

expense | monthly tracking report

claimant | McLeod, Sheila
 position | Director, Global Learning Services
 level | Director
 reporting period | January 1 to February 28, 2015
 date of report | April-10-15



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Meeting with Educational First Tours representative	01/28/15	Food for dinner meeting	\$33.60	hospitality	BUS food/non alcoholic beverage
Principal Partnership visit to Besancon France	02/02/15	Return Airfare	\$2,258.77	travel	BUS airfare/bus/rail
Principal Partnership visit to Besancon France	02/02/15	Train from airport to Besancon	\$161.60	travel	BUS airfare/bus/rail
Principal Partnership visit to Besancon France	02/06/15	Accomodations	\$639.87	travel	BUS accommodation
Principal Partnership visit to Besancon France	02/07/15	Accomodations	\$120.90	travel	BUS accommodation
Principal Partnership visit to Besancon France	02/02/15	Meal	\$15.09	travel	BUS food/non alcoholic beverage
Principal Partnership visit to Besancon France	02/07/15	Meal	\$29.26	travel	BUS food/non alcoholic beverage
Principal Partnership visit to Besancon France	02/07/15	Meals per diem	\$43.00	travel	BUS food/non alcoholic beverage
Principal Partnership visit to Besancon France	02/97/15	Cab fare from airport in Calgary	\$120.00	travel	BUS airfare/bus/rail
Cellphone	01/17/15	Monthly Service Charge	\$72.44	other disclosed	telecom/cell phone
Cellphone	02/17/15	Monthly Service Charge	\$200.88	other disclosed	telecom/cell phone

Dinner for
EF tours

GIUSEPPE'S ITALIAN MARKET & DE
1207 1 ST SW
CALGARY, AB T2R 0V3
TEL (403) 263-6230

Giuseppe Italian Market
1207 1 Street SW
Calgary, AB T2R 0V3

Order#66

TERM ID: 64291418 BATCH#: 250
SERIAL#: 407

Host: Ruth
Order#66
01/28/2015
6:28 PM
30020

Sale
INVT#: 000000005
CARD: Chip
SEOH: 250001001005
Application Label: MasterCard
AID: A0000000041010
TVR: 00 00 00 00 00
ISS: EN 00

Diavolo Pizza 16.00
Capricciosa 16.00
Subtotal 32.00
Tax 1.60
Total 33.60

Total: CAD\$ 33.60

MASTER Crd \$ 33.60
Auth:

APPROVED 202823
001/00

NO SIGNATURE REQUIRED

28-Jan-15 18:28:23

MERCHANT COPY
THANK YOU FOR YOUR BUSINESS!

Tip : _____
TOTAL : _____
TOTAL :

SIGNATURE : _____

Thank you.....
Please come again.....
GST# 611411156 RT0001

9031-FOOD

--- Check Closed ---

Subject:

FW: Air Canada - 01-Feb: Los Angeles - Paris (booking r

elected

Booking Information

Booking Reference:

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:
Ms Sheila Mcleod

Mobile:
Home:
Work:

Online Services

Customer Care

Air Canada
1-888-247-2262
Flight Arrivals and
Departures
1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC792	Los Angeles, Los Angeles Int'l (LAX) Sun 01-Feb 2015 11:45 - Terminal 2	Toronto, Pearson Int'l (YYZ) Sun 01-Feb 2015 19:24 - Terminal 1	0	13hr05	787	YUL/YYZ, B	F
AC880	Toronto, Pearson Int'l (YYZ) Sun 01-Feb 2015 20:35 - Terminal 1	Paris, Charles De Gaulle (CDG) Mon 02-Feb 2015 09:50 - Terminal 2A	0		787	YUL/CDG, E	M,K
AC861	Paris, Charles De Gaulle (CDG) Sat 07-Feb 2015 11:30 - Terminal 2A	Toronto, Pearson Int'l (YYZ) Sat 07-Feb 2015 13:40 - Terminal 1	0	15hr01	787	CDG/YYZ, N	M,S

AC125	Toronto, Pearson Int'l (YYZ) Sat 07-Feb 2015 16:10 - Terminal 1	Calgary (YYC) Sat 07-Feb 2015 18:31	0					
-------	---	---	---	--	--	--	--	--

Price does not include taxes and fees. Amount shown is for flight only. Amount shown is for flight only. Amount shown is for flight only.

