

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



**Calgary Board
of Education**

Description	Date (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 [REDACTED]
 Bill Date: September 17, 2018
GREG FRANCIS
 Mobile Ref. [REDACTED]
 1221-8ST SW
 CALGARY, AB T2R 0L4
Legal Services

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

1134of 1646

CURRENT CHARGES for [REDACTED]

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...	
<u>Discount Summary</u>	
Total discounts	\$31.00
Total this month	\$31.00
<u>Usage Summary</u>	
	<i>min:sec</i>
Weekday	166:00
Weekend	55:00
Weeknight	1:00
Total time used	222:00
<u>Event Summary</u>	
Total Events	608
Total this month	\$0.00
<u>Packet Plan Usage Summary</u>	
Total megabytes	690.0042
Total this month	\$2.21



000040-010357-40_551_841 6

Mobile [REDACTED]
Bill Date: September 17, 2018
GREG FRANCIS
Mobile Ref. [REDACTED]
Legal Services

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

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CURRENT CHARGES for [REDACTED] (continued)

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	579.1028 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	222:00 min:sec	0.00
1GB Shared Data - BlackBerry Data Usage		
@\$.02/MB	110.9014 MB	2.21
Free Bell Message	14 events	0.00
Text message	14 events	0.00
Free SMS Message	2 events	0.00
Picture/Video/File messaging	13 events	0.00
Roam flex Zone 2 - Text Unlimited Incoming Messages		
	309 events	0.00
Messaging Pack Unlimited Incl. Messages		
	256 events	0.00
Long distance		1.20
Taxes		
GST		2.85

Total current charges **\$59.95**

000040-010358

Mobile [REDACTED]

Account # [REDACTED]

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Bill Date: September 17, 2018

Next Bill Date: October 17, 2018

ITEMIZED LONG DISTANCE CALLS

<i>no.</i>	<i>date</i>	<i>time</i>	<i>type</i>	<i>from</i>	<i>to</i>	<i>number called</i>	<i>min:sec</i>	<i>rate</i>	<i>long dist.</i>	<i>total</i>
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[REDACTED]										
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Total usage	0.00
Total long distance	1.20
Subtotal	\$1.20
Total	\$1.20



000040-010359 40_592_841 6

Mobile [REDACTED]
 Bill Date: **October 17, 2018**
GREG FRANCIS
 Mobile Ref. [REDACTED]
 1221-8ST SW
 CALGARY, AB T2R 0L4
 Legal Services

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

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CURRENT CHARGES for [REDACTED]

Monthly charges billed to Nov 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	
	<i>min:sec</i>
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 Summary	
Total megabytes	459.4210
Total this month	\$0.00



000039-010317 30_590_351 B

Mobile [REDACTED]
Bill Date: October 17, 2018
GREG FRANCIS
Mobile Ref. [REDACTED]
Legal Services

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

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CURRENT CHARGES for [REDACTED] (continued)

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$.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 Incoming Messages		
	605 events	0.00
Messaging Pack Unlimited Incl. Messages		
	511 events	0.00

Taxes

GST		2.68
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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

000035-010318



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: Oct 25 2018
 Employee's Name Greg Francis Vendor #: _____
 School / Department to mail cheque to Legal Services
 Purpose of Trip / Name of Conference Teacher Bargaining (TERA)
 Departure and Return Dates Sept 14, 2018 - Sept 20, 2018 Destination: Edmonton

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					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle <u>348</u> km @ 50¢/km (submit on Km Payment Form to Payroll)	<u>199.00</u>				Send original to Payroll for payment
Accommodations at Single Rate					
\$ <u>122.37</u> @ <u>1</u> Nights	<u>122.37</u>		<u>122.37</u>		
Meals (including tips) (excluding meals covered by Conference or Others) <u>Breakfast x 2</u>	<u>37.59</u>		<u>37.59</u>	<u>\$-13.59</u>	<u>over per diem</u>
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner <u>1</u> @ \$26.00 <u>(Sept 1)</u>	<u>26.00</u>			<u>26.00</u>	
▪ Or Actual Expense <u>over per diem</u>	<u>-13.59</u>				
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP	<u>271.37</u>				
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO: (OWING BY) CLAIMANT				<u>12.41</u>	<u>9981-POAccomp</u>
GST Breakout Area					

I certify that the above claim is correct:

Claimant's Signature

Approved by Superordinate

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.

