

expense | monthly tracking report

claimant | Dyck, David

position | Education Director

level | Director

reporting period | January 1 to February 28, 2023

date of report | Thursday, April 6, 2023



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell phone	01/16/2023	Monthly Service Plan	\$49.88	other disclosed	telecom/cell phone
Shaping the Future conference Lake Louise, AB	02/01/2023	Gate fee for park entry	\$63.00	Travel	PD general
Shaping the Future conference Lake Louise, AB	02/01/2023	Meal personal charge of \$17.47 reimbursed to the CBE	\$43.47	Travel	PD Food/non alcoholic beverage
Shaping the Future conference Lake Louise, AB	02/02/2023	Meal personal charge of \$13.65 reimbursed to the CBE	\$39.65	Travel	PD Food/non alcoholic beverage
Shaping the Future conference Lake Louise, AB	02/04/2023	Accommodations	\$629.43	Travel	PD accommodation
Shaping the Future conference Lake Louise, AB	02/04/2023	Use of personal vehicle to Lake Louise	\$183.60	Travel	BUS mileage
Cell phone	02/16/2023	Monthly Service Plan	\$49.88	other disclosed	telecom/cell phone
College of Alberta School Superintendents Society (CASS) Edmonton, AB	02/26/2023	Registration for March 22, 2023	\$635.00	Travel	PD course or registration fee



This form is to be completed for each credit card transaction that is not supported by a detailed receipt from the merchant. An image of this completed form must be linked to the appropriate transaction in BMO Spend Dynamics before the transaction can be reviewed by the Cardholders supervisor.

CARDHOLDER

Cardholder Name

David Dyck

Card Number

* * * * *

Phone Number

Department / School

Area 7 office

Merchant Name

Banff East Gate

Transaction Date YYYY-MM-DD

2023-02-01

Transaction Amount

\$ 63.00

Description of purchase (what was purchased, why it was purchased, who was involved for things like PD or Food):
Park pass for two for three days.

Reason detailed receipt / documentation is not available (steps taken to obtain missing receipt):
Lost receipt

Cardholder Missing Receipt Acknowledgement

- The information provided is a true and accurate description of the details of the purchase
- I confirm that every attempt has been made to obtain a duplicate receipt by contacting the merchant. However, there has been failure to produce a receipt
- All items purchased as part of this credit card transaction were for use by The CBE in my duties as an employee. No personal purchases were made
- Original documentation is not in my possession and I will not seek reimbursement for the transaction

I acknowledge that repeated lack of documentation could result in a cancelled relationship with the supplier and / or suspension of credit card privileges

Cardholder Signature

Date YYYY-MM-DD

2023-02-14

Wild Orchid

1818 Mountain Avenue
Canmore, Alberta
Phone: (403) 675-0755

02/01/23 4:54 PM

Table 13:3 Cust 1

Your Server: Lo

1 (All) Asian Street Fries	8.00
1 (All) Soft Shell Crab	15.00
1 (All) S salmon Roll	13.00

Taxable: 36.00

Sub-total: 36.00

GST: 1.80

Gratuity: 0.00

Total Due: 37.80

GST#

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WILD ORCHID
1818 MOUNTA
CANMORE

CARD *****
CARD TYPE MASTERCARD
DATE 2023/02/01
TIME 9998 17:01:20
RECEIPT NUMBER
C85022914-001-001-562-0

PURCHASE
AMOUNT \$37.80
TIP \$5.67
TOTAL

\$43.47

Mastercard
A0000000041010
14CFE6D78E007DCD
0000008000-E800
63235FFA35FF4346

APPROVED

AUTH# 002259 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

FAIRMONT
CHATEAU LAKE LOUISE

111 Lake Louise Dr.
Lake Louise, AB
Tel: (403) 522-3511

07 - Louiza

Server: Steven T. Check: 2489680
Table : 94 Date : 2023-02-02
Guests: 4 Time : 7:10:04 PM
Seat : 1
541

1 Parmesan Chicken Breast	40.00
Open % (%20)	-8.00
Food:	32.00
SUBTOTAL:	32.00
GST:	1.60
TOTAL :	33.60

*** NOT A CREDIT CARD SLIP ***

ROOM/MEMBER #: _____

NAME: _____

GRATUITY: _____

TOTAL: _____

SIGNATURE: _____

*** NOT A CREDIT CARD SLIP ***

GST # 84968 1721 RT0005

----- TRANSACTION RECORD -----
FAIRMONT CHATEAU LAKE LOUISE
111 LAKE LOUISE DRIVE
LAKE LOUISE AB

Purchase

Feb 02, 2023 19:12:17
MASTERCARD *****4919
TID: 14031620 Entry: Chip (C)
Sequence: 001 005
Auth#: 047961 Response: 01-027
Batch: 001

Amount \$ 33.60
Tip \$ 6.05

Total \$ 39.65

A0000000041010 Mastercard
TVR 0000008000 TSI E800

Approved

Important: Retain this copy for your record

Cardholder copy

THE Fairmont
CHATEAU LAKE LOUISE

111 Lake Louise Drive
Lake Louise, Alberta Canada T0L 1E0
T (403) 522-3511 F (403) 522-3834
G.S.T. Registration # 84968 1721 RT000

