

## expense | monthly tracking report

claimant | McGuire, Susan

position | Director, Human Resources

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
Humanex Inc	09/02/2014	Return airfare - Calgary - Chicago	\$696.66	travel	PD airfare/bus/rail
Human Resources Institute of Alberta	09/04/2014	Registration for workshop	\$48.91	other disclosed	PD course or registration fee
Human Resources Institute of	09/11/2014	Parking at venue	\$26.25	other disclosed	PD general
Cell phone	09/17/2014	Monthly service plan	\$54.53	other disclosed	telecom/cell phone
Humanex Ventures	09/23/2014	Seat selection	\$26.33	travel	PD airfare/bus/rail
Humanex Ventures	09/26/2014	Taxi fare - hotel to conference	\$111.89	travel	PD general
Humanex Ventures	09/27/2014	Accommodation	\$272.16	travel	PD accommodation
Humanex Ventures	09/30/2014	Taxi fare - airport to office	\$44.70	travel	PD general
Humanex Ventures	09/23/2014	Registration for workshop	\$2,008.25	other disclosed	PD course or registration fee
Cell phone	10/17/2014	Monthly service plan	\$86.68	other disclosed	telecom/cell phone



# Invoice


Date	Invoice #
8/29/2014	4104E

P.O. BOX 82653  
LINCOLN, NE 68501-2653  
Phone # 402-483-2844  
Fax # 402-483-2138

<b>Bill To</b>
Calgary Board of Education
1221-8 Street S.W. Calgary, AB T2R 0L4

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
6	Principal Certification: 2.0 Training Location: Bloomingdale, IL Trainer: Lisa Training Dates: Phase I: August 28, 2014 Phase II: October 30, 2014	1,850.00	11,100.00
		<b>Total</b>	\$11,100.00
		<b>Payments/Credits</b>	\$0.00

  
Lori Pamplin, Director,  
Leadership and Learning

**COPY**

Thank you. Please send all payments to: Union Bank & Trust, LockBox Processing, PO Box 82653, Lincoln, NE 68501. Should you have questions regarding this invoice, please contact Lindsay Comins at HUMANeX Ventures, (269) 250-8321 or e-mail: [lindsay.comins@humanexventures.com](mailto:lindsay.comins@humanexventures.com)

**Balance Due** \$11,100.00

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC4681 <sup>1</sup>	Calgary (YYC) Wed 24-Sep 2014 11:25	Chicago, O'Hare Int'l (ORD) Wed 24-Sep 2014 15:51 - Terminal 1	0	3hr26	E70	Flex, W	



**Flight AC4681 is operated by United Express / Shuttle America. Please check in directly at the United Express / Shuttle America counter.** Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.

AC4331 <sup>2</sup>	Chicago, O'Hare Int'l (ORD) Mon 29-Sep 2014 15:13 - Terminal 2	Calgary (YYC) Mon 29-Sep 2014 17:58	0	3hr45	CR7	Flex, V	
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**Flight AC4331 is operated by United Express/Skywest. Please check in directly at the United Express/Skywest counter.** Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.

Operated by:

<sup>1</sup> United Express / Shuttle America

<sup>2</sup> United Express/Skywest

### Passenger Information

**1: Ms Susan M Mcguire : Adult (16+), Ticket Number: 0142138412491**

Air Canada -  
Aeroplan :

Meal Preference : **None**

Payment Card:

Special Needs: **None**

Seat Selection: **None**

### Purchase Summary

#### Fare Summary

Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - Flex	<b>251.00</b>
Return Flight - Flex	<b>288.00</b>
Surcharges	15.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	30.00
U.S.A Transportation Tax	39.00
U.S Agriculture Fee	5.57
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	29.81
U.S Passenger Facility Charge	5.01
U.S.A Immigration User Fee	7.80
Air Travellers Security Charge (ATSC)	12.10
September 11 Security Fee	6.24
U.S. Federal Customs Fee	6.13
Total airfare and taxes before options (per passenger)	<b>695.66</b>
Number of passengers	x 1
Total airfare, taxes and options	<b>695.66</b>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$695.66</b>

Please print and bring this ticket with you.

