

expense | monthly tracking report

claimant | McLeod, Sheila

position | Director, Learning

level | Director

reporting period | September 1 to October 31, 2016

date of report | December-09-16



**Calgary Board
of Education**

| Description | Date (mm/dd/yyyy) | Details and/or Rationale | Amount (CDN\$) | Category | Expense Type |
|---|----------------------|--------------------------------------|----------------|-------------|---------------------------------|
| Study Travel Alphe UK Agent Recruiting | 09/01/16 | Airfare - Calgary London return | \$2,021.99 | travel | BUS airfare/bus/rail |
| Study Travel Alphe UK Agent Recruiting | 09/01/16 | Taxi Service in Calgary | \$56.05 | travel | BUS airfare/bus/rail |
| Study Travel Alphe UK Agent | 09/02/16 | Taxi Service at Destination | \$139.54 | travel | BUS airfare/bus/rail |
| Study Travel Alphe UK Agent Recruiting | 09/05/16 | Hotel - London | \$1,080.45 | travel | BUS accommodation |
| Study Travel Alphe UK Agent Recruiting | 09/04/16 | Meals | \$35.49 | travel | BUS food/non alcoholic beverage |
| Study Travel Alphe UK Agent Recruiting | 09/05/16 | Meals per diem | \$86.00 | travel | BUS food/non alcoholic beverage |
| Delegation from Becanson France | 09/13/16 | Hosting dinner for Becanson guests | \$111.76 | hospitality | BUS food/non alcoholic beverage |
| Delegation from Becanson | 09/13/16 | Hosting dinner for Becanson guests | \$63.00 | hospitality | alcohol (hospitality only) |
| Visitor form Spain | 09/14/16 | Lunch - Anju | \$64.05 | hospitality | BUS food/non alcoholic beverage |
| Brazil Edu-Canada Student & Agent Fair | 09/15/16 | Airfare - Calgary Sao Paulo return | \$2,890.72 | travel | BUS airfare/bus/rail |
| Brazil Edu-Canada Student & Agent Fair | 09/15/16 | Taxi service in Calgary | \$39.44 | travel | BUS airfare/bus/rail |
| Brazil Edu-Canada Student & Agent Fair | 09/20/16 | Taxi Service at Destination | \$109.71 | travel | BUS airfare/bus/rail |
| Brazil Edu-Canada Student & Agent Fair | 09/19/16 | Hotel - Sao Paulo | \$549.53 | travel | BUS accommodation |
| Brazil Edu-Canada Student & Agent Fair | 09/16/16 | Meal | \$13.54 | travel | BUS food/non alcoholic beverage |
| Brazil Edu-Canada Student & Agent Fair | 09/20/16 | Alumni lunch Sao Paulo | \$71.72 | hospitality | BUS food/non alcoholic beverage |
| Brazil Edu-Canada Student & Agent Fair | 09/20/16 | Meals per diem | \$69.00 | Travel | BUS food/non alcoholic beverage |
| Baltic Council International Education Fair | 10/18/16 | Airfare - Calgary Frankfurt rtn | \$2,107.00 | travel | BUS airfare/bus/rail |
| Baltic Council International Education Fair | 10/24/16 | Internal flight Vilnius to Frankfurt | \$122.97 | travel | BUS airfare/bus/rail |
| Baltic Council International Education Fair | 10/18/16 | Taxi Service in Calgary | \$43.21 | travel | BUS airfare/bus/rail |

| | | | | | |
|---|----------|-----------------------------|----------|-----------------|---------------------------------|
| Baltic Council International Education Fair | 10/23/16 | Taxi service at destination | \$18.99 | travel | BUS airfare/bus/rail |
| Baltic Council International Education Fair | 10/23/16 | Hotel - Frankfurt | \$273.28 | travel | BUS accommodation |
| Baltic Council International Education Fair | 10/13/16 | Meals | \$34.26 | travel | BUS food/non alcoholic beverage |
| Baltic Council International Education Fair | 10/25/16 | Meals per diem | \$121.00 | travel | BUS food/non alcoholic beverage |
| Bell Mobility | 09/16/16 | Cell Phone | \$56.37 | other disclosed | telecom/cell phone |
| Bell Mobility | 10/16/16 | Cell Phone | \$56.37 | other disclosed | telecom/cell phone |

Subject:

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

Booking Information

Booking Reference: [REDACTED]

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

Online Services

Flight Itinerary

| Flight | From | To | Stops | Duration | Aircraft | Fare Type | Meal |
|--------|--|--|-------|----------|----------|--|------|
| AC850 | Calgary (YYC) Wed 31- Aug 2016 18:25 | London, Heathrow (LHR) Thu 01- Sep 2016 10:00 - Terminal 2 | 0 | 8hr35 | 77L | Premium Economy (lowest) Opens in New Window, E | M,K |
| AC851 | London, Heathrow (LHR) Mon 05- Sep 2016 13:05 - Terminal 2 | Calgary (YYC) Mon 05- Sep 2016 14:55 | 0 | 8hr50 | 77L | Flex Opens in New Window, V | M,S |

