# expense | monthly tracking report

claimant | Ard, Ann

position | Director, Leadership & Learning

level | Director

reporting period | May 1 to June 30, 2019

date of report | August-09-19



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
uLead 2019 Conference	05/12/2019	Event Registration - funded by research grant	\$375.00	other disclosed	PD course or registration fee
		dollars			
uLead 2019 Conference	05/12/2019	Hotel Accommodations & Parking - funded by	\$565.48	other disclosed	PD accommodation
		research grant dollars			
uLead 2019 Conference	05/12/2019	Park Gates - funded by research grant dollars	\$58.80	other disclosed	PD general
uLead 2019 Conference	05/12/2019	Mileage to conference - funded by research grant	\$128.00	other disclosed	PD mileage
Cell Phone	05/16/2019	Monthly Cell Phone Charge	\$53.49	other disclosed	telecom/cell phone
Cell Phone	06/16/2019	Monthly Cell Phone Charge	\$56.09	other disclosed	telecom/cell phone

Dear Ann,

Your registration has been confirmed for the uLead 2019 - The Summit of Educational Leadership: Reimagining School Leadership. Please save this email for future reference.

Name Ann Ard

Number of People Registered 1

Event Title uLead 2019 - The Summit of Educational Leadership:

Reimagining School Leadership

Location Fairmont Banff Springs Hotel

405 Spray Avenue, Banff, Alberta, Alberta T1L 1J4, Canada

Date Sunday

Time 12:00 PM

Confirmation Number

To book rooms at the Fairmont Banff Springs Hotel for the conference click here.

### **Current Registration Details**

#### **Order Summaries**

Order: N3NLJ2BXNDF	Order Date: 23-Jan-2019 4:33 PM	MT	V*************************************
Item	Price Quantity	Amou	nt
Event Registration	CAD 375.00	1	CAD 375.00
	C	rder Total	CAD 375.00

### Payment Details

Order Summaries:				
Date	Type	Amt Ordered	Amt Paid A	mt Due
23-Jan-2019 4:33 PM MT	online order	CAD 375.00	CAD 375.00	CAD 0.00
Payment Details:				
Date	Type	Reference #	Amt Paid	
23-Jan-2019	Mastercard			CAD 375.00

Your payment for the uLead 2019 - The Summit of Educational Leadership: Reimagining School Leadership event has been successfully processed. Please save this email for your records.

Conference

May 12-13, 2019

Transaction Information:

ItemTransaction<br/>InformationQuantity AmountEvent RegistrationCAD 375.001CAD 375.00

Transaction Total CAD375.00



405 Spray Avenue P.O. Box 960

Banff, Alberta Canada T1L 1J4 T 403 762 2211 F 403 762 5755

G.S.T. Registration # 84968 1721 RT0006

Room :
Folio # :
Cashier # :

Page #

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Group Name

uLead -Council for School Leadership

Alberta Teacher's Association (The)

MS Ann Ard

Arrival

05-12-19

Departure

05-14-19

### INFORMATION INVOICE

Date	Description	Additional Information	Charges	Credits
05-12-19	Package Charge		229.00	
05-12-19	Tourism Improvement Fee (2%)		4.30	
05-12-19	Alberta Tourism Levy (4%)		8.77	
05-12-19	Room GST (5%)		10.97	
05-12-19	Self Parking		29.00	
05-12-19	Package GST (5%)		0.70	
05-13-19	Package Charge		229.00	
05-13-19	Tourism Improvement Fee (2%)		4.30	
05-13-19	Alberta Tourism Levy (4%)		8.77	
05-13-19	Room GST (5%)		10.97	
05-13-19	Self Parking		29.00	
05-13-19	Package GST (5%)		0.70	
		Total	565.48	0.00
		Balance Due		565.48
GST S	ummary			
Room	21.94			
F&B Other	0.00 4.16			
Total	26.10			

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay please contact David Roberts, General Manager, at David.Robertsgm@fairmont.com. We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414
Pour information et réservations visitez notre web au www.fairmont.com ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1 800 441 1414

Lagree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association falls to pay for any part of or the full amount of those charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)

Je me porte personnellement responsable du réglement total de cette note au cas ou la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en soulfrance sont sujets à un intérêt de 1,5% par mois après un mois. {18,00% par année}

Park gates
BANFF EAST GATE 101 MOUNTAIN AVENUE BANFF AB

CARD

CARD TYPE

MASTERCARD

DATE

2019/05/12

TIME

9804 10:08:21

RECEIPT NUMBER

**PURCHASE** TOTAL

Mastercard A0000000041010 377E494D23523A3F 0000008000-E800 19044360889DD3CB

## **APPROVED**

AUTH# 120821 01-027

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS



# 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: Yo	ur Employee Info	rmation				To be complete	ed by Employee
Employee ID:	*	First Name:*	An	n	Last Name	e:* Avd	•
Section 2: Tri	p Details: , purpose, beginning	and ending location	ons, and	distance of each to	rip on a separ	The second secon	ed by Employee
Date DD-MM-YY		e for Trip		Trip Starts From	1	Trip Ends At	Distance in km
12-05-19	ULead 20 ULead 3	019 Conferen 1019 Conferen	nce	Calgan		Banff.	128
The total wee	kly km must be ente	ered into the times	sheet in	PeopleSoft.	Tot	al Kilometres	256.
PeopleSoft Ti	me Approver	Barana da Barana					
Section 3:	entered into People must create a PDF c		ed Travel	Log and send to:		npleted by Employ @westcanadian.com	
Employee Signature:*				Time Approver			
Employee Ph	one:*			Time Approver	Signature:*		e.
Date DD-MM-Y	Y: *	Time App Phone:*	orover			Date DD-MM-YY:*	
Personal informati	on is collected under the a	uthority of Alberta's Free	dom of Info	ormation and Protection	of Privacy Act (F	OIP). 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 privariotection 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.





