

expense | monthly tracking report

claimant | McLeod, Sheila
 position | Director, Learning
 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
Calgary Economic Development - 2017 Economic Outlook	11/08/2016	Taxi service in Calgary	\$8.80	travel	BUS airfare/bus/rail
Delegation from China	11/09/2016	Hosting Agent	\$155.44	hospitality	BUS food/non alcoholic beverage
Delegation from China	11/09/2016	Hosting Agent	\$49.00	hospitality	alcohol (hospitality only)
Bell Mobility	11/17/2016	Cell phone	\$56.37	other disclosed	telecom/cell phone
CAPS-I Trade Mission Vietnam	11/20/2016	Airfare - departing Calgary - Ho Chi Minh returning - Seoul - Calgary	\$2,806.74	travel	BUS accommodation
CAPS-I Trade Mission Vietnam	11/23/2016	Hotel - Ho Chi Minh City	\$408.58	travel	BUS accommodation
CAPS-I Trade Mission Vietnam	11/24/2016	Hotel - Ho Chi Minh City	\$409.54	travel	BUS accommodation
CAPS-I Trade Mission Vietnam	11/29/2016	Taxi service at destination - 4 trips	\$4.72	travel	BUS airfare/bus/rail
CAPS-I Trade Mission Vietnam	11/24/2016	Hotel - Phan Thiet	\$259.27	travel	BUS accommodation
CAPS-I Trade Mission Vietnam	12/01/2016	Hotel - Incheon	\$155.20	travel	BUS accommodation
CAPS-I Trade Mission Vietnam	12/02/2016	Taxi service at destination	\$10.85	travel	BUS airfare/bus/rail
CAPS-I Trade Mission Vietnam	12/02/2016	Hotel - Han Noi	\$764.89	travel	BUS accommodation
CAPS-I Trade Mission Vietnam	12/02/2016	Meal	\$25.65	travel	BUS food/non alcoholic beverage
CAPS-I Trade Mission Vietnam	12/03/2016	Taxi service at destination	\$9.63	travel	BUS airfare/bus/rail
CAPS-I Trade Mission Vietnam	11/29/2016	Airfare - Hanoi to Seoul Inchon	\$75.20	travel	BUS airfare/bus/rail
Bell Mobility	12/17/2016	Cell phone	\$56.37	other disclosed	telecom/cell phone
CAPS-I Trade Mission Vietnam	12/6/2016	Meals - per diem	\$327.00	travel	BUS food/non alcoholic beverage
CAPS-I Trade Mission Vietnam	12/6/2017	Airfare	\$91.24	travel	BUS airfare/bus/rail
CAPS-I Trade Mission Vietnam	12/6/2017	Taxi service at destination	\$24.88	travel	BUS airfare/bus/rail

Sm

316 PERIDIAN ROAD SE
CALGARY, AB T2A 1X2

TERMINAL ID:
MERCHANT ID:
VEHICLE ID :
DRIVER ID : 1582
GST ACCOUNT #: 10428
TRIP NUMBER: 825436199
PASSENGERS:

11-08-2016
START: 11:14
DISTANCE: 14.00
END: 11:21
RATE: 1
FARE AMOUNT: \$ 6.48

TAX AMOUNT: \$ 0.32
TIP AMOUNT: \$ 2.00

TOTAL : \$ 8.80

MASTER CARD SALE :
APPROVAL NUMBER :
PASSENGER COPY

THANK YOU
(403) 299-9999
WWW.THECHECKERGROUP.COM

CHECKER
TAXI
CABS

Downtown -> Lusk / MacTag

VINTAGE CHOPHOUSE TAVERN
322 11 AVENUE SOUTH WEST
CALGARY AB

CARD
CARD TYPE MASTERCARD
DATE 2016/11/09
TIME 0395 19:59:25
RECEIPT NUMBER

PURCHASE
AMOUNT \$173.26
TIP \$31.19
TOTAL

\$204.44

MasterCard

APPROVED

AUTH# 01-027
THANK YOU

CARDHOLDER COPY
Hosting Agent
IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

*Protocol U/F
Hosting Agent
3 persons*

Vintage Chophouse
Tavern
322-11th Ave SW
Calgary, Alberta
Tel: (403) 262-7262
Check #:

Server: S-Michael Date: 11/09/2016
Table: 104 Time: 19:54
Client: 3

1 Invivo SB 49.00
1 Dinner Caesar 12.00
2 Tenderloin 0.00
8oz T 42.00
S. T 42.00
1 Mushrooms 10.00
1 . me Brulee 10.00

SUB-TOTAL: 165.00
GST: 8.25

TOTAL: 173.25
=====

Thank You For Dining With Us.
GST# 893751503

*wine \$49.00
food, gst + tip
\$155.44*



Mobile
Bill Date: November 17, 2016
SHEILA MCLEOD
Mobile Ref.
Global Learning

Account #
Next Bill Date: December 17, 2016

CURRENT CHARGES for

Monthly charges billed to Dec 16, 2016

Corp Smartshare Unltd 55 BES Plan 36M	\$55.00	
less 14.55% Promotional Discount	-8.00	47.00
Includes: 3 Way Calling		
Call Waiting		
Alberta Government 911 fee		0.44
Call Forwarding	\$3.00	
less 100.00% Promotional Discount	-3.00	0.00
Message Centre		0.00
1GB Shared Data - BlackBerry		5.00
Corporate Data Flex Zone 1		0.00
Corporate Data Flex Zone 2		0.00
Corporate Data Flex Zone 3		0.00
Call Display		0.00
Corporate Data Flex USA		0.00
Corporate Text Flex Zone1		0.00
Corporate Text Flex Zone2		0.00
Corporate Text Flex Zone3		0.00
Corporate Voice Flex Zone1		0.00
Corporate Voice Flex Zone2		0.00
Corporate Voice Flex Zone3		0.00
Etelesolv		1.25
Member to Member Local Calling		0.00
Messaging Pack Unlimited		0.00
Includes: Picture Messaging		
Image Messaging		
Incl. Messages		
Unlimited Incoming Messages		
Unlimited Canadian LD	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Unlimited Local Talking		0.00
U.S. Travel -Calling \$0.20/min		0.00
Travel US Text Saver	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00

Usage and long distance

Unlimited Local Talking Unlimited Usage		
@\$.00/minute	1:00 min:sec	0.00

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$31.00
Total this month	\$31.00
Usage Summary min:sec	
Weeknight	1:00
Total time used	1:00
Event Summary	
Total Events	4
Total this month	\$0.00

Mobile
Bill Date: November 17, 2016
SHEILA MCLEOD
Mobile Ref. !
Global Learning

Account #
Next Bill Date: December 17, 2016

CURRENT CHARGES for (continued)

Corporate Text Flex Zone1 Unlimited Incoming Messages	0.00
Taxes	
GST	2.68
<hr/>	
Total current charges	\$56.37

Subject:

FW: SHEILA MCLEOD is sending you the itinerary for your next trip from Calgary to Ho Chi Minh City.

Booking Information

Booking Reference: [REDACTED]

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


Main Contact:
Ms Sheila Mcleod


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
AC8692 ¹	Calgary (YYC) Sun 20-Nov 2016 10:40	Vancouver, Vancouver Int'l (YVR) Sun 20-Nov 2016 11:10 - Terminal M	0	21hr45	CRA	Premium Economy (lowest), B	

AC063	Vancouver, Vancouver Int'l (YVR) Sun 20-Nov 2016 12:25 - Terminal M	Seoul, Incheon Int'l (ICN) Mon 21- Nov 2016 16:20	0		789	Premium Economy (lowest), N
AC6982 ²	Seoul, Incheon Int'l (ICN) Mon 21- Nov 2016 19:10	Ho Chi Minh City (SGN) Mon 21- Nov 2016 22:25 - Terminal 2	0		74E	Premium Economy (lowest), H

 Flight AC6982 is operated by Asiana Airlines. Please check in directly at the Asiana Airlines counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.

 Premium Economy Class is not available or not offered on flight AC8692¹, segment YYC-YVR. You will be seated in Economy class.

 Premium Economy Class is not available or not offered on flight AC6982², segment ICN-SGN. You will be seated in Economy class.