S: Snack or Brunch M: Meal / Non-Specific K: Continental breakfast

Passenger Information

Ms. Sheila McLeod - Adult (16+), Ticket Number [REDACTED]

Air Canada - Aeroplan :
 Meal Preference : Regular

Payment Card:
 Special Needs: None

Seat Selection: None

Purchase Summary

Fare Summary

| Passenger Type | Adult |
|--|------------------|
| Air Transportation Charges | |
| Base Fare | 1382.50 |
| Surcharges | 29.50 |
| Carrier surcharges | 336.00 |
| Taxes, Fees and Charges | |
| Canada Airport Improvement Fee | 30.00 |
| U.K. Passenger Service Charge | 78.68 |
| Canada Goods and Services Tax (GST/HST #10009-2287-RT0001) | 1.50 |
| U.K. Air Passenger Duty | 137.90 |
| Air Travellers Security Charge (ATSC) | 25.91 |
| Total before options (per passenger) | 2021.99 |
| Number of passengers | x 1 |
| Total with options | 2021.99 |
| Travel Insurance (declined) | 0.00 |
| Grand Total - Canadian dollars | \$2021.99 |

Subject:

Your payment to Blackberry Cars Limited

PayPal

You made a payment to Blackberry Cars Limited.
Hello Sheila McLeod,

23-Aug-2016 09:32:38 PDT
Receipt No:

This charge will appear on your credit card statement as payment to PAYPAL
BLACKBERRYCO.

Save time with a PayPal account

Create a PayPal account and save your payment information. You won't need to enter your payment information every time you shop online.

[Sign Up Now](#)

Shop with confidence
We keep your financial information secure.

Transactions monitored 24/7
Our fraud specialists help protect your account.

You're protected
Zero fraud liability for eligible unauthorized purchases. [See eligibility](#)

Merchant information:
Blackberry Cars Limited
blackberrycars@live.co.uk
<http://www.blackberrycars.com>
02072543344

Instructions to merchant:
None provided

Shipping information:
Sheila McLeod

Shipping method:
Not specified

Calgary Alberta
Canada

| Description | Unit price | Qty | Amount |
|---|------------|-----|--------------|
| Blackberry Cars Credit Card Payments Item #: SM0109 Name: Sheila McLeod, Email: smmcleod@cbe.ab.ca | £79.00 GBP | 1 | 79.00 GBP |

Total: £79.00 GBP

Exchange rate: 1 CAD = 0.566172 GBP

Amount you'll pay (transaction currency): \$139.54 CAD

Receipt No

Please keep this receipt number for future reference. You'll need it if you contact customer service at Blackberry Cars Limited or PayPal.

Mrs Sheila McLeod

Great Britain

Information Copy

Group Code :
Company Name : Study Travel Ltd

Room No. :
Arrival : 02/09/16
Departure : 05/09/16
Res.No. : 48806962
Page No. : 1 of 1
Invoice No. :
Folio No. :
User ID :
Cashier No. :
Date : 05/09/16

| Date | Text | Charges GBP | Credits GBP |
|---------------|---------------------------|----------------|----------------|
| 02/09/16 | Accommodation & Breakfast | 174.00 | |
| 02/09/16 | VAT 20% | 34.80 | |
| 03/09/16 | Accommodation & Breakfast | 174.00 | |
| 03/09/16 | VAT 20% | 34.80 | |
| 04/09/16 | Accommodation & Breakfast | 174.00 | |
| 04/09/16 | VAT 20% | 34.80 | |
| Total: | | 626.40 | 0.00 |

| | | | |
|-----------------|--------|-----|-----------|
| Balance | 626.40 | GBP | |
| Total incl. VAT | 626.40 | GBP | |
| Net Amount | 522.00 | GBP | (626.40) |
| VAT 20% | 104.40 | GBP | |

1080.45 CDN

Start Earning free hotel nights, sign up for Club Carlson today! Ask our front desk team or visit www.clubcarlson.com



For more information, visit www.xe.com

XE Currency Converter: GBP to CAD

20.58 GBP = 35.4961 CAD
 British Pound ↔ Canadian Dollar
 1 GBP = 1.72478 CAD 1 CAD = 0.579752 GBP
 Mid-market rates: 2016-09-06, 16:28 UTC



[a cheap money transfer >](#)

money online is easy with XE. Our service works with your bank and

[a currency data API >](#)

The XE Currency Data API easily integrates with your system and

38 Belvedere Road
 SE1 7QP
 0207 401 6734
 VAT: 8672 822 91

Tables: 30 Covers: 4
 Bill Printed By: Dario

Order Ref: 4934710

[More Tools & Services](#)

| | | |
|--|------------------------|----------------|
| 1 Insalata locale extra chicken | <u>Sheila</u> 10.95 | £8.95 £9.60 |
| 3 Superfood Salad 1/3 = extra chicken | 3.00 | £2.85 £9.60 |
| extra goat cheese | 1.50 | £1.80 |
| 1 Coke Icon | <u>2.85</u> | £2.85 |
| 1 Diet Coke Icon | + 2.28 | £2.85 |
| Subtotal | £ 20.58 | £04.00 |

