

expense | monthly tracking report

claimant | McGuire, Susan
position | Director, Human Resources
level | Director
reporting period | September 1 to October 31, 2018
date of report | December 14, 2018



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell phone	09/17/2018	Monthly service plan	\$57.75		telecom/cell phone
Cell phone	10/17/2018	Monthly service plan	\$57.00		telecom/cell phone
Mount Royal University	10/01/2018	Course - Total Compensation	\$420.00		PD course or registration fee

Mobile
Bill Date: September 17, 2018
Susan McGuire
Mobile Re:
Human Resources

Account #
Next Bill Date: October 17, 2018

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CURRENT CHARGES for

Monthly charges billed to Oct 16, 2018

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	27:00
Total time used	27:00
Event Summary	
Total Events	121
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	626.8291
Total this month	\$1.32



000040-009227 40_16_3+1 6

Mobile
Bill Date: September 17, 2018
Susan McGuire
Mobile Ref
Human Resources

Account #
Next Bill Date: October 17, 2018

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CURRENT CHARGES for (continued)

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	561.4149 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	27:00 min:sec	0.00
1GB Shared Data - BlackBerry Data Usage		
@\$.02/MB	65.4142 MB	1.32
Free Bell Message	4 events	0.00
Roam flex Zone 1 - Text Unlimited Incoming Messages		
	42 events	0.00
Messaging Pack Unlimited Incl. Messages		
	75 events	0.00

Taxes

GST		2.74
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Total current charges **\$57.75**

000040-0000208

Mobile
Bill Date: October 17, 2018
Susan McGuire
Mobile Ref.
Human Resources

Account #
Next Bill Date: November 17, 2018

29 of 1661

CURRENT CHARGES for

Monthly charges billed to Nov 16, 2018

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	5:00
Total time used	5:00
Event Summary	
Total Events	217
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	575.3065
Total this month	\$0.00



000039-009171 39_17_851 6

Mobile
Bill Date: October 17, 2018
Susan McGuire
Mobile Ref. 12-1
Human Resources

Account #
Next Bill Date: November 17, 2018

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CURRENT CHARGES for (continued)

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	575.3065 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	5:00 min:sec	0.00
Free Bell Message	4 events	0.00
Text message	5 events	0.00
Roam flex Zone 1 - Text Unlimited Incoming Messages		
	76 events	0.00
Messaging Pack Unlimited Incl. Messages		
	132 events	0.00
Taxes		
GST		2.68

Total current charges \$56.37

Important info: As of Dec 1 pay per use text msging rates are changing and apply to sent & received msgs if you don't have an applicable text msging bundle. Canada/Canada goes from \$0.20 to \$0.30/msg, Canada/US goes from \$0.20 to \$0.40/msg & Canada/international goes from \$0.35 to \$0.40/msg sent & from \$0.20 to \$0.40/msg received.
bell.ca/changes

000039-000172

Susan McGuire

STUDENT ID

Calgary AB
Canada

403 8379917 Ext:

CRN: 90122

COURSE: XADM 10005

SECTION: 1

TITLE: Total Compensation

REGISTRATION DATE: 17-AUG-2018

DATES	DAYS	TIME	ROOM	SITE/ADDRESS
01-OCT-2018 to 02-OCT-2018	M T	08:30am-05:00pm	EA1057	Lincoln Park Campus 4825 Mount Royal Gate SW

Comments: Review your Student Information site for required course information: mru.ca/cestudent

For questions about your course, please contact: cebusiness@mtroyal.ca

Required text: M. Belcourt; G. W. Bohlander; S. Snell; P. Singh; S. Morris (2016). Managing Human Resources. Nelson Education, 8th edition. Available at the MRU Bookstore.

Additional course materials available four (4) days prior to course start on Blackboard; please bring an electronic or printed copy to class.

Student Information page: mru.ca/cestudent

FEES	GST	TOTAL AMOUNT
\$ 420.00	\$ 0.00	\$ 420.00

Please Print this Confirmation of Registration and bring to your first class.

Internet Access to Registration, Grades, and Unofficial Transcripts

Go to www.mtroyal.ca and select the MyMRU Link.

New to Online Learning? Try our free Online Course Tutorial to increase your confidence - more information at conted.mtroyal.ca/onlinetutorial.

Withdrawal Policy

To be eligible for a refund, **written withdrawal** from a course/seminar must be received **no later than 4 working days before the start date** (excluding Saturdays, Sundays and Statutory Holidays). Written withdrawal received less than 4 days is not eligible for a refund. Withdrawals may be submitted by **E-mail**: ceregservices@mtroyal.ca Fax: 403.440.6743, **mail**, or **in-person**. Please quote: student ID number, CRN (Course Reference Number), course name, course start/end dates, full legal name, date of birth, address, phone number. All withdrawal refunds are subject to an administration fee of 10% of course tuition (max. \$50). Some courses or programs have special withdrawal/refund policies that supersede this Withdrawal Policy as stated on the confirmation of registration letter.

Withdrawal Policy - Special Course/Program

Select courses/programs have different withdrawal policies as stated on the confirmation of registration letter. To be eligible for a refund, **written withdrawal** from a distance-delivered course/program or full-time certificate/diploma program must be received **no later than 10 working days before the start date** (excluding Saturday, Sunday and statutory holidays). Written withdrawal received less than 10 days are not eligible for a refund. Withdrawals may be submitted by **E-mail**: ceregservices@mtroyal.ca Fax: 403.440.6743, **mail**, or **in-person**. Please quote: student ID number, CRN (Course Reference Number), course name, course start/end dates, full legal name, date of birth, address, phone number.

All withdrawal refunds are subject to an administration fee of 10% of course tuition (max. \$50/course).

Income Tax Receipts

Courses taken at a post-secondary institution may be eligible for income tax credit. Effective the 2003 tax year, T2202A forms for eligible tuition and education amounts will be available annually by the last business day of February. Retrieve your tax form by going to (www.mtroyal.ca), select the MyMRU Link and follow the appropriate steps to ensure your account is active, once you are logged in, click on the Student Tax Information Link for details. Should you have difficulty accessing the Web, please contact the Help Desk at 403.440.6000.

Online Registration

For online registration, please visit: <http://www.mtroyal.ca/ProgramsCourses/ContinuingEducation/register/#online>. Your PIN will be initially set to your birth date in the format YYMMDD.

PRIVACY: The information that you provide to Mount Royal University when you register for Continuing Education courses is collected under the authority of the Post-Secondary Learning Act and Freedom of Information and Protection of Privacy Act in the Province of Alberta, Section 33(c). This information will be used for academic administration, the administration of Mount Royal support services, scholarship and financial aid awards, marketing and recruitment activities. Your personal information is protected and can be reviewed upon request. The complete statement and further contact information is available at conted.mtroyal.ca/cefpip

