

expense | monthly tracking report

claimant | McLeod, Sheila

position | Director, Learning

level | Director

reporting period | March 1 to April 30, 2016

date of report | June-10-16



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Canadian Spring Fair 2016 Thailand and Vietnam	03/04/16	Airfare, international and internal flights	\$3,637.77	travel	BUS airfare/bus/rail
Canadian Spring Fair 2016 Thailand and Vietnam	03/04/16	Taxi/shuttle bus at destination	\$247.48	travel	BUS airfare/bus/rail
Canadian Spring Fair 2016 Thailand and Vietnam	03/25/15	Hotel Accomodations	\$1,715.37	travel	BUS accommodation
Canadian Spring Fair 2016 Thailand and Vietnam	03/25/16	Meal	\$26.93	travel	BUS food/non alcoholic beverage
Canadian Spring Fair 2016 Thailand and Vietnam	03/15/16	Meals per diem	\$345.00	travel	BUS food/non alcoholic beverage
Canadian Public Schools - International 2016 Convention	04/29/16	Airfare	\$929.25	travel	BUS airfare/bus/rail
Canadian Public Schools - International 2016 Convention	04/30/16	Taxi at destination	\$116.76	travel	BUS airfare/bus/rail
Canadian Public Schools - International 2016 Convention	04/30/16	Taxi in Calgary	\$52.44	travel	BUS airfare/bus/rail
Canadian Public Schools - International 2016 Convention	04/30/16	Meals per diem	\$145.00	travel	BUS food/non alcoholic beverage
Bell Monthly	03/17/16	Cell Phone	\$55.06	other disclosed	telecom/cell phone
Bell Monthly	04/17/16	Cell Phone	\$56.37	other disclosed	telecom/cell phone

Subject:

Air Canada - 03-Mar: Calgary -

Booking Information

Booking Reference: [REDACTED]

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

Main Contact:

Ms Sheila Mcleod

Mobile:

Home

Work.

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
AC207	Calgary (YYC) Thu 03-Mar 2016 09:00	Vancouver, Vancouver Int'l (YVR) Thu 03-Mar 2016 09:38 - Terminal M	0	23hr10	E90	Premium Economy (lowest), B	
AC063	Vancouver, Vancouver Int'l (YVR) Thu 03-Mar 2016 12:15 - Terminal M	Seoul, Incheon Int'l (ICN) Fri 04-Mar 2016 16:20	0		788	Premium Economy (lowest), N	M,L
AC6996 ¹	Seoul,	Bangkok	0		333	Premium	

Incheon
Int'l (ICN)
Fri 04-Mar
2016
18:20

(BKK)
Fri 04-Mar
2016
22:10

Economy
(lowest)
H

AC084	Seoul, Incheon Int'l (ICN) Fri 25-Mar 2016 17:50	Vancouver, Vancouver Int'l (YVR) Fri 25-Mar 2016 11:25 - Terminal M	0	12hr37	<u>788</u>	<u>Premium</u> <u>Economy</u> <u>(lowest)</u> N	M,B
AC214	Vancouver, Vancouver Int'l (YVR) Fri 25-Mar 2016 13:00 - Terminal M	Calgary (YYC) Fri 25-Mar 2016 15:27	0		<u>319</u>	<u>Premium</u> <u>Economy</u> <u>(lowest)</u> B	

Passenger Information

1- Ms Sheila Mcleod : Adult (16+), Ticket Number: 0142157432621-22

Air Canada - Aeroplan : Meal Preference : Regular

Payment Card: Special Needs: None

Seat Selection: AC207 12D (Preferred), AC063 12H, AC064 12H, AC214 12D (Preferred)

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Base Fare	2283.00
<u>Carrier surcharges</u>	426.00
Taxes, Fees and Charges	

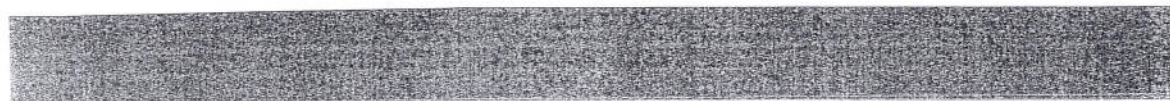
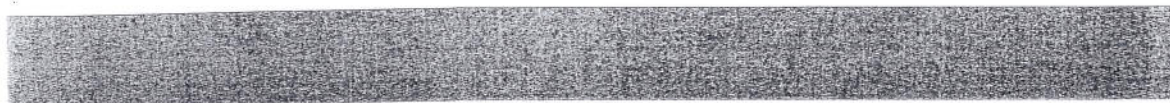
<u>Canada Airport Improvement Fee</u>	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	1.50
Republic of Korea Psgr. Service Charge	46.13
E7	1.37
<u>Air Travellers Security Charge (ATSC)</u>	25.91
Total before options (per passenger)	<u>2813.91</u>
Number of passengers	x 1
Total with options	<u>2813.91</u>
Travel Insurance (declined)	<u>0.00</u>
Grand Total - Canadian dollars	\$2813.91

Payment Information

Credit/Debit Card Amount paid: **\$2813.91**
The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$2813.91 (Air Transp. Charges - per adult)

Ticket number(s)



Subject:

Expedia travel confirmation/e-Ticket - 7 Mar - Itir

Ho Chi Minh City

7 Mar 2016 - 7 Mar 2016 | Itinerary

Bangkok (BKK) → Ho Chi Minh City (SGN)

7 Mar 2016 - 7 Mar 2016 . 1 one way ticket

CONFIRMED
Jet Airways

Your reservation is booked and confirmed. There is no need to call us to reconfirm this reservation.

Price Summary

Traveller Information

Sheila Jane McLeod
Adult

No frequent flyer details
provided

Ticket #

Traveller 1: Adult

Flight

Taxes & Fees

C\$95.95

C\$24.00

C\$71.95

Total: **C\$95.95**

* Seat assignments, special meals, frequent flyer point awards and special assistance

requests should be confirmed directly with the airline.

All prices quoted in Canadian dollars.

7 Mar 2016 - Departure Nonstop

Total travel time: 1 h 30 m

Bangkok	Ho Chi Minh City	1 h 30 m
BKK 4:15pm	SGN 5:45pm	730 km
	Terminal 2	

Jet Airways 70
Economy / Coach (V) | Seat 16C | Confirm or change seats with the airline*

Additional Flight Services

- The airline may charge additional fees (Opens a new window) for checked baggage or other optional services.

