

# expense | monthly tracking report

claimant | McLeod, Sheila

position | Director, Learning

level | Director

reporting period | September 1 to October 31, 2017

date of report | December-15-17



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Vietnam Fall Recruitment	08/20/2017	Return Airfare - Calgary -Hanoi - cancellation fee	\$200.00	travel	BUS airfare/bus/rail
Vietnam Fall Recruitment	08/24/2017	Return Airfare - Calgary - Taipei (net of employee contribution to fare differential)	\$2,077.16	travel	BUS airfare/bus/rail
Vietnam Fall Recruitment	08/24/1017	Airfare - Taipei - Ho Chi Minh	\$259.80	travel	BUS airfare/bus/rail
Vietnam Fall Recruitment	08/26/2017	Airfare - Ho Chi Minh - Danang	\$72.45	travel	BUS airfare/bus/rail
Vietnam Fall Recruitment	08/26/2017	Airfare - Hanoi - Ho Chi Minh	\$106.54	travel	BUS airfare/bus/rail
Vietnam Fall Recruitment	08/26/2017	Airfare - Danang - Hanoi	\$72.45	travel	BUS airfare/bus/rail
Vietnam Fall Recruitment	08/29/2017	Airfare - Ho Chi Minh - Danang duplicate to be refunded	\$73.24	travel	BUS airfare/bus/rail
Vietnam Fall Recruitment	08/29/2017	Airfare - Ho Chi Minh - Danang - refund	-\$34.49	travel	BUS airfare/bus/rail
Cell Phone	09/17/2017	Monthly service plan	\$56.37	other disclosed	telecom/cell phone
Roaming charges	09/21/2017	Annual employee reimbursement - lower cost than CBE plan with Bell/approved by Finance	\$335.51	other disclosed	telecom/cell phone
Vietnam Fall Recruitment	10/09/2017	Ibis one night accomodation	\$89.45	other disclosed	BUS accommodation
Vietnam Fall Recruitment	10/09/2017	Ibis one breakfast	\$13.79	other disclosed	BUS food/non alcoholic beverage
Vietnam Fall Recruitment	10/12/2017	Novotel three nights accommodation	\$705.79	other disclosed	BUS accommodation
Vietnam Fall Recruitment	10/14/2017	Melia Hanoi two nights accomodation	\$359.42	other disclosed	BUS accommodation
Vietnam Fall Recruitment	10/19/2017	Le Meridien five nights accommodation	\$1,000.12	other disclosed	BUS accommodation
Vietnam Fall Recruitment	10/20/2017	Novotel one nights accommodation	\$233.80	other disclosed	BUS accommodation
Vietnam Fall Recruitment	10/20/2017	Novotel agent lunch two persons	\$53.64	other disclosed	BUS food/non alcoholic beverage
Shanxi meeting September 18, 2017	09/18/2017	Parking at University of Caglary	\$8.00	travel	BUS general
Vietnam Fall Recruitment	09/27/2017	Vietnamese Visa	\$133.90	travel	BUS general
Vietnam Fall Recruitment	10/09/2017	Taxi at destination	\$11.86	travel	PD general
Vietnam Fall Recruitment	10/12/2017	Flight change fee	\$86.25	travel	BUS airfare/bus/rail
Vietnam Fall Recruitment	10/12/2017	Taxi at destination x 2	\$43.05	travel	BUS general
Vietnam Fall Recruitment	10/20/2017	Airport to home Kilometre reimbursement	\$55.00	travel	BUS general
Vietnam Fall Recruitment	10/20/2017	Per diem 3 lunch, 6 dinner	\$207.00	travel	BUS food/non alcoholic beverage
College of Alberta School Superintendents (CASS)	09/01/2017	Membership renewal 2017-2018	\$1,270.50	other disclosed	PD course or registration fee
Cell Phone	10/17/2017	Monthly service plan	\$56.37	other disclosed	telecom/cell phone

Air Travellers Security Charge / Droit pour la sécurité des passagers du transport aérien (CA)	25.91
/ (C4)	1.90
International Passenger Service Charge / Redevance service passagers (vols internationaux) (JC)	31.60
Airport Improvement Fee - Canada / Frais d'améliorations aéroportuaires - Canada (SQ)	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) / Taxe canadienne sur les produits et services (TPS/TVH no 10009-2287 RT0001) (XG)	1.50
Carrier Surcharges / Suppléments du transporteur (YQ)	383.80
	<b>3,707.71</b>

**Less:  
Moins:**

Penalty for cancellation:  
Frais d'annulation:

200.00

**Total Amount Refunded to your payment card in Canadian dollars:** **3,507.71**  
**Montant total remboursé sur la carte de paiement en Dollars canadiens:**

If your refund is in respect of an **Aeroplan Flight Reward** booking and you have used Aeroplan miles to offset all or a portion of your taxes, fees and charges associated to such flight reward booking, the refund for such taxes, fees and charges shall be made to you in your original form of payment. Please refer to your Aeroplan email confirmation for refund details.

Si votre remboursement concerne une réservation effectuée avec des **primes-voyages Aéroplan** et que vous avez utilisé des miles Aéroplan pour acquitter une portion des taxes, des frais ou des suppléments associés à cette réservation, le remboursement pour ces taxes, frais ou suppléments vous sera versé selon le mode de paiement initial. Veuillez consulter votre courriel de confirmation Aéroplan pour le détail concernant le remboursement.