AC064	Seoul, Incheon Int'l (ICN) Sat 03-Dec 2016 17:55	Vancouver, Vancouver Int'l (YVR) Sat 03-Dec 2016 10:25 - Terminal M	0	12hr30	789	Flex , U		M,B
AC212	Vancouver, Vancouver Int'l (YVR) Sat 03-Dec 2016 12:00 - Terminal M	Calgary (YYC) Sat 03-Dec 2016 14:25	0		319	Flex , U		



B: Breakfast M: Meal (Non Specific)

Operated by:

¹ Air Canada Express - Jazz

² Asiana Airlines

Passenger Information

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

Air Canada -
Aeroplan :

Meal
Preference :

Regular

Payment Card: xxxx-xxxx-xxxx

Special Needs: None

Seat Selection: AC8692 12A (Preferred), AC063 12A,
AC064 18A (Preferred), AC212 12C (Preferred)

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Base Fare	2364.00
Carrier surcharges	340.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	1.50
Republic of Korea Psgr. Service Charge	45.33
Air Travellers Security Charge (ATSC)	25.91
Total before options (per passenger)	2806.74
Number of passengers	x 1
Total with options	2806.74
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$2806.74

Payment Information

Credit/Debit Card xxxx-xxxx-xxxx Amount paid: \$2806.74

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

Air Canada: \$2806.74 (Air Transp. Charges - per adult)

Ticket number(s):

Fare Rules

Departing Flight Calgary (YYC) To Ho Chi Minh City (SGN) - Premium Economy (lowest)

- When Flex and Premium Economy (lowest) fares are combined, the most restrictive change and cancellation policy of the two fares applies to your entire journey.
- 125% Aeroplan Miles (Altitude Qualifying Miles) for flights operated by Air Canada
- **Flight AC6982:** This flight is a codeshare Opens in New Window flight with Asiana Airlines. For important information regarding certain rules applied on Asiana Airlines (e.g. baggage allowance and fees), please visit www.flyasiana.com. You can also learn more about Aeroplan mileage accumulation Opens in New Window for this flight.

Return Flight Seoul (ICN) To Calgary (YYC) - Flex



Receipt for Hotel in Ho Chi Minh City

27 Nov 2016 - 29 Nov 2016

Itinerary #

Booked Items

Hotel: Somerset Chancellor Court Ho Chi Minh City

21-23 Nguyen Thi Minh Khai Street, District 1, Ho Chi Minh City 70000

Check-in: 27/11/2016 | Check-out: 29/11/2016, 1 room | 2 nights

Traveller Information

Sheila McLeod

Room 1: Premier Room,

Cost Summary

Booked Date: 22 Nov 2016

Room Price C\$408.58

2 nights C\$176.88 /night

Taxes & Fees C\$54.82

Total: C\$408.58

Collected by Expedia

Paid: C\$408.58

(MasterCard)

All prices quoted in C\$.

TIEN PHUOC AND 990 COMPANY LIMITED - LE MERIDIEN SAIGON HOTEL BRANCH
 3C Ton Duc Thang street, District 1, Ho Chi Minh City, Vietnam
 Tel: (84-8) 6263 6688 Fax: (84-8) 6263 6689
 Ma so thuế/Tax code: 0305113505-001

Le **MERIDIEN**

Tên Và Địa Chỉ Khách Hàng /

Name and Address :

Ms. Sheila Mcleod

Phòng / Room : 1315
 Mức Giá / Room rate (VND) : 2907000
 Số Người / No of Person :
 Ngày Đến / Arrival : 22/11/16
 Ngày Đi / Departure : 24/11/16

Thanh toán bởi / Charge to :

Ms. Sheila Mcleod

Date	Description	Reference	Debit (VND)	Credit (VND)
22/11/16	Room Charge		2,907,000	
22/11/16	Phi Dịch Vụ Phòng (R.SERVICE CHARGE FEE)		145,350	
22/11/16	Thuế GTGT Phòng (R.TAX)		305,236	
23/11/16	Room Charge		2,907,000	
23/11/16	Phi Dịch Vụ Phòng (R.SERVICE CHARGE FEE)		145,350	
23/11/16	Thuế GTGT Phòng (R.TAX)		305,236	
24/11/16	The Tin Dung BIDV (CREDIT CARD-BIDV-MASTER)			6,715,172

Tiền Trước Thuế / Gross Amount:	5,814,000 VND
Tiền Phí Dịch Vụ / Service Charge:	290,700 VND
Thuế GTGT / VAT Rate: 10%	Tiền Thuế / VAT amount: 610,472 VND
	Tổng Cộng Tiền Thanh Toán / Grand Total: 6,715,172 VND
	Tiền Thanh Toán / Payments: 6,715,172 VND
	Tiền Còn Lại / Balance: 0 VND

SIX MILLION SEVEN HUNDRED FIFTEEN THOUSAND ONE HUNDRED SEVENTY TWO DONG

Sáu Triệu Bảy Trăm Muối Lăm Nghìn Một Trăm Bảy Muối Hai 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 Viên Thu Ngan / Cashier

