# expense | monthly tracking report

claimant | Grundy, Brad

position | Superintendent, CFO, Corporate Treasurer

level | Superintendent

reporting period | September 1 to October 31, 2018

date of report | December 14, 2018



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Association of School Business Officials of Alberta (ASBOA)	09/04/2018	Membership Renewal - 2018-2019	\$1,076.25	other disclosed	membership, due, fees
Association of School Business Officials of Alberta (ASBOA)	09/04/2018	Zone Fees - 2018-2019	\$105.00	other disclosed	membership, due, fees
College of Alberta School Superintendents (CASS)	09/11/2018	Membership Renewal - 2018-2019	\$425.25	other disclosed	membership, due, fees
Cell Phone	09/17/2018	Monthly Service Charge	\$56.89	other disclosed	telecom/cell phone
Meeting with Alberta Education/Infrastructure, Sept 19, 2018, Edmonton, AB	09/19/2018	Car Rental	\$40.44	travel	BUS general
Meeting with Alberta Education/Infrastructure, Sept 19, 2018, Edmonton, AB	09/19/2018	Parking	\$1.25	travel	BUS general
Meeting with Alberta Education/Infrastructure, Sept 19, 2018, Edmonton, AB	09/19/2018	Fuel for rental car	\$57.00	travel	BUS general
Meeting with Alberta Education/Infrastructure, Sept 19, 2018, Edmonton, AB	09/19/2018	Meal - per diem	\$17.00	travel	BUS general
Meeting with Alberta Eduction, October 18, 2018, Edmonton, AB	10/18/2018	Car Rental	\$39.44	travel	BUS general
Meeting with Alberta Eduction, October 18, 2018, Edmonton, AB	10/18/2018	Parking at venue	\$17.00	travel	BUS general
Meeting with Alberta Eduction, October 18, 2018, Edmonton, AB	10/18/2018	Fuel for rental car	\$26.05	travel	BUS general
Meeting with Alberta Eduction, October 18, 2018, Edmonton, AB	10/18/2018	Fuel for rental car	\$21.00	travel	BUS general
Cell Phone	10/17/2018	Monthly Service Charge	\$56.37	other disclosed	telecom/cell phone

## INVOICE



## ASSOCIATION OF SCHOOL BUSINESS OFFICIALS OF ALBERTA

BILLED TO

Brad Grundy (Calgary Board of

Education)

INVOICE NO. DATE

AMOUNT

Aug 31, 2018 \$1,076.25

ITEM

Regular Membership - Annual ASBO International - Professional TOTAL

834.75 241.50

1150

### TOTAL

\$1,076.25

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 T5KZJ8. Note, the amount due is inclusive of GST. ASBOA GST Registration #77448 0891 RT0001

**ASBOA** 

#1200, 9925 - 109 Street Edmonton, Alberta T5K 2J8 Canada INVOICE

Invoice No.:

420313

1

Date:

10/31/2018

Ship Date:

Page:

Re: Order No.

Sold to:

Calgary Bd. of Educ. Accounts Payable 1221 - 8 Street SW Calgary, Alberta T2R 0L4 Ship to:

Calgary Bd. of Educ, 515 Macleod Trail S.E. Calgary, Alberta T2G 2L9

Business No.: 774480

774480891RT0001

Business No.:	774480891RT0001		******	
Quantity	Description	Tax	Unit Price	Amount
	Zone 4 Fees for 2018 - 2019	I		105.00
	Brad Grundy - 1150 - not included on member renewal invoice			
	I - GST 5%, included GST		5.00	
		}		
		]		
			[	
		1		
		1		
			<u> </u>	
	<u> </u>			
ASBOA GST: #1067	73 3124 RT0001	1	1	[
Shipped By:	Tracking Number:		Total Amount	105.00
Comment: Payr	ment is due upon receipt of Invoice		Amount Paid	
зопшень: Рауг	ment is and about tenaths of involve			
Sold By:			Amount Owing	105.00



1200, 9925 - 109 Street Edmonton, Alberta T5K 2J8

## INVOICE

Invoice No..

165185

Date:

09/11/2018

Amount Owing

Ship Date:

Page:

Re: Order No.

