# expense | monthly tracking report

claimant | Atallah, Ray position | Director, Corporate Finance level | Director reporting period | November 1 to December 31, 2018

date of report | February 8, 2019



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Urban Schools Insurance Consortium (USIC) Annual General Meeting, Nov 15-16, Edmonton, AB	11/15/2018	car rental to venue	\$71.74	travel	BUS general
Urban Schools Insurance Consortium (USIC) Annual General Meeting, Nov 15-16, Edmonton, AB	11/15/2018	accommondations	\$217.80	travel	BUS accommodation
Urban Schools Insurance Consortium (USIC) Annual General Meeting, Nov 15-16, Edmonton, AB	11/16/2018	fuel for rental car	\$40.02	travel	BUS general
Urban Schools Insurance Consortium (USIC) Annual General Meeting, Nov 15-16, Edmonton, AB	11/17/2018	fuel for rental car	\$12.00	travel	BUS general
Cell phone	11/17/2018	monthly service charge	\$57.46	other disclosed	telecom/cell phone
Meetings with Alberta Education, Metro School Boards, ASBOA Annual Issues Forum - Dec 3-7, Edmonton, AB	12/02/2018	car rental to venue	\$225.95	travel	BUS general
Meetings with Alberta Education, Metro School Boards, ASBOA Annual Issues Forum - Dec 3-7, Edmonton, AB	12/03/2018	parking	\$10.00	travel	BUS general
Meetings with Alberta Education, Metro School Boards, ASBOA Annual Issues Forum - Dec 3-7, Edmonton, AB	12/04/2018	parking	\$8.00	travel	BUS general

Meetings with Alberta Education, Metro School Boards, ASBOA Annual Issues Forum - Dec 3-7, Edmonton, AB	12/04/2018	parking	\$10.00	travel	BUS general
Meetings with Alberta Education, Metro School Boards, ASBOA Annual Issues Forum - Dec 3-7, Edmonton, AB	12/05/2018	parking	\$10.00	travel	BUS general
Meetings with Alberta Education, Metro School Boards, ASBOA Annual Issues Forum - Dec 3-7, Edmonton, AB	12/04/2018	2 nights alternate accommodations	\$70.00	travel	BUS accommodation
Meetings with Alberta Education, Metro School Boards, ASBOA Annual Issues Forum - Dec 3-7, Edmonton, AB	12/06/2018	9 meals per diem	\$174.00	travel	BUS general
Association of School Business Officials of Alberta (ASBOA) Annual Issues Forum, Dec 5-7, Edmonton, AB	12/06/2018	registration fee	330.75	travel	BUS general
Association of School Business Officials of Alberta (ASBOA) Annual Issues Forum, Dec 5-7, Edmonton, AB	12/06/2018	accommondations	\$312.12	travel	BUS accommodation
Meetings with Alberta Education, Metro School Boards, ASBOA Annual Issues Forum - Dec 3-7, Edmonton, AB	12/06/2018	fuel for rental car	\$31.98	travel	BUS general

November 15-16, 2018 Urban Schools Insurance Consortium (USIC) Annual General Meeting Edmonton, AB Car Rental

From: Customerservice@enterprise.com [mailto:Customerservice@enterprise.com] Sent: November-17-18 1:23 PM To: Atallah, Ray M Subject: ENTERPRISE RENTAL AGREEMENT 42M9TL

