

**MARY MICHAILIDES**  
**ASSISTANT SUPERINTENDENT - SUPPORT FOR SCHOOLS**  
**FOR THE PERIOD: SEPTEMBER to NOVEMBER 2014**

DATE <sup>(1)</sup>	DESCRIPTION OF EVENT	EXPENSE TYPE	NET AMOUNT <sup>(2) (3) (4)</sup>	ATTACHMENTS
<b>1) BUSINESS TRAVEL</b>				
<i>meetings outside the District and associated costs including transportation, accommodations, meals, incidentals, parking, etc.</i>				
15-Aug-14	District Support Team (DST) Retreat (D. Robertson, D. Fraser, S. Stoddard, K. Muhlethaler, R. MacNeil, M. Liguori, D. Bolan, M. Michailides, A. Anderson, J. Davies & 1 EPSB Employee) (August 14-15, 2014) <i>(see D. Robertson for receipt)</i>	Facility Rental	\$ 36.02	
	DST Retreat <i>(see D. Robertson for receipt)</i>	Meals	\$ 55.82	
18-Aug-14	Employee Reimbursement - DST Retreat (August 14-15, 2014)	Kilometrage	\$ 98.74	<a href="#">Attachment 1</a>
		Accommodations	\$ 125.72	<a href="#">Attachment 1</a>
<b>Sub-Total: Business Travel</b>			<b>\$ 316.30</b>	
<b>2) CONFERENCES</b>				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
	Nothing to report this period		\$ -	
<b>Sub-Total: Conferences</b>			<b>\$ -</b>	
<b>3) HOSPITALITY (Hosting)</b>				
<i>cost of food, beverage, transportation and other amenities on behalf of the guests of EPSB</i>				
	Nothing to report this period		\$ -	
<b>Sub-Total: Hospitality</b>			<b>\$ -</b>	
<b>4) WORKING SESSIONS</b>				
<i>cost of meals, facility rental, travel in Edmonton, parking, or car allowance and other incidentals, while in the course of conducting district business</i>				
22-Aug-14	Director's Meeting (M. Michailides & 1 EPSB Employee)	Meals	\$ 12.84	<a href="#">Attachment 2</a>
5-Sep-14	Career Pathways Meeting (M. Michailides & 2 EPSB Employees)	Meals	\$ 15.09	<a href="#">Attachment 3</a>
12-Sep-14	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
26-Sep-14	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
10-Oct-14	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
14-Oct-14	ATA Liaison Meeting (M. Liguori, S. Hoffman, D. Robertson, D. Bolan & M. Michailides) <i>(see M. Liguori for receipt)</i>	Meals	\$ 15.85	
24-Oct-14	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
7-Nov-14	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
21-Nov-14	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
<b>Sub-Total: Working Sessions</b>			<b>\$ 1,208.44</b>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>			<b>\$ 1,524.74</b>	

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.

## Travel Expense Claim

### A. Details of Trip

Employee's Name: Mary Michailides Date: 18-Aug-14  
 School/Department/DU# Superintendent's Area  
 Purpose of Trip / Name of Conference DST Retreat  
 Departure and Return Dates: August 14 and 15, 2014 Destination: Village at Pigeon Lake

B. Description of Expenses (Please attach receipts)	Amount Paid by EPSB Invoice/Visa Including GST	Amount Paid by Claimant For out of Pocket Expenditures Including GST*	Total Cost CDN Currency
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Registration/Conference Fees			0.00
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### Travel Costs

Accommodations			
\$ 129.71 # of Nights 1		129.71	129.71
Flight			0.00
Taxi/Shuttle			0.00
Car Rental			0.00
Parking			0.00
Personal Vehicle 198.2 Km @ \$0.505/km			100.09

### Meals (including tips)

Per diem without receipts = \$47/day or \$23.50/half day of travel or			0.00
Actual Expense (attach itemized receipts)			0

### Other - provide details & receipts

			0.00
			0.00
			0.00

TOTAL COST OF TRIP	0.00	129.71	229.80
CASH ADVANCE (IF ANY REF # )			
NET AMOUNT DUE TO CLAIMANT			\$229.80
GST Breakout (NET X 4/104)			8.84

I certify

Claimant's Signature

Designated Signing Authority

**NOTE:** Please attach all copies of invoices/receipts that have been previously paid by Visa and/or through Accounts Payable that relate to this claim.  
 Copy of Out of Province Approval MUST also accompany this Travel Expense Claim.

