

expense | monthly tracking report

claimant | Gouthro, Elizabeth

position | Director, Instructional Services

level | Director

reporting period | March 1 to April 30, 2015

date of report | June-12-15



**Calgary Board
of Education**


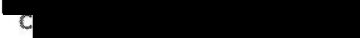
Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ATA Blue Ribbon Panel	04/24/2015	Airfare/Return Calgary-Edmonton April 24/15 (original Flight cancelled on Nov 28 due to storm)	\$311.06	travel	BUS airfare/bus/rail
ATA Blue Ribbon Panel	04/24/2015	Airfare/Return Calgary-Edmonton April 24/15 exchange fee	\$157.50	travel	BUS airfare/bus/rail
ATA Blue Ribbon Panel	04/24/2015	Taxi Fare to Venue in Edmonton	\$58.30	travel	BUS general
ATA Blue Ribbon Panel	04/24/2015	Parking at Calgary airport	\$28.35	travel	BUS general
ATA Blue Ribbon Panel	04/24/2015	Shuttle to return to Edmonton Airport	\$18.00	travel	BUS general
Indspire Webinar	04/27/2015	Parking at Calgary airport	\$49.35	travel	BUS general
Indspire Webinar	04/27/2015	Lunch	\$5.21	travel	BUS food/non alcoholic beverage
Cell Phone	04/17/2015	Monthly Service Plan	\$66.20	other disclosed	telecom/cell phone
Tablet	04/17/2015	Monthly Service Plan	\$36.96	other disclosed	telecom/tablet
Cell Phone	03/17/2015	Monthly Service Plan	\$109.68	other disclosed	telecom/cell phone
Tablet	03/17/2015	Monthly Service Plan	\$16.17	other disclosed	telecom/tablet
Indspire Webinar	04/24/2015	Seat selection (all other travelling expenses paid by Indspire and no additional information available)	\$21.00	travel	BUS airfare/bus/rail

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
E-mail: 
Form of payment: 

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	Cabin (Booking class)	Status
AC8132	Calgary (YYC)	Edmonton International (YEG)	DH3	Economy (L)	Confirmed
<i>Operated by:</i>	Fri 24-Apr 2015	Fri 24-Apr 2015			
<i>Air Canada Express-Jazz</i>	07:30	08:21			
AC8155	Edmonton International (YEG)	Calgary (YYC)	DH3	Economy (L)	Confirmed
<i>Operated by:</i>	Fri 24-Apr 2015	Fri 24-Apr 2015			
<i>Air Canada Express-Jazz</i>	17:00	17:51			

Passenger Information

Passenger 1

Name: Ms Elizabeth Gouthro
F:  

Purchase Summary

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.



Booking Information

Booking Reference: [REDACTED]

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

Main Contact:
Ms Elizabeth Gouthro

[REDACTED]

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
AC8132 ¹	Calgary (YYC) Fri 28-Nov 2014 07:30	Edmonton, Edmonton Int'l (YEG) Fri 28-Nov 2014 08:22	0	0hr52	DH3	Tango, T	
AC8169 ¹	Edmonton, Edmonton Int'l (YEG) Fri 28-Nov 2014 17:00	Calgary (YYC) Fri 28-Nov 2014 17:52	0	0hr52	DH3	Tango, T	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

[REDACTED]

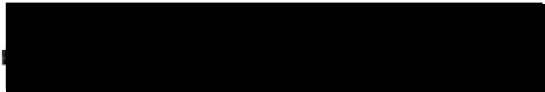
Seat Selection: AC8132 5C Paid , AC8169 5C Paid

Purchase Summary

Fare Summary	
Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Tango	89.00
Return Flight - Tango	89.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	13.81
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	290.06
Number of passengers	x 1
Total airfare, taxes and options	290.06
Seat Selection	
Ms Elizabeth Gouthro	
AC8132: 5C - Standard Seat (Aisle)	10.00
AC8169: 5C - Standard Seat (Aisle)	10.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	1.00
Total including airfare, taxes, options and seat selection charges:	311.06
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$311.06

