

expense | monthly tracking report

claimant | Unruh, Darlene
 position | Director, Area II
 level | Director
 reporting period | September 1 to October 31, 2015
 date of report | December-11-15

See



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	09/17/2015	Monthly Service Plan	\$65.03	other disclosed	telecom/cell phone
Cell Phone	10/17/2015	Monthly Service Plan	\$79.83	other disclosed	telecom/cell phone
Mileage	28/09/2015	Use of Personal vehicle to Edmonton, AB - Sept. 28, 2015	\$300.00	travel	BUS mileage
CASS New Members Conference	27/09/2015	Accommodations	\$185.25	travel	PD accommodation
CASS New Members Conference	27/09/2015	Meal	\$10.00	travel	PD food/non alcoholic beverage
Edmonton Regional Learning Consortium, Edmonton, AB	10/09/2015	Registration for Oct. 7, 8, & 9, 2015	\$420.00	travel	PD course or registration fee
CASS Fall Preconference & Conference, Calgary, AB	10/02/2015	Registration for Nov. 4, 2015	\$525.00	other disclosed	PD course or registration fee
Edmonton Regional Learning Consortium, Edmonton, AB	10/02/2015	Cancellation chgs. Registration for Oct. 7, 8, & 9, 2015	-\$210.00	travel	PD course or registration fee

Mobile
Bill Date: September 17, 2015
DARLENE UNRUH
Mobile Ref.
1221 8 ST SW
CALGARY, AB T2R 0L4
Area II Office

Account #
Next Bill Date: October 17, 2015

304of 1986

Del

CURRENT CHARGES for

Monthly charges billed to Oct 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
Etelesolv	\$1.25	
less 100.00% Promotional Discount	-1.25	0.00
Business Anytime Unlmted. Nights & Wknds	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
GPS Nav		10.00
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

FOR YOUR INFORMATION...	
<u>Discount Summary</u>	
Total discounts	\$105.00
Total this month	\$105.00
<u>Usage Summary</u>	
	<i>min:sec</i>
Weekday	340:06
Weekend	89:24
Weeknight	49:37
Total time used	479:07
<u>Event Summary</u>	
Total Events	330
Total this month	\$0.00
<u>Packet Plan Usage Summary</u>	
Total megabytes	105.9928
Total this month	\$0.00

Mobile
Bill Date: September 17, 2015
DARLENE UNRUH
Mobile Ref.
Area II Office

Account #
Next Bill Date: October 17, 2015

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CURRENT CHARGES for

(continued)

US Roaming \$0.25/min 0.00

Other charges and credits

Etelesolv Aug 17 to Sep 16 \$1.25
less 100.00% Promotional Discount -1.25 0.00

Usage and long distance

250 Anytime minutes Local Calling
@\$.00/minute 106:57 min:sec 0.00

Email& Internet BlackBerry 1GB Data Usage
@\$.00/MB 105.9928 MB 0.00

Business Anytime Unlmt. Nights & Wknds Unlimited Usage
@\$.00/minute 98:01 min:sec 0.00

6pm to 8pm Calling Unlimited Usage
@\$.00/minute 43:09 min:sec 0.00

Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility
@\$.00/minute 231:00 min:sec 0.00

Free Bell Message 2 events 0.00

Text message 22 events 0.00

Picture/Video messaging 2 events 0.00

Can-Can/US Text - Unlimited Incl. Messages
142 events 0.00

Can-Can/US Text - Unlimited Unlimited Incoming Messages
162 events 0.00

Taxes

GST 3.09

Total current charges \$65.03

Mobile
 Bill Date: October 17, 2015
 DARLENE UNRUH
 Mobile Ref.
 1221 8 ST SW
 CALGARY, AB T2R 0L4
 Area II Office

Account #
 Next Bill Date: November 17, 2015

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DUPLICATE
 OCT 29 2015
 ACCOUNTS PAYABLE

DU

CURRENT CHARGES for

Monthly charges billed to Nov 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
Etelesolv	\$1.25	
less 100.00% Promotional Discount	-1.25	0.00
Business Anytime Unlmted. Nights & Wknds	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
GPS Nav		10.00
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

