## expense | monthly tracking report

claimant | Francis, Greg

position | General Counsel and Superintendent, HR

level | Superintendent

reporting period | September 1 to October 31, 2018

date of report | December-14-18



| Description                   | Date<br>(mm/dd/yyyy) | Details and/or Rationale  | Amount (CDN\$) | Category        | Expense Type                    |
|-------------------------------|----------------------|---|----------------|-----------------|---------------------------------|
| cellphone                     | 09/17/2018           | monthly service   | \$59.95        | other disclosed | telecom/cell phone              |
| cellphone                     | 10/17/2018           | monthly service   | \$56.37        | other disclosed | telecom/cell phone              |
| km claim Calgary/Edmonton rtn | 09/20/2018           | TEBA meeting - car pooled with CBE Director                       | \$199.00       | travel          | BUS mileage                     |
| meal - breakfast              | 09/20/2018           | breakfast at Cora's - over per diem for 2 people - repaid overage | \$37.59        | travel          | BUS food/non alcoholic beverage |
| meal - dinner                 | 09/19/2018           | dinner per diem less overage on breakfast                         | \$12.41        | travel          | BUS food/non alcoholic beverage |
| Coast Edmonton Plaza          | 09/19/2018           | accommodation for TEBA mtg  | \$122.37       | travel          | BUS accommodation               |
| km claim Calgary/Edmonton rtn | 10/16/2018           | Bargaining in the Public Sector conference                        | \$199.00       | travel          | BUS mileage                     |
| Bargaining in Public Sector   | 10/16/2018           | conference fee  | \$887.25       | travel          | conferences & workshops         |
| Westin Hotel                  | 10/15/2018           | accommodation for Bargaining Conference                           | \$241.83       | travel          | BUS accommodation               |
| meal - dinner                 | 10/15/2018           | dinner per diem   | \$26.00        | travel          | BUS food/non alcoholic beverage |
| Westin Hotel                  | 10/15/2018           | parking at desination   | \$34.65        | travel          | BUS accommodation               |



Mobile
Bill Date: September 17, 2018
GREG FRANCIS
Mobile Ref.

1221-8ST SW

CALGARY, AB T2R 0L4

Legal Services

Account #

Next Bill Date: October 17, 2018

1134of

1646



# **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                                      |         | 0.44  |  |  |  |
| Alberta Government 911 fee                        | \$3.00  | 0.44  |  |  |  |
| Call Forwarding less 100.00% Promotional Discount | -3.00   | 0.00  |  |  |  |
| less 100.00% Fromotional Discount                 |         | 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                   |         |       |  |  |  |
| Travel US Text Saver                              | \$10.00 |       |  |  |  |
| less 100.00% Promotional Discount                 | -10.00  | 0.00  |  |  |  |

| FOR YOUR INFORMATION  | 0N       |
|-----------------------|----------|
| Discount Summary      |          |
| Total discounts       | \$31.00  |
| Total this month      | \$31.00  |
| Usage Summary         | min:sec  |
| Weekday               | 166:00   |
| Weekend               | 55:00    |
| Weeknight             | 1:00     |
| Total time used       | 222:00   |
| Event Summary         |          |
| Total Events          | 608      |
| Total this month      | \$0.00   |
| Packet Plan Usage Sur | nmary    |
| Total megabytes       | 690.0042 |
| Total this month      | \$2.21   |
|                       |          |

Bill Date: September 17, 2018

**GREG FRANCIS** 

Mobile Ref.

