

expense | monthly tracking report

claimant | Roulson, Dianne

position | Director, Learning

level | Director

reporting period | May 1 to June 30, 2017

date of report | August-11-17



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	05/17/2017	Monthly Service Plan	\$56.37	other disclosed	telecom/cell phone
Cell Phone	06/17/2017	Monthly Service Plan	\$56.37	other disclosed	telecom/cell phone
Aboriginal Learning Centre Research Project	05/12/2017	Hotel Room - expense recovered from ALC Research project grant	\$167.28	travel	BUS accommodation
Aboriginal Learning Centre Research Project	05/12/2017	Meal at hotel - expense recovered from ALC Research project grant	\$33.08	travel	BUS food/non alcoholic beverage
Aboriginal Learning Centre Research Project	05/12/2017	Missing receipt - bottle of water	\$3.00	travel	BUS food/non alcoholic beverage
Ceremony for ALC Research with U of C Research Project	05/19/2017	Refreshments and lunch for staff and guests - expense will be recovered from ALC Research project grant	\$649.43	hospitality	BUS catering
Ceremony for ALC Research with U of C Research Project	05/19/2017	Refreshments and lunch for staff and guests - expense will be recovered from ALC Research project grant	\$9.45	hospitality	BUS catering
Aboriginal Learning Centre Naming Ceremony	06/22/2017	Refreshments and lunch for staff and guests	\$1,043.44	hospitality	BUS catering
Meeting with Elder	06/28/2017	Refreshments	\$12.02	working session	BUS food/non alcoholic beverage

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

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

1364of 1773

CURRENT CHARGES for [REDACTED]

Monthly charges billed to Jun 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...	
Discount Summary	
Total discounts	\$31.00
Total this month	\$31.00
Usage Summary min:sec	
Weekday	695:00
Weekend	21:00
Weeknight	17:00
Total time used	733:00
Event Summary	
Total Events	1220
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	366.3097
Total this month	\$0.00

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

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

1365of 1773

CURRENT CHARGES for [REDACTED] (continued)

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	366.3097 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	733:00 min:sec	0.00
Free Bell Message	50 events	0.00
Text message	30 events	0.00
Picture/Video/File messaging	8 events	0.00
Roam flex Zone 1 - Text Unlimited Incoming Messages		
	528 events	0.00
Messaging Pack Unlimited Incl. Messages		
	604 events	0.00

Taxes

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

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

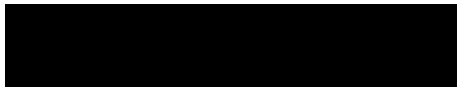
Account # [REDACTED]
 Next Bill Date: **July 17, 2017**

CURRENT CHARGES for [REDACTED]

Monthly charges billed to Jul 16, 2017

Corp Smartshare Unltd 55 BES Plan 3GM	\$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
iGB 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...	
<u>Discount Summary</u>	
Total discounts	\$31.00
Total this month	\$31.00
<u>Usage Summary</u>	
	<i>min:sec</i>
Weekday	696:00
Weekend	79:00
Weeknight	6:00
Total time used	781:00
<u>Event Summary</u>	
Total Events	1289
Total this month	\$0.00
<u>Packet Plan Usage Summary</u>	
Total megabytes	177,5617
Total this month	\$0.00



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

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

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CURRENT CHARGES for [REDACTED] *(continued)*

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@ \$0.00/MB	177.5617 MB	0.00
Unlimited Local Talking Unlimited Usage		
@ \$0.00/minute	781:00 min:sec	0.00
Free Bell Message	74 events	0.00
Text message	21 events	0.00
Picture/Video/File messaging	52 events	0.00
Roam flex Zone 1 - Text Unlimited Incoming Messages		
	577 events	0.00
Messaging Pack Unlimited Incl. Messages		
	565 events	0.00

Taxes

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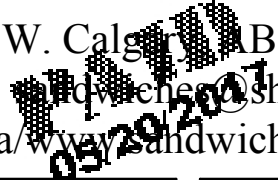
Total current charges **\$56.37**



SANDWICHES' N MORE LUNCH & CATERING CO. LTD.