Event

# HR Trends: The Age of Agility 2

Talent Inc. HRIA  
HR 2014 TRENDS: THE AGE OF AGILITY 2

Date-Time

Thursday, 11 September 2014  
from 1:00 PM to 4:00 PM (MDT)

Location

Burns Building, 6th Floor, 237 -  
8 Ave SE  
Calgary , AB T2G 0L7  
Canada

Payment Status

Eventbrite  
Completed

Order Info

Ordered by Susan McGuire on 3 September 2014 11:00 AM

Type

Discounted ticket for HRIA members (15% discount) \$48.91



336274135425262823001



Please print and bring your tickets to the event entrance.



336274135425262823001

**Eventbrite**

**Do you organize events?**

Start selling in minutes with Eventbrite!  
[www.eventbrite.ca](http://www.eventbrite.ca)

# RECEIPT

License Plate Number

Expiration Date/Time

**06:00 PM**  
**SEP 11, 2014**

Purchase Date/Time: 12:53pm Sep 11, 2014

Total Parking: \$25.00

Total Federal: \$1.25

Total Due: \$26.25

Total Paid: \$26.25

Ticket #: 00006430

S/N #: 500012260473

Setting: Lot 80

Mach Name: Lot 80-2

Rate: DAILY MAX  
Payment Type: Card

GST REG #102466000

CEIPT  
PARKING RECEIPT  
PARKING RECEIPT  
PARKING RECEIPT  
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PARKING RECEIPT

**Bill Date: September 17, 2014**  
**Susan McGuire**

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

**Human Resources**

**CURRENT CHARGES for**

**Monthly charges billed to Oct 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
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
US Roaming \$0.25/min		0.00

**Usage and long distance**

250 Anytime minutes Local Calling		
@\$.00/minute	16:31 min:sec	0.00

<b>FOR YOUR INFORMATION...</b>	
<b>Discount Summary</b>	
Total discounts	\$102.50
<b>Total this month</b>	<b>\$102.50</b>
<b>Usage Summary min:sec</b>	
Weekday	16:31
Weekend	0:39
<b>Total time used</b>	<b>17:10</b>
<b>Event Summary</b>	
Total Events	303
Total this month	\$0.00
<b>Packet Plan Usage Summary</b>	
Total megabytes	19.9457
Total this month	\$0.00

**Mobile**  
**Bill Date: September 17, 2014**  
**Susan McGuire**  
**Mobile Ref.**  
**Human Resources**

**Account #**      ?  
**Next Bill Date: October 17, 2014**

**30 of 1909**

**CURRENT CHARGES for**

Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	19.3831 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	0:39 min:sec	0.00
Service zone		
@\$.00/MB	0.5626 MB	0.00
Comverse MMSC	10 events	0.00
Free SMS Message	2 events	0.00
Travel text saver Unlimited Incoming Messages		
	139 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	152 events	0.00

**Taxes**

GST 2.59

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**Total current charges \$54.53**



HAMPTON INN & SUITES ADDISON  
 1685 W. LAKE ST  
 ADDISON, IL 60101  
 United States of America  
 TELEPHONE 630-495-9511 • FAX 6306209811  
 Reservations  
 www.hamptoninn.com or 1 800 HAMPTON

MCGUIRE, SUSAN

Room No:  
 Arrival Date: 9/24/2014 5:44:00 PM  
 Departure Date: 9/26/2014 7:39:00 AM  
 Adult/Child: 1/0  
 Cashier ID: JULIE/CONTRERAS  
 Room Rate: 120.60  
 AL:  
 HH #  
 VAT #  
 Folio No/Che

Confirmation Number: ..

HAMPTON INN & SUITES ADDISON 11/6/2014 5:34:00 PM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
9/24/2014	GUEST ROOM	KMH	607528	\$120.60		
9/24/2014	STATE TAX	KMH	607528	\$7.24		
9/24/2014	CITY TAX	KMH	607528	\$6.03		
9/25/2014	GUEST ROOM	JAMES	607685	\$93.60		
9/25/2014	STATE TAX	JAMES	607685	\$5.62		
9/25/2014	CITY TAX	JAMES	607685	\$4.68		
9/26/2014	MC *7401	MICHELH	607742		(\$237.77)	
**BALANCE**						\$0.00

CREDIT CARD DETAIL

APPR CODE 184423 MERCHANT ID 0194146300  
 CARD NUMBER EXP DATE  
 TRANSACTION ID TRANS TYPE Sale





Calgary Board of Education

# P-CARD MISSING RECEIPT

Certification of Unavailable Documentation

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  
*Susan McGuire*

Cardholder Employee ID	Card Number	Phone Number
	* * * * *	

Department / School  
*Human Resources*

Merchant Name	Transaction Date YYYY MM DD	Transaction Amount
<i>FRANCIS TAXI</i>	<i>2/01/07</i>	<i>\$ 116.59</i>