Service at 12.5% £6.00

Total **£ 22.00**
 Change Due £0.00

Val Analysis
 VAT



COPY

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: Sept 6, 2016
 Employee's Name Sheila McLeod Vendor #: _____
 School / Department to mail cheque to Global Learning
 Purpose of Trip / Name of Conference StudyTravel Alphe UK Agent Recruiting
 Departure and Return Dates Sept 1 - Sept 5, 2016 Destination: London, England

| 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 _____ 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 | | | | | |
| ▪ Lunch <u>2</u> @ \$17.00 | 34.00 | | | 34.00 | } 86.00 |
| ▪ Dinner <u>2</u> @ \$26.00 | 52.00 | | | 52.00 | |
| ▪ Or Actual Expense | | | | | |
| Telecommunication Charges (Internet, phone, calls) | | | | | |
| Parking – in Calgary | | | | | |
| Parking – at Destination | | | | | |
| Other – Provide Details | | | | | |
| TOTAL COST OF TRIP | | | | | |
| CASH ADVANCE IF ANY-Ref # | | | | | |
| AMOUNT DUE TO (OWING BY) CLAIMANT | | | | | |
| 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.

KLEIN AND HARRIS
110 - 8TH AVENUE T2P1B3
CALGARY AB
21963355
GW2196335501

PORTCOLO VIP
FRANCE / SPAIN
KLEIN / HARRIS 7 PERSONS

Tbl:7 Ref:64126
Chk:70184
Ashley 9/13/2016 6:36 pm

*** PURCHASE ***

09-13-2016 20:28:32
Acct # *****5165 C
Exp Date **/** Card Type MC
Name: SHEILA J MCLEOD
A0000000041010 MasterCard

Trace # 2083
Inv. # 2290
Auth # 222831 RRN 001180019

Purchase \$153.30
Tip \$21.46
Total \$174.76

(00) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

MUSHROOM RAVIOLI 16.00
APPLE + WALNUT SALAD 12.00
SMOKED DUCK 18.00
BEET MOSAIC 16.00
CRUSTED BOURSIN CHEESE 21.00
CREEKSIDE 46.00
VILLAGE BLONDE 7.00
5oz CREEKSIDE 10.00

SubTotal 146.00
GST 7.30

Total 153.30

Total Due 153.30

We would love for you to continue your dining experience. If you join us for lunch bring this receipt back with you after 5 pm and you will receive a 10% discount. Valid two weeks from initial lunch date.

KLEIN / HARRIS
Main Floor, 110 - 8 Avenue S.W.
Calgary AB T2P 1B3
P// 403.262.8100
F// 403.262.8190
G.S.T. # 845748714

-46.00 wine
-7.00 beer
-10.00 wine

63.00 alcohol

111.76 - food + tip

Visitor from Spain
guests

ANJU 음식점

Anju
44 17th Ave SW
Calgary AB, T2S 2V1
403-460-3341
Tax# R4010 7031 RT0001

1021 Alexa B.

Tbl 408/1 Chk 7799 Gst 1
Sep 14 '16 08:25 PM

| | |
|------------------|-------|
| 2 O Water @ 1.00 | 2.00 |
| 1 Salmon Poke | 16.00 |
| 1 KFC Sliders | 10.00 |
| 1 Crispy Tofu | 14.00 |
| 1 Lettuce Wrap | 13.00 |

| | |
|-------------|-------|
| Subtotal | 61.00 |
| 61.00 GST | 3.05 |
| Amount Due: | 64.05 |

Thanks for Dining With Us!

****PLEASE PAY SERVER****

Subject:

Air Canada - 15-Sep: Calgary - Sao Paulo

Booking Information

Booking Reference: [REDACTED]

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:

Ms. Sheila Mcleod

Phone: [REDACTED]

Home:

Work: [REDACTED]

Customer Care
Air Canada

Flight Arrivals and Departures

Flight Itinerary

| Flight | From | To | Stops | Duration | Aircraft | Fare Type | Meal |
|--------|---|---|-------|----------|----------|---|------------|
| AC1150 | Calgary (YYC) Thu 15-Sep 2016 12:30 | Toronto, Pearson Int'l (YYZ) Thu 15-Sep 2016 13:05 - Terminal 1 | 0 | 16hr55 | 788 | Flex Opens in New Window , U | [REDACTED] |

| | | | | | | | |
|-------|---|---|---|--------|-----|--|-----|
| AC090 | Toronto, Pearson Int'l (YYZ) Thu 15-Sep 2016 23:00 - Terminal 1 | Sao Paulo, Guarulhos Int'l (GRU) Fri 18-Sep 2016 10:25 - Terminal 3 | 0 | | 763 | Flex Opens in New Window , U | M,B |
| AC091 | Sao Paulo, Guarulhos Int'l (GRU) Tue 20-Sep 2016 20:05 - Terminal 3 | Toronto, Pearson Int'l (YYZ) Wed 21- Sep 2016 05:40 - Terminal 1 | 0 | 17hr03 | 763 | Flex Opens in New Window , U | M,B |
| AC117 | Toronto, Pearson Int'l (YYZ) Wed 21- Sep 2016 07:55 - Terminal 1 | Calgary (YYC) Wed 21- Sep 2016 10:08 | 0 | | 321 | Flex Opens in New Window , U | M,B |

