

**DARREL ROBERTSON**  
**SUPERINTENDENT OF SCHOOLS**  
**FOR THE PERIOD: SEPTEMBER to NOVEMBER 2016**

DATE <sup>(1)</sup>	DESCRIPTION OF EVENT	EXPENSE TYPE	NET AMOUNT <sup>(2) (3) (4)</sup>	ATTACHMENTS
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### 1) BUSINESS TRAVEL

*meetings outside the District and associated costs including transportation, accommodations, meals, incidentals, parking, etc.*

10-May-16	Deposit for Leadership Team Off-Site Meeting in August 2016 - Meeting Room Charges	Accommodations	\$ 409.50	<a href="#">Attachment 1</a>
18-Aug-16	Leadership Team Off-Site Meeting - Mileage	Transportation	\$ 94.42	<a href="#">Attachment 2</a>
18-Aug-16	Leadership Team Off-Site Meeting - Lunch (A. Anderson, L. Austin, T. Burnstad, G. Cooke, R. MacNeil, L. Morrison, K. Muhlethaler, L. Parker, K. Pharis, D. Robertson, M. Suderman, 1 EPSB Staff & 1 External Guest) (see A. Anderson for Receipt)	Meals	\$ 20.78	
18-Aug-16	Leadership Team Off-Site Meeting - Dinner (A. Anderson, L. Austin, T. Burnstad, G. Cooke, R. MacNeil, L. Morrison, K. Muhlethaler, L. Parker, K. Pharis, D. Robertson, M. Suderman, 1 EPSB Staff & 1 External Guest) (see A. Anderson for Receipt)	Meals	\$ 24.87	
19-Aug-16	Leadership Team Off-Site Meeting - Lunch (A. Anderson, L. Austin, G. Cooke, K. Muhlethaler, K. Pharis, D. Robertson, & 1 External Guest) (see A. Anderson for Receipt)	Meals	\$ 24.03	
22-Aug-16	Leadership Team Off-Site Meeting (D. Robertson, R. MacNeil, K. Muhlethaler, K. Pharis, M. Suderman, A. Anderson, L. Morrison, L. Austin, G. Cooke, L. Parker, T. Burnstad, 1 EPSB Staff & 1 guest)	Meals	\$ 52.37	<a href="#">Attachment 3</a>
22-Aug-16	Leadership Team Off-Site Meeting (D. Robertson, R. MacNeil, K. Muhlethaler, K. Pharis, M. Suderman, A. Anderson, L. Morrison, L. Austin, G. Cooke, L. Parker, T. Burnstad, 1 EPSB staff & 1 guest)	Accommodations	\$ 151.51	<a href="#">Attachment 3</a>

**Sub-Total: Business Travel**

**\$ 777.49**

### 2) CONFERENCES

*costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.*

26-Aug-16	CASS Conference	Registration	\$ 420.00	<a href="#">Attachment 4</a>
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**Sub-Total: Conferences**

**\$ 420.00**

### 3) HOSPITALITY (Hosting)

*cost of food, beverage, transportation and other amenities on behalf of the guests of EPSB*

22-Aug-16	DST Meeting Accommodation (D. Robertson, R. MacNeil, K. Muhlethaler, K. Pharis, M. Suderman, A. Anderson, L. Morrison, L. Austin, G. Cooke, L. Parker, T. Burnstad, 1 EPSB staff & 1 guest)	Hosting	\$ 281.22	<a href="#">Attachment 3</a>
22-Aug-16	DST Meeting Meals (D. Robertson, R. MacNeil, K. Muhlethaler, K. Pharis, M. Suderman, A. Anderson, L. Morrison, L. Austin, G. Cooke, L. Parker, T. Burnstad, 1 EPSB Staff & 1 guest)	Hosting	\$ 52.37	<a href="#">Attachment 3</a>

**Sub-Total: Hospitality****\$ 333.59****4) WORKING SESSIONS**

*cost of meals, facility rental, travel in Edmonton, parking, or car allowance and other incidentals, while in the course of conducting district business*

9-Sep-16 Bi-Weekly Car Allowance	Other Costs	\$	519.23
23-Sep-16 Bi-Weekly Car Allowance	Other Costs	\$	576.92
7-Oct-16 Bi-Weekly Car Allowance	Other Costs	\$	576.92
21-Oct-16 Bi-Weekly Car Allowance	Other Costs	\$	576.92
4-Nov-16 Bi-Weekly Car Allowance	Other Costs	\$	576.92
18-Nov-16 Bi-Weekly Car Allowance	Other Costs	\$	576.92

