

# expense | monthly tracking report

claimant | Fradgley, Catherine  
 position | Director, Facility Operations  
 level | Director  
 reporting period | March 1 to April 30, 2017  
 date of report | June-09-17



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	03/16/2017	Monthly Service Plan	\$56.37	other disclosed	telecom/cell phone
Cell Phone	04/16/2017	Monthly Service Plan	\$56.37	other disclosed	telecom/cell phone
Meeting with the City of Calgary	03/22/2017	Parking in Calgary	\$4.93	other disclosed	BUS general
Meeting with the City of Calgary	03/22/2017	Parking in Calgary	\$3.83	other disclosed	BUS general
Managers Leading Mentally Workplaces Conference, Edmonton	02/09/2017	Conference Registration 03/08/2017-03/10/2017	\$1,095.00	travel	PD course or registration fee
Managers Leading Mentally Workplaces Conference, Edmonton	03/10/2017	Car Rental from Calgary to Edmonton and return 03/08/2017-03/10/2017	\$148.77	travel	PD general
Managers Leading Mentally Workplaces Conference, Edmonton	02/22/2017	Accommodations Coast Edmonton Plaza Edmonton, two nights 03/08/2017-03/10/2017	\$373.86	travel	PD accommodation
Managers Leading Mentally Workplaces Conference, Edmonton	03/10/2017	Meals Per Diem from Travel & Subsistence Report - 03/08/2017-03/10/2017	\$64.00	travel	PD food/non alcoholic beverage
Managers Leading Mentally Workplaces Conference, Edmonton	03/10/2017	Parking at Coast Edmonton Plaza 03/08/2017-03/10/2017	\$44.00	travel	PD general
Managers Leading Mentally Workplaces Conference, Edmonton	03/10/2017	Gas - Missing Receipt	\$60.00	travel	PD general

Mobile  
 Bill Date: February 17, 2017  
 CATHERINE FRADGELY  
 Mobile Ref.  
 HF-FACILITY OPERATIONS

Account #  
 Next Bill Date: March 17, 2017

675 of 1779

**CURRENT CHARGES for**

**Monthly charges billed to Mar 16, 2017**

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 3		0.00
Call Display		0.00
Corporate Text Flex Zone3		0.00
Corporate Voice Flex Zone3		0.00
Roam flex Zone 1 - Data		0.00
Roam flex Zone 1 - Text		0.00
Roam flex Zone 1 - Voice		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

**Other charges and credits**

Roam Flex Cuba - Data	Feb 17 to Mar 16	0.00
Roam flex USA - Data	Feb 17 to Mar 16	0.00
Roam flex Zone 2 - Text	Feb 17 to Mar 16	0.00
Roam flex Zone 2 - Voice	Feb 17 to Mar 16	0.00

**FOR YOUR INFORMATION...**

**Discount Summary**

Total discounts \$31.00

**Total this month \$31.00**

**Usage Summary min:sec**

Weekday 588:00

Weekend 50:00

Weeknight 10:00

**Total time used 648:00**

**Event Summary**

Total Events 41

Total this month \$0.00

**Packet Plan Usage Summary**

Total megabytes 134,1009

Total this month \$0.00



000041-011207 41 347 916 6

Mobile  
Bill Date: February 17, 2017  
CATHERINE FRADGELY  
Mobile Ref. .  
HF-FACILITY OPERATIONS

Account #  
Next Bill Date: March 17, 2017

676 of 1779

**CURRENT CHARGES for**

*(continued)*

**Usage and long distance**

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	134.1009 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	648:00 min:sec	0.00
Text message	33 events	0.00
Corporate Text Flex Zone2 Unlimited Incoming Messages		
	7 events	0.00
Messaging Pack Unlimited Incl. Messages		
	1 event	0.00
<b>Taxes</b>		
GST		2.68

---

**Total current charges** **\$56.37**

**Mobile**  
**Bill Date: March 17, 2017**  
**CATHERINE FRADGELY**  
**Mobile Ref.**  
**HF-FACILITY OPERATIONS**

**Account #**  
**Next Bill Date: April 17, 2017**

**678of 1780**

## CURRENT CHARGES for

### Monthly charges billed to Apr 16, 2017

Corp Smartshare Unitd 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
Roam Flex Cuba - Data		0.00
Corporate Data Flex Zone 3		0.00
Call Display		0.00
Corporate Text Flex Zone3		0.00
Roam flex USA - Data		0.00
Corporate Voice Flex Zone3		0.00
Roam flex Zone 1- Data		0.00
Roam flex Zone 1 - Text		0.00
Roam flex Zone 1- Voice		0.00
Roam flex Zone 2- Data		0.00
Roam flex Zone 2 - Text		0.00
Roam flex Zone 2- Voice		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