Mobile

Bill Date: April 17, 2019

Ann Ard Mobile Ref.

Learning & Leadership

Account #

Next Bill Date: May 17, 2019

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### **CURRENT CHARGES** for

Monthly charge	s billed to May 16, 2019		
Corp Smartshare U	nltd 55 Plan 36M	\$55.00	
less 14.54% F	Promotional Discount	-8.00	47.00
Includes:	3 Way Calling		
	Call Waiting		
Alberta Governmen			0.44
Call Forwarding		\$3.00	
less 100.00%	Promotional Discount	-3.00	0.00
Message Centre			0.00
Roam Flex Cuba - [	Data		0.00
Corporate Data Fle	x Zone 3		0.00
Call Display			0.00
1GB Shared Data -	Smartphones		0.00
Corporate Text Fle	x Zone3		0.00
Roam flex USA - D	ata		0.00
Corporate Voice FI	ex 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 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 100.000	6 Promotional Discount	-10.00	0.00
Unlimited Local Ta	ilking		0.00
U.S. Travel -Callin	g \$0.20/min		0.00
Travel US Text Sa	ver	\$10.00	
less 100.00°	% Promotional Discount	-10.00	0.00

FOR YOUR INFORMATI	0N
Discount Summary	
Total discounts	\$31.00
Total this month	\$31.00
Usage Summary	min:sec
Weekday	68:00
Weekend	51:00
Weeknight	2:00
Total time used	121:00
Event Summary	
Total Events	372
Total this month	\$0.00
Packet Plan Usage Su	mmary
Total megabytes	1,645.4949
Total this month	\$2.26

Bill Date: April 17, 2019

Ann Ard Mobile Ref.

Learning & Leadership

Account #

Next Bill Date: May 17, 2019

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## **CURRENT CHARGES** for

Usage	and	long	distance	į

Total current charges			\$53.49	
GST			2.54	
Taxes				
	118	events	0.00	
Messaging Pack Unlimited Unlimited	Incoming Mes	ssages		
		events	0.00	
Messaging Pack Unlimited Incl. Mes	sages			
Picture/Video/File messaging	197.01	events	0.00	
Text message	1	event	0.00	
Free Bell Message	56	events	0.00	
@\$.02/MB	113.0440	MB	2.26	
1GB Shared Data - Smartphones Dat	a Usage			
@\$.00/minute	121:00	0.00		
Unlimited Local Talking Unlimited Us	age			
@\$.00/MB	1,532.4509 MB			
1GB Shared Data - Smartphones Dat	a Usage			

Mobile

Bill Date: May 17, 2019

Ann Ard Mobile Ref.

Learning & Leadership

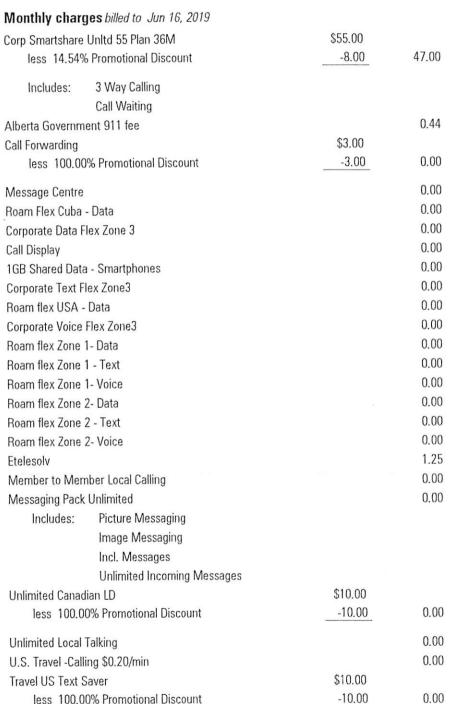
Account #

Next Bill Date: June 17, 2019

1190of

1461

### **CURRENT CHARGES** for



0N
\$31.00
\$31.00
min:sec
183:00
131:00
115:00
429:00
719
\$0.00
mmary
2,121.0421
\$4.74

Ann Ard Mobile Ref.

Learning & Leadership

Account #

Next Bill Date: June 17, 2019

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### **CURRENT CHARGES** for

Usage	and	long	distance	9
oungo	41114	iong	aiotano	•

1GB Shared Data - Smartphones Data	Usage					
@\$.00/MB	1,884.1807 MB	0.00				
Unlimited Local Talking Unlimited Usa	ge					
@\$.00/minute	429:00 min:sec	0.00				
1GB Shared Data - Smartphones Data	Usage					
@\$.02/MB	236.8614 MB	4.74				
Free Bell Message	110 events	0.00				
Free SMS Message	1 event	0.00				
Picture/Video/File messaging	63 events	0.00				
Corporate Text Flex Zone3 Unlimited	ncoming Messages					
	163 events	0.00				
Messaging Pack Unlimited Incl. Mess	ages					
	336 events	0.00				
Messaging Pack Unlimited Unlimited Incoming Messages						
	46 events	0.00				
Taxes						
GST		2.66				

**Total current charges** 

\$56.09