**Sub-Total: Working Sessions****\$ 3,403.83****TOTAL EXPENSES REPORTED FOR THE PERIOD \$ 4,934.91**

## Notes:

*(1) Invoice date may not coincide with the expense reporting period*

*(2) A receipt is not required for expenses for which an allowance is paid (i.e. car allowance, per diems)*

*(3) Edmonton Public Schools receives a partial GST rebate for District expenses (1.5843% of GST rate is paid). Amounts reported above include the net GST amount*

*(4) The net amount is the amount expensed to an EPSB Official. Net Amount does not reflect a portion of the receipt that is attributed to another EPSB official's expense report.*

Printed: 05/10/2016 09:41 AM

Audit Date: 05/10/2016

**Advance Deposit Detail**  
Village Creek Country Inn

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<u>Conf #</u>	<u>Guest Name</u>	<u>Audit Date</u>	<u>Act</u>	<u>Description</u>	<u>Voucher</u>	<u>Debit</u>	<u>Credit</u>	<u>MadeBy</u>	<u>Room</u>	<u>CheckIn</u>
89120	Public Schools, Edmonton	05/10/2016	202	Visa	Deposit - Darrel Robertson	0.00	409.50	LU		08/18/2016
<b>** Totals:</b>						<b>0.00</b>	<b>409.50</b>			

## Summary of Travel Expenses

An expense claim must be completed upon return for both business and professional development as per Administrative Regulation [CWA,AR](#)

<b>Details of Trip</b>	DST Off-site Meeting	Date: August 18, 2016
Name	Darrel Robertson	School/Dept/CC#: n 7611
Purpose of Trip/Conference Name	DST Off-site Meeting	Destination: Pigeon Lake
Departure and Return Dates: August 18 to August 19		

Description of Expenses	Amount Paid by EPSB (in CDN funds) Invoice/Visa <i>including GST</i>	Amount by Claimant for out of pocket expenditures (in CDN funds) <i>including GST</i>	Total Cost (in CDN Funds)
Registration/Conference Fees			0.00
Accommodation			0.00

<b>Travel Costs</b>			
Airfare			0.00
Taxi/Shuttle/Car Rental			0.00
Personal Vehicle @ \$0.505/km	km 192	96.96	96.96
Parking			0.00

<b>Meals (Including Tips)</b>			
Per diem without receipts = \$47/day (breakfast \$10; lunch \$13.50; dinner \$23.50)			0.00
Actual expenses (attached itemized receipts)			0.00

<b>Other - provide details &amp; receipts</b>			
please use page 2 for additional details			0.00

<b>Total Cost of Trip</b>	0.00	96.96	<b>96.96</b>
Cash Advance (If any ref# )			0.00

Copy of "Out of Province" Approval MUST also accompany this Summary of Travel Expenses

Village Creek Country Inn  
15 Village Drive, RR2  
Westerose, AB T0C 2V0  
Ph1(877)688-0006 Fax1(780)586-3520  
info@villagecreekcountryinn.com

## Invoice Memo

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Attn: [REDACTED]  
Edmonton Public Schools  
Centre For Education  
One Kingsway  
Edmonton  
AB T5H 4G9

Invoice Date:	08/22/2016
CheckIn:	08/19/2016
CheckOut:	
Reference:	Edmonton Public School
Invoice:	[REDACTED]
TAX ID:	[REDACTED]

### Invoice Summary

Total Invoices:	2,616.65
Finance Charges:	0.00
Total Adjustments:	0.00
Total Payments:	0.00
<b>Open Invoice Amount:</b>	<b>2,616.65</b>

Off Site Meeting  
EPSB Staff attending  
Darrel Robertson  
Ron MacNeil  
Kathy Muhlethaler  
Kent Pharis  
Mike Suderman  
Angela Anderson  
Leona Morrison  
Lisa Austin  
Grace Cooke  
Lorne Parker  
Sandra Stoddard  
Todd Burnstad  
+ one external consultant

