

expense | monthly tracking report

claimant | Meadon, Chris
position | Director, Learning
level | Director
reporting period | May 1 to June 30, 2018
date of report | August-17-18



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Bell Mobility	05/17/2018	Monthly Service Plan	\$80.24	other disclosed	telecom/cell phone
Bell Mobility	06/17/2018	Monthly Service Plan	\$64.08	other disclosed	telecom/cell phone
Mileage	05/31/2018	Travel within the City on CBE Business	\$61.35	travel	BUS mileage
Mileage	06/29/2018	Travel within the City on CBE Business	\$51.95	travel	BUS mileage

Mobile
Bill Date: May 17, 2018
CHRIS MEADEN
Mobile Ref.

Account #
Next Bill Date: June 17, 2018

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CURRENT CHARGES

Monthly charges billed to Jun 16, 2018

Corp Smartshare Unltd 55 BES Plan 24M	\$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...	
<u>Discount Summary</u>	
Total discounts	\$31.00
Total this month	\$31.00
<u>Usage Summary</u>	
	min:sec
Weekday	548:00
Weekend	94:00
Weeknight	57:00
Total time used	699:00
<u>Event Summary</u>	
Total Events	778
Total this month	\$0.00
<u>Packet Plan Usage Summary</u>	
Total megabytes	5,478.3539
Total this month	\$13.72



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Mobilr
Bill Date: May 17, 2018
CHRIS MEADEN
Mobile Ref.

Account
Next Bill Date: June 17, 2018

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CURRENT CHARGES

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	4,791.7923 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	699.00 min:sec	0.00
1GB Shared Data - BlackBerry Data Usage		
@\$.02/MB	686.5616 MB	13.72
Free Bell Message	18 events	0.00
Text message	35 events	0.00
Free SMS Message	4 events	0.00
Picture/Video/File messaging	27 events	0.00
Messaging Pack Unlimited Incl. Messages		
	267 events	0.00
Messaging Pack Unlimited Unlimited Incoming Messages		
	427 events	0.00
Long distance		9.00
Taxes		
GST		3.83

Total current charges **\$80.24**

As of April 6, compatible devices will receive emergency alerts from the government Alert Ready service. Alerts will notify you of possible life-threatening situations that need immediate attention. Act safely, especially if alerted while operating a vehicle. For more info and compatible devices, visit bell.ca/alertready

000042-011592

Mobile
Bill Date: June 17, 2018
CHRIS MEADEN
Mobile Ref.

Account #
Next Bill Date: July 17, 2018

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CURRENT CHARGES

Monthly charges billed to Jul 16, 2018

Corp Smartshare Unltd 55 BES Plan 24M	\$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	719:00
Weekend	129:00
Weeknight	77:00
Total time used	925:00
Event Summary	
Total Events	766
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	2,662.4865
Total this month	\$0.36

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Mobile
Bill Date: June 17, 2018
CHRIS MEADEN
Mobile Ref

Account #
Next Bill Date: July 17, 2018

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CURRENT CHARGES

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	2,643.2989 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	925:00 min:sec	0.00
1GB Shared Data - BlackBerry Data Usage		
@\$.02/MB	19.1876 MB	0.36
Free Bell Message	38 events	0.00
Text message	55 events	0.00
Text message	1 event	0.00
Picture/Video/File messaging	18 events	0.00
Corporate Text Flex Zone3 Unlimited Incoming Messages		
	375 events	0.00
Messaging Pack Unlimited Incl. Messages		
	279 events	0.00
Long distance		7.00
Taxes		
GST		3.03

Total current charges **\$64.08**

000041-011436



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, 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 *To be completed by Employee*

Employee ID:*		First Name:*	Christine	Last Name:*	Meaden
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Section 2: Trip Details: *To be completed by Employee*