61 Royal Oak Cove N.W. Calgary, AB T3G 4X7

403-301-5220



www.sandwichescatering.com

www.sandwichesandmore.ca/ www.sandwichescatering.com

Date	Invoice #
5/19/2017	██████████

Bill To:
CALGARY BOARD OF EDUCATION ██████████

Delivered to:
ABORIGINAL LEARNING CENTRE 4753 DOVERRIDGE DRIVE SE

Quantity	Description	Unit Cost	Cost
40	BEEF STEW	9.25	370.00
20	CHICKEN NOODLE SOUP - with crackers	4.00	80.00
40	DINNER ROLLS with butter		0.00
20	INNER ROLLS with butter (extra)	1.30	26.00
60	CORNBREAD MUFFINS -served with *garlic* butter on the side	1.75	105.00
	PLATES & NAPKINS, 60 LARGE BOWLS, 60 SPOONS, 60 KNIVES, 2 X LADLE	0.00	0.00
	DELIVERY FEE	20.00	20.00
	HOT FOOD APPLIANCE SURCHARGE	5.00	5.00
	PICKUP FEE OF CROCK POTS, UTENSILS, COFFEE URNS, ETC.	12.50	12.50
	██████████	██████████	██████████
	GST On Sales	5.00%	30.93

Payment is due within 30 days of the invoice date.

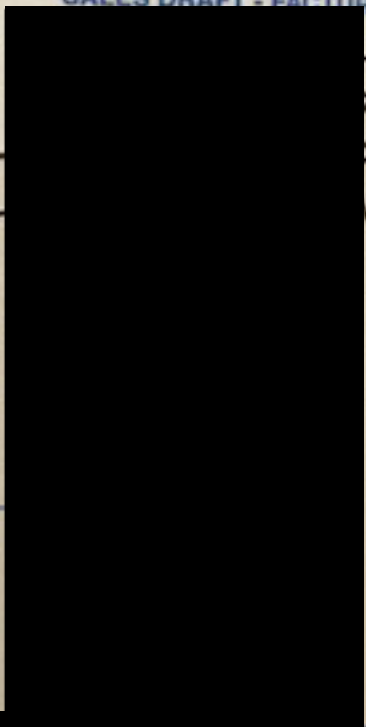
Delivery	Label	People	P.O. #
11:00	11:00	60	

Subtotal	\$618.50
5% GST	\$30.93
Total	\$649.43

SALES DRAFT - FACTURE

DO NOT WRITE ABOVE THIS LINE - NE RIEN ECRIVE AU-DESSUS DE CE LIGNE
Gandwichey's More

PRE



X
Signature: *[Handwritten Signature]*

CARDHOLDER'S SIGNATURE / SIGNATURE DU TITULAIRE
CARDHOLDER WILL PAY TOTAL AMOUNT SHOWN TO CARD ISSUER
ACCORDING TO CARDHOLDER AGREEMENT WITH CARD ISSUER
LE TITULAIRE S'ENGAGE A REMBOURSER L'EMETTEUR DE LA CARTE DU MONTANT
TOTAL FIGURANT SUR CETTE FACTURE, CONFORMEMENT A LA CONVENTION
REGISSANT L'UTILISATION DE LA CARTE.



DATE CHECKED DATE
BY BY
BY BY

AUTHORIZATION NUMBER / NO. D'AUTORISATION
M D J Y A
05 210 117

AMOUNT-MONTANT	
018	58
30	83

TOTAL \$ CAN
049.43

CUSTOMER COPY
COPIE DU CLIENT

PLEASE RETAIN THIS COPY AS RECORD OF YOUR TRANSACTION
CONSERVEZ CETTE COPIE COMME PREVUE DE VOTRE TRANSACTION

SANDWICHES' N MORE LUNCH & CATERING CO. LTD.

61 Royal Oak Cove N.W. Calgary, AB T3G 4X7

403-301-5220 sandwiches@shaw.ca

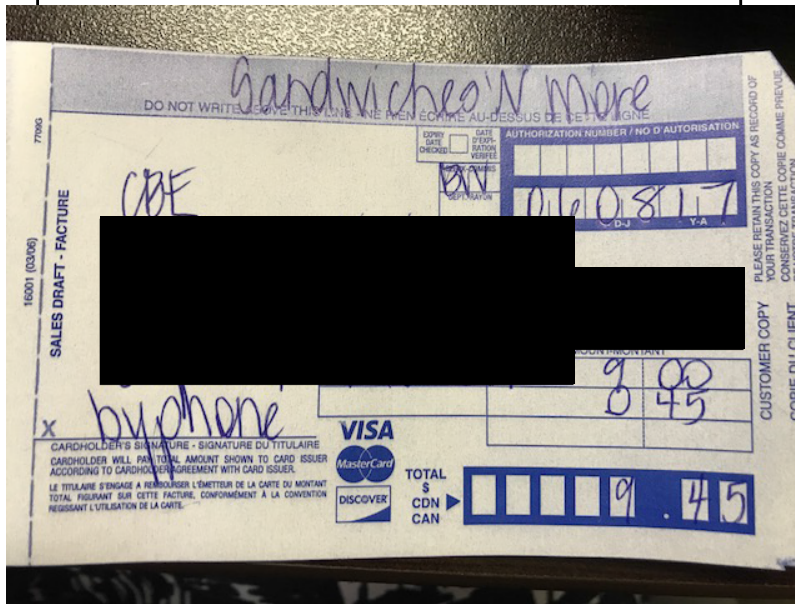
www.sandwichesandmore.ca/www.sandwichescatering.com

