

MICHELLE DRAPER
BOARD OF TRUSTEES - WARD B
FOR THE PERIOD: SEPTEMBER to NOVEMBER 2014

DATE ⁽¹⁾	DESCRIPTION OF EVENT	EXPENSE TYPE	NET AMOUNT ⁽²⁾⁽³⁾⁽⁴⁾	ATTACHMENTS
---------------------	----------------------	--------------	---------------------------------	-------------

1) BUSINESS TRAVEL

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

Nothing to report this period \$ -

Sub-Total: Business Travel \$ -

2) CONFERENCES

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

17-Oct-14	National School Boards Association (NSBA) Conference 2015 - Nashville, Tennessee	Conference	\$ 1,233.46	Attachment 1
20-Oct-14	National School Boards Association (NSBA) Conference 2015 - Air Canada return flight from Edmonton to Nashville	Air Fare	\$ 565.24	Attachment 2
20-Oct-14	National School Boards Association (NSBA) Conference 2015 - Air Canada Flight - Seat Selection	Other Costs	\$ 71.11	Attachment 3

Sub-Total: Conferences \$ 1,869.81

3) HOSPITALITY (Hosting)

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

Nothing to report this period \$ -

Sub-Total: Hospitality \$ -

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

12-Sep-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39
26-Sep-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39
10-Oct-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39
24-Oct-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39
7-Nov-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39
21-Nov-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39

Sub-Total: Working Sessions \$ 776.34

TOTAL EXPENSES REPORTED FOR THE PERIOD \$ 2,646.15

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.



NSBA 2015 Annual Conference Confirmation Letter

registration@nsba.org <registration@nsba.org>

Fri, Oct 17, 2014 at 1:50 PM

To: [REDACTED]

Cc: [REDACTED]



National School Boards Association

10/17/2014

Confirmation ID #: 0004330691

Dear Ms. Draper:

We are delighted you will be joining us for NSBA's 75th Annual Conference to be held March [REDACTED] 2015, at the Music City Center, Nashville, Tennessee. The programs you have chosen are listed below.

Registration Details For: Ms. Michelle Draper

Board Member

Edmonton Public Schools

Qty	Item		Sub- Total	Discount	Paid	Balance
1	Regular Early Rate Registration Fee	In USD	895.00	0.00	895.00	0.00
1	Site Visit: Music Makes Us: Pearl-Cohn Entertainment Magnet H.S., [REDACTED] Fri 9:00am-3:00pm - Regular Rate		155.00	0.00	155.00	0.00

NSBA conference registration is located in the Music City Center – Exhibit Hall A. **All registrants must pick up their registration materials in person.**

Registration hours are: [REDACTED] 8:00 a.m. – 6:00 p.m.
[REDACTED] 7:00 a.m. – 5:00 p.m.
[REDACTED] 7:30 a.m. – 4:30 p.m.
[REDACTED] 7:30 a.m. – 12:00 p.m.

IF YOU ARE REGISTERED FOR THE COUNCIL OF SCHOOL ATTORNEYS' SCHOOL LAW SEMINAR, please pick up your badge and seminar materials at the Renaissance Nashville Hotel. Registration begins on [REDACTED] If you are also registered for NSBA's conference, your conference badge will be available with your seminar materials at the Renaissance Nashville Hotel. The School Law Seminar begins on

[REDACTED] with Early Bird Concurrent Sessions at 2:00 p.m. and will adjourn on [REDACTED] at 12:00 p.m.

IF YOU ARE PART OF THE DELEGATE ASSEMBLY, you will **pick up your materials at the Omni Nashville**. Additional information regarding your registration will arrive in a separate mailing.

Hotel Reservations & Travel: The NSBA Housing Bureau opened on October 15. You will need the confirmation ID number at the top of this letter to make a reservation. To reserve rooms you may go to [REDACTED] and follow the instructions for hotel information/reservations for immediate processing. Or you may call 800-616-8210 Monday – Friday from 9:00 a.m. to 9:00 p.m. (ET).

MacNair Travel is the official travel agency for the conference. For discounted air travel, please call them at 1-877-761-3727 or visit NSBA's website at <http://nsba.org/conference/hotel/travel-information> for more information.

Conference Cancellation Policy: Requests for refunds can be honored only if made in writing to NSBA prior to March 6, 2015, and will be subject to a \$125 cancellation fee per registrant. No refunds will be honored after that date. Requests can be sent via email to registration@nsba.org or by fax to 703-519-6497.

Conference Programming: Program books are not mailed in advance. For the latest programming information, visit the website at www.nsba.org/conference. An online conference planner, a web based tool which allows you to create and print your own tailored conference program, will be online in late January.

Special Needs: If you have any special needs and/or require the use of a scooter at the convention center, please email swalker@nsba.org.

Please feel free to contact us with any questions you may have about your registration by calling

1-800-950-NSBA (6722) or by e-mail at registration@nsba.org. We look forward to seeing you in Nashville!

National School Boards Association

1680 Duke Street – Alexandria, Virginia 22314 – (703) 838-NSBA – FAX (703) 519-6497

<http://www.nsba.org>

M. Draper - NSBA Conference
March 2015 in Nashville



Fwd: FW: Air Canada [redacted] Edmonton - Nashville (booking ref: [redacted]) - seat selected

Michelle Draper [redacted]

Mon, Oct 20, 2014 at 2:12 PM

Hi [redacted]

Here is the receipt for the flight to Nashville.

