

expense | monthly tracking report

claimant | Usih, Christopher
position | Chief Superintendent of Schools
level | Superintendent
reporting period | November 1 to December 31, 2022
date of report | Friday, February 10, 2023



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Rogers Cell Phone	11/15/2022	Monthly invoice	\$53.56	prepaid/postpaid	telecom/cell phone
Rogers Cell Phone	12/15/2022	Monthly invoice	\$49.88	prepaid/postpaid	telecom/cell phone
ASBA Fall Meeting	11/21/2022	Business meeting - bus fare	\$171.99	travel	BUS airfare/bus/rail
ASBA Fall Meeting	11/21/2022	Business meeting - taxi	\$24.00	travel	BUS airfare/bus/rail
ASBA Fall Meeting	11/21/2022	Business meeting - taxi	\$20.00	travel	BUS airfare/bus/rail
ASBA Fall Meeting	11/21/2022	Business meeting - meal	\$26.00	travel	BUS food/non alcoholic beverage

Service ID:

Subscriber:CHRISTOPHER USIH

Account Detail

Assignment Christopher Usih
Account No.

Contract Detail**\$ 44.00**

Contract Name 3GB Pooled Voice & D

Options Charges**\$ 7.00**

Options Charges

Voice Charges**\$ 0.00**

Charges for Additional Minutes \$ 0.00
Peak Minutes
Off Peak Minutes
Total Airtime Minutes

Data Charges**\$ 0.00**

Data Volume (MB) \$ 0.00
Browser Charge \$ 0.00

Text Messages**\$ 0.00**

Text Messages \$ 0.00

Long Distance Charges**\$ 0.00**

Long Distance Charges \$ 0.00

Roaming Charges**\$ 0.00**

Voice Charges \$ 0.00
Data Charges \$ 0.00

Other Fees**\$ 0.00**

411 Service \$ 0.00
Monthly Access Fees \$ 0.00
Discount \$ 0.00

Other Charges and Credits**\$ 0.00**

Other Charges and Credits \$ 0.00

Taxes**\$ 2.56**

GST \$ 2.56

Total**\$ 53.56**

Service ID

Subscriber:CHRISTOPHER USIH

Account Detail

Assignment Christopher Usih
Account No.

Contract Detail **\$ 44.00**

Contract Name 3GB Pooled Voice & D

Options Charges **\$ 3.50**

Options Charges

Voice Charges **\$ 0.00**

Charges for Additional Minutes \$ 0.00
Peak Minutes
Off Peak Minutes
Total Airtime Minutes

Data Charges **\$ 0.00**

Data Volume (MB) \$ 0.00
Browser Charge \$ 0.00

Text Messages **\$ 0.00**

Text Messages \$ 0.00

Long Distance Charges **\$ 0.00**

Long Distance Charges \$ 0.00

Roaming Charges **\$ 0.00**

Voice Charges \$ 0.00
Data Charges \$ 0.00

Other Fees **\$ 0.00**

411 Service \$ 0.00
Monthly Access Fees \$ 0.00
Discount \$ 0.00

Other Charges and Credits **\$ 0.00**

Other Charges and Credits \$ 0.00

Taxes **\$ 2.38**

GST \$ 2.38

Total **\$ 49.88**



Travel & Subsistence Expense Report

Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures. Return completed to Accounts Payable (CBEAccountsPayable@cbe.ab.ca) with a copy of your approved *Travel Within Alberta* form.

Details of Trip Please Print			Date: 11/23/2022		
Employee's Name <u>Christopher Usih</u>		Vendor #: _____			
School / Department to mail cheque to <u>Chief Superintendent's Office</u>					
Purpose of Trip / Name of Conference <u>Alberta School Boards Association (ASBA) Fall General Meeting</u>					
Departure and Return Dates <u>11/21/2022 & 11/21/2022</u>		Destination: <u>Edmonton, Alberta</u>			
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	\$171.99		\$171.99		
▪ Taxi/Shuttle Bus/Car Rental in Calgary	\$24.00		\$24.00		
▪ Taxi/Shuttle Bus/Car Rental at Destination	\$20.00		\$20.00		
▪ Personal Vehicle _____ km @ 51¢/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 _____ @ \$17.00					
▪ Dinner _____ 1 @ \$26.00	\$26.00			\$26.00	
▪ 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				26.00	
GST Breakout Area					
I certify that _____ ec _____					
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.

**M5T4B4**

Passenger

Christopher Usih

Travel Date / Time

Mon 21 Nov, 2022 12:00

From

CALGARY -

To

EDMONTON -**OFFICE ON NW SIDE OF THE****RAILROAD AVENUE**

Arrival date/time: : Mon 21 Nov, 2022 15:40

Journey: Calgary - 0000000000 / Edmonton - 0000000000

ADULT - STANDARD - ROUND TRIP

Ages 18 +

Fare:	\$	74.57	CAD
Fees:	\$	3.60	CAD
Taxes:	\$	3.91	CAD
Total:	\$	82.08	CAD
Payments:	creditCard		

IDENTIFICATION: We require all passengers 18 and over to travel with Government Issued photo I.D. or two (2) pieces of valid government-issued non-photo identification with matching names. Passengers without the correct forms of I.D. will be refused travel.