*cancelation  
fee 200*

SHEILA MCLEOD

(3)

017

DATE 28 09 2017  
D D M M Y Y Y Y

PAY TO THE  
ORDER OF

Calgary Board of Education

\$ 498.52

four hundred and ninety eight and 52/100

100 DOLLARS



CANADIAN IMPERIAL BANK OF COMMERCE

MEMO

*Sheila*

- ① Fare chosen 2576.16
- ② Sample low fare 2077.64
- ③ Differential - \$498.52  
(cheque provided)

Passenger: 1 Ms Sheila Mcleod

Ticket number:

Frequent Flyer Pgm:

Program number:

## Purchase Summary

Passenger: 1 Ticket number

Date of issue	23-Aug 2017
Fare Amount in Canadian dollars:	2,448.00
<i>(including navigational &amp; other charges)</i>	
<b>Taxes, Fees &amp; Charges</b>	
Air Travellers Security Charge (CA)	25.91
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	1.50
Combined Taxes *see fare calculation below (XT)	100.75

**Total Fare in Canadian dollars:**

2,576.16

Ticket particularities:  
REFUNDABLE/CXLFEE/CHGFEE  
-BG:AC

\*Fare calculation:  
07OCT17YYC AC X/YVR Q8.89R179.42AC TPE R1111.79AC X/YVR AC  
YYC R515.30NUC1815.40 END ROE1.348720 XT50.00YQ30.00SQ20.75TW

Canadian tax registration numbers:  
XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)  
RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)  
XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)

①  
Fare chosen

⑤ Sample low fare 207764

③ Differential paid by employee \$498.52

## Fare Rules Summary

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable.
- Seat selection charges are per passenger and apply to each individual one-way flight segment in your itinerary. Flight segments are identified by a change in flight number, with each new flight number representing a flight segment. Taxes are not included.
- Please note that you may be moved from your selected seat without notice in the event of an involuntary schedule or airport change (e.g. flight disruption, cancellation), to accommodate a passenger with a disability, or for any other reason that requires Air Canada to move you prior to departure or during the flight. If you are moved from your seat for one of these reasons, you may request a refund for your seat charges. We invite you to read additional terms and conditions related to seat selection

Please read important information and notices regarding Air Canada's general conditions of carriage.

## Baggage Information

Please see below for details on the bags you plan on checking at the baggage counter.

# Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.  
Please bring your itinerary-receipt to the airport.

## Main Contact Information

## Booking reference:

**Name:** Ms Sheila Mcleod  
**E-mail:**  
**Payment:**

**Customer Care**  
Air Canada Reservations  
1-888-247-2262

**Air Canada Flight Information**  
1-888-422-7533  
International Reservations

Alert me of flight changes  
Flight notification

## Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC207	Calgary (YYC) Sat 07-Oct 2017 09:20	Vancouver (YVR) Sat 07-Oct 2017 09:50 - TERMINAL M -MAIN	320	Business (P) * <i>SURCHARGE PAID FOR BY SHEILA MCLEOD (see attached charge)</i>	Confirmed
AC11	Vancouver (YVR) Sat 07-Oct 2017 11:10 - TERMINAL M -MAIN	Taipei (TPE) Sun 08-Oct 2017 14:15 - TERMINAL 2	789	Business (P) *	Confirmed
AC12	Taipei (TPE) Thu 19-Oct 2017 15:55 - TERMINAL 2	Vancouver (YVR) Thu 19-Oct 2017 11:25 - TERMINAL M -MAIN	789	Premium Economy (N)	Confirmed
AC216	Vancouver (YVR) Thu 19-Oct 2017 13:50 - TERMINAL M -MAIN	Calgary (YYC) Thu 19-Oct 2017 16:13	320	Economy (B)	Confirmed

## Passenger Information

### Review Flight Details

#### Depart

Economy Flex <sup>①</sup>

\$1232 < Change

<p>Saturday 07 Oct. 2017</p>	<p>09:20 <b>Calgary</b> Calgary Intl. (YYC), Canada</p>		<p>09:50 <b>Vancouver</b> Vancouver Intl. (YVR), Canada Terminal M</p>	<p> <b>1hr30</b> AC207 Economy (H) Operated by Air Canada</p>
Layover in Vancouver			1hr20	
	<p>11:10 <b>Vancouver</b> Vancouver Intl. (YVR), Canada</p>		<p>14:15 +1 Day <b>Taipei</b> Taiwan Taoyuan Intl. (TPE), Taiwan Terminal 2</p>	<p> <b>12hr05</b> AC011 Economy (H) Operated by Air Canada</p>
			Total duration	14hr55

#### Return

Economy Flex <sup>①</sup>

\$846 < Change

<p>Friday 20 Oct. 2017</p>	<p>15:55 <b>Taipei</b> Taiwan Taoyuan Intl. (TPE), Taiwan</p>		<p>11:25 <b>Vancouver</b> Vancouver Intl. (YVR), Canada Terminal M</p>	<p> <b>10hr30</b> AC012 Economy (V) Operated by Air Canada</p>
Layover in Vancouver			2hr25	
	<p>13:50 <b>Vancouver</b> Vancouver Intl. (YVR), Canada</p>		<p>16:13 <b>Calgary</b> Calgary Intl. (YYC), Canada</p>	<p> <b>1hr23</b> AC216 Economy (V) Operated by Air Canada</p>
			Total duration	14hr18

### Fare Summary

- ✓ Best price guarantee
- ✓ Cancel within 24 hours of purchase without penalty.
- ✓ This itinerary has been saved.

See fare details	1 adult
Air Transportation Charges	7000.00
Taxes, Fees and Charges	77.64
<b>GRAND TOTAL - Canadian dollars (Change currency)</b>	<b>\$2077.64</b>

② Simple lowest fare  
 ① fare chosen 2576.16  
 ③ Differential paid  
 by employee \$498.52

## TRAVELER INFORMATION

Ms. Sheila J Mcleod

### YOUR FLIGHT SELECTION

#### Taipei to Ho Chi Minh City

Flight 1 Sun, 8 Oct 2017

Confirmed Departure: 19:35 Taipei, Taiwan - Taiwan  
Taoyuan International,  
terminal 2

Arrival: 22:00 Ho Chi Minh City, Viet  
Nam - Tan Son Nhat  
International, terminal 2

Airline: EVA Air BR 381 Duration: 3:25  
Fare type/Cabin: ECO Super Aircraft: Airbus Industrie  
Sale/Economy Class A321  
Booking Class: V  
Adult/Child Baggage 30 kilogram(s) per  
traveler

#### Ho Chi Minh City to Taipei

Flight 1 Thu, 19 Oct 2017

Confirmed Departure: 12:50 Ho Chi Minh City, Viet  
Nam - Tan Son Nhat  
International, terminal 2

Arrival: 17:15 Taipei, Taiwan - Taiwan  
Taoyuan International,  
terminal 2

Airline: EVA Air BR 392 Duration: 3:25  
Fare type/Cabin: ECO Super Aircraft: Boeing 777-  
Sale/Economy Class 300ER  
Booking Class: V  
Adult/Child Baggage 30 kilogram(s) per  
traveler

#### Payment details

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6,079 TWD

Total for all travelers

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## Fare(s), Surcharge(s) and Taxes

