

expense | monthly tracking report

claimant | Meadon, Chris
position | Director, Learning
level | Director
reporting period | July 1 to August 31, 2018
date of report | October-12-18



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Bell Mobility	07/17/2018	Monthly Service Plan	\$91.40	other disclosed	telecom/cell phone
Bell Mobility	08/17/2018	Monthly Service Plan	\$56.37	other disclosed	telecom/cell phone
Mileage	08/31/2018	Travel within City on CBE Business	\$6.25	travel	BUS mileage

Mobile
Bill Date: July 17, 2018
CHRIS MEADEN
Mobile Ref.

Account #
Next Bill Date: August 17, 2018

640of 1668

CURRENT CHARGES

Monthly charges billed to Aug 16, 2018

Corp Smartshare Unltd 55 BES Plan 24M	\$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
1 GB 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...	
Discount Summary	
Total discounts	\$31.00
Total this month	\$31.00
Usage Summary	
	<i>min:sec</i>
Weekday	374:00
Weekend	134:00
Weeknight	65:00
Total time used	573:00
Event Summary	
Total Events	1033
Total this month	\$12.25
Packet Plan Usage Summary	
Total megabytes	129.3427
Total this month	\$0.83

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Mobile
Bill Date: July 17, 2018
CHRIS MEADEN
Mobile Ref

Account #
Next Bill Date: August 17, 2018

641 of 1668

CURRENT CHARGES

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	86.5019 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	573:00 min:sec	0.00
1GB Shared Data - BlackBerry Data Usage		
@\$.02/MB	42.8408 MB	0.83
Text messages	49 events	12.25
Free Bell Message	72 events	0.00
Text message	52 events	0.00
Free SMS Message	3 events	0.00
Text message	2 events	0.00
Picture/Video/File messaging	51 events	0.00
Corporate Text Flex Zone3 Unlimited Incoming Messages		
	479 events	0.00
Messaging Pack Unlimited Incl. Messages		
	325 events	0.00
Long distance		0.20
Roamer usage		0.20
Roamer data usage		20.00
Taxes		
GST		4.23

Total current charges

\$91.40

Mobile
 Bill Date: August 17, 2018
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 Mobile Ref.

Account #
 Next Bill Date: September 17, 2018

639of 1668

CURRENT CHARGES

Monthly charges billed to Sep 16, 2018

Corp Smartshare Unltd 55 BES Plan 24M	\$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...

Discount Summary

Total discounts \$31.00

Total this month \$31.00

Usage Summary min:sec

Weekday 62:00

Weekend 1:00

Total time used 63:00

Event Summary

Total Events 396

Total this month \$0.00

Packet Plan Usage Summary

Total megabytes 28.9367

Total this month \$0.00



000043-011641 43_334_864 6

Mobile
Bill Date: August 17, 2018
CHRIS MEADEN
Mobile Ref.

Account #
Next Bill Date: September 17, 2018

640of 1668

CURRENT CHARGES

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	28.8537 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	63.00 min:sec	0.00
1GB Shared Data - BlackBerry Data Usage		
@\$.02/MB	0.0830 MB	0.00
SmartTrust	2 events	0.00
Free Bell Message	40 events	0.00
Text message	20 events	0.00
Picture/Video/File messaging	21 events	0.00
Messaging Pack Unlimited Incl. Messages		
	133 events	0.00
Travel US Text Saver Unlimited Incoming Messages		
	180 events	0.00
Taxes		
GST		2.68

Total current charges **\$56.37**

000043-011642



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, 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: Your Employee Information *To be completed by Employee*

Employee ID:*		First Name:* Christine	Last Name:* Meaden
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Section 2: Trip Details: *To be completed by Employee*

Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row.

Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km
08-08-18	Design the Shift Meeting	Bow Valley College - North Building	Education Centre	2.5
16-08-18	Calgary Public Library Meeting	Central Library	Education Centre	2.4
28-08-18	Chinook Learning Meetings	Education Centre	CT Centre Lord Shaughnessy Site	7.6

The total weekly km must be entered into the timesheet in PeopleSoft.	Total Kilometres	12.5
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Section 3: *To be completed by Employee and Approver*

The approver must create a PDF copy of the completed Travel Log and send to: cbeincoming@westcanadian.com

Employee Signature:*	original signed by C. Meaden	Time Approver Name:*	Jeannie Everett
Employee Phone:*		Time Approver Signature:*	original signed by J. Everett
Date DD-MM-YY: *	31-08-18	Time Approver Phone:*	Date DD-MM-YY:*

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