==TRANSACTION RECORD==
=RELEVÉ DE TRANSACTION=

POS88007735 RETLR33719602
M 00337196
CORA BREAKFAST AND LUNCH
9977 178 ST NW SUITE 6
EDMONTON , AB

CARD/CARTE: MASTERCARD
NO. **** * 8818
AID: A0000000041010
APPL: MasterCard
INVOICE#: 27
SEQ.: 017 BATCH/LOT: 516
REFERENCE NB.: 076940
2018/09/20 09:30:35 CA1

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

00 APPROVED - THANK YOU

Keep this copy for
your records.

COPY : CARDHOLDER

*** *****

Cora
9977, 178 Street NW, Suite 6
Edmonton, Alberta
T5T 6
780-48

Service: SIGAIL

Bill: 27

Table: 42 Order: 25 Seat: 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 nous interesse!
www.chezcora.com/fr/commentaires

Greg Francis
Susan McGuire



COAST
 edmonton plaza hotel™
 by **APA**

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 10/3/2018
 Our reference CEP-FC683509 /
 GST Number 10103 5467 RT0020

Guest	Mr Greg FRANCIS	Arrival	9/19/2018	Departure	9/20/2018	Room	0601
Date	Description	Quantity	Unit 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 invoice	122.37
9/20/2018	[REDACTED]						-122.37
						Total Paid	-122.37
						Total Due	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 an overdue balance.

Signature X _____

For reservations: www.coasthotels.com or 1-800-663-1144



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: Oct 25 2018
 Employee's Name Greg Francis Vendor #: _____
 School / Department to mail cheque to Legal Services
 Purpose of Trip / Name of Conference Bargaining in the Public Sector
 Departure and Return Dates Oct 15 2018 - Oct 16 2018 Destination: Edmonton

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	887.25		887.25		
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 <u>398</u> 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		241.83		
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner <u>1</u> @ \$26.00	26.00			26.00	9481-PDACCm/D/n
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination	34.65		34.65		
Other – Provide Details					
TOTAL COST OF TRIP	1388.73				
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT				26.00	
GST Breakout Area					

I certify that the above claim is correct:

 Claimant's Signature Approved by Superordinate

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.

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 0L4
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: [REDACTED]
Address: 1221 - 8th Street SW
Calgary AB T2R 0L4
Canada
Diet Restriction: OTHER,None
Telephone: [REDACTED]
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: [REDACTED]
Expiry: [REDACTED]

ORDER INFORMATION

Order number: 35735
Date and Time: 2018-07-26 16:45:28
Authorization code: [REDACTED]
Reference number: [REDACTED]

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



Greg Francis
 1221 8th St Sw
 Calgary, AB, T2R 0L4
 Canada
 LJ15AD - Lancaster House 2018

Page Number : 1 Invoice Nbr : 27852542
 Guest Number : 1258326
 Folio ID : A
 Arrive Date : 15-OCT-18 21:50
 Depart Date : 16-OCT-18 10:11
 No. Of Guest : 1
 Room Number : 404
 Club Account :

Tax Invoice

Tax ID : 815461330RT0001

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

Date	Reference	Description	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	

STAY LONGER - Enjoy more time to explore your destination with the benefits of Westin Weekend, from extended breakfast hours to late Sunday checkouts. Book your next Westin Weekend at westin.com/weekend

Continued on the next page

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



Greg Francis
 1221 8th St Sw
 Calgary, AB, T2R 0L4
 Canada
 LJ15AD - Lancaster House 2018

Page Number : 2 Invoice Nbr : 27852542
 Guest Number : 1258326
 Folio ID : A
 Arrive Date : 15-OCT-18 21:50
 Depart Date : 16-OCT-18 10:11
 No. Of Guest : 1
 Room Number : 404
 Club Account :

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

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	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

Bring the Westin experience home. Shop WestinStore.com.