### Adult traveler(s)

#### Fare(s) and Surcharge(s)

fare basis	4,320 TWD
Airline Fuel Surcharge (YQAC)	606 TWD
<b>Total Fare(s) and surcharge(s)</b>	<b>4,926 TWD</b>

#### Taxes

Taiwan Airport Service Charge (TWAE)	500 TWD
Passenger And Baggage Security Screening Service Charge (C4SE)	46 TWD
Vietnam Passenger Service Charge (JCAD)	607 TWD
<b>Total Taxes</b>	<b>1,153 TWD</b>
	6,079 TWD

x 1 adult(s) = 6,079 TWD

= \$ 259.80

Total for all travelers = 6,079 TWD

Payment 6,079 TWD by MasterCard

#### Fare note(per ticket)

#### ECO Super Sale:

FARE CONDITIONS(Per ticket)

<b>Routing</b>	Taiwan to Southeast Asia
<b>Cabin Class</b>	Economy Class
<b>Fare Family</b>	ECO Super Sale
<b>Minimum Stay</b>	No minimum stay requirement
<b>Maximum Stay</b>	1 month
<b>Cancellation/Refund Fee</b>	TWD 2,000
<b>Date/Flight Change Fee</b>	TWD 2,000
<b>Ticket Reissue Fee</b>	Any changes(except date/flight change) are not permitted.
<b>Infinity MileageLands Mileage Accrual/Upgrade</b>	Actual miles x 0%, Actual flight sector x 0 Upgrade is not applicable . (Valid on BR/B7 operated flights only. For mileage accrual information of codeshare
<b>Baggage</b>	<u>Refer to Baggage Rule for details</u>
	<ol style="list-style-type: none"> <li>1. Advance purchase fare,ticketing must be completed 30/45/60/90 days before</li> <li>2. Fare is applicable to the travel dates and flights (in/out) you selected .</li> <li>3. Most restrictive rule applies when combined two fares.</li> <li>4. Surcharge and fare/tax difference will be charged for any changes to the trav</li> </ol>
<b>Notice</b>	<ol style="list-style-type: none"> <li>5. Purchasing a new ticket may be required if changes are not comply with the</li> <li>6. Non-endorsable.</li> <li>7. Since UNI Air (B7) is not a Star Alliance member Airline, Star Alliance Airline</li> <li>8. No child/infant discount.</li> </ol>

#### Notes:

1. Please show the credit card that you paid for the ticket upon check-in at the airport.





## eTicket Receipt

Prepared For  
MCLEOD/SHEILA MS [ADT]

RESERVATION CODE  
ISSUE DATE 26Aug17  
TICKET NUMBER  
ISSUING AIRLINE VIETNAM AIRLINES  
ISSUING AGENT Vietnam Airlines/SSW  
FREQUENT FLYER NUMBER

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
09Oct17	VIETNAM AIRLINES VN 122	HO CHI MINH CITY, VIETNAM  Time 11:30 Terminal TERMINAL 1	DANANG, VIETNAM  Time 12:50	Class ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance 20K VCR Status OK Fare Basis Not Valid Before 09OCT17 Not Valid After 09OCT17

## Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX
Endorsement / Restrictions	NON-END.RESTRICT MAY APPLY/CONTACT B4 DEPT FOR CHANGE
Fare Calculation Line	SGN VN DAD1050000TAPVNW VND1050000END
Fare	VND 1050000
Taxes/Fees/Carrier-Imposed Charges	VND 50000 YRI (TICKETING CHARGE) VND 105000 UE (VALUE ADDED TAX) VND 70000 AX (DOMESTIC PASSENGER SERVICE CHARGE) VND 10000 C4 (C4)
Total Fare	VND 1285000

Positive identification required for airport check in

Notice:

\$72.45 CDN



eTicket Receipt

Prepared For
MCLEOD/SHEILA MS [ADT]

RESERVATION CODE
ISSUE DATE 26Aug17
TICKET NUMBER
ISSUING AIRLINE VIETNAM AIRLINES
ISSUING AGENT Vietnam Airlines/SSW

Itinerary Details

Table with 5 columns: TRAVEL DATE, AIRLINE, DEPARTURE, ARRIVAL, OTHER NOTES. Row 1: 14Oct17, VIETNAM AIRLINES VN 259, HANOI, VIETNAM, HO CHI MINH CITY, VIETNAM, Class ECONOMY, Seat Number CHECK-IN REQUIRED, Baggage Allowance 20K, VCR Status OK, Fare Basis, Not Valid Before 14OCT17, Not Valid After 14OCT17.

Payment/Fare Details

Form of Payment CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX
Endorsement / Restrictions NON-END.RESTRICT MAY APPLY/CONTACT B4 DEPT FOR CHANGE
Fare Calculation Line HAN VN SGN1600000TAPVNW VND1600000END
Fare VND 1600000
Taxes/Fees/Carrier-Imposed Charges VND 50000 YRI (TICKETING CHARGE)
VND 160000 UE (VALUE ADDED TAX)
VND 70000 AX (DOMESTIC PASSENGER SERVICE CHARGE)
VND 10000 C4 (C4)
Total Fare VND 1890000

Positive identification required for airport check in

Notice:

\$106.34 USD



**eTicket Receipt**

**Prepared For**  
MCLEOD/SHEILA MS [ADT]

RESERVATION CODE  
ISSUE DATE 26Aug17  
TICKET NUMBER  
ISSUING AIRLINE VIETNAM AIRLINES  
ISSUING AGENT Vietnam Airlines/SSW

**Itinerary Details**

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
12Oct17	VIETNAM AIRLINES VN 172	DANANG, VIETNAM  Time 13:00	HANOI, VIETNAM  Time 14:20 Terminal TERMINAL 1	Class ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance 20K VCR Status OK Fare Basis Not Valid Before 12OCT17 Not Valid After 12OCT17

**Payment/Fare Details**

Form of Payment CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX

Endorsement / Restrictions NON-END.RESTRICT MAY APPLY/CONTACT B4 DEPT FOR CHANGE

Fare Calculation Line DAD VN HAN1050000TAPVNW VND1050000END

Fare VND 1050000

Taxes/Fees/Carrier-Imposed Charges VND 50000 YRI (TICKETING CHARGE)  
VND 105000 UE (VALUE ADDED TAX)  
VND 70000 AX (DOMESTIC PASSENGER SERVICE CHARGE)  
VND 10000 C4 (C4)