Legal Services

Account #

Next Bill Date: October 17, 2018

1135of 1646

**CURRENT CHARGES** for

(continued)

| Total current charges               |               |         | \$59.95 |
|-------------------------------------|---------------|---------|---------|
| GST                                 |               |         | 2.85    |
| Taxes                               |               |         |         |
| Long distance                       |               |         | 1.20    |
|                                     | 256           | events  | 0.00    |
| Messaging Pack Unlimited Incl. Me   | ssages        |         |         |
|                                     |               | events  | 0.00    |
| Roam flex Zone 2 - Text Unlimited I | ncoming Messa | ges     |         |
| Picture/Video/File messaging        |               | events  | 0.00    |
| Free SMS Message                    |               | events  | 0.00    |
| Text message                        | 14            | events  | 0.00    |
| Free Bell Message                   | 14            | events  | 0.00    |
| @\$.02/MB                           | 110.9014      | MB      | 2.21    |
| 1GB Shared Data - BlackBerry Data   | Usage         |         |         |
| @\$.00/minute                       | 222:00        | min:sec | 0.00    |
| Unlimited Local Talking Unlimited U | sage          |         |         |
| @\$.00/MB                           | 579.1028      | B MB    | 0.00    |
| 1GB Shared Data - BlackBerry Data   | Usage         |         |         |
| congo ana iong alcianos             |               |         |         |

Account #

1136of

1646

Bill Date: September 17, 2018

c

Next Bill Date: October 17, 2018

## ITEMIZED LONG DISTANCE CALLS

| <i>no.</i> | date | time | type | from | to | number called | min:sec | rate | long dist. | tota/  |
|------------|------|------|------|------|----|---------------|---------|------|------------|--------|
|            |      |      |      |      |    |               |         |      |            |        |
|            |      |      |      |      |    |               |         |      |            |        |
|            |      |      |      |      |    | Total usage   |         |      |            | 0.00   |
|            |      |      |      |      |    | Total long di | stance  |      |            | 1.20   |
|            |      |      |      |      |    | Subtotal      |         |      |            | \$1.20 |
|            |      |      |      |      |    | Total         |         |      |            | \$1.20 |





Mobile

Bill Date: October 17, 2018

**GREG FRANCIS** 

Mobile Ref. 1221-8ST SW

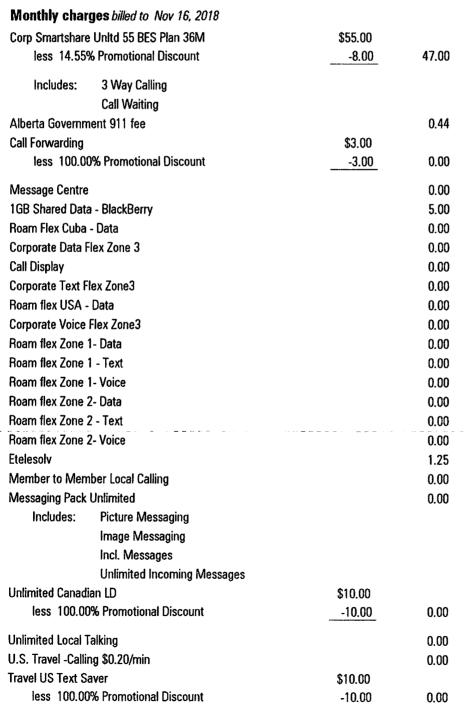
CALGARY, AB T2R 0L4

**Legal Services** 

Account # Next Bill Date: November 17, 2018

1147of 1661

## **CURRENT CHARGES** for



| FOR YOUR INFORMATI   | 0N       |
|----------------------|----------|
| Discount Summary     |          |
| Total discounts      | \$31.00  |
| Total this month     | \$31.00  |
| Usage Summary        | min:sec  |
| Weekday              | 115:00   |
| Weekend              | 18:00    |
| Weeknight            | 9:00     |
| Total time used      | 142:00   |
| Event Summary        |          |
| Total Events         | 1160     |
| Total this month     | \$0.00   |
| Packet Plan Usage Su | mmary    |
| Total megabytes      | 459.4210 |
| Total this month     | \$0.00   |

Account #

1148of

1661

Bill Date: October 17, 2018

**GREG FRANCIS** 

Mobile Ref.