CHECK-IN: Please note that a paper ticket is not required for check-in. Please check in 15 minutes prior to departure.

PAYMENT TERMS: DUE UPON RECEIPT. Corporate Billing Accounts: Payment due 30 days after completion of the trip. GST# BN139981476

LUGGAGE ALLOWANCE: Please note that the luggage allowance per person included in your fare is 3 pieces including one carry-on bag and luggage stowed underneath the coach. Carry-on items include purses, backpacks, and laptop bags. Additional luggage is \$15 per piece up to a maximum of 6 pieces total. We will not be responsible for the loss of or damage to checked or carry-on luggage in excess of stated maximum liability. For the full policy, please your carrier for details:

Red Arrow www.redarrow.caEbus www.myebus.caThompson Valley Charters <https://tvcbus.ca/>

CHANGE AND CANCELLATION POLICY: If you wish to change time, change the date, or cancel for a full refund – you must provide us with the 24 hr notice prior to departure. Failure to provide proper notice makes the trip non-refundable & will result in an additional change fee. Red Arrow changes within the 24-hour period are permitted for a fee of \$25.00.

Please note that Ebus Alberta tickets are non-refundable and cannot be canceled. Changes are permitted for a fee of \$15.75.

If you wish to change or cancel your booking, please contact a Passenger Experience Representative by phone:

Red Arrow: 1-800-232-1958

Ebus and Partners: 1-877-769-3287

NO SHOWS: Not showing up for your departure or failure to arrive on time will result in the forfeit of full fare.

We reserve the right to perform carry-on baggage checks at any time.

ZERO TOLERANCE DRUG AND ALCOHOL POLICY: For the comfort, safety, and positive experience for all passengers, we're pleased to have a Zero Tolerance policy when it comes to intoxication, so rest assured that any signs of intoxicated passengers will be handled appropriately and refused service.

Thank you for traveling with us. We appreciate your business!

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication

Standard

Red Arrow/Ebus/PWT



JZ47J2

Passenger

Christopher Usih

Travel Date / Time

Mon 21 Nov, 2022 18:45

From

EDMONTON -

(OFFICE ON THE SIDE OF THE
CANADIAN HOTEL)

CALGARY -

Arrival date/time: : Mon 21 Nov, 2022 22:00

Journey: Edmonton - 5000 100th St / Calgary 5000 100th St

ADULT - STANDARD - ROUND TRIP

Ages 18 +

Fare:	\$	74.57	CAD
Fees:	\$	11.06	CAD
Taxes:	\$	4.28	CAD
Total:	\$	89.91	CAD
Payments:	creditCard		

IDENTIFICATION: We require all passengers 18 and over to travel with Government Issued photo I.D. or two (2) pieces of valid government-issued non-photo identification with matching names. Passengers without the correct forms of I.D. will be refused travel.

CHECK-IN: Please note that a paper ticket is not required for check-in. Please check in 15 minutes prior to departure.

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Standard

Red Arrow/Ebus/PWT



CHECKER CABS

316 MERIDIAN RD SE
CALGARY, AB T2A 1X2
4032999999

<https://www.thecheckergroup.com>

Checker Cabs Calgary

Cashier: *****

Transaction *****

Total CA\$12.00

CREDIT CARD SALE CA\$12.00

MASTERCARD 0812

Retain this copy for statement
validation

Station: 733

21-Nov.-2022 10:09:23p.m.

CA\$12.00 | Method: EMV

Mastercard *****

CHRISTOPHER USIH

Reference ID: *****

Auth ID: *****

PIN VERIFIED

GST# 100936111

ASSOCIATED CAB
/ALLIED LIMOUSINE
307-41 AVENUE N E
CALGARY, AB T2E2N4
(403) 299-1199

SALE

Batch #: SEQ: 0
11/21/22 11:35:52
APPR CODE: -----

**

/

AMOUNT \$12.00

00 - APPROVED - 001

Mastercard

AID: -----

TS: E8 00

Thank You
Please Come Again!
CAR#1832

CUSTOMER COPY

----- TRANSACTION RECORD -----
GREATER EDMONTON TAXI SERVICE
10135 31 AVE NW
EDMONTON AB

Purchase

Nov 21, 2022 15:57:10

Invoice #
TID: Entry: Chip (C)
Sequence: 001 184
Auth#: 009141 Response: 01-027
Batch: 001

Amount \$ 10.00

Total \$ 10.00

Approved

Merchant copy

TRANSACTION RECORD
GREATER EDMONTON TAXI SERVICE
10135 31 AVE NW
EDMONTON AB

Purchase

Nov 21, 2022

18:25:19

Response: 01-027

Batch: 001

Amount

\$ 10.00

Total

\$ 10.00

Approved
VERIFIED BY PIN

Merchant copy