Total Fare VND 1285000

Positive identification required for airport check in  
Notice:

72.45 CN



**eTicket Receipt**

**Prepared For**  
**MCLEOD/SHEILA JANE MS [ADT]**

RESERVATION CODE	
ISSUE DATE	29Aug17
TICKET NUMBER	
ISSUING AIRLINE	VIETNAM AIRLINES
ISSUING AGENT	Vietnam Airlines/SSW

**Itinerary Details**

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
09Oct17	VIETNAM AIRLINES VN 122	HO CHI MINH CITY VIETNAM  Time 11:30 Terminal TERMINAL 1	DANANG, VIETNAM  Time 12:50	Class ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance 20K VCR Status OK Fare Basis Not Valid Before 09OCT17 Not Valid After 09OCT17

**Payment/Fare Details**

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX
Endorsement / Restrictions	NON-END.RESTRICT MAY APPLY/CONTACT B4 DEPT FOR CHANGE
Fare Calculation Line	SGN VN DAD1050000TAPVNW VND1050000END
Fare	VND 1050000
Taxes/Fees/Carrier-Imposed Charges	VND 50000 YRI (TICKETING CHARGE) VND 105000 UE (VALUE ADDED TAX) VND 70000 AX (DOMESTIC PASSENGER SERVICE CHARGE) VND 10000 C4 (C4)
Total Fare	VND 1285000 = \$ 73.24 cad

**Positive identification required for airport check in**

**Notice:** will refund us (double back)

**From:**  
**Sent:** September-06-17 8:10 AM  
**To:**  
**Cc:** McLeod, Sheila M  
**Subject:** FW: Refund request | e-ticket # duplicate booking error)

This is the last notice I have received regarding the refund.

Corporate Partnerships & Global Learning  
Calgary Board of Education | [www.cbe.ab.ca](http://www.cbe.ab.ca)  
t | 403-817  
f | 403-777-8769

The contents of this email & any attachment(s) are confidential & intended for the named recipient only. If you have received this email in error, please notify the sender immediately, delete this email & do not copy, use or disclose it.

**From:** EC Refund Online-PMD [mailto:refund-online@vietnamairlines.com]  
**Sent:** August-29-17 11:27 AM  
**To:**  
**Subject:** RE: Refund request | e-ticket # duplicate booking error)

Dear

Thank you for choosing Vietnam Airlines.  
Regarding your refund request, we would like to answer you as below:

1. Ticket numbers:	NAME-MCLEOD/SHEILA MS
2. Flights:	HOCHIMINH - DANANG
3. Refund fee:	600 000VND
Ticketing Charges for Web purchase (non-refundable): 50 000VND	
4. Refund amount:	635 000VND

The refund amount will be transferred automatically to your credit card's issuing bank after 30 working days. Please look for details of the refund transaction on your next bank statement or contact your issuing bank for further details.

We look forward to welcoming you on future flights with Vietnam Airlines soon.

Yours sincerely  
Thu TrangMs

Contact Center - Vietnam Airlines  
Trung tâm CSKH Vietnam Airlines  
Tel. 19001100  
Working hours : 24/7  
Email: [refund-online@vietnamairlines.com](mailto:refund-online@vietnamairlines.com)  
Website: <http://www.vietnamairlines.com>

\$ 34.49  
CREDIT  
REFUND

Mobile 403-  
Bill Date: September 17, 2017  
SHEILA MCLEOD  
Mobile Ref.  
Global Learning

Account #  
Next Bill Date: October 17, 2017

**CURRENT CHARGES for 403-**

*(continued)*

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**Total current charges**

**\$56.37**







March 27, 2017

Mobile services (continued)

**SHEILA MCLEOD**  
**Charges for 403**

Service continues on a month-to-month basis after your commitment  
end date of Nov 21, 2017.

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**Usage charges**

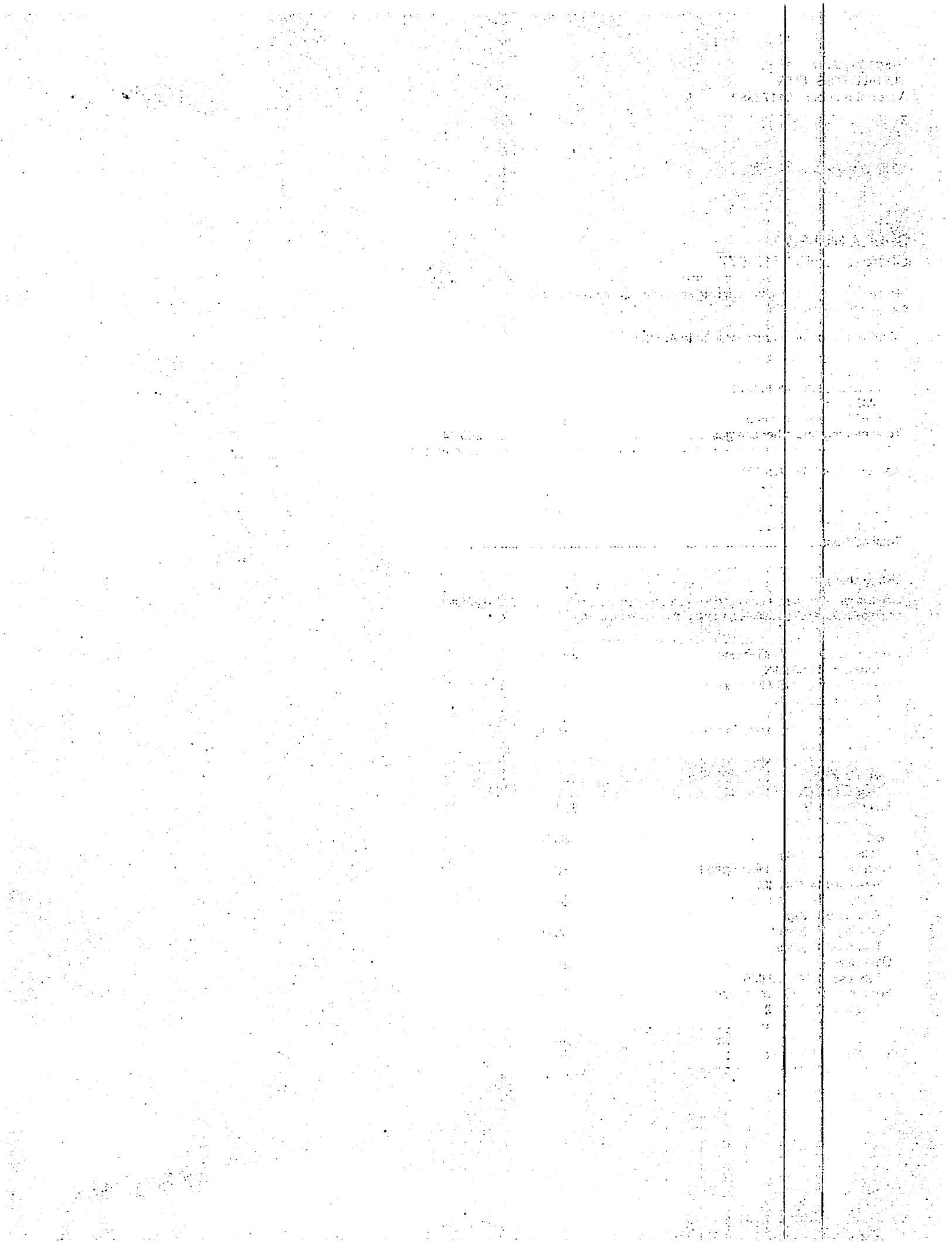
Free airtime refers to non-chargeable minutes that are not part of your included minutes,  
and may include bonus minutes, evening and weekend calling, \*611 calls, etc.