**Legal Services** 

Next Bill Date: November 17, 2018

(continued)

## **CURRENT CHARGES** for

**Usage and long distance** 

| 1GB Shared Data - BlackBerry Data Usag   | e              |      |
|--|----------------|------|
| @\$.00/MB                                | 459.4210 MB    | 0.00 |
| Unlimited Local Talking Unlimited Usage  |                |      |
| @\$.00/minute                            | 142:00 min:sec | 0.00 |
| Free Bell Message                        | 20 events      | 0.00 |
| Text message                             | 20 events      | 0.00 |
| Free SMS Message                         | 1 event        | 0.00 |
| Picture/Video/File messaging             | 3 events       | 0.00 |
| Corporate Text Flex Zone3 Unlimited Inco | oming Messages |      |
|  | 605 events     | 0.00 |
| Messaging Pack Unlimited Incl. Message   | es ·           |      |
|  | 511 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



Parking – at Destination
Other – Provide Details
TOTAL COST OF TRIP

CASH ADVANCE IF ANY-Ref#

# Calgary Board Travel & Subsistence Expense Report

<u>Must</u> 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 Employee's Name () rea Vendor #: School / Department to mail cheque to Leaal Purpose of Trip / Name of Conference Teacher Bargaining Departure and Return Dates Sentigonis ept 202018 **Amount Paid Amount Paid** Alias to be charged for Exchange **Description of Expenses** (Canadian Dollars) Claimant's Expenses by CBE by Claimant Rate (Please attach receipts) For Out of Pocket Invoice/P-Card/ Amex/ Expenditures purposes) Payroll for Mileage (including GST) (including GST) Registration/Conference Fees **Travel Costs** · Airfare (including trip cancellation insurance) Rail/Bus Taxi/Shuttle Bus/Car Rental in Calgary ■ Taxi/Shuttle Bus/Car Rental at Destination Personal Vehicle 34 % km @ 50¢/km (submit on Km Payment Form to Payroll) Send original to Payroll for payment **Accommodations at Single Rate** 122.37@ Meals (including tips) (excluding meals covered by Conference or Others) / Coak + 42 @ \$12.00 Breakfast @ \$17.00 Lunch @ \$26.00 ( Dinner Or Actual Expense Telecommunication Charges (Internet, phone calls) Parking - in Calgary

Claimant o Organizare

Approved by Superordinate

AMOUNT DUE TO (OWING BY) CLAIMANT

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: You  | r Employee Inf   | ormation                          |              |                         |                 | To be comple  | ted by Employee  |  |
|---|--|-----------------------------------|--------------|-------------------------|-----------------|---|------------------|--|
| Employee ID:*   | 205841   | First Name:*                      | Greg         |                         | Last Name:      | e:* Francis   |                  |  |
| Section 2: Trip   |  | ng and ending locati              | ons, and dis | tance of each tr        | ip on a separat |   | ted by Employee  |  |
| Date<br>DD-MM-YY  |  | se for Trip                       |              | rip Starts From         |                 | Γrip Ends At  | Distance in km   |  |
| Sept 19, 2018   |  | TEBA                              |              | Calgary                 |                 | Edmonton  | 199              |  |
| Sept 20, 2018   |  | ГЕВА                              |              | Edmonton                |                 | Calgary   | 199              |  |
|   |  |                                   |              |                         |                 |   |                  |  |
|   |  |                                   |              |                         |                 |   |                  |  |
|   |  |                                   |              |                         |                 |   |                  |  |
|   |  |                                   |              |                         |                 |   |                  |  |
|   |  |                                   |              |                         | T U             |   |                  |  |
|   |  |                                   |              |                         |                 |   | 3 1 7 1 7        |  |
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|   |  |                                   | -            |                         |                 | NAME OF THE PARTY | 7                |  |
|   |  | pool mu                           |              |                         |                 |   |                  |  |
| Y-  |  | 000,                              |              |                         |                 |   |                  |  |
|   | COI  | ( )                               | _            |                         |                 |   |                  |  |
|   |  |                                   | · 1,50-      |                         |                 |   |                  |  |
|   |  | , will                            | Jul.         |                         |                 | - B.  |                  |  |
|   |  | iscell"                           |              |                         |                 |   |                  |  |
|   |  |                                   | 1            |                         |                 |   |                  |  |
|   |  |                                   |              |                         |                 | 1000000   |                  |  |
|   |  |                                   |              |                         |                 |   |                  |  |
| Annual Comment of the Comment of Management of the Comment of the | MATERIAL PROPERTY OF THE PROPE | tered into the time               | sheet in Pe  | opleSoft.               | Total           | Kilometres  | 398              |  |
| PeopleSoft Time   |  | 1-0-#                             |              |                         | 56              |   |                  |  |
| Combo Code er   | itered into Peop   | leSoft                            |              |                         |                 |   |                  |  |
| Section 3:  |  |                                   | J.T          |                         |                 |   | vee and Approver |  |
|   | ist create a PDF   | copy of the complete              | ed Travel Lo | g and send to: <u>c</u> |                 |   |                  |  |
| Employee<br>Signature:*   |  |                                   | Ti           | me Approver N           | lame:*          | avid Steve  | nson             |  |
| Employee Phon   | e:* 403-817  | 7-7992                            | Ti           | me Approver S           | ignature:*      |   |                  |  |
| Date DD-MM-YY: *  |  | 5/18 Time Apply of Alberta's Free | 4            | 03-811.79               | 00              | ate DD-MM-YY:*  | 29-10-18         |  |

