

expense | monthly tracking report

claimant | McLeod, Sheila

position | Director, Global Learning Services

level | Director

reporting period | September 1 to October 31, 2013

date of report | December-13-13



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Meeting with Agents from Nagoya Japan	09/04/2013	Dinner meeting	\$114.00	hospitality	BUS food/non alcoholic beverage
Canadian Education Week In Vietnam 2013	10/08/2013	Airfare to Vietnam & return	\$3,241.79	travel	BUS airfare/bus/rail
Canadian Education Week In Vietnam 2013	10/12/2013	Accommodation	\$726.25	travel	BUS accommodation
Canadian Education Week In Vietnam 2013	10/15/2013	Accommodation	\$604.64	travel	BUS accommodation
Canadian Education Week In Vietnam 2013	10/15/2013	Airfare internal flight Vietnam	\$262.69	travel	BUS airfare/bus/rail
Canadian Education Week In Vietnam 2013	10/17/2013	Accommodation	\$434.14	travel	BUS accommodation
Canadian Education Week In Vietnam 2013	10/19/2013	Accommodation	\$570.72	travel	BUS accommodation
Canadian Education Week In Vietnam 2013	10/20/2013	Accommodation	\$62.74	travel	BUS accommodation
Canadian Education Week In Vietnam 2013	10/13/2013	Luncheon for Agents	\$93.36	travel	BUS food/non alcoholic beverage
Cell Phone	09/16/2013	Monthly Service Plan	\$85.79	other disclosed	telecom/cell phone
Cell Phone	10/16/2013	Monthly Service Plan	\$61.03	other disclosed	telecom/cell phone

XOCOLAT POSH MEXICAN C
 816 11TH AVE SW T2H2E1
 CALGARY AB
 22447599
 GW224175002

PURCHASE

09-04-2013 19:10:04
 Acct # *****0206
 Exp Date **/** Card Type MC
 Name: MCFOD/SHELLA J.
 MasterCard

Trace # 550
 Inv. # 558
 Card # 211852 RRN 00105001

Purchase \$125.69
 Tip \$18.85
 Total \$144.54

(00) APPROVED-THANK YOU

9031-MARK

Retain this copy for your records
 Customer copy

Xocolat Posh Mexican Cuisine
 Order # 1-3489
 17 - Reopened
 Server: Joseph
 Cashier: Joseph
 Register: Bar Receipt (receipt2)
 2013-09-04 19:18:07

1 Pop	3.0
1 Diet Coke	3.0
1 gl house white	11.0
3 Amuse bouche	9.0
1 Pop	3.0
1 Diet Coke	3.0
1 Coffee	4.0
1 Crepe	9.0
1 Chocolate cake	9.0
1 salmon ceviche	12.0
1 stuffed calamari	17.0
1 prawn tacos	16.0
1 corn	3.0
1 enchiladas verdes	23.0
1 Salmon fillet	26.0

*Reimbursed
 paid by casa*

Sub total	133.0
Tip	11.5
After Discount	119.0
Tax (5% of 119.0)	5.9
Total	125.0

Amount Due 125.0

Xocolat Posh Mexican Cuisine **<11.00**
 816 11th Ave SW
 Calgary, Alberta T2H2E1
 Canada
 4039783304
 GM Sergio Ledesma





Subject:

FW: Air Canada - 08-Oct: Calgary - Hanoi (booking ref: PBH5V5)

Booking Information

Booking Reference: <input type="text"/>	Customer Care Air Canada 1-888-247-2262 Flight Arrivals and Departures 1-888-422-7533
Electronic Ticketing confirmed. This is your official itinerary/receipt. Main Contact: Ms Sheila Mcleod	
Mobile: 1- Home: Work: 1-	
Online Services	