Sold to:

Sold By:

Calgary Board of Education 1221-8 Street SW Calgary, AB T2R 0L4 Ship to:

Calgary Board of Education 1221-8 Street SW Calgary, AB T2R 0L4

Business No.:	10696 7052	·				
itom No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			CASS Membership 2018/2019			
			Regular Memberships:			
	ļ		Affiliate Memberships: Brad Grundy	G		405.00
			1			,
			G - GST 5.00% GST			
					05	20,25
						2025 5,25,
					\$ Ya	5,25 <sub>)</sub>
						The same of the sa
						:
ĺ	1	ı	1	1	1	ı
College of Alberta S			96 7052 RT			
Shipped By:	Tracking N	Number:			Total Amount	
Comment:					Amount Paid	



Mobile

Bill Date: September 17, 2018

**Brad Grundy** Mobile Ref. 1221 8 ST SW

CALGARY, AB T2R 0L4

Finance

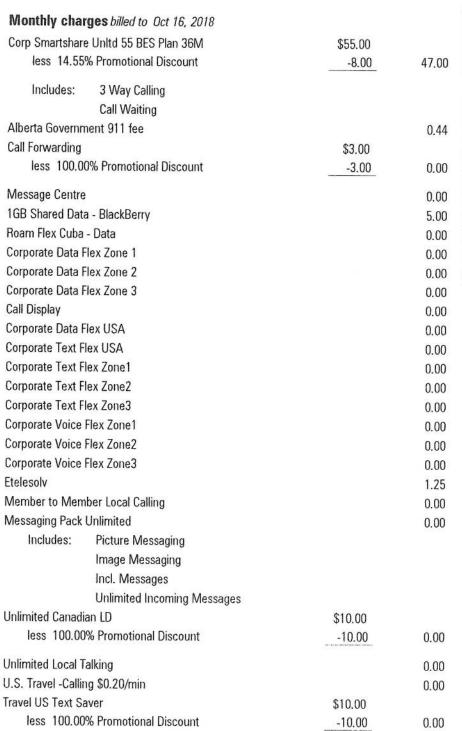
Account #

Next Bill Date: October 17, 2018

357of

1646

## CURRENT CHARGES



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	_ 51
Total this month	\$0.00
Packet Plan Usage Sui	mmary
Total megabytes	379.0241
Total this month	\$0.51

Brad Grundy Mobile Ref. Finance Account #

Next Bill Date: October 17, 2018

## **CURRENT CHARGES**

Total current charges		\$56.89
GST		2.69
Taxes		7.00
	14 events	0.00
Messaging Pack Unlimited Inc	d. Messages	
	29 events	0.00
Corporate Text Flex Zone3 Un	limited Incoming Messages	
Text message	8 events	0.00
@\$.02/MB	26.0791 MB	0.51
1GB Shared Data - BlackBerry	Data Usage	
@\$.00/minute	27:00 min:sec	0.00
Unlimited Local Talking Unlimi	ted Usage	
@\$.00/MB	00,0	
GB Shared Data - BlackBerry	Data Usage	
Usage and long distance	ı	

Rental Car

### Grundy, Brad R

From: Sent:

To: Grundy, Brad R

Subject: **ENTERPRISE RENTAL AGREEMENT 3JRV22** 

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

Customerservice@enterprise.com

September 23, 2018 3:42 PM

RENTAL AGREEMENT REF#

3JRV22

**SUMMARY OF CHARGES** 

RENTER GRUNDY, BRAD

DATE & TIME OUT 19/09/2018 07:42 AM DATE & TIME IN 20/09/2018 07:30 AM

**BILLING CYCLE** 24-HOUR

VEH #1 2018 NISN SENT 45VR VIN# 3N1AB7AP0JY234362 LIC# E39210

KM DRIVEN 623

Charge Description	Date	Quantity	Per	Rate	Total
TIME & DISTANCE	19/09 - 20/09	1	DAY	\$36.09	\$36.09
CO2 OFFSET REFUELING CHARGE	19/09 - 20/09 19/09 - 20/09	1	RENTAL	\$1.25	\$1.25 \$0.00
			Subtotal:		\$37.34
Taxes & Surcharges	<del></del>				· · · · · · · · · · · · · · · · · · ·
GOODS AND SERVICES TAX	19/09 - 20/09			5%	51.93
VEHICLE LICENSE FEE RECOVERY	19/09 - 20/09	1	DAY	\$1.17	<del>\$1</del> -17
		Total	Charges:	(	540.44
		· · · · · · · · · · · · · · · · · · ·		<del></del>	

**Total Amount Due** 

PAYMENT INFORMATION

AMOUNT PAID

\$40.44

TYPE Mastercard **CREDIT CARD NUMBER** 

\$0.00

Parking

Plate: E39210
Zone: 3591
Webself through:
WEDNESI
19 SEP 18
9:33 AM WEDNESDAY

START TIME: 94-9/2018 8:52 AM AMOUNT PAID: 51.25 (631 Incl.)