Description of purchase: *The fare from hotel to downtown Chicago for 6 employees.*

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 <i>S.M. McGuire</i>	Date YYYY MM DD <i>2/01/07</i>
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## SUPERVISOR

I have accepted the cardholder's explanation of the receipt loss and / or inability to obtain a detailed receipt

Supervisor Signature <i>[Signature]</i>	Employee ID	Date



Calgary Board of Education

# P-CARD MISSING RECEIPT

Certification of Unavailable Documentation

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

<b>CARDHOLDER</b>			
Cardholder Name <i>Susan McGuire</i>			
Cardholder Employee ID	Card Number *****	Phone Number	
Department / School <i>Human Resources</i>			
Merchant Name <i>United Airlines</i>	Transaction Date YYYY MM DD <i>7/14 07 08</i>	Transaction Amount <i>\$ 26.33</i>	
Description of purchase: _____ <i>(Exchange incl.) seat selection.</i>			
Reason detailed receipt / documentation is not available: <i>Not received by airline.</i>			
<b>Cardholder Missing Receipt Acknowledgement</b>			
<ul style="list-style-type: none"> <li>The information provided is a true and accurate description of the details of the purchase</li> <li>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</li> <li>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</li> <li>Original documentation is not in my possession and I will not seek reimbursement for the transaction</li> <li>I acknowledge that repeated lack of documentation could result in a cancelled relationship with the supplier and / or suspension of credit card privileges</li> </ul>			
Cardholder Signature <i>S. McGuire</i>	Date YYYY MM DD <i>20141107</i>		

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

ASSOCIATED CAB ALTA LTD  
387 - 41 AVE ME (403) 299-1111  
INSIST ON THE PROFESSIONALS

DATE: 2014/09/24  
PICK-UP TIME: 08:48  
DROP-OFF TIME: 09:14  
TRIP ID:  
LOCATION:  
CAR NUMBER:  
CARD TYPE:  
CARD:  
EXPIRY:  
AUTH:

FARE (\$): 39.70  
EXTRA (\$): 0.00  
SUBTTL (\$): 39.70

TIP (\$): \_\_\_\_\_

TOTAL (\$): 5.00

SIGNATURE: 44.70

FOR ONLINE TAXI BOOKINGS VISIT  
OUR WEBSITE@WWW.ASSOCIATEDCAB.CA

CUSTOMER'S COPY

**Mobile**  
**Bill Date: October 17, 2014**  
**Susan McGuire**  
**Mobile Ref.**  
**Human Resources**

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

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**CURRENT CHARGES for**

**Monthly charges billed to Nov 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
Corporate Data Flex USA		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
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 Voice & Text \$30 - 30 day		30.00
Corporate Data Flex USA	Sep 26 to Oct 16	0.00

<b>FOR YOUR INFORMATION...</b>	
<b>Discount Summary</b>	
Total discounts	\$102.50
<b>Total this month</b>	<b>\$102.50</b>
<b>Usage Summary min:sec</b>	
Weekday	5:52
Weeknight	1:10
<b>Total time used</b>	<b>7:02</b>
<b>Event Summary</b>	
Total Events	92
Total this month	\$0.50
<b>Packet Plan Usage Summary</b>	
Total megabytes	11.1154
Total this month	\$0.00

Mobile  
Bill Date: October 17, 2014  
Susan McGuire  
Mobile Ref.  
Human Resources

Account # .....  
Next Bill Date: November 17, 2014

30 of 1921

**CURRENT CHARGES** for (continued)

**Usage and long distance**

250 Anytime minutes Local Calling		
@\$.00/minute	5:52 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	11.0920 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	1:10 min:sec	0.00
Service zone		
@\$.00/MB	0.0234 MB	0.00
Text messages	2 events	0.50
Can-Can/US Text - Unlimited Incl. Messages		
	34 events	0.00
Can-Can/US Text - Unlimited Unlimited Incoming Messages		
	1 event	0.00
US Voice & Text \$30 - 30 day Unlimited Incoming Messages		
	48 events	0.00
Power Sharing - Events	7 calls	0.00
Roamer data usage		0.12
<b>Taxes</b>		
GST		4.12

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**Total current charges** **\$86.68**