Ever Active Schools

Mr David Dyck

Room : 0271
Folio # :
Cashier # : 701809
Page # : 1 of 2
Group Name : Shaping the Future 2023

Arrival : 02-01-23
Departure : 02-04-23

Date	Description	Additional Information	Charges	Credits
02-01-23	Shaping the Future 2023		176.00	
02-01-23	Tourism Improvement Fee (2%)		3.24	
02-01-23	GST - Room		8.26	
02-01-23	Alberta Tourism Levy (4%)		6.61	
02-01-23	Parking - Self		15.00	
02-01-23	Package GST		0.70	
02-02-23	Shaping the Future 2023		176.00	
02-02-23	Tourism Improvement Fee (2%)		3.24	
02-02-23	GST - Room		8.26	
02-02-23	Alberta Tourism Levy (4%)		6.61	
02-02-23	Parking - Self		15.00	
02-02-23	Package GST		0.70	
02-03-23	Shaping the Future 2023		176.00	
02-03-23	Tourism Improvement Fee (2%)		3.24	
02-03-23	GST - Room		8.26	
02-03-23	Alberta Tourism Levy (4%)		6.61	
02-03-23	Parking - Self		15.00	
02-03-23	Package GST		0.70	

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États-Unis ou Canada 1 800 441 1414

I agree 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 fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année.) J'ai accepté la livraison du journal The Globe and Mail. Si j'avalais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

Thank you for choosing to stay with Fairmont Hotels & Resorts
Merci d'avoir choisi les Hôtels Fairmont

THE Fairmont
CHATEAU LAKE LOUISE

111 Lake Louise Drive
Lake Louise, Alberta Canada T0L 1E0
T (403) 522-3511 F (403) 522-3834
G.S.T. Registration # 84968 1721 RT000

Ever Active Schools

Mr David Dyck

Room : 0271
Folio # :
Cashier # : 701809
Page # : 2 of 2
Group Name : Shaping the Future 2023

Arrival : 02-01-23
Departure : 02-04-23

Date	Description	Additional Information	Charges	Credits
		Total	629.43	0.00
		Balance Due	629.43	
	GST Summary			
	Room	24.78		
	F&B	0.00		
	Other	4.24		
	Total	29.02		

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay, please contact Tracy Lowe, Hotel Director, at Tracy.Lowe@fairmont.com.
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Merci d'avoir choisi les Hôtels Fairmont



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. **Subs and Casuals:** Refer to [Substitute Teacher/Casual Employee Travel Log](#)

[illegible]



DAVID DYCK |

Monthly charges

Flex Int'l SMS Roaming	Jan 17 - Feb 16	0.00
Flex Zone 1 Voice Roaming	Jan 17 - Feb 16	0.00
3GB Pooled Voice & Data	Feb 17 - Mar 16	55.00
Savings: 20% Wireless Plan	Feb 17 - Mar 16	-11.00
Calgary BoE Cimpl Bundle	Feb 17 - Mar 16	3.50
Unltd US/INT MSG & Untld US LD	Feb 17 - Mar 16	0.00
Unltd Text/Pic/Video Messages	Feb 17 - Mar 16	0.00
Call Display w/Name Display	Feb 17 - Mar 16	0.00
Enhanced Voicemail	Feb 17 - Mar 16	0.00

Total monthly charges **47.50**
Usage Summary

Ending Feb 16, 2023

Usage type	Used	\$
Voice	Incoming Inter Company Calls	90:00 min:sec ✓
	Unlimited Anytime Minutes	880:00 min:sec ✓
Data (S)	3GB Pooled Data - Included	1.81 GB ✓
Msg	Messaging Bundle - Incl - Rcvd	104 msgs ✓
	Messaging Bundle - Incl - Sent	89 msgs ✓

Total used **0.00**
Total before taxes **47.50**

GST: 815781448 2.38

Total for Wireless **\$49.88**


Wireless savings \$11.00

**Data Usage**

GB 0 5 10 15

Jan 17-Feb 16 **1.81 GB**Dec 17-Jan 16 **1.18 GB**Nov 17-Dec 16 **1.60 GB**
Legend: (S) Shared Services | ✓ No charge

Unless otherwise stated, all voice minutes, messages and wireless internet details set out above and/or in your agreement refer to usage on our network (i.e. within Canada and to a Canadian number, as applicable).

From: Auto-Receipt <noreply@mail.authorize.net>

Sent: Sunday, February 26, 2023 9:29 AM

To: Dyck, David G

Subject: [EXTERNAL] Transaction Receipt from College of Alberta School Superintendents Society for \$635.00 (CAD)

ATTENTION: This message came from outside of the CBE and could be Spam or Phishing.

Do not click links or open attachments unless you recognize the sender and you are certain that the content is safe. [[Learn More](#)]

Forward suspicious messages to phishing@cbe.ab.ca

Order Information

Description: 2023 Annual Learning Conference

Invoice Number CASS-7655

Billing Information

Shipping Information

Total: \$635.00 (CAD)

Payment Information

Date/Time: 26-Feb-2023 8:29:24 PST
Transaction ID: MasterCard xxxx
Payment Method: Purchase
Transaction Type: 075773
Auth Code:

Merchant Contact Information

College of Alberta School Superintendents Society
Edmonton, AB T5J3S9
CA
laurel.knowles@cass.ab.ca