Passenger Information

1: Ms Sheila McLeod - Adult (6+) - Ticket Number: [REDACTED]

Air Canada - Aeroplan : Meal Preference : Regular

Payment Card: xxxx-xxxx Special Needs: None

Seat Selection: None

Purchase Summary

| Fare Summary | Adult |
|--|---------|
| Passenger Type: | Adult |
| Air Transportation Charges | |
| Base Fare | 2446.00 |
| <u>Surcharges</u> | 30.00 |
| <u>Carrier surcharges</u> | 300.00 |
| Taxes, Fees and Charges | |
| <u>Canada Airport Improvement Fee</u> | 38.00 |
| Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) | 1.50 |
| Brazil Embarkation Tax | 48.27 |
| Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001) | 1.04 |
| <u>Air Travellers Security Charge (ATSC)</u> | 25.91 |
| Total before options (per passenger) | 2890.72 |
| Number of passengers | x 1 |

ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299-1111

SALE

MD: 4189233
TD: WH189233 REF#: 00000006
Batch #: 207 SEC: 207001001006
09/15/16 10:10:00
APPR CODE: 121000
MASTERCARD
*****5165C **

| | |
|--------|---------|
| AMOUNT | \$34.60 |
| TIP | \$4.84 |
| TOTAL | \$39.44 |

00 - APPROVED - 001

MasterCard
AID: A0000000041010
TVR: 00 00 00 80 00
TSE: E8 00

THANK YOU

CUSTOMER COPY

to airport



RECIBO DE TAXI

RS 15,00

Recibi de 6201025 a importância de RS 15,00

Referente a Prestação de Serviços de Táxi.

Itinerário 17 de 029 de 2016

PLACA TAXI 25N 4619

São Paulo, de _____ de 2016

TELEFONE _____

Assinatura [Signature]



RECIBO DE TAXI

RS 15,00

Recibi de _____ a importância de _____

Referente a Prestação de Serviços de Táxi.

Itinerário _____

PLACA TAXI 25N 4658 São Paulo, de 11 de SETEMBRO de 2016

TELEFONE _____ Assinatura [Signature]

SERVICIO DE TAXI CREDENCIADO DO AEROPORTO INTERNACIONAL DE SÃO PAULO

ELVARILCOOP

Cooperativa de Trabalho Taxistas do Aeroporto Internacional de São Paulo
 Rua: _____ nº _____
 CEP: _____

Va de táxi: (11) 2440-7070 - Conforto, Rapidez e Segurança
 www.elvarilcoop.com.br

RECIBO DE MOTORISTA AUTÔNOMO

Recibi de 161 de 08 de 2016 a importância de RS 200,00

Referente a prestação de serviços de motorista autônomo.

Itinerário 780 de 09 de 2016

Assinatura [Signature]

RECIBO DE TAXI

RS 200,00

Recibemos de 161 a importância de RS 200,00

Referente a prestação de serviços de motorista autônomo.

Itinerário: _____

Taxista: _____

Telefone: _____ Placa: _____
Assinatura: [Signature] Data: 18/09/16



For more information, visit www.xe.com

XE Currency Converter: BRL to CAD

75.00 BRL = 30.4026 CAD
 Brazilian Real ↔ Canadian Dollar
 1 BRL = 0.405369 CAD 1 CAD = 2.46689 BRL
 Mid-market rates: 2016-09-22 16:16 UTC

XE Market Analysis

North American Edition

2016-09-22 11:13 UTC

The dollar remained mostly under the cosh following the less hawkish than expected guidance from the Fed yesterday. The buck was showing a 0.4% decline versus euro as of the early European PM, and a slightly bigger loss to the Australian and Canadian dollars, which, along with most Emerging market currencies, benefitted from a post-FOMC risk-on vibe. The exception was USD-JPY, which managed to lift above 100.50 after leaving a four-week low at 100.09. [Read More >](#)