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Easy Roam INTL  
Total used 3 (Day)

\$30.00

*Thailand & Vietnam 10/1 - 10/10/17*



January 27, 2017

Mobile services (continued)

**SHEILA MCLEOD**  
**Charges for 403**

Service continues on a month-to-month basis after your commitment  
end date of Nov 21, 2017.

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**Usage charges**

Free airtime refers to non-chargeable minutes that are not part of your included minutes,  
and may include bonus minutes, evening and weekend calling, \*611 calls, etc.

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Easy Roam INTL  
Total used 5 (Day)

\$50.00

November 27, 2016

Mobile services (continued)

**SHEILA MCLEOD**  
**Charges for 403**

Service continues on a month-to-month basis after your commitment  
end date of Nov 21, 2017.

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**Usage charges**

Free airtime refers to non-chargeable minutes that are not part of your included minutes,  
and may include bonus minutes, evening and weekend calling, \*611 calls, etc.

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Easy Roam INTL	\$10.00
Total used 1 (Day)	

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International GPRS Data Roaming	\$38.11
Total used 3.809 (MB)	

*VIETNAM NOV 2016 200 3/5*



October 27, 2016

Mobile services (continued)

**SHEILA MCLEOD**  
Charges for 403

Service continues on a month-to-month basis after your commitment end date of Nov 21, 2017.

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**Usage charges**

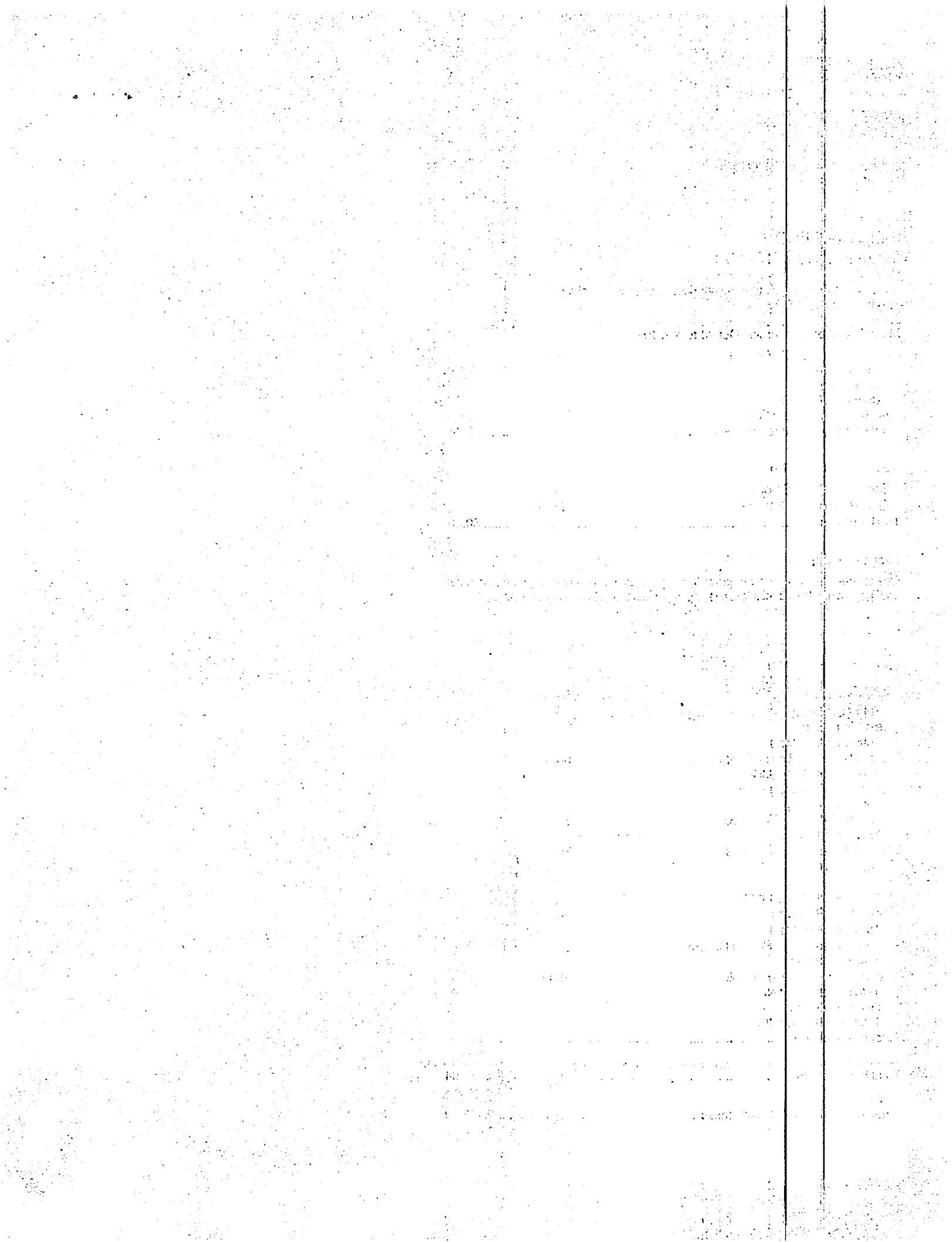
Free airtime refers to non-chargeable minutes that are not part of your included minutes, and may include bonus minutes, evening and weekend calling, \*611 calls, etc.

