

# expense | monthly tracking report

claimant | Roulson, Dianne

position | Director, Learning

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	03/17/2017	Monthly Service Plan	\$56.37	other disclosed	telecom/cell phone
Cell Phone	04/17/2017	Monthly Service Plan	\$56.37	other disclosed	telecom/cell phone
Assembly of First Nations Conference for Education Directors	23/02/2017	Registration for March 1 and 2, 2017, Calgary, AB	\$400.00	other disclosed	PD course or registration fee
College of Alberta School Superintendents (CASS) - First Nations, Metis and Inuit Education Gathering 2017	22/02/2017	Registration for April 26,27 and 28, 2017	\$420.00	travel	PD course or registration fee
College of Alberta School Superintendents (CASS) - First Nations, Metis and Inuit Education Gathering 2017	22/02/2017	Banquet ticket for April 27, 2017	\$65.00	travel	BUS food/non alcoholic beverage
breakfast meeting with Elder	02/03/2017	meal	\$21.74	hospitality	BUS food/non alcoholic beverage
College of Alberta School Superintendents (CASS) - First Nations, Metis and Inuit Education Gathering 2017	28/04/2017	rental car	\$105.38	travel	BUS general
College of Alberta School Superintendents (CASS) - First Nations, Metis and Inuit Education Gathering 2017	26/04/2017	meal	\$60.55	travel	PD food/non alcoholic beverage
College of Alberta School Superintendents (CASS) - First Nations, Metis and Inuit Education Gathering 2017	28/04/2017	Accommodations for April 26 and April 27	\$335.00	travel	PD accommodation
College of Alberta School Superintendents (CASS) - First Nations, Metis and Inuit Education Gathering 2017	28/04/2017	gas for rental car - missing receipt	\$64.56	travel	BUS general
College of Alberta School Superintendents (CASS) - First Nations, Metis and Inuit Education Gathering 2017	26/04/2017	refreshment for Elder	\$7.82	travel	PD food/non alcoholic beverage

# FANTASYLAND HOTEL

AT WEST EDMONTON MALL, EDMONTON, CANADA

Roulson, Dianne  
  
6th floor 1221 8th street SW  
CAlgary, AB T2R 0L4

Confirmation Number: [REDACTED]  
Room Number: [REDACTED]  
Room Type: [REDACTED]  
No. of Guests: [REDACTED]

ARRIVAL	DEPARTURE	RATE PLAN		
04/26/2017	04/28/2017	GROUP		
Date	CODE	DESCRIPTION		AMOUNT (CAD)
04/26/2017	RM	Room Charge		154.00
04/26/2017	RT	Alberta Tourism Levy		6.16
04/26/2017	GST	[REDACTED]		7.70
04/27/2017	RM	Room Charge		154.00
04/27/2017	RT	Alberta Tourism Levy		6.16
04/27/2017	GST	[REDACTED]		7.70
04/28/2017	MC	[REDACTED]		(335.72)
<b>TOTAL DUE:</b>				<b>0.00</b>

FANTASYLAND HOTEL  
EDMONTON, ALBERTA  
L1 LOUNGE  
GST [REDACTED]

159 ADAM

Tbl 13/2 Chk [REDACTED] Gst 0  
Apr26'17 09:06PM

2 Daily Soup	16.00
1 Crab Cake	15.00
1 Steak Sandwich French Fries	20.00

Subtotal	51.00
Tax	2.55
10:44PM Total	53.55

Tip: \_\_\_\_\_

Total: \_\_\_\_\_

Room: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Visit us online!!!  
Facebook.com/L1lounge

CASS

FANTASYLAND HOTEL  
EDMONTON, ALBERTA  
L1 LOUNGE  
GST [REDACTED]

Date: Apr26 17 10:47PM  
Card Type: Mastercard  
Acct #: [REDACTED]  
Card Entry: [REDACTED]  
Trans Type: PURCHASE  
Auth Code: [REDACTED]  
Check: [REDACTED]  
Table: [REDACTED]  
Server: [REDACTED]

Subtotal: 53.55  
Tip: 7.00

Total: 60.55  
Signature: *Dian Rowson*

I agree to pay above total  
according to my card issuer  
agreement.  
Charges will appear on card  
statement from Fantasyland Hotel

ENTERPRISE RENT A CAR, 129 17 AVE SE, CALGARY, AB (403) 264-0424

RENTAL AGREEMENT REF#

[REDACTED]