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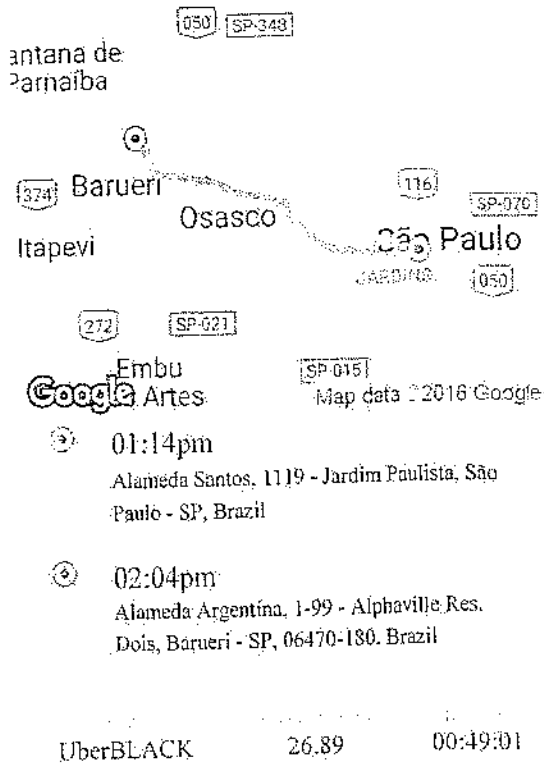
- 160+ global sources
- Rates for every world currency
- Accuracy with proprietary rates
- Choose frequency of updates

[More Tools & Services](#)

Pryor, Yvonne M.

Subject: Your Monday afternoon trip with Uber

RS86.59



FARE BREAKDOWN

| | |
|--|----------------|
| Base fare | 3,80 |
| Distance | 62,38 |
| Time | 13,72 |
| Subtotal | RS79.90 |
| Padre Rio, Casarão (Av. Paulista) km 12 - Centro Interior (SP) | 4,00 |
| Municipal Contribution (SP) | 2,69 |



RS86.59

Visit the trip page for more information, including how to cancel your trip.

3524 de



For more information, visit www.xe.com

XE Currency Converter: BRL to CAD

86.59 BRL = 35.2423 CAD
 Brazilian Real ↔ Canadian Dollar
 1 BRL = 0.407063 CAD 1 CAD = 2.45669 BRL
 Mid-market rates: 2016-09-22 17:22 UTC

XE Market Analysis

North American Edition

2016-09-22 11:13 UTC

The dollar remained mostly under the cosh following the less hawkish than expected guidance from the Fed yesterday. The buck was showing a 0.4% decline versus euro as of the early European PM, and a slightly bigger loss to the Australian and Canadian dollars, which, along with most Emerging market currencies, benefitted from a post-FOMC risk-on vibe. The exception was USD-JPY, which managed to lift above 100.50 after leaving a four-week low at 100.09. [Read More >](#)

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- Rates for every world currency
- Accuracy with proprietary rates
- Choose frequency of updates

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Pryor, Yvonne M

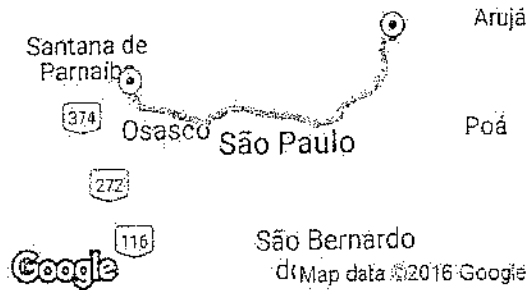
Subject:

Your Tuesday afternoon trip with Uber

R\$105.53

Jundiaí

FARE BREAKDOWN



04:04pm
 Alameda Argentina, 1-99 - Alphaville Res.
 Dois, Barueri - SP, 06470-180, Brazil

05:35pm
 R. Interna do Aeroporto Internacional de
 Guarulhos, 1118 - Aeroporto, Guarulhos - SP,
 Brazil

uberX 54.30 01:30:26

| | |
|---|------------------|
| Base Fare | 2,00 |
| Distance | 76,02 |
| Time | 23,51 |
| Subtotal | R\$101.53 |
| Pedágio Rod. Castello Branco Km 20 sentido SP (P) | 4,00 |

CHARGED
 Personal **** 5105 **R\$105.53**

4407 Cdn (Bmo)

Visit the [trip page](#) for more information, including invoices (where available)

INTERCONTINENTAL

SÃO PAULO

RPS - RECIBO PROVISÓRIO DE SERVIÇOS

Alameda Santos, 1123/1135 - CEP 01419001 - São Paulo - SP - Brasil - Tel: (55) 11 3179-2600 - Fax: (55) 3179-2666

NOME / NAME: Celia McLeod
COMPANHIA / COMPANY:
ENDEREÇO / ADDRESS: Mrs Celia McLeod

CPF:

CHEGADA / ARRIVAL 16/09/16 SAÍDA / DEPARTURE 19/09/16 13:11:18

ACCT Nº: Nº DE APARTAMENTO / ROOM Nº: RPS Nº: - SERIE 'A'

| | | |
|----------|-----------------|-----------|
| 16/09/16 | Diaria Pacote | 410.00 |
| 16/09/16 | Taxa ISS | 21.53 |
| 16/09/16 | Taxa de Turismo | 9.00 |
| 17/09/16 | Diaria Pacote | 410.00 |
| 17/09/16 | Taxa ISS | 21.53 |
| 17/09/16 | Taxa de Turismo | 9.00 |
| 18/09/16 | Diaria Pacote | 410.00 |
| 18/09/16 | Taxa ISS | 21.53 |
| 18/09/16 | Taxa de Turismo | 9.00 |
| 19/09/16 | MasterCard | -1,321.59 |