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC209	Calgary (YYC) Tue 08-Oct 2013 10:10	Vancouver, Vancouver Int'l (YVR) Tue 08-Oct 2013 10:44 - Terminal M	0	22hr40	E90	<u>Executive First</u> Lowest, Z	
AC063	Vancouver, Vancouver Int'l (YVR) Tue 08-Oct 2013 11:50 - Terminal M	Seoul, Incheon Int'l (ICN) Wed 09-Oct 2013 15:05	0		763	<u>Executive First</u> Lowest, Z	 M,L
AC6984 ¹	Seoul, Incheon Int'l (ICN) Wed 09-Oct 2013 19:20	Hanoi (HAN) Wed 09-Oct 2013 21:50	0		333	<u>Executive First</u> Lowest, Z	
 Flight AC6984 is operated by Asiana Airlines. Please check in directly at the Asiana Airlines counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.							
AC6983 ¹	Ho Chi Minh City (SGN) Sat 19-Oct 2013 23:40 - Terminal 2	Seoul, Incheon Int'l (ICN) Sun 20-Oct 2013 06:40	0	28hr45	777	<u>Executive First</u> Lowest, Z	
 Flight AC6983 is operated by Asiana Airlines. Please check in directly at the Asiana Airlines counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.							
AC064	Seoul, Incheon Int'l (ICN) Sun 20-Oct	Vancouver, Vancouver Int'l (YVR) Sun 20-Oct	0		763	<u>Executive First</u> Lowest, Z	 M,B

	2013 16:35	2013 10:45 - Terminal M			
	Vancouver, Vancouver Int'l (YVR)	Calgary (YYC)			<u>Executive First Lowest, Z</u>
AC214	Sun 20-Oct 2013 13:00 - Terminal M	Sun 20-Oct 2013 15:25	0	E90	

 B: Breakfast L: Lunch M: Meal (Non Specific)

Operated by:
¹ Asiana Airlines

Passenger Information

1: Ms Sheila Mcleod : Adult (16+), Ticket Number: [REDACTED]			
Air Canada - Aeroplan :	[REDACTED]	Meal Preference :	Regular
Payment Card:	[REDACTED]	Special Needs:	None
Seat Selection:	None		

Purchase Summary

Fare Summary

	Adult
Passenger Type	
Air Transportation Charges	
Base Fare	2699.00
Fuel Surcharge	446.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	1.50
International Passenger Service Charge	21.32
Republic of Korea Psgr. Service Charge	18.06
<u>Air Travellers Security Charge (ATSC)</u>	25.91
Total airfare and taxes before options (per passenger)	3241.79
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$3241.79

Payment Information

Credit/Debit Card [REDACTED] - Amount paid: **\$3241.79**
The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$3241.79 (Airfare - per adult)

Ticket number(s): .

MELIA HANOI

Công ty TNHH SAS - CTAMAD
 Mã số thuế/ Tax code : 0100112324
 Mẫu số 01GTKT3/002

HÓA ĐƠN GIÁ TRỊ GIA TĂNG (Thanh toán)
(Guest Folio)

COPY

Ký hiệu Sery/Serial No : AA/12P

Liên 2: Giao người mua /Customer

INFORMATION INVOICE Ngày/Date Tháng/Year Ngày/Year

No : 0035193

Tên, Địa chỉ & MST (Name, Address & Tax code) Mrs. McLeod Sheila Mrs. Sheila McLeod Canada MST:0301997469	Reprinted by : FO-NGOPHUONG	Page: 1 of 1
	Ngày đến/ Arrival date 12/10/13	Số phòng/ Room No
	Ngày đi/ Departure date 15/10/13	Giá phòng/ Rate 3465000
	Số TT/ No in Party 1	Số tham chiếu/ Ref