Airline Rules & Regulations

- We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.
- Tickets are nonrefundable, nontransferable and name changes are not allowed.**
- Please read the complete penalty rules for changes and cancellations (Opens a new window) applicable to this fare.
- Please read important information regarding airline liability limitations (Opens a new window).
- For residents of Québec, prices include a contribution to the Indemnity Fund of C\$1.00 per C\$1,000 of travel services purchased.

Need help with your reservation?

- Visit our Customer Support page.
- Call us at 1-866-307-7601.
- For faster service, mention **itinerary**.

Expedia+

25 points

For this trip

- 19 base points for this trip
- 6 bonus points for +gold Bonus Offer

Expedia

Complete Your Trip

Get ready

Add a Hotel

Get around

Add a Car

Get out and explore

Add an activity

eTicket Receipt

Prepared For
MCLEOD/SHEILA MS

RESERVATION CODE	
ISSUE DATE	21Jan16
TICKET NUMBER	
ISSUING AIRLINE	VIETNAM AIRLINES
ISSUING AGENT	Vietnam Airlines/SSW
FREQUENT FLYER NUMBER	

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
08Mar	VIETNAM AIRLINES VN 1372	HO CHI MINH CITY, VIETNAM Time 08:45 Terminal TERMINAL 1	HUE, VIETNAM Time 10:05	Class ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance 20K VCR Status OK Fare Basis TAPVNW Not Valid Before 08MAR Not Valid After 08MAR

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX
Endorsement / Restrictions	NON-END.RESTRICT MAY APPLY/CONTACT B4 DEPT FOR CHANGE
Fare Calculation Line	SGN VN HUI1050000TAPVNW VND1050000END
Fare	VND 1050000
Taxes/Fees/Carrier-Imposed Charges	VND 50000 YRI (TICKETING CHARGE) VND 105000 UE (VALUE ADDED TAX) VND 70000 AX (DOMESTIC PASSENGER SERVICE CHARGE) VND 10000 C4 (C4)
Total Fare	VND 1285000

CDN 83.82 (BMO)

Positive identification required for airport check in

Notice:

Carriage and other services provided by the carrier are subject to: 1. General conditions of carriage of Vietnam Airlines. 2. Applicable fare rules and conditions – which are hereby incorporated by reference. These conditions and rules may be obtained from our website www.vietnamairlines.com or from the issuing carrier.

Please retain this itinerary receipt through your journey. It is required at check-in/immigration/customs.

Passenger should be presented for check-in 02 hours before departure time.

Vietnam Airlines

Address: 200-Nguyen Son Street-Long bien District-Hanoi-Vietnam

VAT Registration Code: 0100107518

Software provider: Sabre Holding INC.

Address: 3150 Sabre Drive Southlake, Texas 76092

[Important Legal Notices](#)

eTicket Receipt

Prepared For
MCLEOD/SHEILA JANE MS

RESERVATION CODE	
ISSUE DATE	21Jan16
TICKET NUMBER	
ISSUING AIRLINE	VIETNAM AIRLINES
ISSUING AGENT	Vietnam Airlines/SSW

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
11Mar	VIETNAM AIRLINES VN 172	DANANG, VIETNAM Time 17:10	HANOI, VIETNAM Time 18:30 Terminal TERMINAL 1	Class BUSINESS Seat Number CHECK-IN REQUIRED Baggage Allowance 30K VCR Status OK Fare Basis CVNW

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX
Endorsement / Restrictions	NON-END.RESTRICT MAY APPLY/CONTACT B4 DEPT FOR CHANGE
Fare Calculation Line	DAD VN HAN2200000CVNW VND2200000END
Fare	VND 2200000
Taxes/Fees/Carrier-Imposed Charges	VND 50000 YRI (TICKETING CHARGE) VND 220000 UE (VALUE ADDED TAX) VND 70000 AX (DOMESTIC PASSENGER SERVICE CHARGE) VND 10000 C4 (C4)
Total Fare	VND 2550000

CND 166.34 (BMO)

Positive identification required for airport check in

Notice:

Carriage and other services provided by the carrier are subject to: 1. General conditions of

carriage of Vietnam Airlines. 2. Applicable fare rules and conditions – which are hereby incorporated by reference. These conditions and rules may be obtained from our website www.vietnamairlines.com or from the issuing carrier.

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Vietnam Airlines JSC

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Software provider: Sabre Holding INC.

Address: 3150 Sabre Drive Southlake, Texas 76092

[Important Legal Notices](#)

eTicket Receipt

Prepared For
MCLEOD/SHEILA MS

RESERVATION CODE	
ISSUE DATE	21Jan16
TICKET NUMBER	
ISSUING AIRLINE	VIETNAM AIRLINES
ISSUING AGENT	Vietnam Airlines/SSW
FREQUENT FLYER NUMBER	

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
12Mar	VIETNAM AIRLINES VN 271	HANOI, VIETNAM Time 20:05 Terminal TERMINAL 1	HO CHI MINH CITY, VIETNAM Time 22:15 Terminal TERMINAL 1	Class BUSINESS Seat Number CHECK-IN REQUIRED Baggage Allowance 30K VCR Status OK Fare Basis CVNW

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX
Endorsement / Restrictions	NON-END.RESTRICT MAY APPLY/CONTACT B4 DEPT FOR CHANGE
Fare Calculation Line	HAN VN SGN4000000CVNW VND4000000END
Fare	VND 4000000
Taxes/Fees/Carrier-Imposed Charges	VND 50000 YRI (TICKETING CHARGE) VND 400000 UE (VALUE ADDED TAX) VND 70000 AX (DOMESTIC PASSENGER SERVICE CHARGE) VND 10000 C4 (C4)
Total Fare	VND 4530000

CDN 295.50 (BMO)

Positive identification required for airport check in

Notice:

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Please retain this itinerary receipt through your journey. It is required at check-in/immigration/customs.

Passenger should be presented for check-in 02 hours before departure time.