15 Village Drive, RR2  
 Westeros, AB T0C 2V0  
 Ph1(877)688-0006 Fax1(780)586-3520  
 info@villagecreekcountryinn.com

TAX ID: 850794207

Edmonton Public School

Folio	CheckIn	CheckOut	Balance
AUG 19		08/19/2016	2,616.65
Master Folio			

Date	Room	Description / Voucher	Charges	Credits	Balance
08/17/2016	112	Room Taxable	139.00	0.00	139.00
08/17/2016	112	GST - 5%	6.95	0.00	145.95
08/17/2016	112	Tourism Levy - 4%	5.56	0.00	151.51
08/17/2016	112	Visa - Thank You	0.00	151.51	0.00
08/17/2016	113	Room Taxable	129.00	0.00	129.00
08/17/2016	113	GST - 5%	6.45	0.00	135.45
08/17/2016	113	Tourism Levy - 4%	5.16	0.00	140.61
08/17/2016	115	Room Taxable	129.00	0.00	269.61
08/17/2016	115	GST - 5%	6.45	0.00	276.06
08/17/2016	115	Tourism Levy - 4%	5.16	0.00	281.22
08/17/2016	117	Room Taxable	129.00	0.00	410.22
08/17/2016	117	GST - 5%	6.45	0.00	416.67
08/17/2016	117	Tourism Levy - 4%	5.16	0.00	421.83
08/17/2016	113	Visa - Thank You	0.00	421.83	0.00
08/17/2016	221	Room Taxable	119.00	0.00	119.00
08/17/2016	221	GST - 5%	5.95	0.00	124.95
08/17/2016	221	Tourism Levy - 4%	4.76	0.00	129.71
08/17/2016	221	Visa - Thank You	0.00	129.71	0.00
08/17/2016	213	Room Taxable -	129.00	0.00	129.00
08/17/2016	213	GST - 5%	6.45	0.00	135.45
08/17/2016	213	Tourism Levy - 4%	5.16	0.00	140.61
08/18/2016	FSAM	Deposit Transfer - Conf: 89120 to Folio: 104225	0.00	409.50	-268.89
08/18/2016	FSAM	Meeting Room - Rental - Fireside	195.00	0.00	-73.89
08/18/2016	FSAM	GST - 5%	9.75	0.00	-64.14
08/18/2016	FSAM	Meeting Room - Catering - Breakfast	208.00	0.00	143.86
08/18/2016	FSAM	GST - 5%	10.40	0.00	154.26
08/18/2016	FSAM	Meeting Room - Refreshment - 1 Carafe Coffee	20.00	0.00	174.26
08/18/2016	FSAM	GST - 5%	1.00	0.00	175.26
08/18/2016	FSAM	Meeting Room - Refreshment - Bev Serv& Cookies	97.50	0.00	272.76
08/18/2016	FSAM	GST - 5%	4.88	0.00	277.64
08/18/2016	112	Room Taxable -	139.00	0.00	416.64
08/18/2016	112	GST - 5%	6.95	0.00	423.59
08/18/2016	112	Tourism Levy - 4%	5.56	0.00	429.15
08/18/2016	113	Room Taxable -	129.00	0.00	558.15
08/18/2016	113	GST - 5%	6.45	0.00	564.60
08/18/2016	113	Tourism Levy - 4%	5.16	0.00	569.76
08/18/2016	114	Room Taxable -	139.00	0.00	708.76
08/18/2016	114	GST - 5%	6.95	0.00	715.71

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*Thank you for staying with us  
 We appreciate your business*

15 Village Drive, RR2  
 Westeros, AB T0C 2V0  
 Ph1(877)688-0006 Fax1(780)586-3520  
 info@villagecreekcountryinn.com

TAX ID: [REDACTED]

Edmonton Public School

DATE	Folio	CheckIn	CheckOut	Balance
AUG 19	[REDACTED]	08/19/2016		2,616.65
Master Folio				