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.



Kilometre Travel Log Revision Date: 2017/10/31 Page 1 of 2

\*HR-B231-01\*

### ==TRANSACTION RECORD== =RELEVE DE TRANSACTION=

RETLR33719602 P0S88007735 м 00337196 CORA BREAKFAST AND LUNCH 9977 178 ST NW SUITE 6 , AB EDMONTON

CARD/CARTE: MASTERCARD NO. \*\*\*\* \*\*\*\* 8813 AID: A0000000041010 APPL: MasterCard INVOICE#:27

SEQ.: 017 BATCH/LOT: 516 REFERENCE NB.: 076940 2018/09/20 09:30:35 CA1

\$37.59 PURCHASE/ACHAT \$6.77 TIP/POURBOIRE \$44.36 TOTAL AUTHOR./AUTOR.: 113035

00 APPROVED - THANK YOU

Keep this copy for your records.

COPY : CARDHOLDER \*

Cora 9977, 178 °⁺reet NW, € ite 6 Edmonton, Alberta T5T 6 780-48

Seman JIGAIL

Table: 42 Order: 25 (eat: 1,2

#Guests: 2

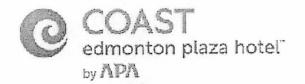
2018-09-20 09:29:00

| 1 PEGGY'S POACHED | 13.45 |
|-------------------|-------|
| 1 BEN HAM (2)     | 15.85 |
| 2 REGULAR COFFEE  | 6.50  |
| Sub Total:        | 35.80 |
| GST               | 1.79  |
| Total:            | 37.59 |

GST 82585=554

Your opinion matters to us! www.ch\_zcora.com/en/comments Votre opinion no⊍s interesse! www.chezcora.com/fr/commentaires

Greg Francis Susan M'Guire



10155 105th Street. Edmonton, AB T5J 1E2 Tel: (780) 423 4811 Fax: (780) 423 3204

Mr Greg FRANCIS 1525 21 St. N.W. CALGARY AB T2N 2M3 CANADA

# Receipt

Invoice date Our reference 10/3/2018

CEP-FC683509 /

**GST Number** 10103 5467 RT0020

| Guest     | Mr Greg FRANCIS        | Arrival | 9/19/2018 | Departure | 9/20/2018 | Room | 0601     |
|-----------|------------------------|---------|-----------|-----------|-----------|------|----------|
| Date      | Description            | Qua     | ntity U   | nit Price |           |      | Total () |
| 9/19/2018 | Room Charge            | 1       |           | 109.00    |           |      | 109.00   |
| 9/19/2018 | GST Taxes              | 1       |           | 5.61      |           |      | 5.61     |
| 9/19/2018 | Tourism Levy           | 1       |           | 4.49      |           |      | 4.49     |
| 9/19/2018 | Destination Market Fee | 1       |           | 3.27      |           |      | 3.27     |
|           |                        |         |           | Total in  | voice     |      | 122.37   |
| 9/20/2018 |                        |         |           |           |           |      | -122.37  |
|           |                        |         |           | Total Pa  | id        |      | -122.37  |
|           |                        |         |           | Total Du  | ie        |      | 0.00     |