ENTERPRISE RENT A CAR, 1036 - 9 AVENUE SW, CALGARY, AB T2P1L9 (403) 212-5232

RENTAL AGRI 119664	EEMENT	REF# 42M9TL	SUMMARY OF CHARGES					
			Charge Description	Date	Quantity	Per	Rate	Total
RENTER			TIME & DISTANCE	15/11 - 17/11	2	DAY	\$37.99	\$75.98
ATALLAH, RAY			REFUELING CHARGE	15/11 - 17/11				\$0.00
DATE & TIME	OUT					Subtotal:	Studyland	\$75.98
15/11/2018 02 DATE & TIME	IN		Adjustments 0531 - DR CUSTOMER SATISFACT	TION				-\$10.00
17/11/2018 01			Taxes & Surcharges GOODS AND SERVICES TAX VEHICLE LICENSE FEE RECOVERY	15/11 - 17/11 15/11 - 17/11	2	DAY	5% \$1.17	\$3.42
24-HOUR				and a state of the second		Charges:		\$71.74
VEH #1 2019 VIN# KNDJN2A LIC# E89516			Total Amount Due					\$0.00
KM DRIVEN	954			<b>TYPE</b> Mastercard	c.	CREDIT CAR	D NUMBER	

#### November 15-16, 2018

Urban Schools Insurance Consortium (USIC) Annual General Meeting

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Edmonton, AB

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Accommodations

	R SSANCE <sup>+</sup>	RENAISS	ANCE EDM		PORT	GUEST FOLIO
218 ROOM CKA TYPE 89	ATALLAH/RAY/M NAME 1221 8TH STREE T2R0L4		194.CD rute	11/16/18 demat 11/15/18 agave	12:41 Тися 17:86 Тваз	4002 10557 ACCT# GROUP
room Clerk	ADDREDS		MCXXXXX	XXXXXX2515		RWD#:
DATE	REFE	RENCES	c	HARGES	CREDIT	S BALANCES DUE
11/15 11/15 11/15 11/15 11/15 11/16	ROOM DMF GST TRSM LEV CCARD-MC PAYMENT RECEIVED	218, 1 218, 1 218, 1 218, 1 218, 1 0 BY: MASTERCARD		194.00 5.82 9.99 7.99		.00

See our "Privacy & Cookle Statement" on Marriott.com

November 15-16, 2018

Urban Schools Insurance Consortium (USIC) Annual General Meeting

USIC Board Edmonton, AB Meeting - Edmonton Fuel for rental car PETRO-CANADA 148 LEVA AVE RED DEER ALBERTA THE GAS (403) 348-5003 GST 8233050650 PC0474071:3800001 TERMINAL: 023800058 PAYPOINT: 023800001 2018-11-16 18:41 PUMP 68 REGULAR LITRES L 33.941 \$ 1.179 PRICE/L FUEL SALES \$ 40.02\* TOTAL OWED \$ 40.02 TOTAL PAID CREDIT CARD (\$ 40.02 \* GST INCL. \$ 1.91 MASTERCARD 204129 AUTH PURCHASE C 0010010010 00 027 MASTERCARD A0000000041010 000000080000 E800 INUDICE 844096 VERIFIED BY PIN **GO APPROVED** THANK YOU 027 -- IMPORTANT --RETAIN THIS COPY FOR YOUR RECORDS - CUSTOMER'S COPY -LEARN HOW TO SAUE 3 CENTS/L EVERY DAY AT PETRO-CANADA.CA/RBC

November 15-16, 2018

Urban Schools Insurance Consortium (USIC) Annual General Meeting

Edmonton, AB

Fuel for rental car

USIC - Board Meeting, Edmonton PETRO-CANADA 109 CROWFOOT WAY N CALGARY ALBERTA T3G 4C8 (403) 208-9053 GST 0890725054 PC0746041:3797201 TERMINAL: 023797253 PAYPOINT: 023797201 2018-11-17 13:05 63 PUMP REGULAR L 11.550 LITRES \$ 1.039 PRICE/L \$ 12.00\* FUEL SALES TOTAL OWED \$ 12.00 TOTAL PAID CREDIT CARD 12.00 \* GST INCL. \$ 0.57 MASTERCORD AUTH 150527 PURCHASE C 0010010010 00 027 MASTERCARD A0000000041010 00000008000 E800 INVOICE 467370 VERIFIED BY PIN **OU APPROVED** THANK YOU 027 -- IMPORTANT --RETAIN THIS COPY FOR YOUR RECORDS - CUSTOMER'S COPY -



Mobile Bill Date: December 17, 2018 RAY ATALLAH Mobile Ref. Corporate Financial Services

