

expense | monthly tracking report

claimant | Roulson, Dianne

position | Director, Learning

level | Director

reporting period | November 1 to December 31, 2018

date of report | February 8, 2019

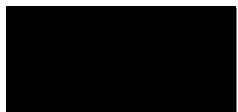


**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	11/17/2018	Monthly Service Plan	\$56.43	other disclosed	telecom/cell phone
Cell Phone	12/17/2018	Monthly Service Plan	\$56.37	other disclosed	telecom/cell phone
Alberta Research Network Research presentation	11/1/2018	kilometres traveled to Edmonton - expense recovered from research project grant	\$300.00	travel	BUS mileage
Alberta Research Network Research presentation	11/1/2018	Meal - expense recovered from research project grant	\$38.00	travel	BUS food/non alcoholic beverage
Indspire National Gathering	06/21/2018	Registration for November 6-9, 2018 - expense recovered from research project grant	\$549.00	travel	PD course or registration fee
Indspire National Gathering	09/19/2018	Registration for November 6-9, 2018 - expense recovered from research project grant	\$200.00	travel	PD course or registration fee
Indspire National Gathering	11/06/18	Taxi - expense recovered form research project grant	\$30.36	travel	BUS general
Indspire National Gathering	11/09/2018	Hotel Room - expense recovered from research project grant	\$703.92	travel	BUS accommodation
Indspire National Gathering	11/09/2018	Meals - expense recovered from research project grant	\$140.00	travel	BUS food/non alcoholic beverage
Elder and Elder family gathering to honor the passing of Pete Standing Alone	12/03/2018	Meal	\$233.43	other disclosed	BUS food/non alcoholic beverage
Together in a Good Way - update and gathering	11/29/2018	parking at U of C	\$10.00	other disclosed	PD general



Travel & Subsistence Expense Report



Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures.

Return completed form to

Details of Trip | Please Print

Date: NOV. 12/18

Employee's Name Dianne Rodson Vendor #: _____

School / Department to mail cheque to Learning

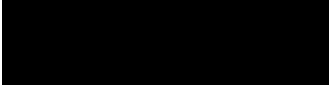
Purpose of Trip / Name of Conference Inspire National Gathering

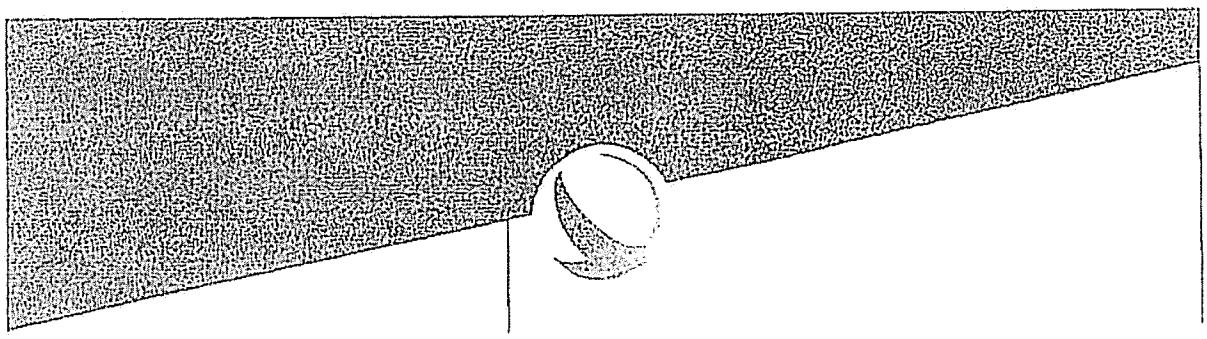
Departure and Return Dates NOV. 6-9, 2018 Destination: Edmonton, AB