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

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

409.54 đ/N
(BMO)



uberX

DATE TIME

VIETNAM

44 LY THƯỜNG KIỆT, TRẦN HỒNG ĐOÀ, HOÀN KIẾM, HÀ NỘI, VIETNAM

2 NHÀ CHUNG, HÀNG TRUNG, HOÀN KIẾM, HÀ NỘI, VIETNAM

Tuesday, November 29 at 10:02 PM



Black

DATE TIME

None

DESTINATION

None

ORIGIN

Tuesday, November 29 at 1:47 PM



Black

DATE TIME

None

DESTINATION

None

ORIGIN

Tuesday, November 29 at 1:38 PM



Black

DATE TIME

VIETNAM

143 NAM KỶ KHỞI NGHĨA, PHƯỜNG 6, QUẬN 3, HỒ CHÍ MINH, VIETNAM

21 NGUYỄN THỌ MINH KHAI, BÓN NGHỆ, QUẬN 1, HỒ CHÍ MINH, VIETNAM

Sunday, November 27 at 6:57 PM

TRIP TOTAL \$16,000.00

EXPENSE METHOD --

EXPENSE CODE --

TRIP TOTAL \$15,000.00

EXPENSE METHOD --

EXPENSE CODE --

TRIP TOTAL \$15,000.00

EXPENSE METHOD --

EXPENSE CODE --

TRIP TOTAL \$31,608.00

EXPENSE METHOD --

EXPENSE CODE --

\$4.72

98

91

91

1.92

November 2016

Travel Report for [redacted]@meleod@

UBER

MONTHLY TOTAL \$77,608.00

4 OF TRIPS



Receipt for Hotel in Phan Thiet

24 Nov 2016 - 27 Nov 2016

Itinerary #

4

Booked Items

Hotel: Phan Thiet Ocean Dunes Resort

1 Ton Duc Thang, Phan Thiet, Binh Thuan

Check-in: 24/11/2016 | Check-out: 27/11/2016, 1 room | 3 nights

Traveller Information

Sheila McLeod

Room 1: Deluxe Room, Balcony

Cost Summary

Booked Date: 10 Oct 2016

Room Price C\$259.27

3 nights C\$74.82 avg./night

Thu, 24 Nov C\$67.66

Fri, 25 Nov C\$78.40

Sat, 26 Nov C\$78.40

Taxes & Fees C\$34.81

Total: C\$259.27
Collected by Expedia

Paid: C\$259.27
[MasterCard
All prices quoted in CAU.



4

Receipt for Hotel in Incheon

2 Dec 2016 - 3 Dec 2016

Itinerary #

Booked Items

Hotel: Best Western Premier Incheon Airport
48-27, Gonghang-ro 424beon-gil, Jung-gu, Incheon400-719
Check-in: 02/12/2016 | Check-out: 03/12/2016, 1 room| 1 night