## **CURRENT CHARGES**

Monthly charges billed to Jan 16, 2019			FOR YOUR INFORMAT	
Corp Smartshare Unitd 55 BES Plan 36M	\$55.00		Discount Summary	_
less 14.55% Promotional Discount	-8.00	47.00	Total discounts	\$31.00
Includes: 3 Way Calling			Total this month	\$31.00
Call Waiting			Usage Summary	min:sec
Alberta Government 911 fee		0.44	Weekday	504:00
Call Forwarding	\$3.00	0.11	Weekend	143:00
less 100.00% Promotional Discount	-3.00	0.00	Weeknight	245:00
			Total time used	892:00
Message Centre		0.00	Event Summary	
1GB Shared Data - BlackBerry		5.00	Total Events	170
Roam Flex Cuba - Data		0.00	Total this month	\$0.00
Corporate Data Flex Zone 3		0.00	Packet Plan Usage St	
Call Display		0.00	Total megabytes	3,399.1398
Corporate Text Flex Zone3		0.00	Total this month	\$0.00
Roam flex USA - Data		0.00	Execution	
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		

## **CURRENT CHARGES**

Usage and long distance			
1GB Shared Data - BlackBerry Data	Usage		
@\$.00/MB	3,399.1398 MB	0.00	
Unlimited Local Talking Unlimited U	sage		
@\$.00/minute	892:00 minised	0.00	
Picture/Video/File messaging	1 event	0.00	· ···
Roam flex Zone 2 - Text Unlimited I	ncoming Messages		
	105 events	0.00	
Messaging Pack Unlimited Incl. Me	ssages		
	64 events	0.00	
Taxes			
GST		2.68	
Total current charges		\$56.37	

#### December 3-7, 2018 Meetings with Alberta Education, Metro School Boards ASBOA Issues Forum Edmonton, AB

Car Rental

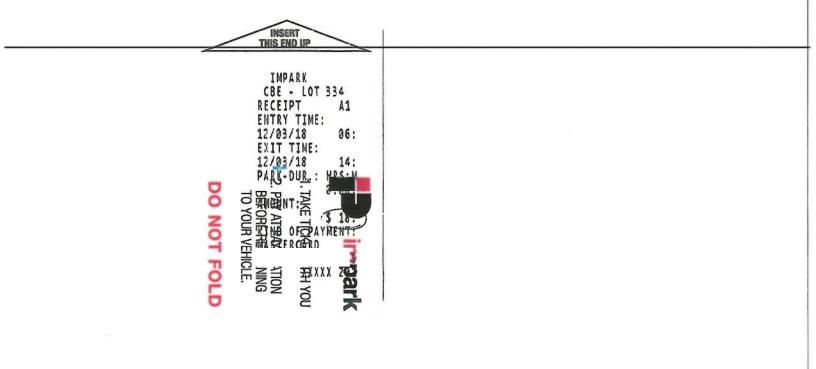
of 1

ENTERPRISE RENT A.C	AR, 155	CROWFOOT WAY N	W, CALG	ARY, AB T30	52T3 (403	3) 241-7	7053	
RENTAL AGREEMENT	REF# 470R2D	SUMMARY OF CHAI	RGES					
KENTER MTALLAH, RAY		Charge Description	3.9 (1)	Date	Quantity	Der	Rate	Total
		TIME & DISTANCE		)2/12 - 08/12		WEEK	\$207.00	\$207.00
DATE & TIME OUT		REFUELING CHARGE		12/12 - 08/12 12/12 - 08/12		TV Lobal V	4207.00	\$0.00
2/12/2018 01:27 PM		NEI VELING EI MAGE	nan Saats	12/12 ~ 00/12 V		btotal:		\$207.00
DATE & TIME IN 08/12/2018 03:01 PM BILLING CYCLE 24-HOUR		Taxes & Surcharge GOODS AND SERVIC VEHICLE LICENSE FE RECOVERY	ES TAX	)2/12 - 08/12 )2/12 - 08/12	2	DAY	5% \$1.17	\$10.76 \$8,19
					Total Cl	arges:		\$225.95
CAR CLASS CHARGED		Total Estimated An	nount Du	e.			Ć	\$225.95
VEH #1 2018 BMW 334 VIN# WBA8D9C59JEM34 LIC# E90002 KM DRIVEN 768 CAR CLASS: GXAR		AMOUNT PAID	ATION TYPE Masterca		REDIT CA	rd nui	ABER	