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	Amount Paid by CBE Invoice/P-Card/ Amex/ Payroll for Milongo (including GST)	Amount Paid by Claimant For Out of Pocket Expenditures (including GST)	Alias to be charged for Claimant's Expenses
Registration/Conference Fees	749.00		749.00	-	
Travel Costs					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary	30.36		30.36		
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ <u>234.64</u> @ <u>3</u> Nights	703.92		703.92		
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast <u>3</u> @ \$12.00	36.00			36.00	
▪ Lunch _____ @ \$17.00					
▪ Dinner <u>4</u> @ \$26.00	104.00			104.00	
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)	These expenses are covered from the research project grant				
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP	1623.28		1483.28	140.00	
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT				140.00	
GST Breakout Area					

Claimant's Signature:

NOTE | Copies of amounts paid through the P-Card, Amex Card, Invoice claim, in addition to items claimed for all Out of Pocket Expenses.





Receipt from Indspire

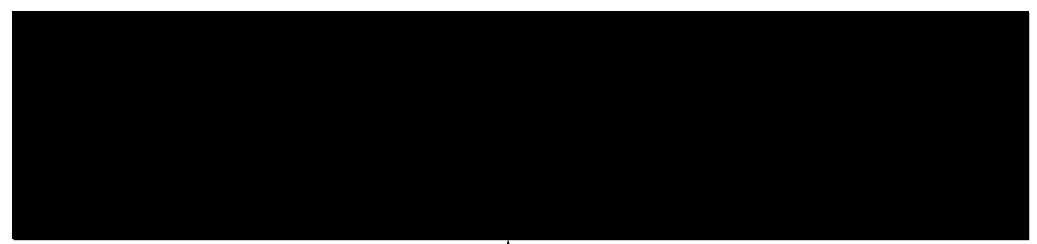
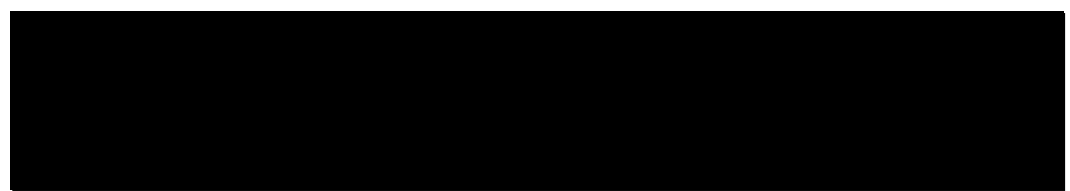


AMOUNT PAID	DATE PAID	
C\$200	September 19, 2018	

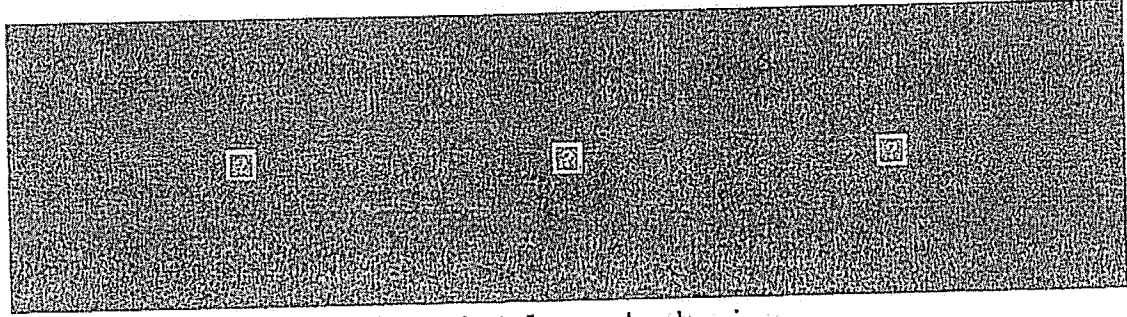
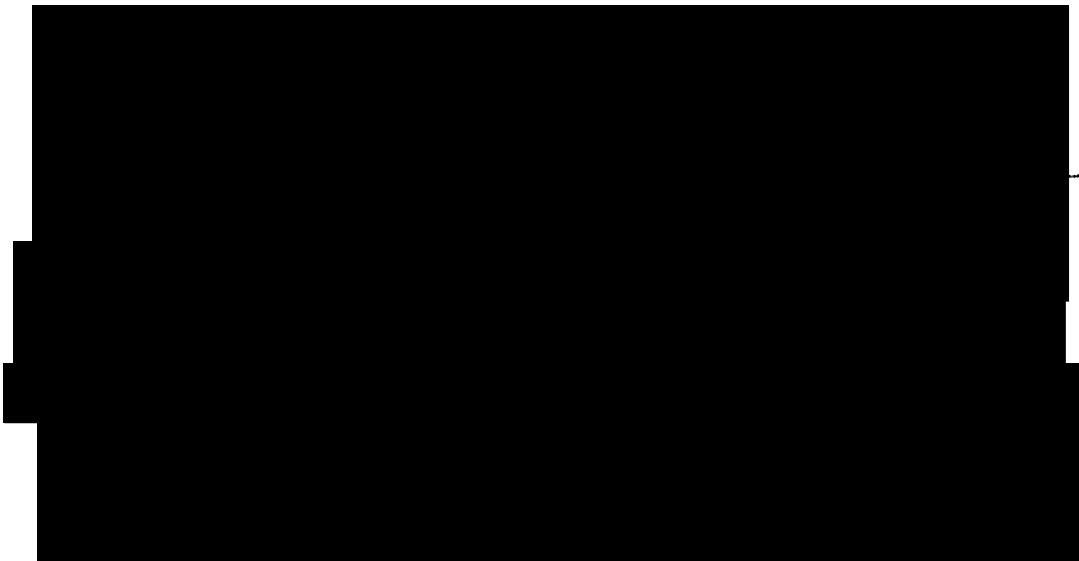