Easy Roam INTL  
Total used 6 (Day)

\$60.00

*Estonia/Latvia Oct 18-26/16*

[Empty table area]



September 27, 2016

Mobile services (continued)

**SHEILA MCLEOD**  
**Charges for 403**

Service continues on a month-to-month basis after your commitment end date of Nov 21, 2017.

---

**Usage charges**

Free airtime refers to non-chargeable minutes that are not part of your included minutes, and may include bonus minutes, evening and weekend calling, \*611 calls, etc.

Long Distance - US / Int'l Phone  
Additional 10:00 (MIN)  
Total used 10:00 (MIN)

\$15.00

*Basic rate 12-21/16*

Easy Roam INTL  
Total used 5 (Day)

\$50.00

*subscribed to Int'l Roam UK 12-21/16*

CAN to Int'l Text Msg - Sent  
Total used 6 (Msg)

\$2.40





Ms Sheila Mcleod

Canada

Room No. :  
Arrival : 08.10.17  
Departure : 09.10.17  
No.of Nights : 1  
Page No. : 1 of 1  
Folio No. :  
Printed On : 09.10.17

Date	Description	Charges VND	Credits VND
08.10.17	The Mastercard/Mastercard <i>1 night room</i>	<i>CDN 89.45</i>	1,580,964
08.10.17	Phi phong nghi/Accommodation	1,824,669	
09.10.17	The Mastercard/Mastercard <i>breakfast</i>	<i>CDN 13.79</i>	243,705
		Balance	0 VND
		Service Charge 5%	78,990 VND
		Tax 10%	165,879 VND
		TOTAL	1,824,669 VND

Guest Signature

*\$103.24*

# NOVOTEL

HOTELS & RESORTS

DANANG PREMIER  
HAU RIVER

Mrs. McLeod Sheila  
Cong Ty TNHH MTV Tu Van Giao Duc Canada  
170 Nam Ky Khoi Nghia, P6, Q.3, Tp HCM  
Viet Nam

		09/10/17	
		12/10/17	
09/10/17	Tien phong tron goi Room Package		3.619.677
10/10/17	Tien phong tron goi Room Package		3.619.677
11/10/17	Tien phong tron goi Room Package		3.619.677

*3 nights*

*\$705,79 USD*

5%	10.859.031
30%	542.952
10%	0
	1.140.198
	12.542.181

Mười hai triệu năm trăm bốn mươi hai ngàn một trăm tám mươi một đồng chẵn.

**HOA ĐƠN GIA TRỊ GIA TĂNG (Hàng Khách)**  
(Guest Folio)

Liên 2: Giao người mua /Customer

No: 000

Ngày/Date: 14-OCT-17 11:48:20

Tên, Địa chỉ & Mã khách (Name, Address, Tax code) Mrs. McLeod Sheila Mrs. Sheila McLeod Canada		Reprinted by : FO-MYHUONG Ngày đến/ Arrival date: 12/10/17 Ngày đi/ Departure date: 14/10/17 Số TT/ No in Party: 1		Số phòng/ Room No Số phòng Phụ Số thành viên/ No of	
---	--	---	--	---	--

Số TT (No)	Ngày (Date)	Tên hàng hóa, dịch vụ (Description)	ĐVT (Unit)	Số lượng (Quantity)	Đơn giá (Unit price)	Thành tiền (Amount)
	12/10/17	Tiền phòng/Room Charge [NA Pkg. Trx]				2,760,000
	12/10/17	Phi phục vụ/Room Charge-SVC [Add: 5%. (B)]				138,000
	12/10/17	Thuế GTGT/Room Charge-VAT [Add: 10%. (S1)]				289,600
	13/10/17	Tiền phòng/Room Charge [NA Pkg. Trx]				2,760,000
	13/10/17	Phi phục vụ/Room Charge-SVC [Add: 5%. (B)]				138,000
	13/10/17	Thuế GTGT/Room Charge-VAT [Add: 10%. (S1)]				289,800
	14/10/17	MasterCard XXXXXXXXXXXX				-6,375,600
Cộng trước thuế/ Subtotal :						5,796,000 VND
Thuế TTĐB/SPT						0 VND
Thuế suất GTGT/ VAT Rate : 10%						579,600 VND
Tiền thuế GTGT/ VAT Amount :						6,375,600 VND
Tổng cộng / Grand Total :						

2 nights

\$359.42 USD

Viết bằng chữ/ Amount in words :

Sau Triệu Ba Trăm Bảy Mươi Lăm Nghìn Sau Trăm đồng

Thank you for staying with us  
Melia Hanoi

Tôi xin cam đoan chịu trách nhiệm hoàn trả toàn bộ các khoản chi phí hàng hóa, dịch vụ trong trường hợp nếu cá nhân, công ty, hay tổ chức nào đó từ chối thanh toán thành tiền được một phần hay toàn bộ các chi phí nêu trên

I agree that my liability for this account is not waived and I agree to be held personally liable in the event that the indicated person, company or user do not fail to pay all or part of these charges

Chữ ký/Hotel's Signature

Chữ ký của khách/Guest Signature

© In hóa đơn này có phân in Hanoi, Việt Nam. Mọi chi tiết xin liên hệ: 024 3823 8888

Ten Va Dia Chi Khach Hang /  
 Name and Address :

Thanh toan boi / Charge to :

Ms. Sheila Mcleod  
 Phong / Room :  
 Muc Gia / Room rate (VND) :  
 So Ngươi / No of Person : 1  
 Ngay Den / Arrival : 14/10/17  
 Ngay Di / Departure : 19/10/17