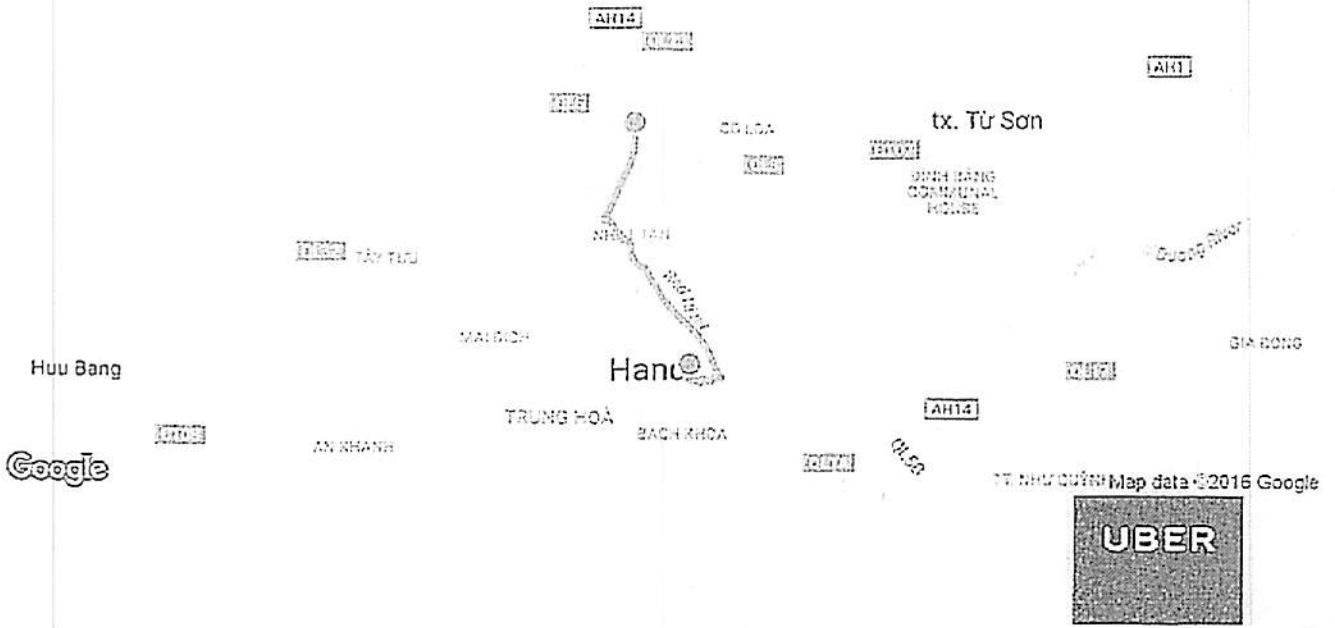
Traveller Information

Sheila McLeod
Room 1: Standard Room, 1 Queen Bed, Non Smoking - Flexible Rate with Breakfast

Cost Summary

Booked Date: 30 Nov 2016
Room Price C\$155.20
1 night C\$155.20
Taxes & Fees included

Total: C\$155.20
Collected by Expedia
Paid: C\$155.20
MasterCard
All prices quoted in USD.



₫179,559

Thanks for choosing Uber, Sheila
December 2, 2016 | Black

- 09:56am | 44B Lý Thường Kiệt, Trần Hưng Đạo, Hoàn Kiếm, Hà Nội, Vietnam
- 10:44am | Võ Văn Kiệt, Phú Cường, Sóc Sơn, Hà Nội, Vietnam



You rode with Văn Ba

14.18	00:48:03	Black
kilometers	Trip time	Car

Rate Your Driver

10-85 ✓



Fare does not include fees that may be charged by your bank.
Please contact your bank directly for inquiries.

MELIA HANOI

HÓA ĐƠN GIÁ TRỊ GIA TĂNG (Thanh toán)

(Guest Folio)

Loại: Lưu - Original

Công ty TNHH S.A.S - GIAMAU

Mã số thuế/ Tax code: 0100112324

Mã số D1GTKT3002

Ký hiệu Sery/Serial No AA16P

INFORMATION INVOICE

Ngày/Date: 02-DEC-16 09:42:47

No: []

Tên Đơn vị & MST, Name Address & Tax code.

Reprinted by: FO-MYHUONG

Ngày đến/Arrival date

Số phòng/Room No Page: 1 of 1

Mrs. McLeod Sheila

Mrs Sheila McLeod
Canada

Ngày đi/Departure date: 29/11/16

Gia phòng/Rate: 1003

Số TT/No of Folio: 02/12/16

Số tầng/Level: 2

Số TT No.	Ngày Date:	Tên hàng hóa, dịch vụ Descriptor:	ĐVT Unit:	Số lượng Quantity:	Đơn giá Unit price:	Thành tiền Amount:
	29/11/16	DV vận tải/Transportation 15688				1,449,000
	29/11/16	Tiền phòng/Room Charge [NA Pkg. Trx]				3,127,000
	29/11/16	Phi phục vụ/Room Charge-SVC [Add: 5%.(B)]				156,350
	29/11/16	Thuế GTGT/Room Charge-VAT [Add: 10%.(S1)]				328,335
	30/11/16	Tiền phòng/Room Charge [NA Pkg. Trx]				3,127,000
	30/11/16	Phi phục vụ/Room Charge-SVC [Add: 5%.(B)]				156,350
	30/11/16	Thuế GTGT/Room Charge-VAT [Add: 10%.(S1)]				328,335
	01/12/16	-Do an/Food-Rm Svc/Pool DNR Room# 1003 : CHECK# 0054940 [252] <i>Room service dinner</i>				450,450
	01/12/16	Tiền phòng/Room Charge [NA Pkg. Trx]				3,127,000
	01/12/16	Phi phục vụ/Room Charge-SVC [Add: 5%.(B)]				156,350
	01/12/16	Thuế GTGT/Room Charge-VAT [Add: 10%.(S1)]				328,335
	02/12/16	MasterCard XXXXXXXXXXXX				-12,734,505
Cộng (trước thuế/ Subtotal):						11,576,823 VND
Thuế TTĐB/SPT						0 VND
Thuế suất GTGT/ VAT Rate: 10%						
Tiền thuế GTGT/ VAT Amount:						1,157,682 VND
Tổng cộng / Grand Total:						12,734,505 VND