**SUMMARY OF CHARGES**

**RENTER**  
ROULSON, DIANNE

**DATE & TIME OUT**  
26/04/2017 01:32 PM  
**DATE & TIME IN**  
28/04/2017 01:33 PM

**BILLING CYCLE**  
24-HOUR

**CAR CLASS CHARGED**  
IFAR

Charge Description	Date	Quantity	Per	Rate	Total
TIME & DISTANCE	26/04 - 28/04	2	DAY	\$49.58	\$99.16
REFUELING CHARGE	26/04 - 28/04				\$0.00
<b>Subtotal:</b>					<b>\$99.16</b>
<b>Taxes &amp; Surcharges</b>					
GOODS AND SERVICES TAX	26/04 - 28/04			5%	\$5.02
VEHICLE LICENSE FEE RECOVERY	26/04 - 28/04	2	DAY	\$0.60	\$1.20
<b>Total Charges:</b>					<b>\$105.38</b>
<b>Total Estimated Amount Due</b>					<b>\$105.38</b>

**VEH #1 2017 GMC TERR 3SA4**  
VIN# [REDACTED]  
LIC# [REDACTED]  
KM DRIVEN [REDACTED]  
CAR CLASS: SFAR

**PAYMENT INFORMATION**

**AMOUNT PAID**    **TYPE**  
\$105.38            Mastercard

**CREDIT CARD NUMBER**  
[REDACTED]

BELMONT DINER  
19 - 2008 - 33 AVE SW  
CALGARY, AB T2T1Z4  
4032426782

**SALE**



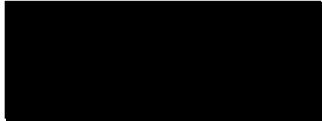
REF# [REDACTED]

09:07:18

\*\*/\*\*

AMOUNT \$21.74  
TAX \$3.26  
TOTAL \$25.00

APPROVED



THANK YOU  
PLEASE COME AGAIN

CUSTOMER COPY

*Elder Mtg.*

Belmont Diner  
2008 33rd Avenue SW  
Calgary, Alberta  
Table [REDACTED]

Trans #: [REDACTED] Serv: [REDACTED]  
3/2/2017 8:48 AM # Cust: [REDACTED]

Quan	Descript	Cost
1	Half Montreal Hash	\$9.75
1	Traditional Breakfast	\$10.95
Net Total:		\$20.70
GST		\$1.04

TOTAL: \$21.74  
Amount Due: \$21.74  
Food: \$20.70  
Thank You For Your Business

Thank you for your registration in the following Learning Opportunity.

This is your REGISTRATION CONFIRMATION and RECEIPT.

## Session Information

Title		Session Code	Fee Per Registrant
First Nations, Métis and Inuit Education Gathering 2017		[REDACTED]	\$420.00
Date	Time	Location	
April 26, 2017	6:00 pm to 9:00 pm	Fantasyland Hotel and Conference Centre	
April 27, 2017	9:00 am to 3:30 pm	17700 - 87 Avenue	
April 28, 2017	9:00 am to 3:30 pm	Edmonton	

## Registrant(s)

ID	First Name	Last Name	Email Address
[REDACTED]	Dianne	Roulson	[REDACTED]

CASS GST Number is [REDACTED]

## Order/Payment Information

Date	Order #	Order Items	Total Charged to Credit Card
February 22, 2017	[REDACTED]	1 registrant(s) x \$420.00	\$420.00

### REFUND/FOIP/CANCELLATION POLICY:

**CANCELLATION POLICY:** Cancellation should be received in writing to [REDACTED] per the following guidelines.

If cancellation notice has been received:

More than 14 days before - full refund

7-14 days - 85% refund

Thank you for your registration in the following Learning Opportunity.

This is your REGISTRATION CONFIRMATION and RECEIPT.

## Session Information

Title		Session Code	Fee Per Registrant
Banquet - First Nations, Métis and Inuit Education Gathering 2017			\$65.00
Date	Time	Location	
April 27, 2017	6:00 pm to 9:00 pm	Fantasyland Hotel and Conference Centre 17700 - 87 Avenue Edmonton	

## Registrant(s)

ID	First Name	Last Name	Email Address
	Dianne	Roulson	

CASS GST Number is

*\*Timing is subject to change.*

## Order/Payment Information

Date	Order #	Order Items	Total Charged to Credit Card
February 22, 2017		1 registrant(s) x \$65.00	\$65.00

### REFUND/FOIP/CANCELLATION POLICY:

**CANCELLATION POLICY:** Cancellation should be received in writing to per the following guidelines.

If cancellation notice has been received:

More than 14 days before - full refund

CASS for Elder

# Booster Juice

Tbl:0

4/26/2017 7:43 pm

Btl of Water Small	1.50
Pesto Chick Panini	5.95
<hr/>	
SubTotal	7.45
GST	0.37
<hr/>	
Total	7.82
<hr/>	
Cash	20.00
<hr/>	
Amount Paid	20.00
Change	12.20
Rounding	-0.02