SUMMARY

2018ng; Pre-Gathering Workshop Option A + Early Bird National Gathering and Guiding the Journey:	C\$200.00
Indigenous Educator Awards	
Amount paid	C\$200.00



RECEIVED



Receipt from Indspire



AMOUNT PAID
C\$549

DATE PAID
June 21, 2018



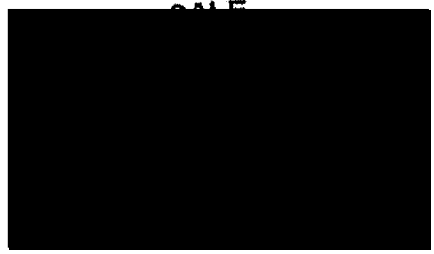
SUMMARY

2018ng; Early Bird Rate: National Gathering and
Guiding the Journey: Indigenous Educator Awards C\$549.00
(Available until September 10, 2018)

Amount paid C\$549.00



ASSOCIATED CAB
ALLIED LIMOUSIN
[REDACTED]
CALGARY AB T2E 2N4
[REDACTED]
CAR#87



AMOUNT	\$26.40
TIP	\$3.96
TOTAL	\$30.36



THANK YOU
CUSTOMER COPY

The Westin Edmonton

Canada

Dr. Dianne Roulson
6th Floor
1221 - 8 Street Sw
Calgary, AB, T2R 0L4
Canada



Page Number :
Guest Number :
Folio ID :
Arrive Date : 06-NOV-18
Depart Date : 09-NOV-18
No. Of Guest : 1
Room Number :
Club Account :

Invoice Nbr :

Tax Invoice

Tax ID :

The Westin Edmonton NOV-09-2018

Date	Description	Charges (CAD)	Credits (CAD)
06-NOV-18	Room Charge	209.00	
06-NOV-18	GST	10.76	
06-NOV-18	Destination Marketing Fee	6.27	
06-NOV-18	Tourism Levy	8.61	
07-NOV-18	Room Charge	209.00	
07-NOV-18	GST	10.76	
07-NOV-18	Destination Marketing Fee	6.27	
07-NOV-18	Tourism Levy	8.61	
08-NOV-18	Room Charge	209.00	
08-NOV-18	GST	10.76	
08-NOV-18	Destination Marketing Fee	6.27	
08-NOV-18	Tourism Levy	8.61	
09-NOV-18	MC		-703.92
	** Total	703.92	-703.92
	*** Balance	0.00	