Passenger Information

1: Ms Sheila Mcleod : Adult (16+), Ticket Number

Air Canada - Aeroplan :		Meal Preference :	Regular
Payment Card:	xxxx-xxxx-xxxx	Special Needs:	None
Seat Selection:	AC792 13H , AC880 14H , AC881 14C , AC125 12C (Preferred)		

Purchase Summary

Fare Summary

	<u>Adult</u>
Passenger Type	
Air Transportation Charges	
Base Fare	1514.00
	625.08
Taxes, Fees and Charges	
	8.00
U.S.A Transportation Tax	21.44
Air Passenger Solidarity Tax	6.48
France Intl. Psgr. Service Charge	40.89
France - Civil Aviation Tax	29.61
U.S Passenger Facility Charge	5.45
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	1.04
September 11 Security Fee	6.78
Total before options (per passenger)	<u>2258.77</u>
Number of passengers	x 1
Total with options	<u>2258.77</u>
Grand Total - Canadian dollars	\$2258.77

Payment Information

Credit/Debit Card xxxx-xxxx-xxxx Amount paid: \$2258.77
The following charges (tax inclusive) will appear on your credit or debit card statement:



Air Canada: \$2258.77 (Airfare - per adult)

Ticket number(s):

Missing receipt form

Employee Name						
Sheila McLeod						
Department / School						
Global Learning						
Merchant Name				Transaction Date		Transaction Amount
Gare de Roissy, CDG Airport France				YYYY	MM	DD
				2 0 1 5	02	02
				15.09		
Description of purchase:						
Meal on train from Airport to Besancon.						
Reason detailed receipt / documentation is not available:						
Receipt has been misplaced						
Cardholder Missing Receipt Acknowledgement						
<ul style="list-style-type: none"> The information provided is a true and accurate description of the details of the purchase 						
Cardholder Signature					Date	
					MM	DD
					02	23
					2 0 1 5	
SUPERVISOR						
I have accepted the cardholder's explanation of the receipt loss and / or inability to obtain a detailed receipt						
Supervisor Signature					Date	
					FEB 10 2015	

Missing receipt form

Employee Name						
Sheila McLeod						
Department / School						
Global Learning						
Merchant Name				Transaction Date		Transaction Amount
SNC Besancon				YYYY	MM	DD
				2	0	03
				1	02	29.26
				5		
Description of purchase:						
Meal in Besancon						
Reason detailed receipt / documentation is not available:						
Receipt has been misplaced						
Cardholder Missing Receipt Acknowledgement						
<ul style="list-style-type: none"> The information provided is a true and accurate description of the details of the purchase 						
Cardholder Signature 					Date	
					MM	DD
					02	23
					2	01
					5	
SUPERVISOR						
I have accepted the cardholder's explanation of the receipt loss and / or inability to obtain a detailed receipt						
Supervisor Signature 					Date	
					FEB 26 2015	

2

Pryor, Yvonne M

Subject: FW: Rail Europe Booking

Trains in France	99.95
	<u>161.60</u>
	261.55

Subject: Rail Europe Booking

Thank you for your booking.

Thank you for booking your rail product(s) through Rail Europe. It is important that you read the instructions on how to retrieve your e-ticket(s), as in most cases, this booking summary will NOT be valid for travel.

We appreciate your business. Have a great trip!

Your payment of [redacted] has been accepted by Rail Europe in accordance with your agreement with the policies associated with the chosen product(s).