Total GST

5.61

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on a overdue balance.

| Cianatuus V |  |
|-------------|--|
| Signature X |  |
|             |  |



# Travel & Subsistence Expense Report

<u>Must</u> 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

|   |                                      |                            |   | 1.1.25   | 25.0                                 |
|---|--------------------------------------|----------------------------|---|--|--------------------------------------|
| Details of Trip   Please Print  | Date: <u>((t 25 2016</u><br>Vendor#: |                            |   |  |                                      |
| Employee's Name Greg France   | :15:                                 |                            | Vendor #:   |  |                                      |
| School / Department to mail cheque to  Purpose of Trip / Name of Conference               | 901 Se                               | rvices                     |   | · · ·  |                                      |
| Purpose of Trip / Name of Conference  | Bargar                               | nura L                     | nthe Hu   | <u> 15110 500</u>                              | rtor                                 |
| Departure and Return Dates (15.3)   | 118                                  | Destina                    | tion: <u>Eck</u> の  | nontan   |                                      |
| Cc+1  | 310G.N                               |                            |   |  |                                      |
| Description of Expenses   | Total Cost                           | Exchange                   | Amount Paid   | Amount Paid                                    | Alias to be charged for              |
|   | (Canadian Dollars)                   | Rate                       | by CBE  | by Claimant                                    | Claimant's Expenses                  |
| (Please attach receipts)  |                                      | (for information purposes) | Invoice/P-Card/ Amex/<br>Payroll for Mileage<br>(including GST) | For Out of Pocket Expenditures (including GST) |                                      |
| Registration/Conference Fees  | 887.25                               |                            | 887.25  |  |                                      |
| Travel Costs  |                                      |                            |   |  |                                      |
| Airfare (including trip cancellation insurance)   |                                      |                            |   |  |                                      |
| Rail/Bus  |                                      |                            |   |  |                                      |
| Taxi/Shuttle Bus/Car Rental in Calgary  |                                      |                            |   |  |                                      |
| <ul> <li>Taxi/Shuttle Bus/Car Rental at Destination</li> </ul>                            | .,                                   |                            |   |  |                                      |
| ■ Personal Vehicle 3 1 2 km @ 50¢/km (submit on Km Payment Form to Payroll)               | 199.00                               |                            |   |  | Send original to Payroll for payment |
| Accommodations at Single Rate   |                                      |                            |   |  |                                      |
| \$ @ Nights   | .241.83                              |                            | 24183   |  |                                      |
| Meals (including tips) (excluding meals covered by Conference or Others)                  |                                      |                            |   |  |                                      |
| ■ Breakfast@ \$12.00  |                                      |                            |   |  |                                      |
| - Lunch@ \$17.00  |                                      |                            |   |  |                                      |
| ■ Dinner/@ \$26.00  | 2600                                 |                            |   | 26.00  | 9481-PDACCM/1                        |
| Or Actual Expense   |                                      |                            |   |  | <u>'</u>                             |
| Telecommunication Charges (Internet, phone calls)   |                                      |                            |   |  |                                      |
| Parking – in Calgary  |                                      |                            |   |  |                                      |
| Parking – at Destination  | 3465.                                |                            | 3965  |  |                                      |
| Other – Provide Details   | 11000                                |                            |   |  |                                      |
| TOTAL COST OF TRIP  | 1388.73                              |                            |   |  |                                      |
| CASH ADVANCE IF ANY-Ref#  |                                      | <u> </u>                   |   | 1995 Carrier of Contract                       |                                      |
| AMOUNT DUE TO (OWING BY) CLAIMANT   |                                      |                            |   | 26.00  |                                      |
| GST Breakout Area   |                                      | <u> </u>                   | <u> </u>  | <u> </u>                                       |                                      |
| I certify that the above claim is correct:  |                                      |                            |   |  |                                      |
| Claimant's Signature  |                                      |                            | Approved by S   |  |                                      |
| NOTE   Copies of amounts paid through the claim, in addition to items claimed for all Out | P-Card, Amex Ca                      | ard, Invoices              | and Mileage Cla   | im Forms must                                  | also be attached to this             |