FOR YOUR INFORMATION...	
<u>Discount Summary</u>	
Total discounts	\$103.75
Total this month	\$103.75
<u>Usage Summary</u> <i>min:sec</i>	
Weekday	462:47
Weekend	38:54
Weeknight	29:42
Total time used	531:23
<u>Event Summary</u>	
Total Events	393
Total this month	\$0.00
<u>Packet Plan Usage Summary</u>	
Total megabytes	129.0432
Total this month	\$0.00

Mobile
Bill Date: October 17, 2015
DARLENE UNRUH
Mobile Ref.
Area II Office

Account #
Next Bill Date: November 17, 2015

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CURRENT CHARGES for

(continued)

US Roaming \$0.25/min 0.00

Usage and long distance

250 Anytime minutes Local Calling

@\$.00/minute 159:02 min:sec 0.00

Email& Internet BlackBerry 1GB Data Usage

@\$.00/MB 129.0432 MB 0.00

Business Anytime Unlmt. Nights & Wknds Unlimited Usage

@\$.00/minute 67:36 min:sec 0.00

6pm to 8pm Calling Unlimited Usage

@\$.00/minute 33:45 min:sec 0.00

Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility

@\$.00/minute 271:00 min:sec 0.00

Free Bell Message 20 events 0.00

Text message 24 events 0.00

Picture/Video messaging 13 events 0.00

Travel text saver Unlimited Incoming Messages

183 events 0.00

Can-Can/US Text - Unlimited Incl. Messages

153 events 0.00

Long distance 14.14

Taxes

GST 3.75

Total current charges

\$79.83



Kilometre Travel Log

Directions: Complete this form to track kilometres travelled. To receive payment, please enter the total weekly kilometres into your timesheet in PeopleSoft, then submit a hardcopy of the Kilometre Travel Log form to your Manager or Principal. You may wish to retain a copy for your own records.

Section 1: Your Employee Information				<i>To be completed by Employee</i>	
Employee ID:*		First Name:*	Darlene	Last Name:*	Unruh

Section 2: Trip Details:					<i>To be completed by Employee</i>
Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row.					

Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km
28-09-15	CASS New Members Academy	Area II Office/return	Edmonton, AB	600
BSMIL1662070902-1				
The total weekly km must be entered into the timesheet in PeopleSoft.				Total Kilometres
				600

Section 3:		<i>To be completed by Employee and Approver</i>	
The approver must create a PDF copy of the completed Travel Log and send to: cbeincoming@westcanadian.com			
Employee Signature:*	<i>Unruh</i>	Time Approver Name:*	
Employee Phone:*	403-777-8720	Time Approver Signature:*	
Date DD-MM-YY: *	30-09-15	Time Approver Phone:*	Date DD-MM-YY:*

Personal information is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP). This information will be used for the management of personnel and for the delivery of various Human Resources programs at the Calgary Board of Education. It will be treated in accordance with the privacy protection provisions of FOIP. If you have any questions about the FOIP Act, please access <http://www.cbe.ab.ca/legal/foip>. If you have any questions about this form and/or the use of the information, please contact the Employee Contact Centre at 1-877-353-2555.



DELTA

EDMONTON SOUTH
HOTEL AND CONFERENCE CENTRE

4404 Gateway Boulevard NW, Edmonton, Alberta, T6H 5C2
Tel: 780-434-6415 Fax: 780-436-9247

Ms Darlene Unruh
Xxx
Xxx NE 11111
United States

Room:
Folio:
Cashier:
Arrival: 09-27-15
Departure: 09-28-15

Date	Description	Additional Information	Charges	Credits
09-27-15	4404 Restaurant - Dinner	Room# CHECK# 1528	10.00	
09-27-15	Room Charge		165.00	
09-27-15	Room Destination Marketing Fee		4.95	
09-27-15	Room GST		8.50	
09-27-15	AB Tourism Levy		6.80	
09-28-15	Master Card	XXXXXXXXXXXXX XX/XX		195.25

Total	195.25	195.25
Balance Due	0.00	CDN

GST Summary

Registration No: 865717755	
Room	8.50
F&B	0.35
Other	11.75
Total	20.60

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

4404 Restaurant
4404 Gateway Blvd
Edmonton, AB
Tel: 780-431-3468
Review us on TripAdvisor.ca
GST#865717755RT0001

54314 Swai 1

CHK 1528 TBL 204/2
GST 1
27 SEP'15 6:39 PM

1 DAILY SOUP 6.95
FOOD \$6.95
GST % TAX \$0.35
6:43 PM
TOTAL DUE: \$7.30

PLEASE COMPLETE FOR ROOM CHARGES

GRATUITY 2.70

TOTAL 10.00

ROOM NUMBER

PRINT LAST NAME UNRUH

SIGNATURE



Order #:

Date: September 09, 2015

Thank you for your registration in the following Learning Opportunity.