Date	Room	Description / Voucher	Charges	Credits	Balance
08/18/2016	114	Tourism Levy - 4%	5.56	0.00	721.27
08/18/2016	115	Room Taxable - [REDACTED]	129.00	0.00	850.27
08/18/2016	115	GST - 5%	6.45	0.00	856.72
08/18/2016	115	Tourism Levy - 4%	5.16	0.00	861.88
08/18/2016	116	Room Taxable - [REDACTED]	139.00	0.00	1,000.88
08/18/2016	116	GST - 5%	6.95	0.00	1,007.83
08/18/2016	116	Tourism Levy - 4%	5.56	0.00	1,013.39
08/18/2016	117	Room Taxable - [REDACTED]	129.00	0.00	1,142.39
08/18/2016	117	GST - 5%	6.45	0.00	1,148.84
08/18/2016	117	Tourism Levy - 4%	5.16	0.00	1,154.00
08/18/2016	212	Room Taxable - [REDACTED]	119.00	0.00	1,273.00
08/18/2016	212	GST - 5%	5.95	0.00	1,278.95
08/18/2016	212	Tourism Levy - 4%	4.76	0.00	1,283.71
08/18/2016	213	Room Taxable - [REDACTED]	129.00	0.00	1,412.71
08/18/2016	213	GST - 5%	6.45	0.00	1,419.16
08/18/2016	213	Tourism Levy - 4%	5.16	0.00	1,424.32
08/18/2016	214	Room Taxable - [REDACTED]	119.00	0.00	1,543.32
08/18/2016	214	GST - 5%	5.95	0.00	1,549.27
08/18/2016	214	Tourism Levy - 4%	4.76	0.00	1,554.03
08/18/2016	215	Room Taxable - [REDACTED]	119.00	0.00	1,673.03
08/18/2016	215	GST - 5%	5.95	0.00	1,678.98
08/18/2016	215	Tourism Levy - 4%	4.76	0.00	1,683.74
08/18/2016	218	Room Taxable - [REDACTED]	119.00	0.00	1,802.74
08/18/2016	218	GST - 5%	5.95	0.00	1,808.69
08/18/2016	218	Tourism Levy - 4%	4.76	0.00	1,813.45
08/18/2016	219	Room Taxable - [REDACTED]	119.00	0.00	1,932.45
08/18/2016	219	GST - 5%	5.95	0.00	1,938.40
08/18/2016	219	Tourism Levy - 4%	4.76	0.00	1,943.16
08/18/2016	221	Room Taxable - [REDACTED]	119.00	0.00	2,062.16
08/18/2016	221	GST - 5%	5.95	0.00	2,068.11
08/18/2016	221	Tourism Levy - 4%	4.76	0.00	2,072.87
08/19/2016	FSAM	Meeting Room - Rental - Fireside	195.00	0.00	2,267.87
08/19/2016	FSAM	GST - 5%	9.75	0.00	2,277.62
08/19/2016	FSAM	Meeting Room - Catering - Chef's Breakfast	208.00	0.00	2,485.62
08/19/2016	FSAM	GST - 5%	10.40	0.00	2,496.02
08/19/2016	FSAM	Meeting Room - Refreshment - Coffee & Tea	20.00	0.00	2,516.02
08/19/2016	FSAM	GST - 5%	1.00	0.00	2,517.02
08/19/2016	FSAM	Meal Gratuity	99.63	0.00	2,616.65

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**Southern Alberta Professional Development Consortium**

#B313, 1701 5th Ave S  
Lethbridge, AB  
T1J 0W4, Canada  
403-381-5580

**RECEIPT**

Date of transaction : 26 September 2016, 8:10 pm

Confirmation # : [REDACTED]

**Participant Details**

First Name : Darrel  
Last Name : Robertson  
Email Address : darrel.robertson@epsb.ca  
Jurisdiction : Edmonton Public Schools  
School : Centre for Education  
Do you have any food allergies or sensitivities? [REDACTED]  
Breakfast on Wednesday Nov 2 : No  
Lunch on Wednesday, Nov 2 : No  
President's Reception the evening of Nov 2 : No  
Breakfast on Thursday, Nov 3 : Yes  
Lunch on Thursday, Nov 3 : Yes  
Breakfast on Friday, Nov 4 : Yes  
Lunch on Friday, Nov 4 : No

Amount : \$420.00

Amount Paid : \$420.00

Payment Method : Credit Card

Credit Card Number : [REDACTED]

GST Statement : GST does not apply to SAPDC learning opportunities

Link to Refund / Cancellation Policy : <http://sapdc.ca/index.php/en/sapdc-refund-policy>

Title of Learning Opportunity : CASS Fall Conference 2016 - Leadership for Engaging all Students

Course Code : SA6LO77

Start Date / End Date : 2 November, 2016 / 4 November, 2016

Start Time / End Time : 7:00 pm / 3:30 pm

Location : Deerfoot Inn & Casino

Address : 1000, 11500 - 35 Street SE, Calgary, Alberta, T2Z 3W4, Canada

City / Municipality : Calgary

Phone and Email Contact at Consortium for this Learning Opportunity : 403-381-5580 / [register@sapdc.ca](mailto:register@sapdc.ca)