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December 3-7, 2018 Meetings with Alberta Education, Metro School Boards ASBOA Issues Forum Edmonton, AB

Parking of rental car



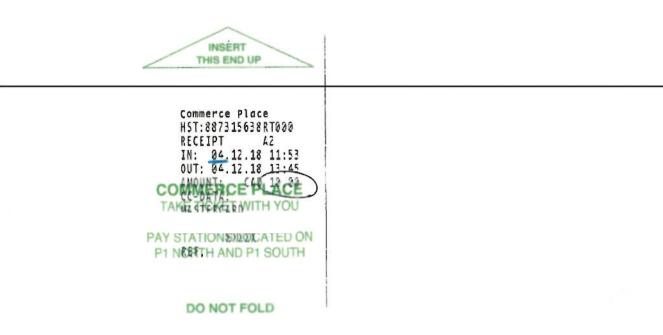
December 4, 2018 Meetings with Alberta Education, Metro School Boards Edmonton, AB

Parking at venue



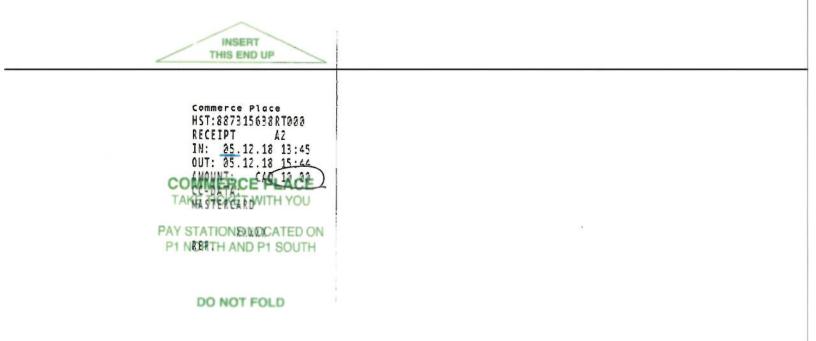
December 4, 2018 Meetings with Alberta Education, Metro School Boards Edmonton, AB

Parking at venue



December 5, 2018 Meetings with Alberta Education, Metro School Boards Edmonton, AB

Parking at venue



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# of Education

Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures. 'eturn completed form to Accounts Payable, Education Centre