This is your REGISTRATION CONFIRMATION and RECEIPT.

Session Information

Title		Session Code	Fee
Listening, Understanding & Moving Forward Together: FIRST NATIONS, MÉTIS & INUIT Education Symposium 2015		16-CP-055	\$420.00
Date	Time	Location	
October 07, 2015	6:00 pm to 9:00 pm	Fantasyland Hotel and Conference Centre	
October 08, 2015	9:00 am to 3:30 pm	17700 - 87 Avenue	
October 09, 2015	9:00 am to 3:30 pm	Edmonton	

Registrant(s)

ID	First Name	Last Name	Email Address	Session Options
24067	Darlene	Unruh		<ul style="list-style-type: none">• ABORIGINAL STUDIES HIGH SCHOOL CERTIFICATE PROGRAM• AN ORGANIZATIONAL LEARNING WINTER-COUNT: MOVING TOWARDS RECONCILIATION THROUGH INDIGENOUS PEDAGOGIES AND PRACTICES• BANQUET• LEADING WITH OUR FIRST NATIONS, MÉTIS AND INUIT ELDERS• RECEPTION• TRAUMA INFORMED PRACTICE: A UNIVERSAL APPROACH TO UNDERSTANDING AND ADDRESSING INTERGENERATIONAL TRAUMA



Lethbridge, T1J 0W4
AB, Canada
403-381-5580

RECEIPT

Date of transaction : 2 October 2015, 11:53 am
Confirmation # : 1004581

Participant Details

First Name : Darlene
Last Name : Unruh
Cell Phone :
Email Address :
Jurisdiction Type : Public
Jurisdiction/Organization : Calgary School District No. 19
School/Office : Area II Office
School/Office City : Calgary
School/Office Address : 2004 - 4 Street N.E.
School/Office Phone : 403-777-8720
Comments : Darlene Unruh is the Area II Director

Payment Details

Amount : \$525.00
Payment Method : Credit Card
Credit Card Number : *****
Link to Refund / Cancellation Policy : <http://sapdc.ca/index.php/en/sapdc-refund-policy>

Registration Details

Title of Learning Opportunity : CASS Fall Preconference & Conference
Course Code : SA5CF2
Location : Sheraton Cavalier Calgary Hotel
Address : 2620 32nd Avenue NE, Calgary, Alberta, T1Y 6B8 , Canada

Preconference & Conference

Session (Date / Time)	Session Location	Session Room #
Preconference & Conference 2015-11-04 08:00 - 13:00	Sheraton Cavalier Calgary Hotel 2620 32nd Avenue NE, Calgary, Alberta, T1Y 6B8 , Canada	

GST Options

Session (Date / Time)	Session Location	Session Room #
non-First Nation Delegates, add 5% GST 2015-11-04	Sheraton Cavalier Calgary Hotel 2620 32nd Avenue NE, Calgary,	

Order #:

Date: October 02, 2015

ID #:

Darlene Unruh

403-777-8720

Dear Darlene,

This is your **CANCELLATION** and **REFUND RECEIPT** for the following session.

**** Please keep or forward a copy of this letter to the credit card holder who paid for this in-service or bookkeeper in order to reconcile the credit card statement at the end of the month. ****

SESSION INFORMATION

Title			Session Code	Cancellation Fee
Listening, Understanding & Moving Forward Together: FIRST NATIONS, MÉTIS & INUIT Education Symposium 2015			16-CP-055	\$210.00
Date	Time	Location		
October 07, 2015	6:00 pm to 9:00 pm	Fantasyland Hotel and Conference Centre		
October 08, 2015	9:00 am to 3:30 pm	17700 - 87 Avenue		
October 09, 2015	9:00 am to 3:30 pm	Edmonton		

TOTAL REFUNDED TO CREDIT CARD: \$210.00

REFUND/FOIP/CANCELLATION POLICY:

CANCELLATION POLICY: Cancellation should be received in writing to info@erlc.ca per the following guidelines.