Payment Information

Credit/Debit Card xxxx-xxxx-xxxx-9617 - Amount paid: \$311.06



Date of issue 26-Mar 2015
Fare Amount in Canadian dollars: 202.00
(including navigational & other charges)
Taxes, Fees & Charges
 Combined Taxes *see fare calculation below (XT) PD

Total Fare in : No Additional collection

Options
 Change fee in Canadian dollars 150.00
 Canada Goods and Services Tax (GST/HST #10009-2287) (XG) 7.50

Ticket particularities:
 AC ONLY/NON-REF/CHGE FEE
 *Fare calculation:
 24APR15YYC AC YEA Q12.00R89.00AC YYC Q12.00R89.00CAD202.00
 END ROE1.00 PD14.25CA13.81XG60.00SQ
 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

Fare Rules Summary

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable and name changes are not permitted.
- Advance seat assignments are not guaranteed and may be changed without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable refundable fees.

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Baggage Information

Please see below for details on the bags you plan on checking at the baggage counter.

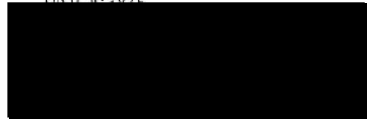
Baggage Information for: Ms Elizabeth Gouthro	
Air Canada baggage rules apply. For flight(s): AC8132	1st bag: 25.00 CAD + taxes* per direction 2nd bag: 25.00 CAD + taxes* per direction
Air Canada baggage rules apply. For flight(s): AC8155	1st bag: 25.00 CAD + taxes* per direction 2nd bag: 25.00 CAD + taxes* per direction
Max. weight per bag: 23 KG (50 lb)	Max. linear dimensions: 158 CM (62 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD

RECEIPT
GST NO. R122556194

YELLOW CAB
10135 31 AVENUE NW
EDMONTON AB T6N-1C2
780-462-3456

Term Id:45024124782194
Term #:1392



AID:A0000000041010

APPROVED

AMOUNT CAD\$53.00
TIP CAD\$5.30
=====

TOTAL CAD\$58.30

Ref. #: C
Auth.#: 173756
Resp. Code: 00
TUR: 4000000000
TST: E800

BOOK ON LINE AT EDMTAXI.COM
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2015/04/24 Time: 15:37:56
Response: AUTH 173756

CUSTOMER COPY

EXIT No. A5
IN: 04/24/15 06:35
OUT: 04/24/15 18:23
DURATION: 0 11: 48
PAID: \$ 28.35
(GST INCLUDED)



THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade

skyshuttle
SHUTTLE SERVICE

RECEIPT

\$18 (including GST)

See conditions on reverse.
GST# 809069891 RT0001

N° 471799

780-465-8515
EdmontonSkyShuttle.com

SkyShuttle
P.O. Box 9860
Edmonton AB T5J 2T2
780-465-8515

Transaction #: 400126
Date: 04/23/2015 Time: 08:25:04 PM
Cashier: Alisha Register #: 1
Location: Edmonton

Item	Description	Amc
00691AT	Westin Hotel	\$18
	Sub Total:	\$18
	Total:	\$18
	Cash Tendered:	\$18

Thank you from
SkyShuttle
Tickets are non refundable.
* GST included

RECEIPT
GST NO. R122556194

HMSHOST
TIM HORTONS C
CALGARY INTERNATIONAL AIRPORT

324301 Denise L

CHK 6825 GST 1
APR27'15 8:15AM

TO GO

1 SAND ENG MF TSEC 3.29
1 COF BLK M 1.67
CREAM
CREAM

SUBTOTAL 4.96
TAX 0.25
AMOUNT PAID 5.21



---324301 CLOSED APR27 08:15AM---

THANK YOU FOR YOUR BUSINESS!
TELL US ABOUT YOUR EXPERIENCE

JOHN VAN BESOUW
JOHN.VANBESOUW@HMSHOST.COM

GST # 137512901

EXIT No. A4
IN: 04/27/15 07:36
OUT: 04/28/15 09:33
DURATION: 1 01: 57
PAID: \$ 49.35
(GST INCLUDED)



THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade

N [REDACTED]
Bill Date: April 17, 2015
ELIZABETH GOUTHRO
 [REDACTED]
Learning Services

[REDACTED]
Next Bill Date: May 17, 2015

CURRENT CHARGES for 4 [REDACTED]

Monthly charges billed to May 16, 2015

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
US Roaming \$0.25/min		0.00
Other charges and credits		
US Roaming \$0.25/min		0.00
	Mar 26 to Apr 16	0.00

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$102.50
Total this month	\$102.50
Usage Summary min:sec	
Weekday	337:25
Weekend	95:55
Weeknight	4:09
Total time used	437:29
Event Summary	
Total Events	269
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	86.1339
Total this month	\$0.00

████████████████████
Bill Date: April 17, 2015
ELIZABETH GOUTHRO
████████████████████
Learning Services

████████████████████
Next Bill Date: May 17, 2015

CURRENT CHARGES for ██████████ (continued)

Usage and long distance

Directory Assistance	1 call	2.49
250 Anytime minutes Local Calling		
@\$.00/minute	252:29 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	86.1339 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	80:04 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	56:56 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	48:00 min:sec	0.00
Free Bell Message	30 events	0.00
Text message	49 events	0.00
Directory 411 msg	1 event	0.00
Free SMS Message	1 event	0.00
Picture/Video messaging	3 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	76 events	0.00
Can-Can/US Text - Unlimited Unlimited Incoming Messages		
	58 events	0.00
US Voice & Text \$30 - 30 day Unlimited Incoming Messages		
	51 events	0.00
Long distance		8.68
Taxes		
GST		3.09

Total current charges **\$66.20**



Bill Date: April 17, 2015
Elizabeth GOUTHRO

Next Bill Date: May 17, 2015

CURRENT CHARGES for

Monthly charges billed to May 16, 2015

Tablet Flex 30 day (SIM only)

Includes: Detailed account activity

\$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	Exceeded	10.00
Up to 5 GB	518.4311 MB	30.00
Over 5 GB (\$0.015/MB)		

LEGEND

MB = Megabyte GB = Gigabyte 1 GB = 1024 MB
Internet Messaging 1 event

Taxes

GST 1.76

Total current charges \$36.96

FOR YOUR INFORMATION...	
<u>Discount Summary</u>	
Total discounts	\$10.00
Total this month	\$10.00
<u>Event Summary</u>	
Total Events	1
Total this month	\$0.20
<u>Packet Plan Usage Summary</u>	
Total megabytes	518.4311
Total this month	\$30.00

██████████
Bill Date: March 17, 2015
ELIZABETH GOUTHRO
 ██████████
Learning Services

██████████
Next Bill Date: April 17, 2015

CURRENT CHARGES ██████████

Monthly charges billed to Apr 16, 2015

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
Hardware Change Processing Fee	\$15.00	

FOR YOUR INFORMATION...	
<u>Discount Summary</u>	
Total discounts	\$102.50
Total this month	\$102.50
<u>Usage Summary</u> min:sec	
Weekday	330:25
Weekend	20:37
Weeknight	10:10
Total time used	361:12
<u>Event Summary</u>	
Total Events	185
Total this month	\$0.00
<u>Packet Plan Usage Summary</u>	
Total megabytes	19.4911
Total this month	\$0.00