Date	Invoice #
5/19/2017	██████████

Bill To:
CALGARY BOARD OF EDUCATION ██████████

Delivered to:
ABORIGINAL LEARNING CENTRE 4753 DOVERRIDGE DRIVE SE

Quantity	Description	Unit Cost	Cost
20	CORNBREAD MUFFINS -served with *garlic* butter on the side	1.75	35.00
20	CREDIT - 20 EXTRA DINNER ROLLS	-1.30	-26.00
	PAID BY MASTERCARD - THANKS MAUREEN NIELSEN	0.00	0.00
	GST On Sales	5.00%	0.45



Payment is due within 30 days of the invoice date.

Delivery	Label	People	P.O. #

Subtotal	\$9.00
5% GST	\$0.45
Total	\$9.45



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]	[REDACTED]

Department / School
Learning service unit

Merchant Name The Hotel Matrix	Transaction Date YYYY	MM	DD	Transaction Amount
	2 0 1 7	05	12	\$3.00

Description of purchase: Bottle of water.

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 ~~union and / or suspension of credit card privileges~~

Cardholder Signature [REDACTED]	Date YYYY MM DD 2 0 1 7 05 25
------------------------------------	--

SUPERVISOR

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

[REDACTED]

Supervisor Signature [REDACTED]	Employee ID	Date

SANDWICHES' N MORE LUNCH & CATERING CO. LTD.

61 Royal Oak Cove N.W. Calgary, AB T3G 4X7

403-301-5220 sandwiches@shaw.ca

www.sandwichesandmore.ca/www.sandwichescatering.com

Date	Invoice #
6/30/2017	[REDACTED]

Bill To:
CALGARY BOARD OF EDUCATION [REDACTED]

Delivered to:
ABORIGINAL LEARNING CENTRE (NOW CALLED Niitsitapi Learning Centre) 4753 DOVERRIDGE DRIVE SE

Quantity	Description	Unit Cost	Cost
8	CHICKEN NOODLE SOUP ✓ - with crackers	4.00	32.00
2	VEGETABLE SOUP **NO KIDNEY BEANS** ✓ - with crackers	4.00	8.00
14	BEEF STEW	9.25	129.50
15	DINNER ROLLS with butter (charge for 1 extra dinner roll)	0.08667	1.30
12	CORNBREAD MUFFINS -served with *garlic* butter on the side	1.75	21.00
	✓ PLATES & NAPKINS, 25 BOWLS, 25 SPOONS, 14 FORKS, 25 KNIVES, 3 X LADLE	0.00	0.00
	DELIVERY CHARGE	13.00	13.00
	HOT FOOD APPLIANCE SURCHARGE	5.00	5.00
	PICKUP FEE OF CROCK POTS, UTENSILS, COFFEE URNS, ETC.	12.50	12.50
	[REDACTED]	0.00	0.00
	GST On Sales	5.00%	11.12

Payment is due within 30 days of the invoice date.

Delivery	Label	People	P.O. #
11:00	CBE	25	

Subtotal	\$222.30
5% GST	\$11.12
Total	\$233.42

SALES DRAFT - FACTURE

DO NOT WRITE ABOVE THIS LINE

GARDINER'S MORE

CBE

X *[Signature]*

CARDHOLDER'S SIGNATURE - SIGNATURE DU TITULAIRE
 CARDHOLDER WILL PAY TOTAL AMOUNT SHOWN TO CARD ISSUER
 ACCORDING TO CARDHOLDER AGREEMENT WITH CARD ISSUER.
 LE TITULAIRE S'ENGAGE A REMBOURSER L'ÉMETTEUR DE LA CARTE DU MONTANT
 TOTAL FIGURANT SUR CETTE FACTURE, CONFORMÉMENT À LA CONVENTION
 RÉGISSANT L'UTILISATION DE LA CARTE.