# 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 |  |                    |                 |                     | 70 50 0            | To be completed by Employee |                     |                |
|--------------------------------------|--|--------------------|-----------------|---------------------|--------------------|-----------------------------|---------------------|----------------|
|                                      |  |                    | Greg            |                     | Last Name:         |                             |                     |                |
| Section 2: Trip                      | p Details:   | and ending locati  | ons, and        | distance of each tr | ip on a separa     |                             | omplete             | d by Employee  |
| Date                                 | e, purpose, beginning and ending locations, an  Purpose for Trip |                    |                 |                     |                    | Trin Fnds At                |                     | Distance in km |
| DD-MM-YY                             | TEBA   |                    | _               | Calgary             |                    | Edmonto                     | n                   | 199            |
| Oct 15, 2018                         | TEBA   |                    |                 | Edmonton            |                    | Calgary                     | ,                   | 199            |
| Oct 16, 2018                         |  |                    |                 |                     |                    |                             |                     |                |
|                                      |  |                    |                 |                     |                    |                             |                     |                |
|                                      |  |                    |                 |                     |                    |                             |                     |                |
|                                      |  |                    |                 |                     |                    |                             |                     |                |
|                                      |  |                    |                 |                     |                    |                             |                     |                |
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|                                      |  |                    |                 |                     |                    |                             | •                   |                |
|                                      |  |                    |                 |                     |                    |                             | <del></del>         |                |
|                                      | <u> </u>   | 1 12               |                 | De en le Coff       | Tatal              | Kilometr                    | 200                 | 398            |
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| Section 3:                           | DDF as   | and of the complet | ed Travel       | Log and send to:    | •                  | •                           |                     | e and Approver |
| The approver                         | must crea  |                    | CG TIAVEI       |                     |                    |                             |                     |                |
| Employee<br>Signature:*              |  |                    | Time Approver I | David S             | teven              | son                         |                     |                |
| Employee Ph                          | one:* 403-81/-   | 7992               |                 | Time Approver       |                    |                             |                     |                |
| Date DD-MM-Y                         | oct 25/  | 118 Time Ap        |                 | 403-817-19          | of Privacy Act (FO | Date DD-M                   |                     | 9-10-18        |

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### Austin, Janet L

Subject:

FW: Lancaster House Online Purchase

----Original Message----

From: Lancaster House Online Purchase [mailto:no-reply@lancasterhouse.com]

Sent: July 26, 2018 10:45 AM

To: Nawata, Diana C < dcnawata@cbe.ab.ca > Subject: Lancaster House Online Purchase

Thank you for your purchase. The following is a summary of your purchase:

...........

#### YOUR ORDER

-----

Bargaining in the Broader Public Sector Conference - Tue, October 16, 2018 Regular Price \$1,045 Qty:1 Price:\$845.00

Subtotal:\$845.00 Shipping:\$0.00 Tax(HST/GST):\$42.25 Total:\$887.25

### CONTACT INFORMATION

Name: Diana Nawata

Title: Executive Administrative Assistant Organization: Calgary Board of Education

Address: 1221 - 8th Street SW

CALGARY AB T2R OL4

Canada

Telephone: (403) 817-7300

Fax:

## CONFERENCE ATTENDEE INFORMATION

Product: Bargaining in the Broader Public Sector Conference - Tue, October 16, 2018 Regular Price \$1,045

Name: Greg Francis

Title: Superintendent, Human Resources

Email:

Address: 1221 - 8th Street SW

Calgary AB T2R 0L4

Canada

Diet Restriction: OTHER, None

Telephone:

Fax:

### CONFERENCE CANCELLATION INFORMATION

\_\_\_\_\_\_

Bargaining in the Broader Public Sector Conference - Tue, October 16, 2018 Regular Price \$1,045 Payment must be received in full at least one business day prior to the first day of the conference or workshop.