Auth No: Trn No: Terminal: 1390 Receipt No: 8351

CALGARY PARKING A

ARY PARKING AUTHORITY (203) 587-7690

Fuel for Rental Car

#### WELCOME

Shell Canada 15 Nillcise Blvd SW T2Y 1N6 Calsary AB (403) 254-0900

Bronze PUMP No. 03 LITRES 42.252 PRICE/L \$1.349 TOTAL FUEL \$57.00

TOTAL SALE \$57.00 MASTERCARD \$57.00

FUEL !NCLUDES GST - Fuel \$2.71 No. 137400032RI

01 APPROVED - THANK YOU 001 APPROVAL No. 202143 TERMINAL No. 89441290 VERIFIED BY PIN

IMPORTANT retain this copy for your records

MASTERCARD PURCHASE

INV No. 4412999904 2018/09/19 18:20 MasterCard AID A000000041010 TVR 0000008000 TSI E800

Term: 44129 Appr: 20123672500031 8091910053175 Reference: 201236725

# of Education

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

Substitiones have **so** Reput

Details of Dop : Please Print Date: September 25, 2018					2018
Employee's Name: Brad Grundy		Vendor #:			
School/Department to mail cheque to: Finance					
Purpose of Trip/Name of Conference: Meeting			a Now Schoola		
Departure and Return Dates: September 19,				A D	
populare and return paces. Deptember 19,	2016	Desuna	ation: Edmontoi	n, ab	
Devolption of Expanses	Total Cost	Exchange	Amount Paid	Amount Paid	Alias to be charged for
(Please attach receipts)	(Canadian Dollars)	Rate	by CBE	by Claimant	Claimant's Expenses
,		(for information purposes)	Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)	For Out of Pocket Expenditures (including GST)	
Registration/Conference Fees					
Travel Costs					
Airfare (including trip cancellation insurance)					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental in Calgary	40.44	·· · · · · ·	40.44	And the second second second	<del></del>
Taxi/Shuttle BusiCarRental at Destination	1.25			1.25	
Personal Vehicle km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
Nights					
Meals (including tips) (excluding meals covered by Conference or Others)					
Breakfast@ \$12.00				The second second second	
Lunch@ \$17.00	17.00			17.00	
Dinner@ \$26.00				Translation (Fred State	
Or Actual Expense					
Telecommunication Charges (Internet, phone calls)				· · · · · · · · · · · · · · · · · · ·	
Parking – in Calgary					
Parking - at Destination					
Other – Provide Details fuel for rental car	57.00		57.00		
TOTAL COST OF TRIP			97.44	18.25	
CASH ADVANCE IF ANY-Ref#					
AMOUNT DUE TO (OWING BY) CLAIMANT			•		
GST Breakout Area					
I certify that the above claim is correct:			t.		
Claimant's Signature	·	· · · · · ·	Approved by Su	uperordinate	
NOTE   Copies of amounts paid through the P	Card, Amex Card	d, Invoices ar	nd Mileage Clain	Forms must al	lso be attached to this
claim, in addition to items claimed for all Out o	f Pocket Expense	es.			

### Car rental



RA #: 3TB940

Renter: GRUNDY, BRAD

Dates & Times	Location
Pickup Oct 18, 2018 7:31 AM	1036 - 9 AVENUE SW CALGARY, AB T2P1L9 4032125232
<b>Return</b> Oct 18, 2018 6:00 PM	1036 - 9 AVENUE SW CALGARY, AB T2P1L9 4032125232

Vehicle

Make/Model: NISN/NOTE

Color: BLACK Mileage: 111

Fuel Out: Full Fuel In: Full

License: FD069S Unit #: 7QB3Q2

Vehicle #: JL362632

Charges	Price/Unit	Total
TIME & DISTANCE 10/18 - 10/18	1 @ \$35.14/DAY	\$35.14
CO2 OFFSET	1 @ \$1.25/RENTAL	\$1.25
VEHICLE LICENSE FEE RECOVERY	1 @ \$1.17/DAY	\$1.17
GOODS AND SERVICES TAX	5.0000%	\$1.88
	Total Charges:	\$39.44
	Charge To:	
2018-10-19 07:14:21		