Số TT (No)	Ngày (Date)	Tên hàng hóa, dịch vụ (Description)	ĐVT (Unit)	Số lượng (Quantity)	Đơn giá (Unit price)	Thành tiền (Amount)
	12/10/13	Tien phong/Room Charge [NA Pkg. Trx]				3,465,000
	12/10/13	Phi phục vụ/Room Charge-SVC [Add: 5%.(B)]				173,250
	12/10/13	Thuế GTGT/Room Charge-VAT [Add: 10%.(S1)]				363,825
	13/10/13	Tien phong/Room Charge [NA Pkg. Trx]				3,465,000
	13/10/13	Phi phục vụ/Room Charge-SVC [Add: 5%.(B)]				173,250
	13/10/13	Thuế GTGT/Room Charge-VAT [Add: 10%.(S1)]				363,825
	14/10/13	Tien phong/Room Charge [NA Pkg. Trx]				3,465,000
	14/10/13	Phi phục vụ/Room Charge-SVC [Add: 5%.(B)]				173,250
	14/10/13	Thuế GTGT/Room Charge-VAT [Add: 10%.(S1)]				363,825
	15/10/13	MasterCard XXXXXXXXXXXXX0206 XX/XX				-12,006,225
Cộng trước thuế/ Subtotal :						
Thuế TTĐB/SPT						10,914,750 VND
Thuế suất GTGT/ VAT Rate : 10%						0 VND
Tiền thuế GTGT/ VAT Amount :						1,091,475 VND
Tổng cộng / Grand Total :						12,006,225 VND

BMO statement - 604.64 CAD

Viết bằng chữ/ Amount in words :

Muoi Hai Trieu Khong Tram Le Sau Nghin Hai Tram Hai Muoi Lam dong

Thank you for staying with us

Melia Hanoi

Tôi xin cam đoan chịu trách nhiệm hoàn trả toàn bộ các khoản chi phí trong hóa đơn này trong trường hợp nếu cá nhân, công ty hay hiệp hội nào do tôi chỉ định không thanh toán được một phần hay toàn bộ các chi phí nêu trên.

I agree that my liability for this account is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay all or part of these charges.

Chữ ký/Hotel's Signature

Chữ ký của khách/Guest Signature

In tại công ty cổ phần in Hàng không,ĐT: 84-4-3872 1026, mã số thuế: 0100108014

IA Nghi Tam, Tay Ho, Hanoi, Vietnam
Tel: +84 4 6270 8888 Fax: +84 4 6270 9999 hanoi@interconti.com www.intercontinental.com/hanoi

Name and address:

Sheila Mcleod
Calgary, T2G 2L9

Room: Folio No:
Arrival: 09-10-13 Rate: 23:08 185
Departure: 12-10-13 No. of person: 1

Account Number	Room No	Description	Rate	Amount
11-10-13	DV AN UONG / C.Du Lac			1,826,055
12-10-13	THE TT / Master Card			- 1,826,055

Meal for agents x 3 lunch buffet

COPY

BMO Statement - 92.36 CAD

VAT rate:	10%	Service charge:	79,050 VND
		Sub total:	1,581,000 VND
		VAT:	166,005 VND
		Grand total:	1,826,055 VND

Mot Trieu Tam Tram Hai Muoi Sau Nghin Khong Tram Nam Muoi Lam Dong

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay all or part of these charges.

86.79

Cashier:

Guest signature

Corner Hai Ba Trung St. & Le Duan Blvd, District 1, HCMC, Vietnam
Tel: +84 8 3520 9999 Fax: +84 8 3520 9955 saigon@ihg.com www.intercontinental.com/saigon

19-10-2013

Name and address:

Canada
Mrs Sheila Mcleod

COPY

Room: Folio No:
Arrival: 17/10/13 Rate: 4.935.000
Departure: 19/10/13 No of person: 1

Date	Descriptions	Reference No	Amount
1 17/10/13	Dich vu tron goi luu tru /Accommodation Package	[NA Pkg. Trx]	4.935.000
2 17/10/13	Phi phuc vu /Service Charge Accomodation	[Add: 5%.(B)]	246.750
3 17/10/13	Thue GTGT /VAT Accomodation	[Add: 10%.(S1)]	518.175
4 18/10/13	Dich vu tron goi luu tru /Accommodation Package	[NA Pkg. Trx]	4.935.000
5 18/10/13	Phi phuc vu /Service Charge Accomodation	[Add: 5%.(B)]	246.750
6 18/10/13	Thue GTGT /VAT Accomodation	[Add: 10%.(S1)]	518.175
7 19/10/13	The tin dung /MasterCard		-11.399.850
Balance			0

BMO Statement: 570.72 e.