Registration fee includes breakfast, lunch, refreshments and all materials.

A credit note for the full amount will be issued for cancellations received by Monday, September 17, 2018. Substitution of participants is permitted at any time prior to the event – please contact Customer Service. Prices subject to change without notice.

#### **PAYMENT INFORMATION**

-----

Name on Credit Card: Gregory Francis
Credit Card Number:
Expiry:

### **ORDER INFORMATION**

Order number: 35735

Date and Time: 2018-07-26 16:45:28

Authorization code: Reference number:

The Westin Edmonton 10135 100 St Edmonton, AB T5J 0N7 Canada Tel: 780-426-3636 Fax: 780-428-1454 WESTIN

HOTELS & RESORTS

Greg Francis 1221 8th St Sw Calgary, AB, T2R 0L4 Canada LJ15AD - Lancaster House 2018 Page Number Guest Number Folio ID

1258326

Invoice Nbr : 27852542

Arrive Date

15-OCT-18 16-OCT-18 21:50 10:11

Depart Date No. Of Guest

404

Room Number Club Account

Tax Invoice

815461330RT0001 Tax ID:

The Westin Edmonton, OCT-16-2018, 10:20, BMARF415

| Date         | Reference       | And the state of t | Charges (CAD) | Credits (CAD) |
|--------------|-----------------|--|---------------|---------------|
| 15-OCT-18    | 23:31:09        | 7807164803 0:01  | 1.57          |               |
| 15-OCT-18    | RT404           | Room Charge  | 214.00        |               |
| 15-OCT-18    | RT404           | GST  | 11.02         |               |
| 15-OCT-18    | RT404           | Destination Marketing Fee  | 6.42          |               |
| 15-OCT-18    | RT404           | Tourism Levy   | 8.82          |               |
| 15-OCT-18    | RT404           | Parking Self   | 33.00         |               |
| 15-OCT-18    | RT404           | GST  | 1.65          |               |
| 16-OCT-18 MC | Mastercard-8818 | -276.48  |               |               |
|              |                 |  |               |               |
|              |                 | ** Total   | 276.48        | -276.48       |
|              |                 | *** Balance  | -0.00         |               |

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HOTELS & RESORTS

Greg Francis 1221 8th St Sw Calgary, AB, T2R 0L4

Canada

LJ15AD - Lancaster House 2018

Page Number Guest Number

Folio ID

: 2 : 1258326 Invoice Nbr

: 27852542

Arrive Date
Depart Date

15-OCT-18 16-OCT-18 1

404

21:50 10:11

No. Of Guest : Room Number :

Club Account

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Tell us about your stay, www.westin.com/reviews

EXPENSE SUMMARY REPORT

Currency: CAD

| Date       | Room   | ं GST ुं⊬ंं | Tour Levy | Food\Bev | Phone |           | Total  | Payment |  |
|------------|--------|-------------|-----------|----------|-------|-----------|--------|---------|--|
| 10-15-2018 | 214.00 | 11.02       | 8.82      | 0.00     | 1.57  | 41.07     | 276.48 | 0.00    |  |
| 10-16-2018 | 0.00   | 0.00        | 0.00      | 0.00     | 0.00  | 0.00      | 0.00   | -276.48 |  |
|            |        | *********   |           |          |       | ********* |        |         |  |
| Total      | 214.00 | 11.02       | 8.82      | 0.00     | 1.57  | 41.07     | 276.48 | -276.48 |  |

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