Continued on the next page

The Westin Edmonton

[Redacted]

Canada

[Redacted]

Dr. Dianne Roulson
6th Floor
1221 - 8 Street Sw
Calgary, AB, T2R 0L4
Canada

[Redacted]



Page Number : [Redacted]
Guest Number : [Redacted]
Folio ID : [Redacted]
Arrive Date : 06-NOV-18
Depart Date : 09-NOV-18
No. Of Guest : [Redacted]
Room Number : [Redacted]
Club Account : [Redacted]

Invoice Nbr

[Redacted]

[Redacted]

[Redacted]

[Redacted]

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
11-06-2018	209.00	10.76	8.61	0.00	0.00	6.27	234.64	0.00
11-07-2018	209.00	10.76	8.61	0.00	0.00	6.27	234.64	0.00
11-08-2018	209.00	10.76	8.61	0.00	0.00	6.27	234.64	0.00
11-09-2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-703.92
Total	627.00	32.28	25.83	0.00	0.00	18.81	703.92	-703.92

[Redacted]

[REDACTED]

DATE 12/03/18

[REDACTED]

-- DINING : [REDACTED] --

ITEMS ORDERED	AMOUNT
1 HARVEST SALAD	16.00
1 STEAK SANDWICH	18.00
1 CHICKEN AND BRIE	16.00
1 KIDS CHEESEBURGER	10.00
1 KIDS GRILLED CHEESE	10.00
1 KIDS PIZZA	10.00
2 BEEF SHORT RIB	62.00
2 PIE OF THE DAY	18.00
1 SIDE GRAVY	1.50
1 ADD SALMON	4.00
3 Soft Drinks	12.00
1 Herbal Tea	4.00
3 Coffee	12.00

SUBTOTAL 193.50
GST 9.48

TOTAL DUE 202.98

ROUNDED TOTAL 203.00

OF GUESTS 5

TOTAL TAX INCLUDED IN BILL
GSTin 0.19

Room# _____
Tip _____
Total _____
Print Name _____
Signature _____

[REDACTED]

Please present your First Nation Status
Card for GST exemption
Card# _____
Print Name _____

Thank You for your Patronage

*Gathering
with Elders + Elder
family to honour
Elder's passing.*

GREY EAGLE - LITTLE
CHIEF REST

[REDACTED]
TSUU T'INA AB

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2018/12/03
TIME [REDACTED]
RECEIPT NUMBER [REDACTED]

PURCHASE AMOUNT \$202.98
TIP \$30.45
TOTAL

\$233.43

MasterCard

[REDACTED]

APPROVED

[REDACTED]

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORD

Mobile [REDACTED]
 Bill Date: December 17, 2018
 DIANNE ROULSON
 Mobile Ref. [REDACTED]
 Learning Services

Account # [REDACTED]
 Next Bill Date: January 17, 2019

CURRENT CHARGES for [REDACTED]

Monthly charges billed to Jan 16, 2019

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	567:00
Weekend	8:00
Weeknight	125:00
Total time used	700:00
Event Summary	
Total Events	1455
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	1,093.7303
Total this month	\$0.00

Mobile [REDACTED]
Bill Date: December 17, 2018
DIANNE ROULSON
Mobile Ref. [REDACTED]
Learning Services

Account # [REDACTED]
Next Bill Date: January 17, 2019

CURRENT CHARGES for [REDACTED] (continued)

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	1,093.7303 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	700:00 min:sec	0.00
Free Bell Message	114 events	0.00
Text message	8 events	0.00
Picture/Video/File messaging	52 events	0.00
Messaging Pack Unlimited Incl. Messages		
	643 events	0.00
Messaging Pack Unlimited Unlimited Incoming Messages		
	638 events	0.00

Taxes

GST		2.68
-----	--	------

Total current charges **\$56.37**

Mobile [REDACTED]
 Bill Date: November 17, 2018
DIANNE ROULSON
 Mobile Ref. [REDACTED]
 Learning Services