549,53 CAD
(Bmo)

1ª VIA-CLIENTE AUI
DOC=190029 19/09/16 13:13 OBL-F
VENDA A CREDITO
VALOR: 1.321,59

| | | |
|----------------------|-----|----------|
| Saldo | R\$ | 0.00 |
| Total Tributavel ISS | R\$ | 1,321.59 |

(S11et1)

ESTE RPS OPERAÇÕES RELATIVAS À PRESTAÇÃO DE SERVIÇOS,
CONSTANTE DESTES DOCUMENTOS, SERÁ CONVERTIDO EM NOTA FISCAL
ELETRÔNICA DE SERVIÇOS NF-e.

X _____
ASSINATURA / SIGNATURE

Acesso simples e Rápido a Internet - Easy and Fast Internet Access
Obrigado Por Sua Preferencia - Thank You For Staying With Us

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: Sept 22, 2016
 Employee's Name Sheila McLeod Vendor #: _____
 School / Department to mail cheque to Global Learning
 Purpose of Trip / Name of Conference Brazil Edu-Canada Student & Agent Fair
 Departure and Return Dates Sept 15, 2016 Destination: Sept 21, 2016

| Description of Expenses (Please attach receipts) | Total Cost (Canadian Dollars) | Exchange Rate (for information purposes) | Amount Paid by CBE <small>(Invoice/P-Card/ Amex / Payroll for Mileage including GST)</small> | Amount Paid by Claimant <small>For Out of Pocket Expenditures (including GST)</small> | 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 | | | | | EL |
| ▪ 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 | | | | | |
| ▪ Lunch <u>1</u> @ \$17.00 | 17.00 | | | 17.00 | } 69.00 |
| ▪ Dinner <u>2</u> @ \$26.00 | 52.00 | | | 52.00 | |
| ▪ Or Actual Expense | | | | | |
| Telecommunication Charges (Internet, phone calls) | | | | | |
| Parking – in Calgary | | | | | |
| Parking – at Destination | | | | | |
| Other – Provide Details | | | | | |
| TOTAL COST OF TRIP | | | | | |
| CASH ADVANCE IF ANY-Ref # _____ | | | | | |
| AMOUNT DUE TO (OWING BY) CLAIMANT | | | | | EL |
| 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.

Subject:

SHEILA NICLEOD

0001

Itinerary/Receipt

Booking Information

Booking Reference: [REDACTED]

Electronic Ticketing confirmed. This is your official
itinerary/receipt.

Customer Care
Air Canada
1-888-247-2262
Flight Arrivals and
Departures
1-888-422-7533

Main Contact:
Ms Sheila Nicleod

[REDACTED]

Flight Itinerary

| Flight | From | To | Stops | Duration | Aircraft | Fare Type | Meal |
|--------|--|---|-------|----------|----------|-----------|------|
| AC844 | Calgary (YYC) Tue 18-Oct 0918 (7:50) | Frankfurt, Frankfurt Int'l (FRA) Wed 1 Oct 2 11 | 0 | 13hr45 | 739 | Flex-V | MK |

| | |
|---------------------------------------|-----------------|
| Germany Airport Security Charge | 26.42 |
| Germany Int. Flight Service Tax | 75.45 |
| Air Travellers Security Charge (ATSA) | 25.31 |
| Total before options (per passenger) | <u>2107.34</u> |
| Number of passengers | 1 |
| Total with options | <u>2107.51</u> |
| Travel Insurance (Optional) | 0.00 |
| Grand Total - Canadian dollars | <u>22107.54</u> |

Payment Information

Credit/Debit Card xxxx-xxx

Amount paid: \$2107.54

The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: \$2107.54 (Air Transp. Charges - per adult)

Ticket number(s)



Subject:

Expedia travel confirmation/e-Ticket - 24 Oct - 1



Access your itinerary anywhere.

[GET THE FREE APP](#)



Frankfurt

24 Oct 2016 - 24 Oct 2016

Itinerary #

Important Information

- Proof of citizenship is required for international travel. Be sure to bring all necessary documentation (e.g. passport, visa, transit permit). To learn more: visit our [Visa and Passport page \(Opens a new window\)](#).
- We noticed you did not choose travel protection coverage when booking this flight. If you change your mind, you can [purchase insurance](#) prior to travel and receive your insurance certificate via email.

Vilnius (VNO) → Frankfurt (FRA)

24 Oct 2016 - 24 Oct 2016 - 1 one way ticket

CONFIRMED
SAS

Your reservation is booked and confirmed. There is no need to call us to reconfirm this reservation.

Price Summary

Traveller Information

Sheila Jane McLeod

No frequent flyer details provided

Ticket #

Traveller 1: Adult

CS122

Flight

CS38

Taxes & Fees

CS84

Total: **CS122.97**

* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

All prices quoted in Canadian dollars.