Viết bằng chữ/ Amount: in words

Mười Hai Triệu Bảy Trăm Ba Mươi Bốn Nghìn Năm Trăm Lẻ Năm đồng

764.87 CĐN
(BMD)

Thank you for staying with us

Melia Hanoi

Chúng tôi xin cảm ơn quý khách đã chọn Melia Hanoi để nghỉ ngơi và vui chơi. Mọi chi tiết xin liên hệ bộ phận tiếp đón khách hàng.

Chúng tôi xin cam kết sẽ cung cấp dịch vụ tốt nhất cho quý khách. Mọi chi tiết xin liên hệ bộ phận tiếp đón khách hàng.

Chữ ký, Hotel's Signature

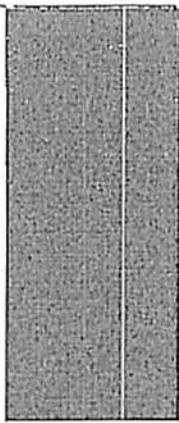
Vietinbank

Master VISA

melia Hanoi
 44 Ly Thuong Kiet
 Hanoi

MC
 McLeod / Sheila
 sales
 Dec 2/16
 09:53:05
 MC
 NO RESERVING

2/34, 503





신용카드전표-고객용

[영수증] 20161202-01-0016

가맹점명: 신촌삼향탕
 대표자명: 엄은희
 사업자번호: 121-13-49849
 전화번호: 032-743-7461
 주소: 인천광역시 중구 운서동 2850

*** 신용승인정보[1] ***

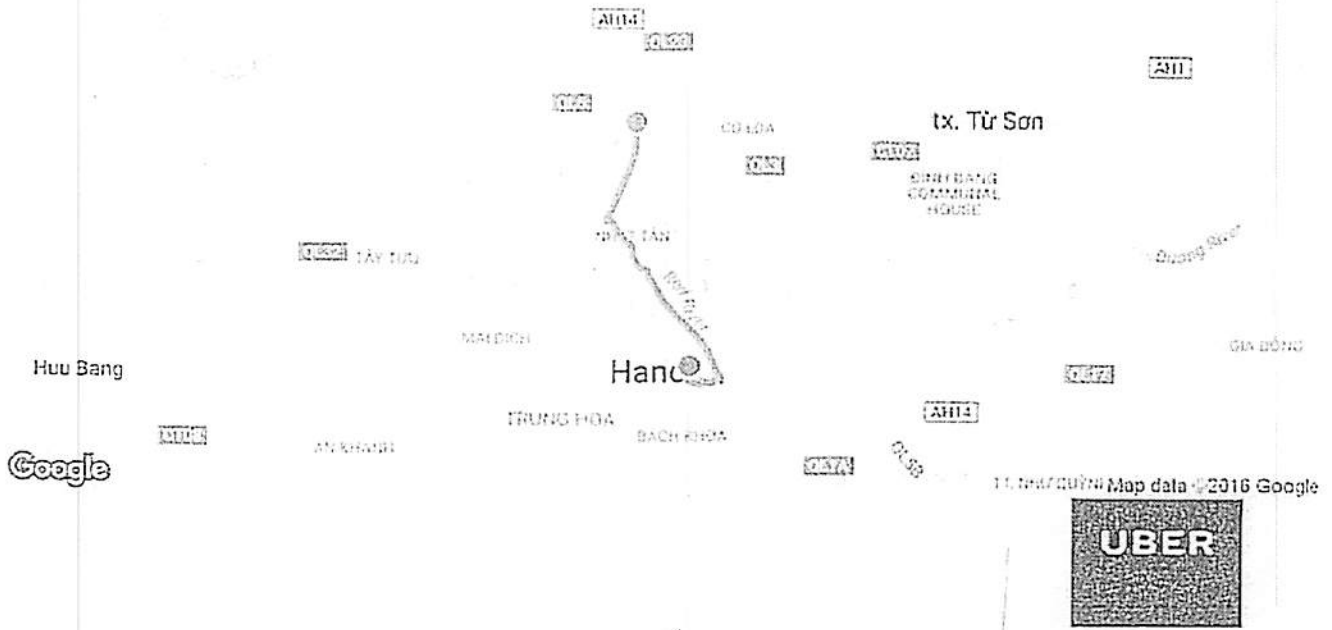
[카드종류] 해외마스터카드
 [카드번호]
 [유효기간] ** / **
 [결제방법] 일시불
 [전표매입사] 롯데카드
 [판매금액] 20,001
 [부가세] 1,999
 [승인금액] 22,000
 [승인번호] 075703
 [승인일시] 2016-12-02 21:57:03
 [가맹점번호] 9145101473