Parking at venue

ECC -WEST PARKADE 10231 - 103RD ST NW EDMONTON AB

CARD TYPE

MASTERCARD

DATE

2018/10/18

TIME

8347 15:35:56

RECEIPT NUMBER

C85071063-001-014-017-0

PURCHASE TOTAL

MasterCard A00000000041010 C395A2ACA116B8FE 0008000-E800 96808BFDF33B802F

# **APPROVED**

AUTH# 173556

01-027

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

Fuel for car rental

PETRO-CANADA 208 19 AUENUE NISKU ALBERTA T9E 8W8 (700) 979-8388

GST 139952717 -PC0160907:7780901 TERMINAL: 027780956 PRYPCINT: 027780901

2018-18-18 16:14

PUMP 866
REGULAR
LITRES L 21.862
PRICE/L \$ 1.195
PUEL SALES \$ 26.05\*

TOTAL OWED \$ 26.05

TOTAL PAID CREDIT CARD \$ 26.85

\* 8ST INCL. \$ 1.24

MASTERCARD

AUTH 181450 PURCHASE C 0010010010 00 027

**UERIFIED BY PIN** 

80 APPROVED THANK YOU 927

-- IMPORTANT -RETAIN THIS COPY
FOR YOUR RECORDS
- CUSTOMER'S COPY -

LEARN HOW TO SAUE 3 CENTS/L EVERY DAY AT PETRO-CANADA.CA/RBC

SURVEY! EARN POINTS & CHANCE TO WIN GAS PETRO-CANADA.CA/HERD

Fuel for car rental

WELCOME

Shell Canada 1304 14 STREET SW 1304 13 C 105 CALGARY 229-0499

BCODZE 07 PUND NO. 17.515 PRICE/L \$1.199 TOTAL FUEL \$21.00 TOTAL SALE \$21.00 MASTERCARD \$21.00

FUEL INCLUDES
GST - Fuel \$1.00
No. 137400032RT

01 APPROVED - THANK YOU 001 APPROVAL NO. 082206 TERMINAL NO. 89001420 VERIFIED BY PIN

IMPORTANT retain this copy for your records

MASTERUARU PURCHASE

C

INV No. 0014297092 2018/10/19 06:21 MasterCard AID A0000000041010 TVR 0000008000 TSI E800

YOUR OPINION COUNTS
Tell us about your
recent visit at
www.shell.ca/opinion
and you could win a
FUEL FOR A YEAR
\*Receipt Required

THANK YOU Questions? 1-800-661-1600

STORE: C00142 TRAN: 3574374 10/19/2018 6:23:21 Bill Date: October 17, 2018

**Brad Grundy** Mobile Ref. 1221 8 ST SW

CALGARY, AB T2R 0L4

Finance

Account #

Next Bill Date: November 17, 2018

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1661



## **CURRENT CHARGES**

Corp Smartshare U	<b>es</b> billed to Nov 16, 2018 Jnltd 55 BES Plan 36M Promotional Discount	\$55.00 -8.00	47.00	
Includes:	3 Way Calling			
	Call Waiting		19	
Alberta Governme	nt 911 fee		0.44	
Call Forwarding		\$3.00	1	
less 100.00%	6 Promotional Discount	3.00_	0.00	
Message Centre			0.00	
1GB Shared Data -	- BlackBerry		5.00	
Roam Flex Cuba -	Data		0.00	
Corporate Data Fle	ex Zone 1		0.00	
Corporate Data Fle	ex Zone 2		0.00	
Corporate Data Fle	ex Zone 3		0.00	
Call Display			0.00	
Corporate Data Fle	x USA		0.00	
Corporate Text Fle	x USA		0.00	
Corporate Text Fle	x Zone1		0.00	
Corporate Text Fle	x Zone2		0.00	
Corporate Text Fle	x Zone3		0.00	
Corporate Voice FI	ex Zone1		0.00	
Corporate Voice FI	ex Zone2		0.00	
Corporate Voice FI	ex Zone3		0.00	
Etelesolv			1.25	
Member to Memb	er Local Calling		0.00	
Messaging Pack U	nlimited		0.00	
Includes:	Picture Messaging			
	Image Messaging			
	Incl. Messages			
	Unlimited Incoming Messages			
Unlimited Canadia	n LD	\$10.00		
less 100.00%	6 Promotional Discount	-10.00	0.00	
Unlimited Local Ta	lking		0.00	
U.S. Travel -Calling \$0.20/min				
Travel US Text Sav	ver .	\$10.00		
less 100.00%	S Promotional Discount	-10.00	0.00	

FOR YOUR INFORMATI	ON
Discount Summary	
Total discounts	\$31.00
Total this month	\$31.00
Usage Summary	min:sec
Weekday	92:00
Weeknight	1:00
Total time used	93:00
Event Summary	
Total Events	35
Total this month	\$0.00
Packet Plan Usage Su	mmary
Total megabytes	496.1568
Total this month	\$0.00

Brad Grundy Mobile Ref. Finance Account #

Next Bill Date: November 17, 2018

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## **CURRENT CHARGES**

Usage and long distance

1GB Shared Data - BlackBerry Data Usage

@\$.00/MB	496,1568 MB	0.00

Unlimited Local Talking Unlimited Usage

	•	•		
@\$.00/minute			93:00 min:sec	0.00
Text message			8 events	0.00

Corporate Text Flex Zone3 Unlimited Incoming Messages

14 events 0.00

Messaging Pack Unlimited Incl. Messages

13 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