Vietnam Airlines JSC

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VAT Registration Code: 0100107518

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[Important Legal Notices](#)

eTicket Receipt

Prepared For
MCLEOD/SHEILA MS

RESERVATION CODE	
ISSUE DATE	21Jan16
TICKET NUMBER	
ISSUING AIRLINE	VIETNAM AIRLINES
ISSUING AGENT	Vietnam Airlines/SSW
FREQUENT FLYER NUMBER	*****

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
17Mar	VIETNAM AIRLINES VN 130	HO CHI MINH CITY, VIETNAM	DANANG, VIETNAM	Class ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance 20K VCR Status OK Fare Basis TAPVNW Not Valid Before 17MAR Not Valid After 17MAR
		Time 19:40 Terminal TERMINAL 1	Time 21:00	

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX
Endorsement / Restrictions	NON-END.RESTRICT MAY APPLY/CONTACT B4 DEPT FOR CHANGE
Fare Calculation Line	SGN VN DAD1050000TAPVNW VND1050000END
Fare	VND 1050000
Taxes/Fees/Carrier-Imposed Charges	VND 50000 YRI (TICKETING CHARGE) VND 105000 UE (VALUE ADDED TAX) VND 70000 AX (DOMESTIC PASSENGER SERVICE CHARGE) VND 10000 C4 (C4)
Total Fare	VND 1285000

CDN 83.82 (BMD)

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[Important Legal Notices](#)



TO: KH. PHONGGUE NGUYENHUE
 116 NGUYEN HUE
 QUAN 1 TP HCM

30700192
 000107451107218

AMEX

 MCLEOD/SHEILA
 SALE 09/19
 000633 003734
 MAR 17, 2016 15:18:10
 006381005731 005486

APP: AMERICAN EXPRESS
 AID: A000000025010001
 TC: 083EE8EE0BF68FE2
 PIN VERIFIED

TOTAL: VND 1,705,000

(Signature)

UYEN HUE Mẫu số (Form No).
 Ệ, PHƯỜNG BÈN NGHÉ, QUẬN Ký hiệu (Serial):
 Số hóa đơn (Invoice No):

**TẶNG - PHIẾU THU TIỀN CƯỚC VẬN CHUYỂN
 SALES INVOICE/ RECEIPT**

Giao cho người mua (Copy 2 for Buyer)
) 17 Tháng (Month) 03 Năm (Year) 2016

*Flight change fee.
 Original flight
 was cancelled.*

(Vietnam Airlines)
 hương Bồ Đề, quận Long Biên, thành phố Hà Nội
 ILA MS

h trình (Route)	Số lượng (Quantity)	Đơn giá (Unit price)	Thành tiền (Amount)	Loại tiền (Currency)
	1	1.550.000	1.550.000	VND
			155.000	VND

1.4 Tổng tiền vé (Total) (1.1+1.2 +1.3): 1.705.000 VND

2. Các khoản phí khác (Orther charge due to Issuing office):

- 2.1 Tổng phí dịch vụ không bao gồm VAT (Total charges before VAT):
- 2.1.1 Phí GLP (GLP charge):
- 2.1.2 Phí xuất vé (Service charge): 0 VND
- 2.2 Thuế GTGT (VAT on charges):
- 2.3 Tổng tiền phí dịch vụ sau thuế (Total charges after VAT)(2.1+2.2):

Tổng số tiền thanh toán (Equivalent amount paid): 1.705.000 VND

Hình thức thanh toán (Form of payment): AMC 1.705.000 VND

Chi tiết (Detail of payment form) : EXC 0 VND

Tổng số tiền bằng chữ (In word): Một triệu bảy trăm linh năm ngàn đồng
 Đề nghị quý khách kiểm tra kỹ trước khi rời quầy thu (Please kindly check before leaving)./.

Người mua hàng (Buyer)
 (Ký, ghi rõ họ, tên (Signature & fullname))

Người bán hàng (Seller)
 (Ký, ghi rõ họ, tên (Signature & fullname))

MCLEOD/SHEILA

(Signature)
 Hoang Thi Hong Hanh

PJN - 98.43



For more information, visit www.xe.com

XE Currency Converter

1,705,000.00 VND = 98.43408 CAD

Vietnamese Dong ↔ Canadian Dollar

1 VND = 0.0000577326 CAD 1 CAD = 17,321.24 VND

Mid-market rates: 2016-03-30 15:08 UTC

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- Competitive exchange rates
- No-fee money transfer options
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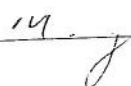
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- 160+ global sources
- Rates for every world currency
- Accuracy with proprietary rates
- Choose frequency of updates

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Missing receipt form

Employee Name						
Sheila McLeod						
Department / School						
Global Learning						
Merchant Name				Transaction Date		Transaction Amount
Bangkok Taxi				YYYY	MM	DD
				2	03	07
				0	07	
				1		
				6		
						500 Thai Baht = 18.35 CND
Description of purchase:						
Taxi from Bangkok hotel to the airport.						
Reason detailed receipt / documentation is not available:						
Receipt has been misplaced						
500.00 THB = 18.3807 CAD						
Thai Baht ↔ Canadian Dollar						
1 THB = 0.0367615 CAD 1 CAD = 27.2024 THB						
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	
					YYYY MM DD	
					20160407	

SUPERVISOR		
I have accepted the cardholder's explanation of the receipt loss and / or inability to obtain a detailed receipt		
Supervisor Signature		Date
		Apr 8/16



For more information, visit www.xe.com

XE Currency Converter

2,256,250.00 VND = 130.4363 CAD

Vietnamese Dong ↔ Canadian Dollar

1 VND = 0.0000578111 CAD

1 CAD = 17,297.71 VND

Mid-market rates: 2016-03-30 15:26 UTC

XE Market Analysis

North American Edition

2016-03-30 10:23 UTC

The dollar extended losses catalysed by the dovish turn of Fed chair Yellen yesterday. This yielded a 12-day peak of 1.1333 in EUR-USD and a one-week low of 112.01 in USD-JPY before the buck managed a moderate rebound on the view that Friday's U.S. payrolls report carries upside rise given the sharp March rebound in producer sentiment and a tight claims path. Other pairings saw a similar price action. The Kiwi dollar rallied strongly, sparked by news ... [Read More ▶](#)

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- Competitive exchange rates
- No-fee money transfer options
- Bid for your preferred rate

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- 160+ global sources
- Rates for every world currency
- Accuracy with proprietary rates
- Choose frequency of updates

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Phiếu thông tin taxi / Information card