24 Oct 2016 - Departure 1 stop

Additional Flight Services

Vilnius
VNO 4:05pm

Copenhagen
CPH 4:30pm
Terminal 1

1 h 25 m
809 km

- The airline may charge additional fees (Opens a new

ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299-1111
CAR#181

SALE

MID: 4189233
TID: JM189233 REF#: 00000004
Batch #: 172 SEQ: 172001001004
10/25/16 15:32:10
APPR CODE: 173210
MASTERCARD
*****5195C

AMOUNT \$37.90
TIP \$5.31
TOTAL \$43.21

00 - APPROVED - 001

MasterCard
AID: A000000041010
TVR: 00 00 00 80 00
TSI: E8 00

THANK YOU

CUSTOMER COPY

Taksi in Tallinn
TAKSIS
KUI TALLIN
FIE Velho Pruul
Reg. nr. 11488516

TerminalID: SML59192
TerminalNo: 102
Taksid 822 Reg: 2228PV
Juht: 80698
Starti kp 19.10.2016 16:11
Kviiitusti nr. 3076/01
Vaheema 3,2 km
Stardi make 3,65
Taksa 1P
>17km/t: 2,88km 1,85
<17km/t: 0t07m21s 1,44

Kokku 5,95
HAKSTAKSE 6,95
Osamaks
SUMMA 6,95 EUR

KM 0% maksuvaba sõit
90larahamaks
maks kp 19.10.2016 16:54
Tar: 1P kella 06:00-23:00
Hind: kiirusega
alla 17km/h: 11,82EU/t
üle 17km/h: 9,89EU/km

10.22 C.D. (B.M.)
Kust

Kuhu

Sõidu eesmärk

Klient

Juht allikiri

Täname!
Tulika Takso
Telimine 1290

From: Uber Receipts
Sent: October 24-16 9:17 AM
To: Michael, Sheila M
Subject: Your Monday afternoon trip with Uber

Vosyliukai

Karveliškės

Bulvydiškės

Salotė

1

Vi

Dėdeliškės

Grigiškės

12/201

Salos

Matiškė

Lentvaris

Google

12/201

12/201

€5.91

8.77 CAD
(B/Mo)



Mrs. Sheila McLeod

Canada

COPY OF INVOICE
Folio No.

Date : 25.10.16
Room No. :
Arrival : 24.10.16
Departure : 25.10.16
Page : 1 von 1
Cashier No.
Time : 11:19

| Posting Date | Description | Debit EUR | Credit EUR |
|---------------|-------------------|--------------|------------|
| 24.10.16 | Accommodation | 184.00 | |
| 25.10.16 | Mastercard online | | 184.00 |
| Open Balance | | 0.00 EUR | |
| Total taxable | | 184.00 EUR | |
| | | Total | |
| | | 184.00 | 184.00 |
| | | Net EUR | VAT EUR |
| VAT 7% | | 171.96 | 12.04 |
| | | | Gross EUR |
| | | | 184.00 |

Credit Card Details

| | |
|--|-----------------------------|
| Merchant No. | Terminal ID |
| Credit Card No XXXXXXXXXX | Receipt No. |
| Expiry Date .XXXX | Transaction Amount : 184.00 |
| Card Entry : ICC | Approval Amount : 184.00 |
| Verification : PIN VERIFIED | Approval Code |
| AID:A000000041010 TVR:0200003000 AVN:0002 TSI:E800 CVMR:410302 | |

273.28 CAD
(BMO)

This invoice has already been settled and does not need to be paid anymore.
In case you need a correction of the billing address, please send this original invoice along with your request via mail.

For any further questions, please do not hesitate to contact our accounting department at phone number (49)(69) 6977.1011, or by email to accounting.frankfurt@sheraton.com. Warm regards.

PVM
sąskaita faktūra
Invoice

Radisson Blu Hotel Lietuva, Vilnius
Konstitucijos pr. 20
LT-09308 Vilnius, Lithuania
Tel: + 370 5272 6272
Fax: + 370 5272 6270

Sheila McLeod
Great Britain

UAB "Viešbutis "Lietuva"
Įmonės kodas/Company code LT21906245
PVM mok. kodas/VAT payer code LT219062417
Konstitucijos av. 20, 09308 Vilnius,
Lietuva/Lithuania
Tel.: 370 5 2726272 Fax: 370 5 2726270
Sąsk. Nr./Account No LT837300010002491753
"Swedbank", AB, kodas/code 73000
SWIFT HABALT22