Your Booking Summary

Besancon-Paris Trip

Trip #1	From: Besancon	Departs: Feb 6, 2015	TGV South #
	Viotte	- 6:35PM	
	To: Paris Gare	Arrives: Feb 6, 2015	Class of Comfort
	Lyon	- 9:07PM	Service:
			Reserved coach# 012 seat#
			in: 015

Travelers: Ms. Sheila McLeod(no age restrictions)

Accounting Dept. to Finance

Feb 2, 2015

Billing Address:

1221 8 Street SW
Calgary, AB T2R 0L4
Canada

\$99.95 will be charged to credit card mastercard #XXXXXXXXXXXX

Subject:

FW: Journey confirmation PARIS AIRPORT ROISSY CDG - BESANCON, departing on 02 Feb

CONFIRMATION OF YOUR ORDER



Share



Share



Share

You carried out an order on our website on 21/01/2015 at 23h06 .
Please remember the details below:

	CHARLES DE GAULLE 2 TGV	TGV	5164		1 e Class
Outward	14h00 LYON PART DIEU				
	14h34 LYON PART DIEU	TGV	6874		1 e Class
	BESANCON VIOTTE CITY CENTRE				

1
er passenger
(between 26 and 59 years)

TGV LEISURE : Can be exchanged and refunded free of charge up until the day before departure, with a 12 euros administrative charge the day of departure.

Coach 003 -
Seat 114 -

Upper deck - Window
- Club four

TGV LEISURE : Can be exchanged and refunded free of charge up until the day before departure, with a 12 euros administrative charge the day of departure.

Coach 001 -
Seat 062 -
CALME area
Upper deck -
Separate seat - Solo
window alone

ESPACE

You have selected the [redacted] for a peaceful journey

Free



Reference: [redacted]

Name associated: MOLECO

1st passenger

On the train you must show the ticket inspector:
- your e-ticket barcode downloaded into the Voyages-SNCF app.
- or your printed e-ticket

To ensure TGV services leave on time, travellers must board the train at least 2 minutes before the time of departure. We cannot guarantee you will be allowed to board the train after this time.



Payment: CB accepted for payment card [redacted]. will be shown separately on your bank statement.	Each of the transactions below will show
Transaction of [redacted]	[redacted]
Card number: [redacted]	[redacted]
Merchant: [redacted]	[redacted]
Date of the transaction	21 January 2019 23:08:06 (GMT+1)
Authorization	170805

Admin fees:

TEMPORARILY FREE

For more information, visit www.xe.com

XE Currency Converter

113.20 EUR = 161.603 CAD
 Euro ↔ Canadian Dollar
 1 EUR = 1.42759 CAD 1 CAD = 0.700484 EUR
 Mid-market rates: 2015-02-23 16:14 UTC

XE Market Analysis

2015-02-23 11:41 UTC

North American Edition

EUR-USD tumbled during London AM trade, from levels around 1.1380 to a 1.1295 low before finding a toehold. The move was prompted by a disappointing German Ifo sentiment reading, while Greece's four-month loan extension (which still needs Eurogroup approval this week) doesn't solve the underlying contentions of the new government in Athens. There has also been conjecture in markets that Fed boss Yellen's testimony this week may produce hawkish sound ... [Read More >](#)

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- Accuracy with proprietary rates
- Choose frequency of updates

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Hôtel de Paris
 62, rue des Granges
 25000 BESANCON
 Tel : 03 81 81 86 56
 Fax : 03 81 81 91 41
 N° Siret 500 619 354 00019

