

expense | monthly tracking report

claimant | McLeod, Sheila
position | Director, Learning
level | Director
reporting period | July 1 to August 31, 2017
date of report | October-13-17



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Vietnam & China recruitment	07/02/2017	Taxis at destination	\$172.40	travel	BUS airfare/bus/rail
Vietnam & China recruitment	07/02/2017	Taxi at destination	\$22.26	travel	BUS airfare/bus/rail
Vietnam & China recruitment	07/02/2017	Perdiem meals (1 lunch, 4 dinner)	\$121.00	travel	BUS food/non alcoholic beverage
Vietnam & China recruitment	07/04/2017	Renaissance Hotels Beijing	\$609.96	travel	BUS accommodation
Vietnam & China recruitment	07/28/2017	Mileage	\$55.00	travel	BUS mileage

Sheila



RENAISSANCE
BEIJING WANGFUJING HOTEL
北京金茂万丽酒店

Renaissance Beijing Wangfujing Hotel / 北京金茂万丽酒店

No. 57 Wangfujing Street, Dongcheng District, Beijing, 100006, China
中国北京市东城区王府井大街57号 邮政编码: 100006
T 电话: (86 10) 6520 8888 F 传真: (86 10) 6520 8999

Room 房号 :
Arrival 入住日期 : 06-29-17
Departure 离店日期 : 07-02-17
Reward No 万豪礼赏 : '87
Confirmation No 确认号 :
Cashier 收银员 :
Invoice No 账单号 :

INVOICE printed on 02-JUL-17

Page 1 of 1

DATE 日期	REFERENCE 备注	CHARGES 消费	CREDITS 付款
06-29-17	Accommodation services	1,072.72	
06-30-17	Accommodation services	979.44	
07-01-17	Accommodation services	979.44	
07-02-17	Manual - MasterCard XXXXXXXXXXXX XXX		3,031.60
Total 总计		3,031.60	3,031.60
		Balance 余额	CNY0.00

\$609.96 CNY

Your Marriott Rewards Points/Frequent Flyer Miles earned will be credited to your account and will appear on your next statement.
As a Rewards Member, you could have earned points toward your free dream vacation today. Start earning points and elite status, plus enjoy exclusive member offers. Enroll today at the front desk.
This statement is the only receipt. I agree that I am personally liable for the above-mentioned payment and if the person, company or association indicated by me as being responsible for the payment, I understand that my liability shall be joint with such person, company or association if the amount is not received within 30 days.
此结算是酒店提供的唯一收据, 本人同意承担上述费用, 如酒店于30天内未有收到由本人指定负责人或关联的人士、公司或团体付款, 我将有责任承担以上费用。

Guest Signature
宾客签署



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, and 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:*	Sheila	Last Name:*	McLeod
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	
21-06-17	Vietnam China recruitment	Home	Airport	56	
2-07-17	Vietnam China recruitment	Airport	Home	55	
The total weekly km must be entered into the timesheet in PeopleSoft.				Total Kilometres	110
PeopleSoft Time Approver					
Combo Code entered into PeopleSoft					
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: cbelcoming@westcanadian.com					
Employee Signature:*			Time Approver Name:*		
Employee Phon			Time Approver Signature:*		
Date DD-MM-YY:	rover		403-817-		
<small>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.cba.ab.ca/foia/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.</small>					



Taxi Hotel To Hanoi Airport đ400,000.00
\$22,00

Unreported Jun 26

Taxi To Cei Hanoi Office đ70,000.00
3,85

Unreported Jun 25

Driver Tip Hanoi đ100,000.00
5,50

Unreported Jun 25

Taxi hotel to airport đ2,000,000.00
110,03

Unreported Jun 25

Taxi Seminar To Hotel đ50,000.00
2,76

Unreported Jun 25

Taxi To Dinner đ50,000.00
2,76

Unreported Jun 25

Taxi To Sunday Seminar đ100,000.00
5,16

\$152.40 con
+ 2000
17245



HANO → AIRPORT TAXI
GROUP

Hotline: 1900.54.54.67

So Taxi: 4280; DT: 0438 57 57
57

Gio len 09:27 27/06/17
Gio xuong 09:55 27/06/17
Cu ly 25.48 Km
Tien DH 362.000 Vnd

Diem len:.....

Diem xuong:.....

DICH VU MOI

Taxi Group Airport-0438 51 51
51

-----TRAN TRONG CAM ON-----

CASH ~~20.000~~

20. ✓



Tour & Transport

Invoice Reference: HTST_117520103814
Created date: 20/06/17

Your invoice was paid successfully!

Merchant Name: HTS
Merchant address: 25Bis Rue...
Tel: +84 999155011, 39382300 **Fax:** ...
E-mail:
Website:

Customer Information

Customer Name: ...
Address: ... **Country:** Vietnam
Tel: ... **Fax:** ...
E-mail:

Amount: VND370,000

Description: 25Bis Rue...
Cung cấp...
Số tiền...
Số tiền...
Số tiền...
Số tiền...

Payment Method: ...
 Secure Payments

cdn \$ 22.26

Travel Expense Claim And Summary Report

Employee Name	Sheila McLeod		School / Business Unit	Learning	
Travel Destination	Vietnam & China		Pre-approved budget		
Travel Reason	Student recruitment				
Departure Date	2017-06-21	Departure Time	9:21:00 AM	Return Date	2017-07-02
				Return Time	12:54:00 PM

	(A)	(B)	(C) = (A * B)	(D)	(E)	(F) = (D * E)	(G)	(H) = (F - G)	Alias
Personal vehicle KM's driven	110.00	0.50/KM	\$55.00	Total - Source Currency	Exchange Rate (Avg)	Total Cost in Canadian \$'s	Paid by CBE via P-Card / Cheque	Due to or (from) employee	
Registration / Conference Fee									
Accommodation (exclude meals)									
Airfare									
Rental / Bus / Rail / Taxi / Parking									
Other (Describe in Notes section)									
	(I) Eligible Instances	(J) Rate Per Instance	(K) = (I * J) Per Diem Total Cost	(L) Instances of PerDiem meals paid by P-Card	(M) = (K - (L * J)) Due to employee				Alias
Breakfast	0								
Lunch	1	17.00	\$17.00				\$17.00		9031-travel
Dinner	4	26.00	\$104.00				\$104.00		9031-travel
Alternate Accommodation									
	(N) = (C + ΣF + ΣK) Grand Total Cost			(O) = (ΣH + ΣM) Total due to (from)					
	(P) Less ATA / Other Funding								
	(Q) Less adjustment for meals Paid for via P-Card								
	(R) = (O - P - Q) Grand Total due to (from) Employee								
Notes									

Per Diem Items

Claimant Sheila McLeod <i>Printed Name</i>
_____ <i>Signature</i>
_____ <i>Date</i>

I Acknowledge that 1) I have read AR 2060 Employee Business and Travel Expenses and the Schedule of Limits and Allowances and 2) this accounting for CBE travel expenses aligns with the provisions of these documents.

Approver Jeannie Everett <i>Printed Name</i>
_____ <i>Signature</i>
_____ <i>Date</i>

I Acknowledge that 1) I have read AR 2060 Employee Business and Travel Expenses and the Schedule of Limits and Allowances and 2) this accounting for CBE travel expenses aligns with the provisions of these documents.

- ▶ Attach copies of receipts for all expenses reported (excluding KM's & eligible instances of per diem items).
- ▶ Attach copy of schedule page(s) for any meals purchased on P-Card.
- ▶ Attach copy of executed Travel Authorization form.