7777777777

SĄSKAITA/INVOICE

| | | | | |
|-------------------------------------|---------------|--------------------------------|-------------------|----------|
| Sąskaitos Nr./Invoice No. | Serija Nr. FK | Kambario Nr./Room No | Atvykimas/Arrival | 23.10.16 |
| Data/Date | 24.10.2016 | Išvykimas/Departure | 24.10.16 | |
| Įmonės kodas/Registration No | | Čiurtis-C.No | | |
| PVM mok. kodas/VAT Registration No. | | CRS No | | |
| AVR Nr. /AVR No | | Užsakovo Ref./Ext. Reference | | |
| Psł./Page: 1 of 1 | | Administratorius/Administrator | Greta Gurejevaitė | |

| Data/Date | Pavadinimas/Text | Kiekis/Qty | Kaina/Net | PVM/VAT | Suma/Gross EUR | Mokėta/Payment EUR |
|---|--------------------------------------|------------|-----------|---------|------------------|--------------------|
| 23.10.16 | Room Service Food/ Maistas | 1 | 14,88 | 3,12 | 18,00 | 0,00 |
| | CHECK# 0033798 | | | | | |
| 23.10.16 | Room Serv. Serv. Charge/Aptarnavimas | 1 | 4,13 | 0,87 | 5,00 | 0,00 |
| | CHECK# 0033798 | | | | | |
| 24.10.16 | MasterCard (EFT) | 1 | ,00 | 0,00 | 0,00 | 23,00 |
| Viso/Total | | | | | 23,00 | 23,00 |
| Viso/Balance | | | | | 0,00 EUR | |
| Viso su PVM/Total incl. VAT | | | | | 23,00 EUR | |
| Suma, apmokestinama 21% PVM/ Total excl. VAT 21% (23,00) | | | | | 19,01 EUR | |
| PVM 21%/ VAT 21% | | | | | 3,99 EUR | |

Kasos aparato Nr.: _____
Kvito eilės Nr.: _____
Kvito išdavimo data: 24.10.16

Invoice is prepared automatically and valid without signature or stamp.
PVM sąskaita-faktūra formuojama automatiškai ir galioja be atsakingo asmens parašo ar įmonės spaudo.

me, kar
nk you
future!

Radisson Blu Hotel Lietuva
Vilnius, Konstitucijos pr. 20
Telefonas: 370 5272 6272
Mok. kortelė

JAB "Viešbutis "LIETUVA"
PVM mok. kodas LT219062417 Kasa 90
Konstitucijos pr. 20, Vilnius

34.20 CTD

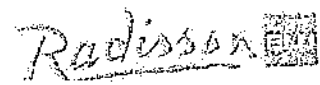
Radisson Blu Hotel Lietuva
Vilnius, Konstitucijos pr. 20
Telefonas: 370 5272 6272
Mok. kortelė

Room Service Food/ Maistas 18,00
Room Serv. Serv. Charge/Aptarnavimas 5,00

MasterCard (EFT) 0,00

Suma 23,00

(BMO)



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

Date: Nov 1 / 16

Employee's Name S. Leila McLeod Vendor #: _____
School / Department to mail cheque to Global Learning
Purpose of Trip / Name of Conference Ballho Council International Education Fair
Departure and Return Dates Oct 18 - 26, 2016 Destination: Estonia, Latvia, Lithuania

| (Please attach receipts) | Total Cost (Canadian Dollars) | Exchange Rate (for information purposes) | Amount Paid by CBE <small>(Invoice P-Card/Amex/ Payroll for Mileage including GST)</small> | Amount Paid by Claimant <small>For Out of Pocket Expenditures (excluding GST)</small> | Alias to be charged for Claimant's Expenses |
|--|----------------------------------|---|--|---|--|
| Registration/Conference Fees | | | | | |
| Travel Costs | | | | | |
| ▪ Airfare (including trip cancellation insurance) ① | | | | | |
| ▪ Rail/Bus | | | | | |
| ▪ Taxi/Shuttle Bus/Car Rental in Calgary ② | | | | | |
| ▪ Taxi/Shuttle Bus/Car Rental at Destination ③ | | | | | |
| ▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll) | | | | | Send original to Payroll for payment |
| Accommodations at Single Rate ④ \$ _____ @ _____ Nights | | | | | |
| Meals (including tips) (excluding meals covered by Conference or Others) ⑤ | | | | | |
| ▪ Breakfast _____ @ \$12.00 | | | | | |
| ▪ Lunch <u>1</u> @ \$17.00 | 17.00 | | | 17.00 | } 121.00 |
| ▪ Dinner <u>4</u> @ \$26.00 | 104.00 | | | 104.00 | |
| ▪ Or Actual Expense | | | | | |
| Telecommunication Charges (Internet, phone calls) | | | | | |
| Parking – in Calgary | | | | | |
| Parking – at Destination | | | | | |
| Other – Provide Details | | | | | |
| TOTAL COST OF TRIP | | | | | |
| CASH ADVANCE IF ANY-Ref # _____ | | | | | |
| AMOUNT DUE TO (OWING BY) CLAIMANT | | | | | |
| 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.

Mobile 403-710-3799
Bill Date: October 17, 2016
SHEILA MCLEOD
Mobile Ref. 9031-CELLDIR
Global Learning

Account # 521225610
Next Bill Date: November 17, 2016

587 of 1787

CURRENT CHARGES for 403-710-3799 *(continued)*

| | |
|------------------------------|----------------|
| Total current charges | \$56.37 |
|------------------------------|----------------|