Facture Proforma, Devis, Acompte

Besancon, Mardi 20/01/2015

DELEGATION CBE CALGARY BOARD

9031-CLEPSupp

FRANCE

11 Personne(s)		Arriv e le 02/02/2015		D part le 06/02/2015		
Date	Qt	Prestations	P.U HT	P.U TTC	Total HT	Total TTC
<u>02/02/2015</u>	1	CHAMBRE LUXE ✓	90,00	99,00	90,00	99,00
	1	PETIT D JEUNER	10,91	12,00	10,91	12,00
	1	TAXE DE 3 JOUR	1,00	1,00	1,00	1,00
<u>03/02/2015</u>	1	CHAMBRE LUXE	75,45	83,00	754,55	829,55
	1	PETIT D JEUNER	90,00	99,00	90,00	99,00
	1	TAXES DE 3 JOUR	10,91	12,00	109,09	120,00
	1	PETIT D JEUNER	1,00	1,00	10,00	10,00
	1	TAXE DE 3 JOUR	10,91	12,00	10,91	12,00
	1	PETIT D JEUNER	1,00	1,00	1,00	1,00
<u>04/02/2015</u>	1	CHAMBRE LUXE	75,45	83,00	754,55	829,55
	1	PETIT D JEUNER	90,00	99,00	90,00	99,00
	1	TAXES DE 3 JOUR	10,91	12,00	109,09	120,00
	1	PETIT D JEUNER	1,00	1,00	10,00	10,00
	1	TAXE DE 3 JOUR	10,91	12,00	10,91	12,00
	1	PETIT D JEUNER	1,00	1,00	1,00	1,00
<u>05/02/2015</u>	1	CHAMBRE LUXE	75,45	83,00	754,55	829,55
	1	PETIT D JEUNER	90,00	99,00	90,00	99,00
	1	TAXES DE 3 JOUR	10,91	12,00	109,09	120,00
	1	PETIT D JEUNER	1,00	1,00	10,00	10,00
	1	TAXE DE 3 JOUR	10,91	12,00	10,91	12,00
	1	PETIT D JEUNER	1,00	1,00	1,00	1,00

€ 112 x 4
 448 €

Taux	Tva	Ht	Sous-Total HT :	3028,55	Sous Total TTC :	3328,00
10,00	299,45	2994,55				
3,00	0,00	34,00				
			Tva :	299,45		

Total TTC : 3328,00

Afin de garantir votre réservation, nous vous demandons un versement d'arrhes de 999,40 correspondant à 30% du montant total TTC de votre séjour.
 IBAN : FR98 1213 0001 0019 0700 4732 269 - BIC / Adresse SWIFT : CERA3333

~~24 000,00~~



For more information, visit www.xe.com

XE Currency Converter

448.00 EUR = 639.867 CAD

Euro ⇌ Canadian Dollar

1 EUR = 1.42827 CAD 1 CAD = 0.700146 EUR

Mid-market rates: 2015-02-23 16:01 UTC

XE Market Analysis

North American Edition

2015-02-23 11:41 UTC

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3



SHERATON PARIS AIRPORT
HOTEL & CONFERENCE CENTRE - TOURISME 4****
Aéroport Charles de Gaulle 2
BP 35061 - Tremblay en France
95716 Roissy CDG Cedex France

☎ +33 (0)1 49 19 70 70
☎ +33 (0)1 49 19 70 71

sheraton.com/parisaairport

Sheraton Roway S.A. au capital de 5.136.073 € - RCS Bobigny 5 392 513 745
Siret 392 513 743 00021 - N° TVA intracommunautaire FR FR 45 392 513 745

Mrs. Sheila Mcleod

Canada

Chambre : 407
Arrivée : 06-FEB-15 21:55:00
Départ : 07-FEB-15 16:00:00
No. Page : 1/1
No. Facture :
SPG :
Société :

INVOICE

Date : 07/02/15 VICKLOU@STARWOODHOTELS.COI

Date	Description	Débit EUR	Crédit EUR
06/02/15	Hébergement	74.12	
06/02/15	Taxe de séjour	1.65	
06/02/15	TVA 10%	7.41	
07/02/15	VAD + Auto Mastercard/Eurocard		83.18
Total EUR		83.18	83.18
Balance EUR		0.00	

	HT EUR	TVA EUR	Total TTC
TVA 10%	74.12	7.41	
Non Taxable	1.65		
Totaux	75.77	7.41	83.18