VAT rate:

10%

Special Sales Tax
Service charge: 493.500
Sub total: 9.870.000
VAT: 1.036.350
Grand total: 11.399.850

Mười Một Triệu Ba Trăm Chín Mươi Chín Nghìn Tám Trăm Năm Mươi Đồng Chẵn

ELEVEN MILLION THREE HUNDRED NINETY NINE THOUSAND EIGHT HUNDRED FIFTY VND

event that the indicated person, company or association fails to pay all or part of these charges

Cashier: DANGL1

Guest signature

Mobile
Bill Date: August 17, 2013
SHEILA MCLEOD
Mobile Ref.
Global Learning

Account #
Next Bill Date: September 17, 2013

535 of 186

CURRENT CHARGES for

(continued)

@\$.00/minute	17:39 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	10:00 min:sec	0.00
Service zone		
@\$.00/MB	0.0196 MB	0.00
Text messages	53 events	13.25
Converse MMSC	4 events	0.00
Free SMS Message	2 events	0.00
Text message	1 event	0.00
Text Messaging 250 - Share Incl. Messages		
	88 events	0.00
Text Messaging 250 - Share Unlimited Incoming Messages		
	186 events	0.00
Long distance		2.36
Roamer usage		14.75
Taxes		
GST		3.93
Total current charges		\$85.79

Mobile
Bill Date: September 17, 2013
SHEILA MCLEOD
Mobile Ref. 9031-CELL
Global Learning

Account #
Next Bill Date: October 17, 2013

542 of 187

CURRENT CHARGES for

(continued)

@\$.00/minute	170:00 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	20:00 min:sec	0.00
Service zone		
@\$.00/MB	0.8653 MB	0.00
Comverse MMSC	4 events	0.00
Text message	1 event	0.00
Picture/Video messaging	4 events	2.00
Text Messaging 250 - Share Incl. Messages		
	116 events	0.00
Text Messaging 250 - Share Unlimited Incoming Messages		
	130 events	0.00
Long distance		4.62
Taxes		
GST		2.91
Total current charges		\$61.03

VIETNAM AIRLINES

ITINERARY RECEIPT

BOOKING REFERENCE DATE: 15 OCT 2013
PAGE: 1

PASSENGER NAME: MCLEOD/SHEILA JANE MS TICKET NUMBER.
FF NUMBER: DATE OF ISSUE: 15OCT13

15 OCT 2013 - TUESDAY
VIETNAM AIRLINES FLT:VN 239 SEAT: BUSINESS STATUS: OK
DEPART: HANOI DEP TIME: 1300
ARRIVE: HO CHI MINH CITY ARR TIME: 1500

NO MEAL

FARE BASIS: J BOOKING CLASS: J NOT VALID BEFORE:
BAGGAGE: 30K NOT VALID AFTER: 15 OCT 2014

FARE: VND 4600000 EQUIVALENT:
460000UE
60000AX

TOTAL: VND 5120000

TAXES/FEES/CARRIER-IMPOSED CHARGES SUMMARY:

460000UE 60000AX
FORM OF PAYMENT: IKXXXXXXXXXXXX0206 APPROVAL CODE.

ISSUED AT:

ENDORSEMENT/RESTRICTIONS: NON-END. REST MAY APPLY/CONTACT VN OFF B4 FLT DATE/PA
90080

CARRIAGE AND OTHER SERVICES PROVIDED BY THE CARRIER ARE SUBJECT TO: 1. GENERAL
CONDITIONS OF CARRIAGE OF VIETNAM AIRLINES. 2. APPLICABLE FARE RULES AND
CONDITIONS- WHICH ARE HEREBY INCORPORATED BY REFERENCE. THESE CONDITIONS AND
RULES MAY BE OBTAINED FROM THE ISSUING CARRIER.
PLEASE RETAIN THIS ITINERARY RECEIPT THROUGHOUT YOUR JOURNEY. IT IS REQUIRED AT
CHECK-IN/IMMIGRATION/CUSTOMS.
PASSENGER SHOULD BE PRESENTED FOR CHECK-IN 02 HOURS BEFORE DEPARTURE TIME
END OF DOCUMENT

