

expense | monthly tracking report

claimant | Male, Carla

position | Director, School Financial Management

level | Director

reporting period | November 1 to December, 2016

date of report | February-10-17



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Community Shift Program, November 20-25, 2016, London, ON	11/20/2016	Registration Fee	\$2,750.00	travel	PD course or registration fee
Community Shift Program, November 20-25, 2016, London, ON	11/19/2016	Cab fare to Toronto Airport	\$65.00	travel	PD general
Community Shift Program, November 20-25, 2016, London, ON	11/19/2016	Airbus from Toronto to London	\$95.61	travel	PD airfare/bus/rail
Community Shift Program, November 20-25, 2016, London, ON	11/19/2016	Baggage Fee	\$26.25	travel	PD general
Community Shift Program, November 20-25, 2016, London, ON	11/25/2016	Air fare from London to Calgary	\$417.11	travel	PD airfare/bus/rail
Community Shift Program, November 20-25, 2016, London, ON	11/25/2016	Baggage Fee	\$28.25	travel	PD general

Registration Confirmation

Thank you for registering. We will contact you shortly with more information and details regarding the program.

**** Please save this confirmation page as your proof of registration.**

Event: CommunityShift Program: November 20-25, 2016
[View Event Details](#)

Date & Time: Nov 20, 2016 04:00 PM -
 Nov 25, 2016 12:30 PM
[Add to my Calendar](#)

Location: Ivey Spencer Leadership Centre
 South Wing Classrooms
 551 Windermere Rd, London ON Canada N5X2T1
[Get Driving Directions](#)

Event Coordinator: Heather Hitchcock, hhitchcock@ivey.ca, 519-675-5555

Registration Confirmation - Carla Male

Order ID: R905449
 Registrant Type: Regular
 Registration Date: October 11, 2016 14:23:24 EDT
 Total Amount: \$2,750.00
 Order Status: Successfully processed! Payment pending.
 Payment Method: **Please issue an invoice**

Payable to Ivey Business School
Mailing Address Executive Development Office, 1255 Western Road
 London ON
 Canada N6G0N1

Payment Instructions

**Cancellations received in writing on or before October 28, 2016 will receive a full refund.
 Cancellations received after October 28, 2016 will be subject to a 50% penalty.**

To cancel please contact [Heather Hitchcock](#) at 519-675-5555 or hhitchcock@ivey.ca



[Print Invoice](#)



[Add to my Calendar](#)



[Get Driving Directions](#)

Confirmation Details - Carla Male

Selections for Carla Male	Qty	Unit Price	Amount CAD
Event Options			
Registration Fee	1	\$2,750.00	\$2,750.00
Subtotal			\$2,750.00

Total for Carla Male **\$2,750.00**

Personal Information - Carla Male

Email

Title [Mr.Mrs.Ms.Dr.] Ms.

First Name Carla

Last Name Male

Nick Name

Company Calgary Board of Education

Position Director

Department School Financial Management

Street 1221 - 8th Street SW

City Calgary

State/Province AB

Country Canada

Zip/Postal Code T2R0L4

Phone (Day)

Phone (Cell)

Powered By
gifttool



PROGRAM INFORMATION

The CommunityShift Program will take place at the Ivey Spencer Leadership Centre from **Sunday, November 20 – Friday, November 25, 2016.**

Accommodation

A guestroom has been reserved for you at the Ivey Spencer Leadership Centre from November 20th – 25th. If you require additional accommodations, Heather Hitchcock (Program Manager), will be in touch with you closer to the program to arrange this.

About the Ivey Spencer Leadership Centre:

The Ivey Spencer Leadership Centre is a historically significant Georgian manor located on 30 beautifully landscaped acres of parkland, in close proximity to Western University campus.

All guestrooms have a queen-size bed, private bathroom and comfortable work station. Additional amenities in each guestroom include voice mail, television, an iron and ironing board and a hair dryer.

The centre offers wireless access throughout the entire building and your guestroom is wired for high-speed internet at no additional cost.

Most program activities and meals take place within the leadership centre, so there is no need to have a car available.

Laundry and dry cleaning services are available with regular weekday pick-up and delivery. In addition, there are washing machines and dryers in the residence wing; these machines are free-of-charge. Laundry rooms are equipped with complimentary laundry detergent and dryer sheets.

For more information about the facility, visit <http://www.dolce-spencer-leadership-centre-hotel.com>.

Daily Schedule and Materials

A detailed schedule will be provided at the Program Orientation session. The program will begin on Sunday, November 20th at 4pm and will conclude on Friday, November 25th at 12:30pm followed by an optional lunch.

The daily schedule typically runs from 8:00 am until 10:00 pm and, although intense, includes time for interaction with other participants and faculty. Full-time attendance and involvement is expected for all scheduled sessions.