120.90 Cdm - BMO Statement

AUTORISATION DE PAIEMENT DE LA TVA SUR LES DEBITS
MERCİ DE VOTRE VISİTE

=== CARTE BANCAIRE ===

le 07/02/15 a 16:40:44
SHERATON
95716 ROISSY CH

1950169

903 001 000114
SAISIE MANUELLE

Montant Estimé:
190.92 EUR
Montant Débité:
83.18 EUR

CLOTURE
PRE-AUTORISATION
No DOSSIER : 0000

3
TICKET CLIENT
A CONSERVER
MERCİ AU REVİDIR



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5

UNITED LIFE ASSURANCE CO
307 41 AVENUE SE. F2E2B4
CALGARY AB
21640811

02-07-2015 PURCHASE 1111
02-07-2015 22 28 11
Acct # 0
Exp Date Card Type DL
Name: SHEILA J DOLFOO
16000000410-0

Trace # 870011
FY2164063110
Inv # 4415
Auth # 001010

Total \$120.00

(00) APPROVED-THANK YOU

Return to us only for your records
Customer Copy

403 248-3555
www.calgarylomo.com

Mobile
 Bill Date: February 17, 2015
 SHEILA MCLEOD
 Mobile Ref.
 Global Learning

Account #
 Next Bill Date: March 17, 2015

5460

CURRENT CHARGES for (continued)

Early hardware upgrade fee		10.00	-
Corporate Data Flex USA	Jan 27 to Feb 16	0.00	
Corporate Data Flex Zone 1	Jan 27 to Feb 16	0.00	
Corporate Data Flex Zone 2	Jan 27 to Feb 16	0.00	
Usage and long distance			
250 Anytime minutes Local Calling			
@\$.00/minute	250:11 min:sec	0.00	
Email& Internet BlackBerry 1GB Data Usage			
@\$.00/MB	582.5340 MB	0.00	
Business Anytime Unlmted. Nights & Wknds Unlimited Usage			
@\$.00/minute	201:03 min:sec	0.00	
6pm to 8pm Calling Unlimited Usage			
@\$.00/minute	51:47 min:sec	0.00	
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility			
@\$.00/minute	17:00 min:sec	0.00	
Non-chargeable data			
@\$.00/MB	0.6953 MB	0.00	
Text messages	95 events	23.75	-
Free Bell Message	10 events	0.00	
Text message	11 events	0.00	
Text message	3 events	0.00	
Zone 1 Voice & Text \$45 -30day Unlimited Incoming Messages			
	79 events	0.00	
Can-Can/US Text - Unlimited Incl. Messages			
	147 events	0.00	
Can-Can/US Text - Unlimited Unlimited Incoming Messages			
	213 events	0.00	
Power Sharing - Events	18 calls	0.00	
Long distance		7.29	
Roamer usage		3.50	
Roamer data usage		50.00	-
Taxes			
GST		9.19	
HST		0.21	
Total current charges		\$200.88	

Mobile ✓
 Bill Date: January 17, 2015
 SHEILA MCLEOD
 Mobile Ref.
 Global Learning

Account #
 Next Bill Date: February 17, 2015

534of

CURRENT CHARGES for (continued)

\$1/MB US Data	Dec 23 to Jan 16	\$8.00	
less 100.00% Promotional Discount		<u>-8.00</u>	0.00

Usage and long distance

250 Anytime minutes Local Calling			
@\$.00/minute	220:36 min:sec		0.00
Email& Internet BlackBerry 1GB Data Usage			
@\$.00/MB	410.8008 MB		0.00
Business Anytime Unlmtd. Nights & Wknds Unlimited Usage			
@\$.00/minute	107:49 min:sec		0.00
6pm to 8pm Calling Unlimited Usage			
@\$.00/minute	98:54 min:sec		0.00
Service zone			
@\$.00/MB	1.4130 MB		0.00
Text messages	5 events		1.25
Free Bell Message	8 events		0.00
Text message	17 events		0.00
Text message	5 events		0.00
Picture/Video messaging	2 events		0.00
Travel text saver Unlimited Incoming Messages			
	110 events		0.00
Can-Can/US Text - Unlimited Incl. Messages			
	138 events		0.00
US Voice & Text \$30 - 30 day Unlimited Incoming Messages			
	65 events		0.00
Long distance			5.81

Taxes

GST		3.43
HST		0.01

Total current charges **\$72.44**