\*If claiming out of pocket expenses please batch and forward to Accounts Payable



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

TAX ID: 850794207

Mary Michailides

Room	Folio	CheckIn	CheckOut	Balance
■	95025	14/08/2014	15/08/2014	0.00
Master Folio				

Direct Bill: EDMONTON PUBLIC SCHO

Date	Room	Description / Voucher	Charges	Credits	Balance
14/08/2014	■	Room Taxable	119.00	0.00	119.00
14/08/2014	■	GST - 5.000%	5.95	0.00	124.95
14/08/2014	■	Tourism Levy - 4.000%	4.76	0.00	129.71
14/08/2014	■	Visa - Thank You Mary	0.00	129.71	0.00
<p>VILLAGE CREEK COUNTRY INN 15 VILLAGE DR WESTEROSE, AB</p> <p>ID: 850794207</p> <p>Purchase</p> <p>Entry Method</p> <p>Total: \$ 129.71</p> <p>8/14 17:25</p> <p>Seq #: 001312024</p> <p>Auth Code: 058291</p> <p>Code: 01/027</p> <p>CREDIT</p> <p>50 51 DF 62 C3</p> <p>80 00</p> <p>07 67 2C DD A2</p> <p>APPROVED</p> <p>Thank You</p> <p>Customer Copy</p> <p>IMPORTANT -</p> <p>retain this copy for your records</p>					

M. Michailides - Director's Meeting  
+ 1 EPSB employee

# Ricky's

## ALL DAY GRILL

10140 109th St  
Edmonton AB T5J 1M7  
780.421.7546

Tbl:36

Ref:41122  
Chk:46248

8/22/2014 7:03 am

Coffee Reg	2.99
Quick Commute	5.99
Tea Premium	2.69
SD/ 2 Toast	2.69
SD/ 2 Egg	2.49
SD/ Fruit Bowl	4.99

SubTotal	21.84
GST	1.09

Total 22.93

Total Due 22.93

G.S.T. # 824862908RT0001

Please Pay Your Server!

www.getorickys.com

RICKY'S ALL DAY GRILL  
10140 - 109 STREET T5J1M7  
EDMONTON AB

22105148

||||

PURCHASE

||||

08-22-2014

07:50:27

Acct #

C

Exp Date

Card Type VI

Name: MARY MICHAILIDES

A0000000031010

VISA CREDIT

Trace # 950002

Operator 333

FB2210514802

Inv. # 14873

Auth # 007930

RRN 001834002

Purchase

\$22.93

Tip

\$3.44

Total

\$26.37

Retain this copy for your  
records

Customer copy



THE  
PARLOUR  
ITALIAN KITCHEN & BAR

10334 108 Street  
Edmonton, AB  
GST# 813175427 RT0001

114 [REDACTED]

Tbl 21/1 Chk 7963 Gst 2  
Sep05'14 03:06PM

Closed Check  
Reprint

1 POP	3.50
1 SM ANTIPASTO	25.00
1 CAULIFLWR FRITTO	10.00
1 XTRA CROSTINI	0.00
Charge Tip	6.07

VISA [REDACTED] 46.50

Subtotal	38.50
Gratuity 18%	6.07
38.50 GST	1.93
Paid	46.50

-----3013 Check Closed-----  
-----Sep05'14 04:57PM-----

Thanks for Dining With Us!

\*\*PLEASE PAY SERVER\*\*

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EAT WELL. LIVE WELL.

APERITIVO (HAPPY HOUR)  
MONDAY TO FRIDAY  
3:00pm to 6:00pm  
DON'T FORGET TO JOIN US  
FOR LUNCH. WE OPEN AT 11:30AM  
\*\*\*\*\*  
[www.centuryhospitality.com](http://www.centuryhospitality.com)