50,000

Số tài / Taxi Number:

4679

Thời gian / Time:

ngày / date:

17/3

Điểm đón khách / From:

Le MERIDIEN

Điểm đến / Destination:

SAIGON

Khách hàng vui lòng giữ phiếu thông tin này / Please keep this taxi information card

Mọi góp ý vui lòng liên hệ qua Call Center: 01687 27 27 27

Any comment about our services, please contact us on Call Center: 01687 27 27 27

Call Center: (08) 38 27 27 27



Phiếu thông tin taxi / Information card

200,000

Số tài / Taxi Number:

9290

Thời gian / Time:

ngày / date:

17/3

Điểm đón khách / From:

WINDY SQUARE

Điểm đến / Destination:

AIRPORT

Khách hàng vui lòng giữ phiếu thông tin này / Please keep this taxi information card

Mọi góp ý vui lòng liên hệ qua Call Center: 01687 27 27 27

Any comment about our services, please contact us on Call Center: 01687 27 27 27

Call Center: (08) 38 27 27 27



INCHEON BRIDGE

영수증 Receipt

2016년 03월 30일 20:10:00

소형 ₩6,200 (현금)

정액가 : 6,272

부가세 : 68

연결구간 : 100

50012 1103 1285

TOLL (WON)

주소 : 인천광역시 중구 운남동 1113-70

사업자등록번호 214-86-46064



교통문의 및 제보 : 032-745-8000 홈페이지 : www.incheonbridge.co.kr

www.no1-bridge.com



Phiếu thông tin taxi / Information card

50,000

Số tài / Taxi Number:

4396

Thời gian / Time:

ngày / date:

17/03

Điểm đón khách / From:

Le MERIDIEN

Điểm đến / Destination:

SAIGON

Khách hàng vui lòng giữ phiếu thông tin này / Please keep this taxi information card

Mọi góp ý vui lòng liên hệ qua Call Center: 01687 27 27 27

Any comment about our services, please contact us on Call Center: 01687 27 27 27

Call Center: (08) 38 27 27 27

2,256,250.

USD



Tour From Hue

VOUCHER

TOUR FROM HUE

For enquires, please contact direct line :
Vietnam call : 0905 100 307
International call : +84905 100 307

VOUCHER No: 0397

Guest names:

SHEILA MCLEOD

Number of Guests:

Pick up at: HUE AIRPORT → HOTEL → DANANG 2 days

Service date: 08-09/3/2016 time: 10:30 → 15:00

Name Of Service: HUE AIRPORT TRANSFER

HUE → DANANG TRANSFER

SITE INSPECTION OF GROUP VISITS

Service included:

- Speaking English driver
- Entrance fees

- Private modern car
- Boat trip

- Private tour guide
- Meals

Note:

Rate: 2,000,000

Add: 05 Le Huu Trac, Hue city, Vietnam

Tell: Mr Cong Anh: +84 905 100 307 or +84 914 36 00 43
Website: tourfromhue.com

... You Have A Nice Trip

บริษัท ท่าอากาศยานไทย จำกัด (มหาชน)
 Airports of Thailand Public Company Limited
 333 Cherdwutagard Road, Sikan, Don Mueang Bangkok 10210
 Website: <http://www.airportthai.co.th> E-mail: asbia@airportthai.co.th
 สาขาที่ออก ท่าอากาศยานสุวรรณภูมิ
 Suvarnabhumi Airport Branch
 999 Moo 1 Nong Prue, Bang Phli, Samut Prakan 10540
 999 หมู่ 1 ต.หนองปรือ อ.บางพลี จ.สมุทรปราการ 10540
 Call Center 0-2134-2323-5 Fax: 0-2134-2328

AOT LIMOUSINE

ใบเสร็จรับเงิน RECEIPT

เลขประจำตัวผู้เสียภาษีอากร Tax Identity
 0107545000292
 ทะเบียนเลขที่ 0107545000292

Branch No: 09008

C2-03-C2000722

21/10/09-04 21:38:01

ชื่อลูกค้า Customer Name

ที่อยู่ Address

Max.Shi

เลขที่ใบแจ้งงาน Driver Job No.	รายการ Description	จำนวนเงิน (บาท) Amount (Baht)
C2-03-C2000722	Destination: The Westin Grand Sukhumvit Origin: Suvarnabhumi Airport	288
ชำระเงินโดย Paid by	รวมเป็นเงินทั้งสิ้น Grand Total	

** ราคานี้ได้รวมค่าใช้จ่ายค่าผ่านทางด่วนทั้งหมดแล้ว. Price included all expressway and toll way expenses. **

ผู้รับเงิน / Cashier

ใบเสร็จรับเงินนี้จะสมบูรณ์เมื่อมีลายเซ็นของผู้รับเงิน และได้รับเงินเรียบร้อยแล้ว

No receipt will be valid unless signed by cashier as well as the credit card has been honored by the bank.

(Customer)

Taxi on c.c.

47.14
 43.60
 4.95

 98.69

TAXI AIRPORT →
HOTEL SEOUL

여 승 조
승 T 승

No. 0652

사업자번호: 131-81-01199

차량 번호: 인천31바7887

전화 번호: 032-424-7021

발급 일자: 2016년 10월 25일

승차시간: 20:45-21:07

승차 거리: 29.673km

승차 요금: 31180원

여승 금액: 31180원

이용해주셔서 감사합니다.

Credit card (WON) 43.60
CDN-810

Ms. Sheila Mcleod
 Calgary Board of Education

INFORMATION INVOICE

Company Name 회사 : Calgary Board of Education
 Starwood Preferred Guest :

Room No. 객실번호 :
 Daily Rate 객실료 : 180000
 Guests 인원 : 1
 RSVN No. 예약번호 : 701659517
 Page No. 페이지 : 1 of 1
 Arrival 입실 : 03/25/16
 Departure 퇴실 : 03/26/16

DATE	DESCRIPTION	REFERENCE	CREDITS /	CHARGES
03/26/16	Transportation-KAL Limousine	179535 Adult		7,000
03/26/16	American Express (Foreign) Ma		7,000	
				XXXXXXXXXX
			Total Due KRW	0

CDN 7.95

SHERATON INCHEON HOTEL

CREDIT CARD

CARD TYPE : 해외마스타
 CARD NO : ***-XXXX-XXXX
 EXP. : **/**
 SETTLE DATE : 16/03/25 16:30
 AMOUNT : 6,363
 TAX : 637
 TOTAL : 7,000

