.00
Total this month	\$10.00
Packet Plan Usage Summary	
Total megabytes	68.0753
Total this month	\$10.00



Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.
Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference:

Name: Ms Elizabeth Gouthro

Customer Care
Air Canada Reservations
 1-888-247-2262
Air Canada Flight Information
 1-888-422-7533

[International Reservations](#)

Alert me of flight changes
[Flight notification](#)

Flight Itinerary

Flight	From	To	Aircraft	Booking class	Status
AC140	Calgary (YYC)	Toronto Pearson (YYZ)	319	M	Confirmed
	Tue 21-Oct 2014 09:15	Tue 21-Oct 2014 14:58 - TERMINAL T1			
Seat number(s) requested: 18C					
AC362	Toronto Pearson (YYZ)	Boston (BOS)	E90	M	Confirmed
	Tue 21-Oct 2014 16:15 - TERMINAL T1	Tue 21-Oct 2014 17:48 - TERMINAL B			
Seat number(s) requested: 24D					
AC7687	Boston (BOS)	Montreal Trudeau (YUL)	CRJ	A	Confirmed
<i>Operated by:</i>	Fri 24-Oct 2014	Fri 24-Oct 2014			
<i>Air Canada Express-Jazz</i>	15:40 - TERMINAL B	16:50			
Seat number(s) requested: 9C					

Flight	From	To	Aircraft	Booking class	Status
AC1177	Montreal Trudeau (YUL)	Calgary (YYC)	319	A	Confirmed
	Fri 24-Oct 2014 18:05	Fri 24-Oct 2014 20:48			

Seat number(s) requested: 20D

Passenger Information

Passenger 1

Name: **Ms Elizabeth Gouthro** Ticket number: **014 2140 268362**

Purchase Summary

Passenger: 1 Ticket number 014 2140 268362

Date of issue	17-Oct 2014
Fare Amount in Canadian dollars: <i>(including navigational & other charges)</i>	1,041.00
Taxes, Fees & Charges	
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	26.90
Combined Taxes *see fare calculation below (XT)	PD

Total Fare in Canadian dollars: 564.90A

Options

Seat Fee(s) in Canadian dollars	10.00
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	0.50
Seat Fee(s) in Canadian dollars	20.00
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	1.00
Change fee in Canadian dollars	200.00
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	10.00

Ticket particularities:
AC ONLY/NONREF/CHGFEE -BG:AC

**Fare calculation:*
21OCT14YYC AC X/YTO Q7.50AC BOS R813.00AC X/YMQ AC YYC
Q7.50R213.00CAD1041.00 END ROE1.00 PD12.10CA27.26XG0.52RC
34.00SQ6.13YC39.00US5.57XA7.80XY6.24AY PDXF5.01BOS4.50
Canadian tax registration numbers:
XG Canada Goods and Service Tax (GST) #10009-2287
RC Canada Harmonized Sales Tax (HST) #10009-2287
XQ Quebec Sales Tax (QST) #1000-043-172

	774.90
(see attached receipt)	26.25
(see attached receipt)	26.83
(no credit receipt issued)	36.75
	791.23

Fare Rules Summary

Fee Receipt

PASSENGER
SELECT

FLIGHT
INFORMATION

BAGGAGE

ADDITIONAL TRAVEL
INFORMATION

PRINT
DOCUMENTS

Your fees have been successfully collected.

Passenger: **ELIZABETH GOUTHRO**
Departure city: **CALGARY YYC**

Departure Date: **2014-10-21**

Destination city: **BOSTON BOS**

Fee Breakdown:

Baggage fee 25.00 CAD
GST: 1.25 CAD

Total CAD: 26.25 CAD

Please Note: This fee is non refundable.
GST - HST: #100092287 RT0001

Harder, Barb L

From: Gouthro, Elizabeth M
Sent: October-24-14 5:26 AM
To: Harder, Barb L
Subject: Fwd: Air Canada - Receipt - Baggage Fee

For the receipts for the UW

Elizabeth Gouthro

Begin forwarded message:

From: Air Canada <confirmation@aircanada.ca>
Date: October 23, 2014 at 9:41:58 PM EDT

Subject: Air Canada - Receipt - Baggage Fee

Your fees have been successfully collected.