Travel

If you are flying into Toronto, Ontario:

Travel between Toronto's Lester B. Pearson International Airport and the Ivey Spencer Leadership Centre, is available by the Robert Q Airbus Inc. The travel time is approximately two hours. Their kiosk is located at the airport. For further information, please call 1-800-265-4948 (Canada and U.S.) or visit <https://reservation.robertq.com/airbus/>

If you are flying into London, Ontario:

London is serviced by Air Canada, WestJet and by Northwest. Travel by Checker Limousine http://www.voyageurtransportation.ca/services/checker_limousine/overview from the London Airport to the Ivey Spencer Leadership Centre takes approximately 20 minutes.

If you are driving to London from Toronto:

The travel time by automobile from Toronto to London is approximately two hours. From Hwy 401, take Highbury Avenue (Exit #189) north to Huron Street. Turn left (west) onto Huron and proceed to Adelaide Street. Turn right (north) on Adelaide Street to Windermere Road. Turn left (west) on Windermere Road. The leadership centre is located at 551 Windermere Road on the south side.

continued...

If you are driving to London from Detroit:

Travel time is approximately two and a half hours. From the airport, take Hwy #194 to Port Huron. Follow the road signs that take you across the bridge to Canada. Take Hwy #402 to Hwy #81 North to the Hwy #22 (Fanshawe Park Road) cut-off east to Richmond Street. Turn right (south) on Richmond and travel 1 km to Windermere Road. Turn left (east) on Windermere Road. The leadership centre is located at 551 Windermere Road on the south side.

If you are arriving by VIA Rail: London is serviced by VIA Rail at multiple times throughout the day. Travel between the London VIA Rail station and the Ivey Spencer Leadership Centre takes approximately 10 minutes. Taxicabs are available outside the station entrance(s) on a regular basis.

A map is enclosed for your convenience. Free parking is available at the Ivey Spencer Leadership Centre.

Dress

Dress during the Program will be business casual. Please bring appropriate sports attire if you would like to take advantage of any of the on-site fitness facilities.

Wellness / Recreation

You are invited to start your day with a morning walk or jog with one of our on-site fitness instructors. We encourage you to take advantage of this opportunity to stay healthy while you are on the program and also see the beautiful grounds around the Ivey Spencer Leadership Centre.

Other on-site recreational facilities include a fitness room, saunas, pool table as well as outdoor basketball and volleyball facilities. Bicycles and helmets are also available at the Reception Desk.

For further information, please contact:

Heather Hitchcock, Program Manager

Phone.....519-675-5555

E-mail.....hhitchcock@ivey.ca



Community Shift Program
 November 19 - 25, 2016
 London, ON

Cab fare to airport

8824 1111 0111 2789

0111 1111

ORDER / ORDRE AUTH. NO. / N° D'AUTH.

Valid and Expiry Date Checked
 Vérification de la date de validité
 et de la date d'expiration

DATE

MM	MM	DD	DD	YY	YY
11	11	19	16		

DESCRIPTION	AMOUNT / MONTANT
G.S.T./T.S.	55.00
H.S.T./T.V.H.	.
P.S.T./T.P.	.
G.S.T./T.S.	10.60
TOTAL	65.60

CUSTOMER COPY / COPIE DU CLIENT

The amount of this bill is subject to the applicable tax rates.

[Signature]

5933385

Subject:

FW: Robert Q Airbus Reservation Confirmation: U8ZF

From: reservations@robertq.com [mailto:reservations@robertq.com]

Sent: November-10-16 10:45 AM

To:

Subject: Robert Q Airbus Reservation Confirmation:

The Journey Begins Here...

Reservation Confirmation:

Booking Date: Nov 10, 2016 12:44

Passenger Information (1)

Ms. Caria Male (Adult)

Trip Summary

Saturday, November 19, 2016

Bus Departure from **Toronto Pearson International Airport Terminal 1** is **13:45 (1:45 PM)**. All confirmed passengers must have completed the check in process at least 15 minutes prior to departure in order to facilitate loading and prompt departures.

****CUT OFF TIME FOR CHECK IN IS 15 MINUTES PRIOR TO DEPARTURE****

We pick up from two terminals. Please note: the departure time shown is from the Airport not from a specific terminal. Passengers must have completed the check in process at least 15 minutes prior to departure in order to secure their seat. Passengers checking in within 15 minutes of departure risk being moved to the next available departure.

Terminal 1: Please report to Robert Q check-in counter at the Ground Transportation Desk, located on Ground Level, one level below the arrivals level, between Post R and Post S.

Terminal 3: Please report to the Out of Town Services desk, inside to the right of door "C" on the arrivals level.

Travelling to **London Robert Q** - 105 Wharnclyffe Road S.

Estimated time of arrival is **16:00 (4:00 PM)**.

You will be dropped off at **1255 Western Road**.

Fare Summary

Base Fare:	\$62.35	Adult 1 x \$62.35	=	\$62.35
Address Surcharge:	\$22.26			
HST Amount:	\$11.00			
Total:	\$95.61			

Transaction History

Term 002

Robert Q Airbus (www.robertq.com)

Reservation Confirmation #: U8ZF

Amount \$95.61 CAD

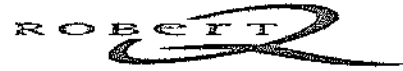
Date: 2016-11-10 12:44:39 PM

Card Type: MasterCard

Purchase Details

Card #:

Expiry Date: ****



105 Wharnclyffe Rd. S.
London, ON, CA, N6J 2K2
519-673-6804 or 1-800-265-4948
airbus@robertq.com
HST #R122646177

----- Forwarded Message -----

From: "Air Canada" <confirmation@aircanada.ca>

To:

Sent: Wednesday, November 16, 2016 5:20:06 PM

Subject: Air Canada - Receipt - Baggage Fee

Your fees have been successfully collected.