### Other charges and credits

Roam flex Zone 2- Data	Feb 17 to Mar 16	0.00
------------------------	------------------	------

FOR YOUR INFORMATION...	
<b>Discount Summary</b>	
Total discounts	\$31.00
<b>Total this month</b>	<b>\$31.00</b>
<b>Usage Summary min:sec</b>	
Weekday	264:00
Weekend	1:00
Weeknight	10:00
<b>Total time used</b>	<b>275:00</b>
<b>Event Summary</b>	
Total Events	36
Total this month	\$0.00
<b>Packet Plan Usage Summary</b>	
Total megabytes	114.3202
Total this month	\$0.00



000011-011301 -11\_3-19\_917 6

Mobile  
Bill Date: March 17, 2017  
CATHERINE FRADGELY  
Mobile Ref.  
HF-FACILITY OPERATIONS

Account #  
Next Bill Date: April 17, 2017

679of 1780

**CURRENT CHARGES for**

*(continued)*

Hardware Change Processing Fee	\$15.00	
less Account Credit	<u>-15.00</u>	0.00
<b>Usage and long distance</b>		
1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	114.3202 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	275.00 min:sec	0.00
Text message	29 events	0.00
Messaging Pack Unlimited Incl. Messages		
	2 events	0.00
Travel US Text Saver Unlimited Incoming Messages		
	5 events	0.00
<b>Taxes</b>		
GST		2.68
<b>Total current charges</b>		<b>\$56.37</b>

0000-44-011302

*Catherine Bradley*

**CALGARY PARKING AUTHORITY (403) 537-7000**

Terminal: 556                      Zone: 3181  
Plate:

Valid through:  
**WEDNESDAY 22 MAR 17**  
**2:48 PM**

*Meeting with United Way*

AMOUNT PAID: \$4.93 (GST incl.)                      Auth No:  
Start Time: 3/22/2017 12:48 PM                      Receipt No:  
FREE Battery Boosting & Tire Inflation Services (403) 537-7006 F

**10 CALGARY PARKING AUTHORITY (403) 537-70**

Terminal: 556                      Zone: 3181  
Plate:

Valid through:  
**WEDNESDAY 22 MAR 17**  
**4:30 PM**

*Meeting with United  
Way*

AMOUNT PAID: \$3.83 (GST incl.)                      Auth No:  
Start Time: 3/22/2017 2:42 PM                      Receipt No:  
7006 FREE Battery Boosting & Tire Inflation Services (403) 537



The Conference Board  
of Canada

Le Conference Board  
du Canada

HEAD OFFICE • SIEGE SOCIAL  
255 chemin Smyth Road  
Ottawa ON K1H 8M7 Canada  
Tel /Tél. 613-526-3280  
Fax/Télé. 613-526-4857  
conferenceboard.ca

# INVOICE

Invoice No. -

Sold To: Mrs. Catherine Debra Fradgley  
Director, Facility Operations  
Calgary Board of Education  
3610 9 St SE  
Calgary AB T2G 3C5

Ship To: Mrs. Catherine Debra Fradgley  
Director, Facility Operations  
Calgary Board of Education  
3610 9 St SE  
Calgary AB T2G 3C5

Account No.	Purchase Order No.	Order Date	Order Number	Terms	Batch Date
		30/06/2016	1148101	Due on Receipt	22/09/2016
Qty	Description	Unit Price	Extended Price		
1	The 2016 Better Workplace Conference 25/10/2016 - 26/10/2016 Vancouver, BC 16-0114/CV Credit Voucher	1,095.00	1,095.00		
Line Item Total	Other	Tax	Subtotal	Amount Received	Amount Due
1,095.00			1,095.00	1,095.00	0.00
HST Remittance Number: R118778091 HST Amount: \$0.00					



The Conference Board  
of Canada

Le Conference Board  
du Canada

HEAD OFFICE • SIÈGE SOCIAL  
255, chemin Smyth Road  
Ottawa ON K1H 8M7 Canada  
Tel./Tél 613-526-3280  
Fax/Télééc. 613-526-4857  
conferenceboard.ca