Departure Date: 2014-10-24

Passenger: ELIZABETH GOUTHRO
Departure city: BOSTON-B BOS
Destination city: CALGARY YYC

Fee Breakdown:

Excess baggage fee (1 piece): 22.15 USD

GST: 1.11 USD

Total USD: 23.26 USD

26.83 (CAD)

Please Note: This fee is non refundable.

GST - HST: #100092287 RT0001

Fly through paying on your mobile device with Air Canada Mobile+!
Air Canada mobile+ can remember your personal and payment information so you can fly through your mobile experience and pay for items like upgrades and flight changes quickly, easily and securely. Click the link below to Learn More, <http://services.aircanada.com/portal-web/mobile/static/mobileplus.html>

You can view all your available Air Canada mobile+ messages here:
<http://mymessages.aircanada.com/en/uoGLADpqusfxl8PkXIIHk>

HMSHOST
TIM HORTONS C
CALGARY INTERNATIONAL AIRPORT

297322 Sukhbir

CHK 3194 GST 1
OCT21'14 8:16AM

TO GO

1 SAND ENG HF TSEC	3.29
1 XL HOT TEA XL HONEY LEMON	1.90

SUBTOTAL	5.19
TAX	0.26
AMOUNT PAID	5.45

5.45

--297322 Closed OCT21 08:16AM--

THANK YOU FOR YOUR BUSINESS!

TELL US ABOUT YOUR EXPERIENCE

JOHN VAN BESOUW
JOHN.VANBESOUW@HMSSHOT.COM

GST # 137512901

COBS Bread - Kingsland Plaza
Unit 104- 7610 Elbow Drive SW
Calgary, AB T2V 1K2
Open 7 Days per Week!

36102 13730
GST: 882627904
TAX INVOICE

Choc Croissant	\$18.00
6 @ \$3.00	
Cinnamon Bun 6-p	
5 Cinnamon Bun	\$12.45
Cinnamon Bun	\$2.50
Total	\$32.95

Account #	
Balance	
Auth #	1047-5313730678
Moneris	\$32.95
Change	\$0.00

SERVED BY: 00199 Chris
DATE: OCT-22-2014 8:48AM
RECEIPT No. 36102
TERMINAL 13730

Thank you for your visit.

Note:At COBS Bread we bake from scratch.
Customers should be aware that all of
our products contain gluten and may
contain traces of soy, milk, eggs, nut,
sesame seeds and products derived from
these sources.

IMPORTANT - retain this copy for your
records
IMPORTANT - conserver cette copie
pour vos dossiers

SANDWICHES' N MORE LUNCH & CATERING CO. LTD.

Invoice

61 Royal Oak Cove N.W. Calgary, AB T3G 4X7
403-301-5220
sandwiches@shaw.ca

Date	Invoice #
10/21/2014	43753

Bill To:
ALGARY BOARD OF EDUCATION
ANNIE 777-7373 X 2222

Delivered to:
KINGSLAND
7430 - 5 STREET SW

Quantity	Description	Unit Cost	Cost
12	CHICKEN GUMBO SOUP - with crackers	4.00	48.00
10	✓ DINNER ROLLS WITH BUTTER	1.30	13.00
	✓ PLATES & NAPKINS, BOWLS, SPOONS, KNIVES, LADLE	0.00	0.00
	DELIVERY CHARGE	14.00	14.00
	PICKUP FEE OF CROCK POTS, UTENSILS, COFFEE URNS, ETC.	12.50	12.50
	PAID BY MASTERCARD - THANKS	0.00	0.00
	BONNIE J. HOEGH		
	GST On Sales	5.00%	4.38

Gandwiches' N More

DO NOT WRITE ABOVE THIS LINE / NE RIEN ÉCRIRE AU-DESSUS DE CETTE LIGNE

CBE
Bonnie Hoegh

5743441

DESCRIPTION AMOUNT-MONTANT

#43753 87.50
4.38

VISA
MasterCard
DISCOVER

TOTAL S CDN CAN 91.88

PLEASE RETAIN THIS COPY AS RECORD OF YOUR TRANSACTION / CONSERVEZ CETTE COPIE COMME PREUVES DE VOTRE TRANSACTION

CUSTOMER COPY / COPIE DU CLIENT

Subtotal	\$87.50
5% GST	\$4.38
Total	\$91.88