Ms. Sheila Mcleod

Date	Description	Reference	Debit (VND)	Credit (VND)
14/10/17	Room Charge		3,072,000	
14/10/17	Phi Dich Vu (SERVICE CHARGE FEE)		153,600	
14/10/17	Thue VAT (TAX)		322,560	
15/10/17	Room Charge		3,072,000	
15/10/17	Phi Dich Vu (SERVICE CHARGE FEE)		153,600	
15/10/17	Thue VAT (TAX)		322,560	
16/10/17	Room Charge		3,072,000	
16/10/17	Phi Dich Vu (SERVICE CHARGE FEE)		153,600	
16/10/17	Thue VAT (TAX)		322,560	
17/10/17	Room Charge		3,072,000	
17/10/17	Phi Dich Vu (SERVICE CHARGE FEE)		153,600	
17/10/17	Thue VAT (TAX)		322,560	
18/10/17	Room Charge		3,072,000	
18/10/17	Phi Dich Vu (SERVICE CHARGE FEE)		153,600	
18/10/17	Thue VAT (TAX)		322,560	
19/10/17	The Tin Dung BIDV (CREDIT CARD-BIDV-MASTER)			17,740,800

Tien Truoc Thue / Gross Amount:	15,360,000 VND
Tien Phi Dich Vu / Service Charge:	768,000 VND
Thue GTGT / VAT Rate: 10%	Tien Thue / VAT amount: 1,612,800 VND
Tong Cong Tien Thanh Toan / Grand Total:	17,740,800 VND
Tien Thanh Toan / Payments:	17,740,800 VND
Tien Con Lai / Balance:	0 VND

SEVENTEEN MILLION SEVEN HUNDRED FORTY THOUSAND EIGHT HUNDRED DONG

Muoi Bay Trieu Bay Tram Bon Muoi Nghin Tam Tram 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

5/10/17 \$1,000.13 USD

Ngươi Mua Hang / Buyer

Nhan Vien Thu Ngan / Cashier

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

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

Billing Name 報單抬頭 Ms Sheila Mcleod

INFORMATION INVOICE

Guest Name Ms Sheila Mcleod  
 Company 公司名稱  
 TARS No.  
 Membership No.  
 A/R Number  
 Group Code

Folio No.  
 Room No. ,  
 Person(s) 住房人數 1  
 Arrival 入住日期 19/10/17 18:29  
 Departure 退房日期 20/10/17 13:43  
 Conf. No.  
 Cashier No. 出納員 FOEVELYN 177  
 Page No. 頁碼 1 of 1

DATE 日期	DESCRIPTION 項目	REFERENCE	TIME 時間	DEBITS 消費	CREDITS 付款
19/10/17	Room Charge		02:48	5,500	
20/10/17	The Square Lunch	Room#	13:15	1,258	
20/10/17	FO-Mastercard Card(4) XXXXXXXXXXXX XXXX		13:43		6,758

233.80  
 5364

Total 總計	6,758	6,758
Balance 結餘	0	TWD

#hosted agent room lunch

\$233.80  
 53.64

\$287.44 CASH

I agree that I am personally liable for the payment of following statement if the person, company or association indicated by me as being responsible for payment of the same does not do so.

本人同意對以上的付款金額承擔個人責任,並且在本人所指定的應對該付款承擔責任的個人,公司或其他機構沒有承擔責任的情況下,本人將對此承擔個人責任。

Guest Signature 客人簽名

ON DASH FACE UP PLACE ON DASH FACE UP PLAC

Terminal: 1D\_CWT

TERMINAL:  
1D\_CWT

Plate:

Valid through:

VALID THROUGH:  
18SEP17  
11:48 AM

MONDAY 18 SEP17

11:48 AM

AMOUNT PAID: \$8.00 RECEIPT NO: :  
ENTRY TIME: 9/18/2017 9:48 AM

AMOUNT PAID:  
\$8.00  
ENTRY TIME:  
9/18/2017  
9:48 AM  
RECEIPT NO.

AUTH:  
TRN:



---

**From:**  
**Sent:** September-27-17 8:19 AM  
**To:**  
**Subject:** FW: Vietnam Visa - Mastercard Transaction Receipt - Do Not Reply

-----Original Message-----  
From: EMBASSY OF VIETNAM IN CAN [mailto:esp\_receipt@moneris.com]  
Sent: September-27-17 4:41 AM  
To:  
Subject: Transaction Receipt - Do Not Reply

EMBASSY OF VIETNAM IN CAN  
VIETNAM EMBASSY IN CANADA  
55, MacKay Street  
Ottawa ON  
K1M 2B2  
T: 613-236-0772  
F: 613-263-2704

[www.vietnamembassy.ca](http://www.vietnamembassy.ca)

-----  
APPROVED  
-----

TYPE PURCHASE  
  
ORDER ID  
CUSTOMER ID sheila mcLeod  
  
AMOUNT (USD) \$133.90  
  
CARD NUM \*\*\*\*\*  
ACCOUNT MC  
  
DATE Sep 18 2017 12:02AM  
REF NUM  
  
AUTH CODE

-----  
APPROVED - THANK YOU  
-----

REFUND POLICY  
NO REFUNDS

-----ITEM DETAILS-----

TOTAL (USD) \$133.90

**TASECO**  
DANANG AIRPORT

Email: sales@tasecotravel.vn  
Website: http://tasecotravel.vn  
Hotline: 0935 460 680

TAXI →  
AIRPORT  
DANANG →  
NOVOTEL

**CÔNG TY CỔ PHẦN DỊCH VỤ HÀNG KHÔNG TASECO ĐÀ NẴNG**  
**TOURISM INFORMATION AND SERVICES CENTER**

TEL: 0236 394 3444 FAX: 0236 394 3445 WEBSITE: http://tasecotravel.vn  
ADD: ARRIVAL - LOBBY A&B - 1ST FLOOR DA NANG AIRPORT

# PHIẾU DỊCH VỤ (SERVICES VOUCHER)

Ngày (Date).....tháng (month).....năm (year) 201.....Số phiếu (No).....012431.....

To : ..... From: .....  
ATTN : ..... Send by: .....  
Tel : ..... Tel: .....  
Fax : ..... Fax: .....

- Tên khách/ Đoàn (Guest/Group Name):..... (L) SHEILA
- Lịch trình/Itinerary:.....
- Hành trình/Travel:.....