Departure Date: 2016-11-17

Passenger: CARLA MALE

Departure city: CALGARY YYC

Destination city: TORONTO YYZ

Fee Breakdown:

Excess baggage fee (1 piece): 25.00 CAD

GST/TPS: 1.25 CAD

Total CAD: 26.25 CAD

Form of payment used: MasterCard

Please Note: This fee is non refundable.

XG - GOODS AND SERVICES TAX -CANADA NO. 100092287 RT0001

Fly through paying on your mobile device with Air Canada Mobile+!

Air Canada mobile+ can remember your personal and payment information so you can fly through your mobile experience and pay for items like upgrades and flight changes quickly, easily and securely. Click the link below to Learn More, <http://services.aircanada.com/portal-web/mobile/static/mobileplus.html>

You can view all your available Air Canada mobile+ messages here:

<http://mvmessages.aircanada.com/en/LcHhxC8IIWlj2UFvNqp9Q>

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(<http://www.aircanada.com/en/about/legal/privacy/policy.html>).

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Air Canada, PO Box 64239, RPO Thorncliffe, Calgary, Alberta, T2K 6J7



eTicket Receipt

Prepared For
MALE/CARLA L MS [ADT]

RESERVATION CODE	UOALOP
ISSUE DATE	03Nov16
TICKET NUMBER	
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SSW

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
25Nov16	WESTJET WS 3508 Operated by: WESTJET ENCORE	LONDON ON, CANADA Time 3:05pm	TORONTO ON, CANADA Time 3:50pm Terminal TERMINAL 3	Fare Family Econo Seat Number 07B - (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis PC14L Not Valid Before 25NOV16 Not Valid After 25NOV16
25Nov16	WESTJET WS 669	TORONTO ON, CANADA Time 6:00pm Terminal TERMINAL 3	CALGARY INTL AB, CANADA Time 8:21pm	Fare Family Econo Seat Number 07H - (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis PC14L Not Valid Before 25NOV16 Not Valid After 25NOV16

Allowances

Baggage Allowance

YXU to YYC - 0 Pieces WESTJET

Prices of additional baggage pieces:

- 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

YXU to YYZ , YYZ to YYC - 1 Piece (WS - WESTJET)

Carry On Charges

YXU to YYZ , YYZ to YYC - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX
-----------------	--

	0516
Fare Calculation Line	YXU WS X/YTO WS YYC295.00CAD295.00END
Fare	CAD 295.00
Taxes/Fees/Carrier-Imposed Charges	CAD 7.12 CA1 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 44.74 RC1 (HARMONIZED SALES TAX (HST))
	CAD 19.00 SQ1 (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 23.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
Total Fare	CAD 388.86

Other Charges

SEAT ASSIGNMENT # 8388212985930 (YXU-YYZ / QTY 1, YYZ-YYC / QTY 1)	CAD 25.00
Taxes	CAD 3.25
Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXX 0516
Total	CAD 28.25
Total Fare and Other Charges	CAD 417.11

Positive identification required for airport check in

Notice:

Travel info

QST # 1202807956TQ0001 GST # 866112535

For details about flying with Westjet, print [the important flight information package](#) or browse our travel info:

- [Baggage fees](#) (\$25-\$118 per bag; additional \$75-\$88.50 per bag for overweight or oversize)
- [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
- [Children, infants and expectant mothers](#)
- [Fare families](#) (Econo, Flex, and Plus)
- [Guests with special needs](#)
- [ID requirements](#)
- [Inflight services](#) (Inflight entertainment and buy-on-board menu)
- [Seat selection](#) (Seat maps, seats in Plus)

At Westjet, getting you to your destination safely and on time are top priorities for us. To help ensure an on-time departure, we adhere to our [check-in and baggage cut-off times](#). Please make sure you're familiar with these rules, and give yourself enough time to get through security and arrive at your departure gate on time or we will deny boarding.

If you fail to show for the first flight segment of a round trip or multi-segment reservation, all remaining flight segments, including return flights, will automatically be cancelled and the total fare paid will be forfeited without



PAYMENT RECEIPT / RECU DE PAIEMENT

Name/Nom
MALE/CARLA

PNR
UOALOP

Date
24NOV16

Time/Heure
5:15PM

Description	Fee/Frais (CAD)	HST/TVH	Total (CAD)
FIRST BAG 8382602055930	\$25.00	3.25	28.25
	\$25.00	3.25	28.25

Total (CAD)
MALE/CARLA L
\$25.00 \$3.25

MC
AU

GST/TP5 No. 866112535
QST/TVQ No. 1202807956 TQ0001