USD TOTAL : 6.30\$

MERCHANT NO : 00950256420
 BANK CODE : 하나카드
 APPROVAL : 033052
 PRINT DATE : 16/03/26 16:30
 INSTALLMENT : 일시불

ROOM NO : 2212
 GUEST NO : 2314966

DAEWOO SONGDO HOTEL CO. LTD
 President : Lee Hoon Bok
 BUSINESS NO : 131-86-05808
 153 Convensia-Road, Yeonsu-gu
 Incheon 406-840, Korea
 TEL: 62 32 835 1000

Signature

points for your stay. Please provide us with your Starwood

신 내역에 따라 포인트 적립이 가능하오니 고객님의 회핀

별한 혜택을 누리십시오.

account if the corporation or the third party billed fails to pay



For more information, visit www.xe.com

XE Currency Converter

7,000.00 KRW = 7.95373 CAD

South Korean Won ↔ Canadian Dollar

1 KRW = 0.00113625 CAD 1 CAD = 880.090 KRW

Mid-market rates: 2016-03-30 17:37 UTC

Send a cheap money transfer ►

Looking to send money abroad? Transferring money online is easy with XE. Our service works with your bank and it's free to sign up.

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THE WESTIN GRANDE SUKHUMVIT, BANGKOK
 259 Sukhumvit 19, Sukhumvit Road,
 Klongtoey-Nua, Wattana, Bangkok 10110, Thailand
 T 66 (0) 2207.8000 F 66 (0) 2255.2444
 bangkok@westin.com
 westin.com/bangkok

THE WESTIN GRANDE SUKHUMVIT, BANGKOK is owned by
 Grande Asia Hotels and Property Public Company Limited, Tax ID: No. 010726000012

WESTIN®

HOTELS & RESORTS

Ms. Sheila Jane Mcleod

Canada

Page Number : 1
 Guest Number :
 Folio ID : A
 Arrive Date : 04-MAR-16 22:34
 Depart Date : 07-MAR-16 14:03
 No. Of Guest : 1
 Room Number : 2204
 Club Account :

Tax Invoice

Tax ID : 010 754 6000 164

Westin Sukhumvit 07-MAR-16 13:06 SURASIN

Date	Reference	Description	Charges (THB)	Credits (THB)
04-MAR-16	RT2204	Room Chrg Restricted SW	2864.02	
04-MAR-16	RT2204	Room Vat	220.53	
04-MAR-16	RT2204	Service Charge	286.40	
05-MAR-16	RT2204	Room Chrg Restricted SW	2864.02	
05-MAR-16	RT2204	Room Vat	220.53	
05-MAR-16	RT2204	Service Charge	286.40	
06-MAR-16	RT2204	Room Chrg Restricted SW	2864.02	
06-MAR-16	RT2204	Room Vat	220.53	
06-MAR-16	RT2204	Service Charge	286.40	
07-MAR-16	MC	MasterCard		-10112.85
		** Total	10112.85	-10112.85
		*** Balance	0.00	

BMO 394.05

Continued on the next page

Send account to

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

Regardless of charge instructions, I acknowledge that I am personally liable for the payment of the above statement.

Guest's Signature

WESTIN

259 Sukhumvit Rd, Sukhumvit 11, Bangkok
Klongtoey-Nua, Wattana, Bangkok 10110, Thailand
T: +66 (0) 2207 8000 F: +66 (0) 2254 4431
bangkok@westin.com
westin.com/bangkok

THE WESTIN GRANDE SUKHUMVIT, BANGKOK is owned by
Grande Asset Hotels and Property Public Company Limited (Tax ID: No. 060746060000)

WESTIN®

HOTELS & RESORTS

Ms. Sheila Jane Mcleod
103 Hillview Rd
Strathmore, AB T1P 1T8
Canada

Page Number : 2
Guest Number : 932627
Folio ID : A
Arrive Date : 04-MAR-16 22:34
Depart Date : 07-MAR-16 14:03
No. Of Guest : 1
Room Number : 2204
Club Account : SPG - Pxxxxxxx6542

TAX SUMMARY	Amount (THB)
Total Vatable Charges	10112.85
Total Non-Vatable Charges	0.00
Total Charges Without VAT	9451.26
Total VAT	661.59
Total VAT Paid	0.00
VAT Balance	661.59

Receipt/Tax Invoice Number:	1603-FP-308553	
Payment Amount		10112.85
Vatable Amount		9451.26
Non-Vatable Amount		0.00
VAT Paid		661.59
Payment Date	07-03-2016	
Payment Time	13:06	
Payment Type	MasterCard	

As a Starwood Preferred Guest you have earned at least 724 Starpoints for this visit Pxxxxxxx6542

Tell us about your stay: www.westin.com/reviews

the westin grande sukhumvit, bangkok | 259 sukhumvit road, bangkok 10110, thailand | tel +66 2 207 8000 | dir +66 2 207 8302 | fax +66 2 254 4431 | elev
ate your senses > westin.com/bangkok

Send account to

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

Regardless of charge instructions, I acknowledge that I am personally liable for the payment of the above statement.

Guest's Signature

WESTIN
HOTELS & RESORTS

Subject:

Cherish Hotel, Hue - 8 Mar (Itinerary#

Sheila Jane McLeod:

This Expedia Itinerary was sent from Sheila Jane McLeod. If you have access to this account, you can view the most up-to-date version.

Access your itinerary anywhere.
GET THE FREE APP

Cherish Hotel, Hue

8 Mar 2016 - 9 Mar 2016

Itinerary # [REDACTED]

Cherish Hotel

8 Mar 2016 - 9 Mar 2016

1 room | 1 night

BOOKED

[View hotel details](#)

59 Tran Nghe Street, Hue, Thua Thien-Hue Vietnam

Checking in

Check-in time starts at 2 PM

Check-in time ends at 6 PM

Your room will be guaranteed for late arrival.

For residents of Québec, prices include a contribution to the Indemnity Fund of C\$1.00 per C\$1,000 of travel services purchased.

Room

Deluxe Double Room, Balcony

Free Wireless Internet, Free Breakfast

Sheila Jane McLeod

1 double bed, non-smoking room "Higher floor. I will be coming with a large group March 19 th and will be inspecting the hotel."