Ngày (Date)	Giờ (Time)	Điểm thăm quan chính (Destination)	Ghi chú (note)
11/10	11:30	SB → ...	1000

Tổng số tiền (Total):.....(Đã bao gồm VAT)  
(Bằng chữ (Words)):

(Nhận được yêu cầu này đề nghị Quý khách xác nhận và fax lại cho chúng tôi.)

Nhân viên phụ trách  
(Personnel in charge)

Chữ ký của khách  
(Guest's signature)

Xác nhận của Cty Du lịch  
(Travel's signature)

TAXI AT DESTINATION  
CRSH 11/10



Vietcombank



VIETNAM AIRLINES  
SAN BAY QUOC TE  
DA NANG

NAME: [REDACTED]  
ADDRESS: [REDACTED]

REGISTERED  
[REDACTED]  
NAME: [REDACTED]  
SALE: [REDACTED] 11/19  
DATE: OCT 12 2017 10:45:33  
[REDACTED]

*flight change  
due to schedule  
change by  
organizers  
no other document  
could be obtained*

*\$ 86.25 con*

EXP: Master Card  
[REDACTED]

TOTAL: VND 1,533,000

HO CHI MINH TRAI LAI

*[Handwritten signature]*



Tour & Transport

Invoice Reference: HTST\_  
Created date: 11/10/17

Your invoice was paid successfully!

**Merchant Name:** HTS tour & transport  
**Merchant address:** 21 Ma May str, Hoan kiem Dist, Hanoi, Vietnam  
**Tel:** (+84 ) 39915599- 39382390 **Fax:** ( +84 ) 39382391  
**E-mail:** info@hanoitransferservice.com  
**Website:** www. hanoitransferservice.com; www.htstour.com

**Customer Information**

**Customer Name:** Sheila McLeod  
**Address:** hanoi **Country:** Vietnam  
**Tel:** Fax:  
**E-mail:**

**Amount:** VND765,000

**Description:** 12/10 : pick up VN 172 at 14:25 to Melia Hanoi Hotel : 16usd/ 4seater car/way  
 14/10 : pick up SGN to Le Meridien : 17 usd/ 4 seater car/way.  
 Total : 33usd

-----  
 Our government doesn't allow us to make bill in foreigner currency (Vietnam Dong- VND allowed only), so the currency displayed on the invoice is VND.  
 Current exchange rate: 1usd=22,500vnd.  
 Total cost in USD: 33usd  
 3% for transaction fee: 0.99usd  
 Total in VND:33.99\*22,500= 765,000vnd

**Payment Method:** Online payment via internet with Visa,MasterCard,JCB,American Express



\$43.05 CDN  
 TAX AT DESTINATION

mailed 1/17



# 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.

<b>Section 1: Your Employee Information</b>				<i>To be completed by Employee</i>	
Employee ID:*		First Name:*	Sheila	Last Name:*	McLeod
<b>Section 2: Trip Details:</b>				<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	
20-10-2017	Fall Southeast Asia marketing & recruitment	Airport	Home	55	
<b>The total weekly km must be entered into the timesheet in PeopleSoft.</b>				<b>Total Kilometres</b>	
<b>PeopleSoft Time Approver</b>					
Combo Code entered into PeopleSoft					
<b>Section 3:</b>				<i>To be completed by Employee and Approver</i>	
The approver must create a PDF copy of the completed Travel Log and send to: <a href="mailto:cbeincoming@westcanadian.com">cbeincoming@westcanadian.com</a>					
Employee Signature:*			Time Approver Name:*	Jeannie Everett	
Employee Phone:*	403-817-		Time Approver Signature:*		
Date DD-MM-YY: *	31-10-2017	Time Approver Phone:*	403-817-7600	Date DD-MM-YY:*	31/10/17
<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 <a href="http://www.cbe.ab.ca/legal/foip">http://www.cbe.ab.ca/legal/foip</a>. If you have any questions about this form and/or the use of the information, please contact the Employee Contact Centre at 403-817-7333.</small>					



# Travel Expense Claim And Summary Report

Employee Name	Sheila McLeod		School / Business Unit	Global Learning	
Travel Destination	Da Nang, Hanoi, Ho Chi Minh City		Pre-approved budget	\$7,400.00	
Travel Reason	Fall southeast Asia marketing and recruitment				
Departure Date	2017-10-09	Departure Time	9:20:00 AM	Return Date	2017-10-20
				Return Time	4:13:00 PM

	(A)	(B)	(C) =(A * B)	(D)	(E)	(F) =(D * E)	(G)	(H) =(F - G)	Alias	
Personal vehicle KM's driven	55.00	0.50/KM	\$27.50	Total - Source Currency	Exchange Rate (Avg)	Total Cost in Canadian \$'s	Paid by CBE via P-Card / Cheque	Due to or (from) employee		
<i>Registration / Conference Fee</i> <i>Accommodation (exclude meals)</i>										
	\$2,388.60		\$2,388.60			\$2,388.60	\$2,388.60	\$0.00	9031-accom	
	Airfare		\$2,913.98			\$2,913.98	\$2,913.98	\$0.00	9031-air	
	Rental / Bus / Rail / Taxi / Parking		\$84.84			\$84.84	\$72.98	\$11.86	9031-travel	
	Other (Describe in Notes section)		\$236.34			\$236.34	\$236.34	\$0.00	9031-travel	
Per Diem Items		(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	
	<i>Breakfast</i>									
		Lunch	3	17.00	\$51.00		\$51.00		9031-travel	
		Dinner	6	26.00	\$156.00		\$156.00		9031-travel	
	<i>Alternate Accommodation</i>									
		(N) =(C + ΣF + ΣK) Grand Total Cost		\$5,858.26	(O) =(ΣI + ΣM) Total due to (from)	\$218.86				
(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										
<b>\$218.86</b>										

Notes

1. See Air Canada receipt for explanation; 2. Vietnamese Visa, 3. breakfast not included, 4. hosted Agent lunch;

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

<b>Approver</b>
_____ <i>Printed Name</i>
_____ <i>Signature</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.
Date _____

- ▶ 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.



**Mobile 403**  
**Bill Date: October 17, 2017**  
**SHEILA MCLEOD**  
**Mobile Ref.**  
**Global Learning**

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

**CURRENT CHARGES *for 403-***

---

**Total current charges**

**\$56.37**