Account # [REDACTED]
 Next Bill Date: December 17, 2018

CURRENT CHARGES for [REDACTED]

Monthly charges billed to Dec 16, 2018

Corp Smartshare Unltd 55 BES Plan 36M	\$55.00	
less 14.55% Promotional Discount	<u>-8.00</u>	47.00
Includes: 3 Way Calling		
Call Waiting		
Alberta Government 911 fee		0.44
Call Forwarding	\$3.00	
less 100.00% Promotional Discount	<u>-3.00</u>	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	<u>-10.00</u>	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	<u>-10.00</u>	0.00

FOR YOUR INFORMATION...

Discount Summary

Total discounts \$31.00

Total this month \$31.00

Usage Summary min:sec

Weekday 446:00

Weekend 21:00

Weeknight 7:00

Total time used 474:00

Event Summary

Total Events 1299

Total this month \$0.00

Packet Plan Usage Summary

Total megabytes 718.2324

Total this month \$0.06

Mobile [REDACTED]
Bill Date: November 17, 2018
DIANNE ROULSON
Mobile Ref. [REDACTED]
Learning Services

Account # [REDACTED]
Next Bill Date: December 17, 2018

CURRENT CHARGES for [REDACTED] (continued)

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	715.4854 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	474:00 min:sec	0.00
1GB Shared Data - BlackBerry Data Usage		
@\$.02/MB	2.7470 MB	0.06
Free Bell Message	90 events	0.00
Text message	16 events	0.00
Picture/Video/File messaging	44 events	0.00
Roam flex Zone 2 - Text Unlimited Incoming Messages		
	591 events	0.00
Messaging Pack Unlimited Incl. Messages		
	558 events	0.00

Taxes

GST		2.68
-----	--	------

Total current charges **\$56.43**



Travel & Subsistence Expense Report

Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures.
Return completed form to Service Delivery, Education Centre

Details of Trip | Please Print

Date: November 6, 2018

Employee's Name Dianne Roulson Vendor #: _____

School / Department to mail cheque to Learning

Purpose of Trip / Name of Conference ARN Research presentation

Departure and Return Dates November 1, 2018 Destination: Edmonton, AB

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	Amount Paid by CBE Invoice/P-Card/ Amex/ Payroll for Mileage (Including GST)	Amount Paid by Claimant For Out of Pocket Expenditures (including GST)	Alias to be charged for Claimant's Expenses
Registration/Conference Fees					
Travel Costs	These expenses are covered from the research project grant				
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)	300.00		300.00		Send original to Payroll for payment
Accommodations at Single Rate					
\$ _____ @ _____ Nights					
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast <u>1</u> @ \$12.00	12.00			12.00	
▪ Lunch _____ @ \$17.00					
▪ Dinner <u>1</u> @ \$26.00	26.00			26.00	
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP	338.00		300.00	38.00	
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT	338.00			38.00	
GST Breakout Area					

I certify that the above claim is correct:

Claimant's Signature

NOTE | Copies of amounts paid through the P-Card, Amex Card, Invoices and Mileage Claim Forms must also be attached to this claim, in addition to items claimed for all Out of Pocket Expenses.



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.

Section 1: Your Employee Information				<i>To be completed by Employee</i>	
Employee ID:*		First Name:*	Dianne	Last Name:*	Roulson
Section 2: Trip Details:				<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
01-11-18	ARN presentation				300
01-11-18	return				300
The total weekly km must be entered into the timesheet in PeopleSoft.				Total Kilometres	600
PeopleSoft Time Approver					
Combo Code entered into PeopleSoft					
Section 3:				<i>To be completed by Employee and Approver</i>	
The approver must complete this form and send to: cbeincoming@westcanadian.com					
Employee Signature:*		Time Approver Name:*			
Employee Phone:*		Time Approver Signature:*			
Date DD-MM-YY: *	06-11-18	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 403-817-7333.