판매금액: 20,001
 부가세액: 1,999
 용사료액: 0
 합계금액: 22,000

25.65.000
 6002

전자서명: _

발행일시: 2016-12-02 21:57:03 01-엄은희



₫160,441

Just a quick update, Sheila

*Adjustment
invoice
for trip
on Dec 2/16*

- 09:56am | 44B Lý Thường Kiệt, Trần Hưng Đạo, Hoàn Kiếm, Hà Nội, Vietnam
- 10:44am | Võ Văn Kiệt, Phú Cường, Sóc Sơn, Hà Nội, Vietnam



You rode with Văn Ba

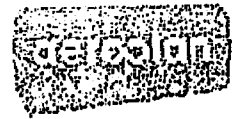
14.18	00:48:03	Black
kilometers	Trip time	Car

9.63'



"GPS issue" - Anne.

Your Fare



Itinerary / Receipt

We are pleased to confirm your airline reward booking. Thank you for letting Aeroplan take you where you want to go. Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: '

Name: Ms Sheila Mcleod
E-mail:
Form of payment: NONREF. CC
 CAXXXXXXXXXXXXXX

Customer Care
 Aeroplan Contact Centre
 1-800-361-5373

Air Canada Flight Information
 1-888-422-7533

Flight Reward Cancellation
www.aeroplan.com/managerewards
 or call the Aeroplan Contact Centre

Flight Change Alert
[Flight notification](#)

Manulife Travel Insurance
aeroplan.com/manulife
 1-844-891-1554

Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking Class)	Status
OZ728	Hanoi (HAN)	Seoul Incheon (ICN)		Economy (X)	Confirmed
	Fri 02-Dec 2016 12:35	Fri 02-Dec 2016 18:40			

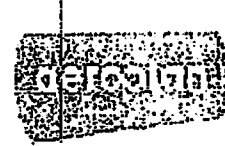
Passenger Information

Passenger: 1 Ms Sheila Mcleod
Ticket number:

Tax and Fee Summary

Date of issue

02-Oct 2016



Aeroplan Flight Reward

Fixed Mileage Flight Reward

Taxes, fees and charges per passenger

(C4)	2.00
Combined taxes, fees, charges and surcharges, see fare calculation below (XT)	73.20

Additional Charge in Canadian dollars :	0.00
Total in Canadian dollars :	75.20

Ticket Particularities:
 AERO REW T
 NON REF/NON END

***Fare calculation:**
 02DEC16HAN OZ SEL R0.00CAD0.00 END ROE1.00 XT32.70JC40.50YQ

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

Aeroplan Rules

General Rules:

- Aeroplan service, change and cancellation fees are non-refundable and all fees are subject to change with or without notice.
- Some taxes and fees may be collected at your departure airport.
- Flight rewards are subject to the Air Rewards Terms and Conditions of the Aeroplan program. For further details visit our web-site at aeroplan.com or contact Aeroplan at 1-800-361-5373.
- Flight Reward mileage level quotes are valid at the time of redemption and only for the itinerary booked.
- Airlines may charge fees for checked bags for travel within North America. Please visit the airline's website directly as baggage allowance and fees vary by carrier.

Changing Flight Rewards:

- Changes to the itinerary can be made at anytime up to 2 hours prior to departure subject to availability.
 - If you cannot travel on your scheduled flights you must notify Aeroplan at least 2 hours before flight departure or your ticket will be forfeit. Forfeit flight reward tickets are no longer valid for travel or mileage reinstatement.
 - Changes can be made to the flight date(s), flight number(s), routing and/or itinerary changes (including cabin) and will require a fee of \$90.00 CAD plus applicable taxes per ticket and may require the additional collection of miles. If additional mileage is required, the member must authorize the redemption of those additional miles. Changes that are less than the original mileage level booked will result in the residual miles being forfeit. Mileage changes may be due to availability, time of flight, day of travel, seasonality, advance purchase or minimum/maximum stay.
 - If your itinerary includes flights operated by Air Canada or Air Canada Express where you redeemed a Fixed Mileage Flight Reward in Business Class, but only seats in the Economy cabin were available at the time of booking, on the day of departure you may request that an Air Canada check-in agent places you on the standby list for an upgrade to the Business Class cabin. Standby is not permitted on flights operated by other Star Alliance member airlines. Please note that airport standby upgrades are subject to availability and cannot be guaranteed. The mileage level redeemed for this itinerary is valid and no compensation or mileage adjustments will be provided.
 - Name changes are not permitted once the reservation has been made or tickets have been issued.
 - Market Fare Flight rewards cannot be changed to Fixed Mileage Flight Rewards or Star Alliance flight rewards.
 - Any changes made to Aeroplan redemption bookings may affect other travel services you may have booked/reserved (i.e. car and/or hotel reservations). It is your responsibility to verify whether or not other travel services are affected as a result of such changes.
- Prior to your reward travel, but after your reward ticket has been issued:**
- Prior to departure, changes can be made to flight reward tickets on Air Canada, Star Alliance and Air Canada Express depending on availability (certain conditions apply). To make a change to your itinerary, call the Aeroplan Contact Centre. To cancel or refund your flight rewards, go to the "Manage Your Rewards" section on www.aeroplan.com or call the Aeroplan Contact Centre.

Mobile
Bill Date: December 17, 2016
SHEILA MCLEOD
Mobile Ref.
Global Learning

Account #
Next Bill Date: January 17, 2017

CURRENT CHARGES for

Monthly charges billed to Jan 16, 2017

Corp Smartshare Unltd 55 BES Plan 36M	\$55.00	
less 14.55% Promotional Discount	<u>-8.00</u>	47.00
Includes: 3 Way Calling		
Call Waiting		
Alberta Government 911 fee		0.44
Call Forwarding	\$3.00	
less 100.00% Promotional Discount	<u>-3.00</u>	0.00
Message Centre		0.00
1GB Shared Data - BlackBerry		5.00
Corporate Data Flex Zone 1		0.00
Corporate Data Flex Zone 2		0.00
Corporate Data Flex Zone 3		0.00
Call Display		0.00
Corporate Data Flex USA		0.00
Corporate Text Flex Zone1		0.00
Corporate Text Flex Zone2		0.00
Corporate Text Flex Zone3		0.00
Corporate Voice Flex Zone1		0.00
Corporate Voice Flex Zone2		0.00
Corporate Voice Flex Zone3		0.00
Etelesolv		1.25
Member to Member Local Calling		0.00
Messaging Pack Unlimited		0.00
Includes: Picture Messaging		
Image Messaging		
Incl. Messages		
Unlimited Incoming Messages		
Unlimited Canadian LD	\$10.00	
less 100.00% Promotional Discount	<u>-10.00</u>	0.00
Unlimited Local Talking		0.00
U.S. Travel -Calling \$0.20/min		0.00
Travel US Text Saver	\$10.00	
less 100.00% Promotional Discount	<u>-10.00</u>	0.00

Usage and long distance

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$31.00
Total this month	\$31.00
Event Summary	
Total Events	3
Total this month	\$0.00

Mobile
Bill Date: December 17, 2016
SHEILA MCLEOD
Mobile Ref.
Global Learning

Account #
Next Bill Date: January 17, 2017

CURRENT CHARGES for

(continued)

Messaging Pack Unlimited Incl. Messages

0.00

Travel US Text Saver Unlimited Incoming Messages

0.00

Taxes

GST

2.68

Total current charges

\$56.37



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

Return completed form to _____, Education Centre

Details of Trip | Please Print Date: December 6, 2016
 Employee's Name Sheila McLeod Vendor #: _____
 School / Department to mail cheque to Global Learning
 Purpose of Trip / Name of Conference CAPS-I Trade Mission Vietnam 2016
 Departure and Return Dates Nov 20th - Dec 3rd 2016 Destination: Ho Chi Minh City, Hanoi, Phan Thiet

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)				<u>96.24</u>	
▪ Rail/Bus				<u>24.88</u>	
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle @ 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 @ \$12.00					
▪ Lunch <u>7</u> @ \$17.00				<u>119.00</u>	<u>\$327.00</u>
▪ Dinner <u>8</u> @ \$26.00				<u>208.00</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					<u>443.12</u>
GST Breakout Area					

I certify that the above claim is correct:

Claim _____

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.