Price Summary

Total

Collected by Expedia

C\$52.05

Save 55%

Prices shown after -C\$55.07 savings

Room Price

1 night

C\$52.05

Taxes & Fees

C\$45.06

All prices quoted in CAD.

C\$6.99

Subject:

Expedia travel confirmation - 9 Mar -



Access your itinerary anywhere.
GET THE FREE APP

Hotel in Da Nang

9 Mar 2016 - 10 Mar 2016

Itinerary: [REDACTED]

Brilliant Hotel

9 Mar 2016 - 10 Mar 2016

1 room | 1 night

BOOKED



View hotel details
162 Bach Dang Street, Da Nang Vietnam

Checking in

- Check-in time starts at 2 PM
- Minimum check-in age is 16
- Check-in time ends at Noon
- Your room will be guaranteed for late arrival.

Important Hotel Information

Although Expedia does not charge a fee to change or cancel your booking, Brilliant Hotel may still charge a fee in accordance with its own rules & regulations.

Cancellations or changes made after 11:59 PM (SE Asia Daylight Time) on 2 Mar 2016 or no-shows are subject to a hotel fee equal to 100% of the total amount paid for the reservation.

View your [confirmation page](#) for additional rules and restrictions.

Award points and airline mileage may not be awarded when booking an Expedia Special Rate hotel.

For residents of Québec, prices include a contribution to the Indemnity Fund of C\$1.00 per C\$1,000 of travel services purchased.

Room

Deluxe Room, 1 Double Bed, River View

Free Wireless Internet, Breakfast Buffet

Sheila McLeod

1 double bed, non-smoking room

Price Summary

Total	C\$122.68
Collected by Expedia	
Room Price	
1 night	C\$122.68
Taxes & Fees	C\$106.21
All prices quoted in CAD.	C\$16.47

Additional Hotel Services

The below fees and deposits only apply if they are not included in your selected room rate.

The price shown above DOES NOT include any applicable hotel service fees, charges for optional incidentals (such as minibar snacks or telephone calls), or regulatory surcharges. The hotel will assess these fees, charges, and surcharges upon check-out.

Need help with your reservation?

Visit our [Customer Support](#) page.

Call us at 1-866-307-7601.

For faster service, mention itinerary #1128622459841

MELIA HANOI

HÓA ĐƠN GIÁ TRỊ GIA TĂNG (Guest Folio)

Liên 2: Giao người mua / Guest Folio

Ngày/Date Tháng/Month Năm/Year

Mã số thuế/ Tax code
Mẫu số

Rõ hiệu Gary/Serial No:

Ngày

12-MAR-16 13:02:10

INVOICE

Tên, địa chỉ & MST (Name, Address & Tax code)
Cashier: Chung / 37

Reprinted by: FO-CHUNG

Số phòng/ Room No Page: 1 of 1

Mrs. McLeod Sheila
Mrs. Sheila McLéod
Canada

Ngày 11/03/16

Giá phòng/ Rate

Ngày 12/03/16

Số tham chiếu/ Ref

1

124103

Số TT (No)	Ngày (Date)	Tên hàng hóa: dịch vụ (Description)	Đơn vị (Unit)	Số lượng (Quantity)	Đơn giá (Unit price)	Thành tiền (Amount)
	11/03/16	Tiền phòng/Room Charge [NA Pkg. Trx]				2,875,000
	11/03/16	Phi phục vụ/Room Charge-SVC [Add: 5%.(B)]				143,750
	11/03/16	Thuế GTGT/Room Charge-VAT [Add: 10%.(S1)]				301,875
	12/03/16	MasterCard XXXXXXXXXXXX				-3,320,625
						3,018,750 VND
						0 VND
						301,875 VND
						3,320,625 VND

BMO 20357 CDN

Ba Triệu Ba Trăm Hai Mươi Nghìn Sau Trăm Hai Mươi Lăm đồng

Mã báo chi

Thanh toán bằng thẻ tín dụng

Người mua hàng phải thanh toán đầy đủ các khoản chi phí theo hóa đơn này

The purchaser must pay all or

Vertical text on the right edge of the page.

Ten Va Dia Chi Khach Hang /
 Name and Address :

Thanh toan boi / Charge to :

Ms. Sheila Mcleod	Phong / Room : Muc Gia / Room rate (VND) : 3172500 So Nguoi / No of Person : Ngay Den / Arrival : 12/03/16 Ngay Di / Departure : 14/03/16	Ms. Sheila Mcleod Canada
-------------------	---	---------------------------------

Date	Description	Reference	Debit (VND)	Credit (VND)
12/03/16	Deposit Transferred at C/I (Deposit Transferred at C/I)	Pre-paid room charge 12/03 - 14/03		7,328,475
12/03/16	Room Charge	564221	3,172,500	
12/03/16	Phi Dich Vu Phong (R.SERVICE CHARGE FEE)		158,625	
12/03/16	Thue GTGT Phong (R.TAX)		333,113	
13/03/16	Room Charge	566570	3,172,500	
13/03/16	Phi Dich Vu Phong (R.SERVICE CHARGE FEE)		158,625	
13/03/16	Thue GTGT Phong (R.TAX)		333,113	
14/03/16	DV khac (ROI- MISC - FX GAIN/LOSS)		-1	

Tien Truoc Thue / Gross Amount:	6,344,999 VND
Tien Phi Dich Vu / Service Charge:	317,250 VND
Thue GTGT / VAT Rate: 10%	Tien Thue / VAT amount: 666,226 VND
Tong Cong Tien Thanh Toan / Grand Total:	7,328,475 VND
Tien Thanh Toan / Payments:	0 VND
Tien Con Lai / Balance:	0 VND

SEVEN MILLION THREE HUNDRED TWENTY EIGHT THOUSAND FOUR HUNDRED SEVENTY FIVE DONG
 Bay Trieu Ba Tram Hai Muoi Tam Nghin Bon Tram Bay Muoi Lam Dong

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

471.38 CDW
 (B/MO)

Ngươi Mua Hàng / Buyer

Nhan Vien Thu Ngan / Cashier

(Ky, Ghi Ro Ho Ten / Signature, Full name)

(Ky, Ghi Ro Ho Ten / Signature, Full name)