i sulta i Vigo Barran			Date: December 10, 2018					
Employee's Name: Ray Atallah		Vendor	· #:	·				
School/Department to mail cheque to: Finance	ce / Technology			······	·····			
Purpose of Trip/Name of Conference: Meetin			Metro Boards	and ASBOA I	ssues Forum			
	- 1ber 3-7, 2018				Souce Forum			
	ation: Edmonto	n. AB						
Description of Expenses	Total Cost	Exchange	Amount Paid	Amount Paid	Alias to be charged for			
(Please attach receipts)	(Canadran Doilars)	Rate (for information purposes)	by CBE Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)	by Claimant For Out of Pocket Expenditures (including GST)	Claimant's Expenses			
Registration/Conference Fees	330.75		330.75	·	· · · · · · · · · · · · · · · · · · ·			
Travel Costs		<u></u>		<u> </u>				
Airfare (including trip cancellation insurance)				<u></u>	<u></u>			
Rail/Bus	<u> </u>				······································			
Taxi/Shuttle Bus/Car Rental in Calgary	225.95		225.95		<u> </u>			
Taxi/Shuttle Bus/Car Rental at Destination		<u> </u>	]					
Personal Vehiclekm @ 50¢/km (submit on Km Payment Form to Payroll)				,,,	Send original to Payroll for payment			
commodations at Single Rate								
Uternate Accommodation 2 night @ \$35.00	70.00			70.00				
Conference Accommodations 2 nights	312.12		312.12	<b></b>				
feals (including tips) (excluding meals covered y Conference or Others)								
EBreakfast 3 @ \$12.00 Tues, Weds, Fri	36.00			36.00	<u> </u>			
Lunch 2 @ \$17.00 Tues, Weds	34.00			34.00	<u> </u>			
Dinner 4 @ \$26.00 Mon, Tues, Weds, Thurs	104.00			104.00				
Or Actual Expense		·····	· · · · · · · · · · · · · · · · · · ·		<u> </u>			
elecommunication Charges		·················						
arking – in Calgary	18.00		18.00					
arking – at Destination	8.00		8.00		<u> </u>			
	10.00		10.00					
	10.00		10.00					
ther – Provide Details uel for rental car	40.00		40.00					
	31.98		31.98					
	1230.80		986.80	244.00				
			· · · · · · · · · · · · · · · · · · ·					
MOUNT DUE TO (OWING BY) CLAIMANT				244.00				
f Breakout Area certify that the above claim is correct:				·				
		<b>,</b>	- /					
laimant's Signature		<u> </u>	Approved by Su	perordinate				
OTE   Copies of amounts paid through the P- aim, in addition to items claimed for all Out of	Card, Amex Card	d Invoices an	d Mileage Claim	Forms must al	so be attached to this			

ଡ	ASBOA
	ASSOCIATION OF SCHOOL BUSINESS OFFICIALS OF ALBERTA

BILLED TO	INVOICE NO.	1000067
Ray Atallah	DATE	Nov 07, 2018
	AMOUNT	\$330.75
Annual Issues Forum		\$330.75
Subtotal		\$330.75
Total		\$330.75

INVOICE

Total:

\$330.75

Association of School Business Officials of Alberta

We do not accept credit card payments at this time. Please remit your payment to ASBOA, #1200, 9925 - 109 Street, Edmonton, AB T5K2J8. Note, the amount due is inclusive of GST. ASBOA GST Registration # 77448 0891 RT0001

December 5-7, 2018 **ASBOA Issues Forum** Edmonton, AB

Hotel Accommodations



		12-07-18
Rav Atallah	Folie No. : A/R Number : Group Code : <b>ASB</b> Company : <b>ASBOA</b> Membership No. :	Room No. : 210 Arrival : 12-05-18 Departure : 12-07-18 Conf. No. : 46110983 Rate Code : Page No. : 1 of 1

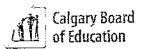
Date		Description		Charges	Credits
12-05-18	*Accommodation			139,00	
12-05-18	Marketing Fee			4.17	
12-05-18	AB Tourism Levy			5.73	
2-05-18	GST #806926929 RT0001			7.16	
12-06-18	*Accommodation			139.00	
2-06-18	Marketing Fee			4.17	
12-06-18	AB Tourism Levy			5.73	
2-06-18	GST #806926929 RT0001			7.16	
2-06-18	MasterCard				312,3
			Total	312.12	312.1
			Balance	0.00	
	Marketing 8.34	AB Tourism Levy 11.46	GST #806926929 RTI		
Guest Si	gnature:	ĥ.			

Guest Signature:

I have received the goods and / or services in the amount shown heron, 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 associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer. . .

> $S_{1,2,1}$ 1.1 i.