BOOSTER JUICE  
WEM Phase 3  
1367-8882-170th St  
Edmonton, AB T5T 4M2  
Phone: (780) 443-0700



Mobile [REDACTED]  
 Bill Date: March 17, 2017  
**DIANNE ROULSON**  
 Mobile Ref. [REDACTED]  
 Learning Services

Account # [REDACTED]  
 Next Bill Date: April 17, 2017

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## CURRENT CHARGES for [REDACTED]

### Monthly charges billed to Apr 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
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

FOR YOUR INFORMATION...	
<b>Discount Summary</b>	
Total discounts	\$31.00
<b>Total this month</b>	<b>\$31.00</b>
<b>Usage Summary</b> <span style="float: right;"><i>min:sec</i></span>	
Weekday	375:00
Weekend	12:00
<b>Total time used</b>	<b>387:00</b>
<b>Event Summary</b>	
Total Events	586
Total this month	\$0.00
<b>Packet Plan Usage Summary</b>	
Total megabytes	114.5634
Total this month	\$0.00

### Other charges and credits

Roam flex Zone 2- Data	Feb 17 to Mar 16	0.00
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Mobile [REDACTED]  
Bill Date: March 17, 2017  
DIANNE ROULSON  
Mobile Ref. [REDACTED]  
Learning Services

Account # [REDACTED]  
Next Bill Date: April 17, 2017

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**CURRENT CHARGES** for [REDACTED] (continued)

Hardware Change Processing Fee	\$15.00	
less Account Credit	<u>-15.00</u>	0.00

**Usage and long distance**

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	114.5634 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	387:00 min:sec	0.00
Free Bell Message	52 events	0.00
Text message	20 events	0.00
Picture/Video messaging	8 events	0.00
Messaging Pack Unlimited Incl. Messages		
	245 events	0.00
Travel US Text Saver Unlimited Incoming Messages		
	261 events	0.00

**Taxes**

GST		2.68
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<b>Total current charges</b>		<b>\$56.37</b>
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Mobile [REDACTED]  
 Bill Date: April 17, 2017  
**DIANNE ROULSON**  
 Mobile Ref. [REDACTED]  
 Learning Services

Account # [REDACTED]  
 Next Bill Date: May 17, 2017

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## CURRENT CHARGES for [REDACTED]

### Monthly charges billed to May 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
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

FOR YOUR INFORMATION...	
<b>Discount Summary</b>	
Total discounts	\$31.00
<b>Total this month</b>	<b>\$31.00</b>
<b>Usage Summary</b>	
	<i>min:sec</i>
Weekday	423:00
Weekend	31:00
Weeknight	7:00
<b>Total time used</b>	<b>461:00</b>
<b>Event Summary</b>	
Total Events	703
Total this month	\$0.00
<b>Packet Plan Usage Summary</b>	
Total megabytes	164.7727
Total this month	\$0.00

Mobile [REDACTED]  
Bill Date: April 17, 2017  
DIANNE ROULSON  
Mobile Ref. [REDACTED]  
Learning Services

Account # [REDACTED]  
Next Bill Date: May 17, 2017

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**CURRENT CHARGES** for [REDACTED] (continued)

**Usage and long distance**

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	164.7727 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	461:00 min:sec	0.00
Free Bell Message	48 events	0.00
Text message	29 events	0.00
Picture/Video/File messaging	21 events	0.00
Corporate Text Flex Zone3 Unlimited Incoming Messages		
	294 events	0.00
Messaging Pack Unlimited Incl. Messages		
	311 events	0.00

**Taxes**

GST		2.68
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**Total current charges** **\$56.37**





This form must be completed for each credit card transaction (for purchases over \$20.00) that is not supported by a detailed receipt from the merchant. This form must be approved by the cardholder's Supervisor and enclosed within the Statement & Receipt Envelope.

**CARDHOLDER**

Cardholder Name

**Dianne Roulson**

Card Number

Phone Number

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* [REDACTED]

Department / School

**Learning service unit**

Merchant Name

**Red Deer Husky Gas/Smitty**

Transaction Date

YYYY

MM

DD

Transaction Amount

2 | 0 | 1 | 7 | 04 | 28

**\$64.56**

Description of purchase: Gas for the rental car.

Reason detailed receipt / documentation is not available: The receipt has been misplaced.

**Cardholder Missing Receipt Acknowledgement**

- The information provided is a true and accurate description of the details of the purchase
- 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
- 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
- Original documentation is not in my possession and I will not seek reimbursement for the transaction
- 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

Date

YYYY

MM

DD

20 | 1 | 7 | 05 | 25

**SUPERVISOR**

I have accepted the cardholder's explanation of the receipt loss and / or inability to obtain a detailed receipt

Supervisor Signature

Employee ID

Date

[Grid for Employee ID and Date]