51

239

BMO statement - 26269 CAD

IA Nghi Tam, Tay Ho, Hanoi, Vietnam
Tel: +84 4 6270 8888 Fax: +84 4 6270 9999 hanoi@interconti.com www.intercontinental.com/hanoi

Name and address:

Sheila Mcleod
Calgary, T2G 2L9
Viet Nam

Room: Folio No:

Arrival: 09-10-13 Rate: 23:08 185

Departure: 12-10-13 No. of person: 1

Account Number

Room No

09-10-13	*TIEN PHONG (*Accommodation)	4,497,860
09-10-13	DV VAN CHUYEN / Transportation	869,138
10-10-13	*TIEN PHONG (*Accommodation)	4,496,791
11-10-13	*TIEN PHONG (*Accommodation)	4,495,722
12-10-13	THE TT / Master Card	- 14,359,511

BMO Statement - 726.25 CAD

VAT rate:	10%	Service charge:	621,625 VND
		Sub total:	12,432,475 VND
		VAT:	1,305,411 VND
		Grand total:	14,359,511 VND

Muoi Bon Trieu Ba Tram Nam Muoi Chin Nghin Nam Tram Muoi Mot Dong

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay all or part of these charges.

682.49

Cashier:

Guest signature



Sheraton

Ocean Place JV Co Ltd.,
Tax Code: 0300741217

Name & Address : Mrs. Sheila Jane Mcleod

Room No. :
Rate : 3650000
No. of Persons : 1

Arrival : 15-10-13
Departure : 17-10-13
Folio No. :

Guest VAT Code :
A/R Number :
SPG # : 50021276542
Email Address : Smmcleod@Cbe.Ab.Ca

DATE	Reference	Description	Charges	Credits
15-10-13		Package Charge	3,650,000	
15-10-13		Room Charge SC	182,500	
15-10-13		Room Charge VAT	383,250	
16-10-13		Package Charge	3,650,000	
16-10-13		Room Charge SC	182,500	
16-10-13		Room Charge VAT	383,250	
17-10-13		Club Lounge F&B Charges	240,000	
17-10-13		Mastercard		8,671,500

BMO Statement - 484.14 (PA)

	Balance: VND	0
SUBTOTAL	357.51 USD	7,507,792 VND
Service Charge	17.87	375,390
VAT	37.54	788,318
Total Amount	412.93	8,671,500

1 USD = 21000 VND

Guest's signature

Cashier:

28 GTSANH

Incheon Airport Transit Hotel
 2851 Woonseo-Dong,
 Joong Gu Incheon City Korea
 Tel — 82 32 7433 000
 Fax — 82 32 7433 001
 Regd No.: 206-85-29596
 CEO: Moon, Duk Kyu



Incheon Airport Transit Hotel

by WALKERHILL

GUEST FOLIO
 SHEILA MCLEOD

0107

Room no
 Folio no.: 2013-10-20 07:30
 Arrival: 2013-10-20 13:14
 Departure:

CAN

Page 1

DATE	REFERENCE	DESCRIPTION	CHARGES	CREDITS
2013-10-20	S48996	PAID - NC 01		-62,920
2013-10-20	A22408	ROOM CHARGE	52,000	
		SERVICE CHARGE	5,200	
		ROOM TAX	5,720	
BALANCE DUE				0



Incheon Airport Transit Hotel
 by WALKERHILL

FOR MEMBER

Approval Date : 2013-10-20 13:14

AMOUNT : 57,199
 VAT : 5,721
 TOTAL : 62,920
 (\$ 0.00)

BMO Statement - 62.74 CAD

Card No :
 Merchant No :
 Status : Q
 Expire Date : ****
 Inst. Month : 00
 Approval No :
 카드

Incheon Airport Transit Hotel
 Incheon Intl Airport 2851, Woonseo-Dong,
 Joong-Gu, Incheon 400-715 Korea,
 TEL: (82-32)7433-000 FAX: 82-32)7433-001
 incheonairporttransithotel.com

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