# INVOICE

Invoice No. 1093384

Sold To: Mrs. Catherine Debra Fradgley  
Director, Facility Operations  
Calgary Board of Education

Ship To: Mrs. Catherine Debra Fradgley  
Director, Facility Operations  
Calgary Board of Education

Account No.	Purchase Order No.	Order Date	Order Number	Terms	Batch Date
1142396		2/9/2017	1161042	Due on Receipt	2/9/2017
Qty	Description	Unit Price	Extended Price		
1	Managers Leading Mentally Healthy Workplaces 3/9/2017 - 3/9/2017 Edmonton, AB 17-0092/MAIN Managers Leading Mentally Healthy Workplaces	850.00	850.00		
Line Item Total	Other	Tax	Subtotal	Amount Received	Amount Due
850.00			850.00	850.00	0.00
HST Remittance Number: R118778091 HST Amount: \$0.00					



RENTAL AGREEMENT NUMBER

RECEIPT

YOUR INFORMATION

Customer Name : FRADGLEY, CATHERINE  
Avis Worldwide Disc : USA  
Methods Of Payment :

YOUR VEHICLE INFORMATION

Avis Car Number : 33487484  
Plate Number : AB L59663  
Veh Grp Charged : Intermediate SUV  
Veh Grp Rented : Intermediate SUV  
Veh Description : WHI KIA SORENTO  
Total Driven : 291 KMs Odometer In: 32000 KMs  
Fuel Gauge Reading: Full

YOUR RENTAL

Pickup Date/Time : MAR 09.2017@03:07 PM  
Pickup Location : CALGARY, AB, T2X 3S4, CA

Return Date/Time : MAR 10.2017@05:22 PM  
Return Location : CALGARY, AB, T2X 3S4, CA

YOUR VEHICLE CHARGES:

M	1 DAY MAX 108 HRS		
	RATE CHART	TIME AND MILEAGE	
KMs	: Unlimited		
HRLY	: 37.51		
DAILY	: 50.00	30YE	50.00= 150.00
WKLY	: 350.00		
MNTLY			
	Less 10.0% Discount =		15.00
Time & Mileage:			135.00
TAXABLE FEES			
ENERGY RECOVERY FEE	.98 /DY	+	2.94
VEH LIC FEE		+	3.75
Subtotal Charges:			141.69
NON TAXABLE ITEMS			
GST Tax 5.00%		+	7.00
Your Total Charges Paid:			148.77
Prepayment :			.00
NET CHARGES:		CAD	148.77
Your Total Due:			0.00
Fuel service:	.4523/KM 3.800/Lit		

YOUR OPTIONAL PRODUCTS/SERVICES

NOTICES-----AVIS-----NOTICES-----AVIS-----NOTICES-----AVIS-----NOTICES  
I agree to the rental charges above. I acknowledge additional charges could be added based on tolls, tickets, fines administrative charges and other fees which may be applicable. X  
Thank you for renting with Avis.

If you have questions regarding this rental, call us at 403-873-2580



## Receipt for Coast Edmonton Plaza Hotel, Edmonton

8 Mar 2017 - 10 Mar 2017

Itinerary #

### Booked Items

Hotel: Coast Edmonton Plaza Hotel

10155 105th Street, Edmonton, ABT5J1E2

Check-in: 08/03/2017 | Check-out: 10/03/2017, 1 room | 2 nights

### Traveller Information

Catherine Fradgley

Room 1: Comfort Room, 2 Queen Beds

### Cost Summary

Booked Date: 22 Feb 2017

<b>Room Price</b>	<b>C\$373.86</b>
<b>2 nights</b>	C\$166.50 avg./night
Wed, 8 Mar	C\$179.00
Thu, 9 Mar	C\$154.00
<b>Taxes &amp; Fees</b>	<b>C\$40.86</b>

**Total: C\$373.86**  
Collected by Expedia

**Paid: C\$373.86**

All prices quoted in CAD.