Ten Va Dia Chi Khach Hang /

Name and Address :

Ms. Sheila Mcleod

Canada

Phong / Room :

Muc Gia / Room rate (VND) :

So Ngươi / No of Person :

Ngày Den / Arrival : 16/03/16

Ngày Di / Departure : 17/03/16

Thanh toan boi / Charge to :

Ms. Sheila Mcleod

Canada

Date	Description	Reference	Debit (VND)	Credit (VND)
16/03/16	Deposit Transferred at C/I(Deposit Transferred at C/I)	PP RC 16/03-17/03		3,664,238
16/03/16	Room Charge	576543	3,172,500	
16/03/16	Phi Dich Vu Phong (R.SERVICE CHARGE FEE)		158,625	
16/03/16	Thue GTGT Phong(R.TAX)		333,113	

Tien Truoc Thue / Gross Amount:	3,172,500 VND
Tien Phi Dich Vu / Service Charge:	158,625 VND
Tien Thue / VAT amount:	333,113 VND
Tong Cong Tien Thanh Toan / Grand Total:	3,664,238 VND
Tien Thanh Toan / Payments:	0 VND
Tien Con Lai / Balance:	0 VND

THREE MILLION SIX HUNDRED SIXTY FOUR THOUSAND TWO HUNDRED THIRTY EIGHT DONG

Ba Trieu Sau Tram Sau Muoi Bon Nghin Hai Tram Ba Muoi Tam Dong

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

Người Mua Hàng / Buyer

Nhan Vien Thu Ngan / Cashier

(Ky, Ghi Ro Ho Ten / Signature, Full name)

(Ky, Ghi Ro Ho Ten / Signature, Full name)

225.86 QN
(B.MO)

Ms. Sheila Mcleod

Calgary Board of Education

INFORMATION INVOICE

Company Name회사 : Calgary Board of Education

Starwood Preferred Guest :

Room No. 객실번호 :

Daily Rate 객실료 :

Guests 인원 : 1

RSVN No. 예약번호 :

Page No. 페이지 : 1 of 1

Arrival 입실 : 03/25/16

Departure 퇴실 : 03/26/16

DATE	DESCRIPTION	REFERENCE	CREDITS / CHARGES
03/25/16	Room Charge		180,000
03/25/16	Service Charge		18,000
03/25/16	Room Tax		19,800
Total Due KRW			217,800

SHERATON INCHEON HOTEL

CREDIT CARD

CARD TYPE : 해외마스타
 CARD NO : ****-XXXX-XXXX-5165
 EXP. : **/**
 SETTLE DATE : 16/03/26 16:27
 AMOUNT : 198,000
 TAX : 19,800
 TOTAL : 217,800
 MERCHANT NO : 00950256420
 BANK CODE : 하나카드
 APPROVAL : 081231
 PRINT DATE : 16/03/25 21:12
 INSTALLMENT : 일시불

CJN 245.78

ROOM NO : 2212
 GUEST NO : 2314966

DAEWOO SONGDO HOTEL CO., LTD
 President : Lee Hoon Bok
 BUSINESS NO : 131-86-05808
 153 Convensia-Road, Yeonsu-gu
 Incheon 406-840, Korea
 TEL:82 32 835 1000

Signature

r points for your stay. Please provide us with your Starwood

Starwood Preferred Guest 회원님의 개인 정보를 미리 알려 주시기 바랍니다.

회원 내역에 따라 포인트 적립이 가능하오니 고객님의 회원

지금 바로 가입하셔서, Starwood Preferred Guest만의 특별한 혜택을 누리십시오.

I agree to remain personally liable for the payment of this account if the corporation or the third party billed fails to pay all of these charges.

본인의 특수 조항에 대해 어떠한 견제 불이행에도 책임이 있음을 동의합니다



For more information, visit www.xe.com

XE Currency Converter

465,465.00 VND = 26.9327 CAD

Vietnamese Dong ↔ Canadian Dollar

1 VND = 0.0000578618 CAD 1 CAD = 17,282.55 VND


Mid-market rates: 2016-03-30 18:00 UTC

Looking to send money to your bank and it's free to use XE

- Free online quotes
- Competitive exchange rates
- No-fee money orders
- Bid for your preferred rate

Need commercial payment system and has good rates

- 160+ global services
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- Accuracy with XE
- Choose frequency of payments



EASTIN GRAND HOTEL SAIGON

253 Nguyen Van Troi St., 10 Ward, Phu Nhuan Dist., Ho Chi Minh City
Tel No : +84 838 449 222

GC/ 2015
No. 058379

GUEST CHECK

BẢNG KÊ CHI TIẾT HH. DV

CAFE SAIGON

CASHIER: FORM D

Tbl	Chk No.	Date	Time	Gst
20	0058379	08/03/16	07:40	2
2	Pho Ga			258,000
1	Assorted Tea			60,000
1	Espresso/Macchiato			85,000
Tong/Sub Total				403,000
PHI Pw/SPVC 5%				20,150
Thuê/VAT 10%				42,315
TOTAL				465,465

CDN = 26.93

Dinner with tour guide prior to group arriving

with your

with your



COPY

Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures.

Return completed form to Service Delivery, Education Centre

Details of Trip | Please Print Date: Mar 29/16
 Employee's Name Sheila McLeod Vendor #: _____
 School / Department to mail cheque to Global Learning
 Purpose of Trip / Name of Conference Canadian Spring Fair 2016 Thailand + Vietnam + CBE Educational Tour
 Departure and Return Dates Mar 4 - Mar 26/16 Destination: Bangkok, Danang, Hanoi, Ho Chi Minh, Hoi An + Hue

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	Amount Paid by CBE Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)	Amount Paid by Claimant For Out of Pocket Expenditures (including GST)	Alias to be charged for Claimant's Expenses
Registration/Conference Fees					
Travel Costs					
▪ Airfare (including trip cancellation insurance) ①					
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination ②					
▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate ③					
\$ _____ @ _____ Nights					
Meals (including tips) (excluding meals covered by Conference or Others) ④					
▪ Breakfast _____ @ \$12.00					
▪ Lunch <u>5</u> @ \$17.00	85.00			85.00	} 145.00
▪ Dinner <u>10</u> @ \$26.00	260.00			260.00	
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking - in Calgary					
Parking - at Destination					
Other - Provide Details					
TOTAL COST OF TRIP					
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					
GST Breakout Area					

I certify that the above claim is correct:

 Claimant's Signature Approved by Superordinate
 NOTE | Copies of amounts paid through the P-Card, Amex Card, Invoices and Mileage Claim Forms must also be attached to this claim, in addition to items claimed for all Out of Pocket Expenses.