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
01-05-18	Chinook Learning Meeting	Education Centre	Chinook Learning	4.2
04-05-18	CSHSAA Executive Council Meeting	124 24 Avenue NE	James Fowler High School	2.3
04-05-18	Forest Lawn High School Chinook Learning Subcommittee Meeting	James Fowler High School	Forest Lawn High School	12.1
04-05-18	St. Mary's University Meeting	Forest Lawn High School	St. Mary's University	20.3
14-05-18	CT Centre Meeting	Education Centre	CT Centre Lord Shaughnessy Site	8.2
15-05-18	Area 6 Director Meeting	Education Centre	CT Centre Lord Shaughnessy Site	8.2
22-05-18	Crescent Heights High School Principal Meeting	Crescent Heights High School	Education Centre	3.8
22-05-18	Discovering Choices Meeting	Education Centre	Discovering Choices	2.0
22-05-18	Return to Office	Discovering Choices	Education Centre	2.0
23-05-18	James Fowler High School Chinook Learning Subcommittee Meeting	Education Centre	James Fowler High School	7.7
23-05-18	Return to Office	James Fowler High School	Education Centre	7.7
23-05-18	Nelson Mandela High School Principal Meeting	Education Centre	Nelson Mandela High School	18.7
30-05-18	Area 5 Director Meeting	Education Centre	Area 5 Dr. Norman Bethune	11.0
30-05-18	Chinook Learning - Open House	Area 5 Dr. Norman Bethune	Chinook Learning	10.3
30-05-18	Return to Office	Chinook Learning	Education Centre	4.2

The total weekly km must be entered into the timesheet in PeopleSoft. **Total Kilometres** 122.7

Section 3: *To be completed by Employee and Approver*

The approver must create a PDF copy of the completed Travel Log and send to: cbeincoming@westcanadian.com

Employee Signature:*	original signed by Christine Meaden	Time Approver Name:*	Ronna Mosher	
Employee Phone:*		Time Approver Signature:*	original signed by Ronna Mosher	
Date DD-MM-YY: *	31-05-18	Time Approver Phone:*		Date DD-MM-YY:*

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.cbe.ab.ca/legal/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.





Directions: Complete this form to track kilometres travelled. To receive payment, please enter the total weekly kilometres into your timesheet in PeopleSoft, 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

To be completed by Employee

Employee ID:*		First Name:*	Christine	Last Name:*	Meaden
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Section 2: Trip Details:

To be completed by Employee

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
01-06-18	Griffith Woods School Opening	Griffith Woods School	Education Centre	9.5
01-06-18	Chinook Learning Services Subcommittee Meeting	Education Centre	CT Centre Lord Shaughnessy Site	7.6
04-06-18	Chinook Learning Services Subcommittee Meeting	Education Centre	James Fowler High School	7.7
04-06-18	Chinook Learning Services Subcommittee Meeting	James Fowler High School	Forest Lawn High School	12.1
04-06-18	CSHSAA Executive Council Meeting	Forest Lawn High School	124 - 24 Avenue N.E.	10.4
04-06-18	Return to Office	124 - 24 Avenue N.E	Education Centre	5.0
05-06-18	Chinook Learning Services Meeting	WinSport	Education Centre	12.2
05-06-18	Aboriginal Graduation	Education Centre	Forest Lawn High School	10.4
14-06-18	Principal Meeting - Chinook Learning	Chinook Learning	Education Centre	4.9
18-06-18	CSHSAA Board of Governors Meeting	Education Centre	124 - 24 Avenue N.E.	5.0
22-06-18	CSHSAA Executive Council Meeting	Education Centre	2620 - 4 Street N.W.	6.3
25-06-18	Foundational Knowledge for First Nations, Métis and Inuit	Education Centre	Fort Calgary	3.0
26-06-18	Chinook Learning Services Subcommittee Meeting	Education Centre	CT Centre Lord Shaughnessy Site	7.6
27-06-18	Junior Achievement Alberta Q4 Board Meeting	105 - 12 Avenue S.E.	Education Centre	2.2

The total weekly km must be entered into the timesheet in PeopleSoft.	Total Kilometres	103.9
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Section 3:

To be completed by Employee and Approver

The approver must create a PDF copy of the completed Travel Log and send to: cbeincoming@westcanadian.com

Employee Signature:*	original signed by Christine Meaden	Time Approver Name:*	Ronna Mosher
Employee Phone:*		Time Approver Signature:*	original signed by Ronna Mosher
Date DD-MM-YY: *	12-07-18	Time Approver Phone:*	
		Date DD-MM-YY:*	

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