# Travel & Subsistence Expense Report

**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 23 2017

Employee's Name CATHERINE FRADGLEY Vendor #: \_\_\_\_\_

School / Department to mail cheque to Facility operations

Purpose of Trip / Name of Conference Managers Leading Mentally Workplaces Conference

Departure and Return Dates March 8, 2017 - March 10, 2017 Destination: Edmonton, AB

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	0.00		0.00		\$1,095 - Coupon attached
<b>Travel Costs</b>					
▪ Airfare (including trip cancellation insurance)	—		—		
▪ Rail/Bus	—		—		
▪ Taxi/Shuttle Bus/Car Rental in Calgary	\$148.77		\$148.77		
▪ Taxi/Shuttle Bus/Car Rental at Destination	—		—		
▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)	—		—		
<b>Accommodations at Single Rate</b>					
\$ <u>186.93</u> @ <u>2</u> Nights	\$373.86		\$373.86		
<b>Meals (including tips) (excluding meals covered by Conference or Others)</b>					
▪ Breakfast <u>1</u> @ \$12.00	\$12.00		—	\$12.00	
▪ Lunch <u>0</u> @ \$17.00	—		—		
▪ Dinner <u>2</u> @ \$26.00	\$52.00		—	\$52.00	
▪ Or Actual Expense					
<b>Telecommunication Charges (Internet, phone calls)</b>					
<b>Parking – in Calgary</b>					
<b>Parking – at Destination</b>	\$44.00		\$44.00		
<b>Other – Provide Details</b> <u>Gas</u>	\$60.00		\$60.00	—	
<b>TOTAL COST OF TRIP</b>	\$690.63		\$626.63	\$64.00	
<b>CASH ADVANCE IF ANY—Ref #</b> _____					
<b>AMOUNT DUE TO (OWING BY) CLAIMANT</b>					
<b>GST Breakout Area</b>					

I certify that the above claim is correct:

Catherine Fradgley  
Director, Facility operations

Dany Broton, Superintendent  
Facilities & Environmental Services, Calgary Board of Edu.  
3610 - 9 Street SE, Calgary AB T2C 3C5  
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.

Registration/Conference Fee \$850. Paid by Refund Coupon #1095.

No Refund \$ 245.00



10155 105th Street,  
Edmonton, AB T5J 1E2  
Tel (780) 423 4811 Fax (780) 423 3204

0409

Ms Catherine FRADGLEY

AB  
CANADA

# Invoice

Invoice date 3/10/2017  
Invoice number  
Our reference  
Client Number  
Your reference  
GST Number 10103 5467 RT0020

Guest	Ms Catherine FRADGLEY	Arrival	3/8/2017	Departure	3/10/2017	Room
Date	Description	Quantity	Unit Price			Total ( )
3/8/2017	Parking Daily	1	20.95			20.95
3/8/2017	Federal Tax GST Parking	1	1.05			1.05
3/9/2017	Parking Daily	1	20.95			20.95
3/9/2017	Federal Tax GST Parking	1	1.05			1.05
<b>Total invoice</b>						<b>44.00</b>
3/10/2017						-44.00
<b>Total Paid</b>						<b>-44.00</b>
<b>Total Due</b>						<b>0.00</b>
<b>Total GST</b>	<b>2.10</b>					

I agree that my liability for any charges incurred by me 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 of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X \_\_\_\_\_

For reservations: [www.coasthotels.com](http://www.coasthotels.com) or 1-800-663-1144



This form is to be completed for each credit card transaction that is not supported by a detailed receipt from the merchant. An image of this completed form must be linked to the appropriate transaction in BMO Spend Dynamics before the transaction can be reviewed by the Cardholders supervisor.

CARDHOLDER		
Cardholder Name <i>Catherine Fradgley</i>		
Card Number * * * * *	Phone Number	
Department / School <i>Facility operations</i>		
Merchant Name <i>shell</i>	Transaction Date YYYY-MM-DD <i>03/10/2017</i>	Transaction Amount <i>\$60-</i>
Description of purchase (what was purchased, why it was purchased, who was involved for things like PD or Food):  <i>Gas. Rental car. travelling to and from Edmonton. Conference. Mentally Healthy workplaces.</i>		
Reason detailed receipt / documentation is not available (steps taken to obtain missing receipt):  <i>The Merchant did not issue a receipt.</i>		
<b>Cardholder Missing Receipt Acknowledgement</b> <ul style="list-style-type: none"> <li>• The information provided is a true and accurate description of the details of the purchase</li> <li>• I confirm that every attempt has been made to obtain a duplicate receipt by contacting the merchant. However, there has been failure to produce a receipt</li> <li>• All items purchased as part of this credit card transaction were for use by The CBE in my duties as an employee. No personal purchases were made</li> <li>• Original documentation is not in my possession and I will not seek reimbursement for the transaction</li> </ul> I acknowledge that repeated lack of documentation could result in a cancelled relationship with the supplier and / or suspension of credit card privileges		
Cardholder Signature <i>[Signature]</i>	Date <b>MAR 29 2017</b>	