Bill Date: March 17, 2015
ELIZABETH GOUTHRO

Next Bill Date: April 17, 2015

340of 1859

Learning Services

CURRENT CHARGES (continued)

less Account Credit		-15.00	0.00
Usage and long distance			
250 Anytime minutes Local Calling			
@\$.00/minute	217:22 min:sec		0.00
Email& Internet BlackBerry 1GB Data Usage			
@\$.00/MB	19.4911 MB		0.00
Business Anytime Unlmt. Nights & Wknds Unlimited Usage			
@\$.00/minute	28:47 min:sec		0.00
6pm to 8pm Calling Unlimited Usage			
@\$.00/minute	66:03 min:sec		0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility			
@\$.00/minute	49:00 min:sec		0.00
Free Bell Message	6 events		0.00
Text message	32 events		0.00
Picture/Video messaging	1 event		0.00
Can-Can/US Text - Unlimited Incl. Messages			
	21 events		0.00
Can-Can/US Text - Unlimited Unlimited Incoming Messages			
	36 events		0.00
US Voice & Text \$30 - 30 day Unlimited Incoming Messages			
	54 events		0.00
Power Sharing - Events	35 calls		0.00
Long distance			2.52
Roamer data usage			20.00
Taxes			
GST			5.22
Total current charges			\$109.68

████████████████████
Bill Date: March 17, 2015
Elizabeth GOUTHRO
1221 8 ST SW
CALGARY, AB T2R 0L4
Learning Services

A ████████████████████
Next Bill Date: April 17, 2015

CURRENT CHARGES ████████████████████

Monthly charges billed to Apr 16, 2015

Tablet Flex 30 day (SIM only)
 Includes: Detailed account activity
 \$1/MB US Data \$10.00
 less 100.00% Promotional Discount -10.00

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	62.0373 MB	10.00
Up to 5 GB		30.00
Over 5 GB (\$0.015/MB)		

LEGEND

MB = Megabyte GB = Gigabyte 1 GB = 1024 MB
 Text messages 2 events

Taxes

GST 0.77

Total current charges \$16.17

FOR YOUR INFORMATION...

5.00	Discount Summary	
	Total discounts	\$10.00
	Total this month	\$10.00
0.00	Event Summary	
	Total Events	2
	Total this month	\$0.40
10.00	Packet Plan Usage Summary	
	Total megabytes	62.0373
	Total this month	\$10.00



** advance seat selection for Elizabeth Gouthro*

re: Toronto for Inspire webinar

From: Air Canada <confirmation@aircanada.ca>
Sent: April-24-15 6:40 PM
To: [Redacted]
Subject: [Redacted] the itinerary for your next trip from Calgary to Toronto.

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

Confirmation

From: Lori Pritchard

Booking Information

Booking Reference: [Redacted]

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

This is your confirmation

Main Contact:

[Redacted]
M
a
M
V

Online Services

Manage my booking online (view/change my booking; select seats*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Check-in online and print my boarding pass.

* [Can my booking be changed online?](#)

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type
AC1150	Calgary (YYC) Mon 27-Apr 2015 09:00	Toronto, Pearson Int'l (YYZ) Mon 27-Apr 2015 14:44 - Terminal 1	0	3hr44	320	Tango, A
AC107	Toronto, Pearson Int'l (YYZ) Tue 28-Apr 2015 07:00 - Terminal 1	Calgary (YYC) Tue 28-Apr 2015 09:14	0	4hr14	321	Tango, A

Passenger Information

1

Frequent Flyer Prog : **None**

Meal Preference : **None**

Special Needs: **None**

Seat Selection: AC1150 31D Paid

2: Ms Elizabeth Gouthro : Adult (16+), T

Frequent Flyer Prog : **None**

Meal Preference : **None**

Payment Card:



Special Needs: **None**

Seat Selection:

AC1150 31C Paid

Review additional charges

Seat Selection



AC1150: 31D - Standard Seat (Aisle) 20.00

Ms Elizabeth Gouthro

AC1150: 31C - Standard Seat (Aisle) 20.00

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) 2.00

Grand Total - Canadian dollars \$42.00