Subject:

Air Canada - 28-Apr: Calgary - Ottawa (

Booking Information

Booking Reference: [REDACTED]

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

Main Contact:
Ms Sheila Mcleod

Mobile

Home

Work: [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
AC124	Calgary (YYC) Thu 28-Apr 2016 18:10	Ottawa, Ottawa Int'l (YOW) Fri 29-Apr 2016 00:07	0	3hr57	E90	Flex, G	115 F
AC167	Ottawa, Ottawa Int'l (YOW) Wed 04-May 2016 16:05	Calgary (YYC) Wed 04-May 2016 18:30	0	4hr25	E90	Flex, G	115 F

Passenger Information

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

Air Canada - Meal Preference : None
Aeroplan :

Payment Card: xxxx-xxxx-xxxx Special Needs: None

Seat Selection: None

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - <u>Flex</u>	400.00
Return Flight - <u>Flex</u>	370.00
<u>Surcharges</u>	46.00
Taxes, Fees and Charges	
<u>Canada Airport Improvement Fee</u>	53.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	43.01
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	2.99
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total before options (per passenger)	929.25
Number of passengers	x 1
Total with options	929.25
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$929.25

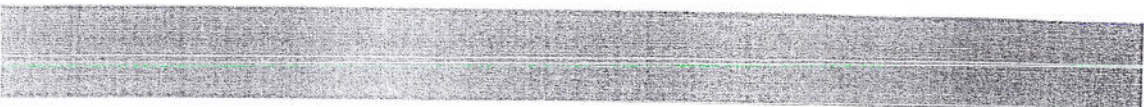
Payment information

Credit/Debit Card xxxx-xxxx-xxxx Amount paid: \$929.25

The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$929.25 (Air Transp. Charges - per ticket)

Ticket number(s): 0142160757076



REGAL ET CROWN TAXI
165 RUE JEAN-PROULX

GATINEAU, QC J8Z-1T4
TEL 819-777-5231

TERM ID: A0170877 BATCH#: 124
EMPLOYEE ID: 52 SHIFT#: 002

Sale

INV#: 000000010
MCARD
Chip
SEOH: 124001001010
Application Label: MasterCard
AID: A0000000041010
TVR: 00 00 00 80 00
TSI: E8 00
*****5165

Amount: \$ 43.45
Tip: \$ 6.00

=====
Total: CAD\$ 49.45

APPROVED 134806
001/00

04-May -16 13:48:06

CUSTOMER COPY
MERCI

BLUE LINE TAXI
(513) 236-1111

TERMINAL ID: 324 332-464
MERCHANT ID: 4325089A
VEHICLE ID: 1132
DRIVER ID: 00054157

TRIP NUMBER: 3245
PASSENGERS: 1

04-29-2016 END: 00:50
START: 00:49

FARE AMOUNT: \$ 39.77

SURCHARGE AMOUNT: \$ 1.50
TIP AMOUNT: \$ 5.97

TOTAL: \$ 47.24

MASTER CARD SALE: *****5165

APPROVAL NUMBER: 005015

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB



TAXI LOYAL 10
331 MAIN ST J8P5K5
GATINEAU QC
20141887
GH2014188701

**** PURCHASE ****

05-01-2016 17:19:25
Acct # *****5165 C
Exp Date **/** Card Type MC
Name: SHEILA J MCLEOD
A0000000041010 MasterCard

Trace # 818
Inv. # 973
Auth # 171925 RRN 001913002

Purchase \$17.45
Tip \$2.62
Total \$20.07

(00) APPROVED-THANK YOU

Retain this copy for your records
Customer copy

ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299 1111

SALE

MID: 4189233 REF#: 00000002
TID: TH189233 SEQ: 054001001002
Batch #: 054 19:01:45
05/04/16
APPR CODE 210145
MASTERCARD
*****5165C

AMOUNT \$36.90
TIP \$5.54
TOTAL \$42.44

00 - APPROVED - 001

MasterCard
AID: A0000000041010
TVR: 00 00 00 80 00
TSI: E8 00

CUSTOMER COPY

ALLIED AIRPORT SHUTTLE

RECEIPT

\$10 (including GST)
See conditions on reverse
GST# R121062459

Nº 003151

403-299-9555 airportshuttlecalgary.ca



Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures.

Return completed form to Service Delivery, Education Centre

Details of Trip | Please Print Date: May 12, 2016
 Employee's Name Sheila McLeod Vendor #: _____
 School / Department to mail cheque to Global Learning
 Purpose of Trip / Name of Conference Canadian Public Schools - International 2016 Convention
 Departure and Return Dates Apr 29 - May 4, 2016 Destination: Ottawa, Ontario

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	Amount Paid by CBE Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)	Amount Paid by Claimant For Out of Pocket Expenditures (including GST)	Alias to be charged for Claimant's Expenses
Registration/Conference Fees					
Travel Costs					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ _____ @ _____ Nights					
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast <u>2</u> @ \$12.00	<u>24.00</u>			<u>24.00</u>	} <u>\$145.00</u>
▪ Lunch <u>1</u> @ \$17.00	<u>17.00</u>			<u>17.00</u>	
▪ Dinner <u>4</u> @ \$26.00	<u>104.00</u>			<u>104.00</u>	
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP					
CASH ADVANCE IF ANY-Ref #					
AMOUNT DUE TO (OWING BY) CLAIMANT					
GST Breakout Area					

I certify that the above claim is correct:

 Claimant's Signature _____
 Approved by Superordinate

NOTE | Copies of amounts paid through the P-Card, Amex Card, Invoices and Mileage Claim Forms must also be attached to this claim, in addition to items claimed for all Out of Pocket Expenses.

Mobile 403-710-3799
Bill Date: March 17, 2016
SHEILA MCLEOD
Mobile Ref. 9031-CELLDIR
Global Learning

Account # 521225610
Next Bill Date: April 17, 2016

509 of 1651

CURRENT CHARGES for 403-710-3799 (continued)

Total current charges	\$55.06
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