Thanks,

Michelle

From: Air Canada [mailto:confirmation@aircanada.ca]

Sent: October-20-14 1:38 PM

To: [redacted]

Subject: Air Canada - 18-Mar: Edmonton - Nashville (booking ref: [redacted]) - seat selected

***** PLEASE DO NOT REPLY TO THIS MESSAGE *****



Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode
to check in at any
Air Canada check
kiosk.

Booking Information

Booking Reference: [redacted]

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:

Ms Michelle H Anderson-draper

Customer Care

Air Canada

[1-888-247-2262](tel:1-888-247-2262)

**Flight Arrivals and
Departures**

[1-888-422-7533](tel:1-888-422-7533)

Mobile: [REDACTED]
Home: [REDACTED]

Online Services

- **Manage** my booking online (view/change my booking; select seats*).
- **Select Seats**
- **Maple Leaf Lounge | Meal Vouchers | On My Way**
- **Alert me** of flight status changes directly to my mobile phone or email.
- **Flight Arrivals & Departures** - check online if my flight is on time.
- **Check-in online** and print my boarding pass.

* [Can my booking be changed online?](#)



Additional passenger information is required

Your current flight itinerary includes travel to a country that requires additional passenger information.

We strongly encourage you to provide this information ahead of time from the comfort of your home or office with our secure online form.

[Provide Passenger Information](#)

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
[REDACTED]	Edmonton, Edmonton Int'l (YEG)	Toronto, Pearson Int'l (YYZ)	0	9hr12	320	Tango, A	✈️\$F
		1					
	Toronto, Pearson Int'l (YYZ)	Nashville (BNA)	0		CRJ	Tango, A	
	Nashville (BNA)	Toronto, Pearson Int'l (YYZ)	0	7hr37	CRJ	Tango, A	

3D - Standard Seat (Aisle)	15.00
19D - Standard Seat (Aisle)	20.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	3.50
Total including airfare, taxes, options and seat selection charges:	653.78
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$653.78

Payment Information

Credit/Debit Card [REDACTED] - Amount paid: **\$73.50**

The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$73.50 (Advance Seat Selection - for passenger 1)

Ticket number(s): [REDACTED]

Fare Rules

Departing Flight Edmonton (YEG) To Nashville (BNA) - **Tango**

Return Flight Nashville (BNA) To Edmonton (YEG) - **Tango**

- **Changes:**

- Prior to day of departure - **Change fee** per transaction, per passenger, is \$200 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- **Same-day confirmed changes at check-in or at the airport** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger.
- **Same-day standby** is available **only** to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- Flights can only be used in sequence from the place of departure specified on the itinerary.

- **Cancellations:**

- Tickets are **non-refundable** and **non-transferable**.
- **Cancellations** can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per transaction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Customers who **no-show** their flight will forfeit the fare paid.

- **Paid Advance Seat Selection** is available on Air Canada and Air Canada Express (operated by

Jazz), subject to availability.

- Up to 24 hours after the purchase of a [new ticket](#), Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 25% Aeroplan Miles (Altitude Qualifying Miles) for flights within Canada and 50% Aeroplan Miles (Altitude Qualifying Miles) for flights between Canada and the U.S.

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our [Baggage Guide](#).

Carry-on Baggage

On your Air Canada, Air Canada Express, or Air Canada rouge-operated flight, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15,5 x 21,5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). [View more details](#).

Checked Baggage

Please see below for details on the bags you plan to check in at the baggage counter.

Departing Flight : Edmonton (YEG) To Nashville (BNA) - **Tango**

Return Flight : Nashville (BNA) To Edmonton (YEG) - **Tango**

	1st bag: \$25.00 CAD + taxes* per direction	2nd bag: \$35.00 CAD + taxes* per direction
Regular Baggage Allowance		
	Max. weight per bag: 23 kg (50 lb) Max. linear dimensions per bag: 158 cm (62 in)	

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to the 2nd bag fee. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel. Please note that checked baggage fees may be assessed a second time if your itinerary includes a stopover lasting more than 24 hours.

Stopovers

Customers may be reassessed checked baggage fees when itineraries include an enroute stopover in

excess of 24 hours.

Note: If you **exceed your baggage allowance** (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View [Air Canada's additional checked baggage policy](#).
- View the [additional checked baggage policy of Air Canada's codeshare and interline partners](#).

Important Information

Please review this itinerary/receipt and, should you have any questions, please call [1-888-247-2262](tel:1-888-247-2262) within 24 hours of receipt.

Before You Go: A 'To-Do' List

To ensure delivery to your inbox, please add confirmation@aircanada.ca to your address book's safe senders list.

This service email was sent to [REDACTED] because you purchased an Air Canada flight. It provides important flight information that must be communicated to you. This service email is not a promotional email.

Your privacy is important to us. To learn how Air Canada collects, uses, and protects the personal information you provide, please view our [Privacy Policy](#).

Please do not reply to this email, as this inbox is not monitored. If you have any questions please visit aircanada.com.

Air Canada, PO Box 64239, RPO Thorncliffe, Calgary Alberta, T2K-6J7

All passengers are advised to view the [Travel documentation](#) page for important information on identification required for travel.

[Check-in and boarding times](#)



Fly Carbon Neutral. Offset your portion of this flight's CO₂ emissions.

[Offset now](#) | [Learn more](#)

AIR CANADA 

A STAR ALLIANCE MEMBER 