Holiday Inn Conference Centre 4485 Gateway Blvd NW Edmonton, AB T6H 5C3 Telephone: (780) 431-1100 Fax: (780) 437-3455



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# P-CARD MISSING RECEIPT

Certification of Unavailable Documentation

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						
Ray Atallah						
Card Number 娄 娄 娄 茶 茶 茶 茶 茶 茶 茶	Phone Number					
I         I						
Finance/Technology Services						
Merchant Name	Transaction Date YYYY-MM-DD	Transaction Amount				
E330	2018-12-04	( g 31.98				
Description of purchase (what was purchased, why it was purchased, who was involved for things like PD or Food):						
Gasoline for Car Rental -Meetings with Alberta Education, Metro Boards, & ASBOA issues Forum in Edmonton Alberta Dec 3-7 /2018						
		1				
Descendential account / documentation is not available	(steps taken to obtain missing rece	iot):				
Reason detailed receipt / documentation is not available (steps taken to obtain missing receipt):						
lost receipt						
Cardholder Missing Receipt Acknowledgement						
The information provided is a true and accurate						
<ul> <li>I confirm that every attempt has been made to However, there has been failure to produce a</li> </ul>	receipt					
All items purchased as part of this credit card		UBE IN MY QUILES as an				
<ul> <li>employee. No personal purchases were mad</li> <li>Original documentation is not in my possession</li> </ul>	on and I will not seek reimbursen	nent for the transaction				
I acknowledge that repeated lack of documentation and / or suspension of credit card privileges	r could result in a cancelled relat	ionship with the supplier				
Cardholder Signature		Date YYYY-MM-DD				
		2018-12-10				

December 3-7, 2018 Meetings with Alberta Education, Metro School Boards ASBOA Issues Forum Edmonton, AB

Fuel for rental car

166 Crowfoot Way Calgary, AB T3G 4M4 DATE: 2018-12-08 TIME: NW 14:52:09 DATE: STORE #: 92279 Paypoint: 04C PST: R119325453 TRANS #: 197738 (L) (\$/L) (\$) FUEL Pump 4 Regular 38.498 1.039 40.00 40.00 \$ CAD TOTAL 40.00) \$ CREDIT 1.90 \* (null) INCLUDED IN FUEL \$ Purchase AID: A0000000041010 INVOICE NO: 002333 TERMID: 32279504 NERCHANT #: 48002965704 APPROVED 165209 REF: 405001001003 ACI/ISO 001/00 Thank You

decisione de la compositione de



Mobile Bill Date: November 17, 2018 RAY ATALLAH Mobile Ref. Corporate Financial Services Account # Next Bill Date: December 17, 2018

464of 1604

## **CURRENT CHARGES**

Monthly charges billed to Dec 16, 2018		FOR YOUR INFORMATION			
Corp Smartshare Unitd 55 BES Plan 36M	\$55.00		Discount Summary		
less 14.55% Promotional Discount	-8.00	47.00	Total discounts	\$31.00	
Includes: 3 Way Calling			Total this month	\$31.00	
Call Waiting			Usage Summary	min:sec	
Alberta Government 911 fee		0.44	Weekday	573:00	
Call Forwarding	\$3.00	0.44	Weekend	260:00	
less 100.00% Promotional Discount	-3.00	0.00	Weeknight	87:00	
	0.00		Total time used	920:00	
Message Centre		0.00	Event Summary		
1GB Shared Data - BlackBerry		5.00	Total Events	541	
Roam Flex Cuba - Data		0.00	Total this month	\$0.00	
Corporate Data Flex Zone 3		0.00	Packet Plan Usage S	In the construction of the	
Call Display		0.00	Total megabytes	2,685.0154	
Corporate Text Flex Zone3		0.00	Total this month	\$1.04	
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			

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## **CURRENT CHARGES**

Usage and long distance			:
1GB Shared Data - BlackBerry Data	a Usage		
@\$.00/MB	2,633.1823 MB	0.00	
Unlimited Local Talking Unlimited L	lsage		
@\$.00/minute	920:00 mintsec	0.00	
IGB Shared Data - BlackBerry Data	a Usage		
@\$.02/MB	51.8331 MB	1.04	
Free Bell Message	8 events	0.00	
Text message	12 events	0.00	:
Picture/Video/File messaging	4 events	0.00	
Corporate Text Flex Zone3 Unlimite	ed Incoming Messages		
	318 events	0.00	
Messaging Pack Unlimited Incl. Me	essages		:
	199 events	0.00	
Taxes			
GST		2.73	:
Total current charges		\$57.46	