[Redacted area]

DATE ORDERED DATE PROPOSEE
 DATE OF SERVICE DATE DE SERVICE
 CLIENT'S NAME NOME DU CLIENT
 ORDER NUMBER NUMERO DE LA COMMANDE

AUTHORIZATION NUMBER / NUMERO DE DEBIT

016310117

AMOUNT-MONTANT	
999	30
11	12

TOTAL
 \$
 CDN
 CAN

2 3 5 . 4 2

CUSTOMER COPY
 COPIE DU CLIENT

PLEASE RETAIN THIS COPY AS RECORD OF YOUR TRANSACTION
 CONSERVEZ CETTE COPIE COMME PREVUE DE VOTRE TRANSACTION

SANDWICHES' N MORE LUNCH & CATERING CO. LTD.

Invoice

61 Royal Oak Cove N.W. Calgary, AB T3G 4X7

403-301-5220 sandwiches@shaw.ca

www.sandwichesandmore.ca/www.sandwichescatering.com

Date	Invoice #
6/22/2017	

Bill To:
CALGARY BOARD OF EDUCATION

Delivered to:
ABORIGINAL LEARNING CENTRE
4753 DOVERRIDGE DRIVE SE

Quantity	Description	Unit Cost	Cost
150	FRESHLY BAKED GOODS with butter -muffins, loaves, banana bread, coffee cake, scones, cinnamon danish, fruit danish, turnovers, strudel.	1.875	281.25
30	CHICKEN NOODLE SOUP - with crackers	3.50	105.00
55	BEEF STEW	9.25	508.75
55	DINNER ROLLS with butter		0.00
35	CORNBREAD MUFFINS -served with *garlic* butter on the side	1.75	61.25
85	SMALL PLATES & NAPKINS, 50 KNIVES, 2 X SMALL TONGS(d) - Breakfast	0.00	0.00
85	LARGE PLATES & NAPKINS, 85 LARGE BOWLS, 85 SPOONS, 85 FORKS, 85 KNIVES, 4 X LADLE - Lunch	0.00	0.00
	DELIVERY FEE	20.00	20.00
	HOT FOOD APPLIANCE SURCHARGE	5.00	5.00
	PICKUP FEE OF CROCK POTS, UTENSILS, COFFEE URNS, ETC.	12.50	12.50
	GST On Sales	5.00%	49.69

Payment is due within 30 days of the invoice date.

Delivery	Label	People	P.O. #
10:00	BREAKFAST + LUN...	85	

Subtotal	\$993.75
5% GST	\$49.69
Total	\$1,043.44

GST# 873746218

Sandwiches 'N More

CRF

bv phone

CARDHOLDER'S SIGNATURE - SIGNATURE DU TITULAIRE

PAY TOTAL AMOUNT SHOWN TO CARD ISSUER
ACCORDING TO CARDHOLDER AGREEMENT WITH CARD ISSUER.

LE TITULAIRE S'ENGAGE A REMBOURSER L'ÉMETTEUR DE LA CARTE DU MONTANT
TOTAL PRÉSENTÉ SUR CETTE FACTURE, CONFORMÉMENT À LA CONVENTION
PRÉVOYANT L'UTILISATION DE LA CARTE.

12/16/19



TOTAL \$
CDN
CAN

1043.44

EXPIRY DATE CHECKED	<input type="checkbox"/>	DATE
OPTIONAL VERIFEE	<input type="checkbox"/>	DATE
OLENOMINIS		
DELTSAYON		

01/16/2017

MERCHANT COPY
COPIE DU MARCHAND



Higher Ground
1126 Kensington Road NW
Calgary, AB T2N 3P3
ph 403-270-3780

Guest Check
Thank You for Visiting
www.highergroundcafe.ca

TABLE: Ticket [REDACTED] - 1 Guest

Your Barista was [REDACTED]

6/28/2017 4:02:29 PM - ID #: [REDACTED]

Original Time 6/28/2017 4:02:04 PM

ITEM	QTY	PRICE
------	-----	-------

Pot of Tea	(2@)	\$3.75	\$7.50
Squares	1		\$3.95

Subtotal \$11.45

Total Taxes \$0.57

Grand Total \$12.02

Prev. Payments Amount

external \$12.02

Total Paid: \$12.02

BN: [REDACTED]

www.highergroundcafe.ca

Guest Check

Plate: [REDACTED]

Zone: [REDACTED]

Valid through:

WEDNESDAY

28 JUN 17

5:56 PM

START TIME: 6/28/2017 3:56 PM

AMOUNT PAID: \$4.50 (GST Incl.)

[REDACTED]

Auth No: [REDACTED]

Trn No: [REDACTED]

Terminal: [REDACTED]

Receipt No: [REDACTED]