

CHERYL JOHNER
BOARD OF TRUSTEES - WARD A
FOR THE PERIOD: SEPTEMBER to NOVEMBER 2014

| DATE ⁽¹⁾ | DESCRIPTION OF EVENT | EXPENSE TYPE | NET AMOUNT ⁽²⁾⁽³⁾⁽⁴⁾ | ATTACHMENTS |
|---|--|--------------|---------------------------------|------------------------------|
| 1) BUSINESS TRAVEL | | | | |
| <i>meetings outside the District and associated costs including transportation, accommodations, meals, incidentals, parking, etc.</i> | | | | |
| | Nothing to report this period | | \$ - | |
| | Sub-Total: Business Travel | | \$ - | |
| 2) CONFERENCES | | | | |
| <i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i> | | | | |
| 18-Aug-14 | Trustee Reimbursement - Meal Per Diems - CSBA Conference - Niagara Falls | Meals | \$ 136.55 | Attachment 1 |
| 29-Oct-14 | Alberta School Councils' Association 2014 Conference/AGM & Banquest Ticket for Guest | Conference | \$ 350.00 | Attachment 2 |
| | Sub-Total: Conferences | | \$ 486.55 | |
| 3) HOSPITALITY (Hosting) | | | | |
| <i>cost of food, beverage, transportation and other amenities on behalf of the guests of EPSB</i> | | | | |
| | Nothing to report this period | | \$ - | |
| | Sub-Total: Hospitality | | \$ - | |
| 4) WORKING SESSIONS | | | | |
| <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> | | | | |
| 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 | | | \$ 1,262.89 | |

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

As per Regulation CWA.AR an expense claim must be completed upon return for both business and professional development.

A. Details of Trip

Employee's Name: CHERYL JOHNER Date: 18-Aug-14
 School/Department/DU# Board of Trustees
 Purpose of Trip / Name of Conference CSBA
 Departure and Return Dates: June 30 - July 7, 2014 Destination: Niagara Falls

| 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 |
|--|---|---|----------------------------|
|--|---|---|----------------------------|

| | | | |
|------------------------------|--------|--|--------|
| Registration/Conference Fees | 919.22 | | 919.22 |
|------------------------------|--------|--|--------|

Travel Costs

| | | | |
|-------------------------------|--------|--|--------|
| Accommodations | | | |
| \$ 218.75 # of Nights 4 | 874.99 | | 874.99 |
| Flight | 708.91 | | 708.91 |
| Taxi/Shuttle | | | 0.00 |
| Car Rental | | | 0.00 |
| Parking | | | 0.00 |
| Personal Vehicle @ \$0.505/km | | | 0.00 |

Meals (including tips) (July 2, 3, 4 & 6)

| | | | |
|--|--|-----------|-----------|
| Per diem without receipts = \$47/day or \$23.50/half day of travel or | | \$ 141.00 | \$ 141.00 |
| Actual Expense (attach itemized receipts) | | | 0 |

Other - provide details & receipts

| | | | |
|--|--|--|------|
| | | | 0.00 |
| | | | 0.00 |
| | | | 0.00 |

| | | | |
|------------------------------|---------|--------|-------------|
| TOTAL COST OF TRIP | 2503.12 | 141.00 | \$ 2,644.12 |
| CASH ADVANCE (IF ANY REF #) | | | |
| NET AMOUNT DUE TO CLAIMANT | | | |
| GST Breakout (NET X 4/104) | | | \$6.58 |

Claimant's Signature

Cheryl Johnner

Designated Signing Authority

Sandra Stoddard

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

Alberta School Councils' Association

Suite 1200, 9925 - 109 Street

Edmonton, Alberta

T5K 2J8

Phone (780) 454-9867 Fax (780) 455-0167

e-mail: kathym@albertaschoolcouncils.ca

**INVOICE****INVOICE NO: 14-068****DATE: July 23, 2014****October 29, 2014****To: Cheryl Johner**

Centre for Education, One Kingsway

Edmonton, Alberta

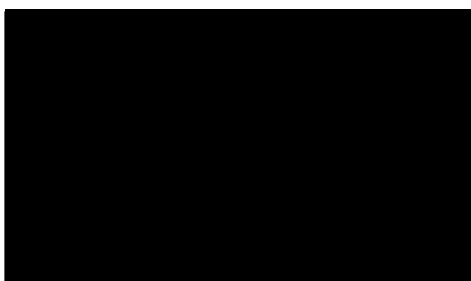
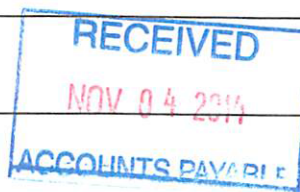
T5H 4G9

Ship To:

same as above

| ORDERED BY | P.O. NUMBER | DATE SHIPPED | SHIPPED VIA | F.O.B. POINT | TERMS |
|------------|-------------|--------------|-------------|--------------|-------|
| | | n/a | n/a | | |

| QUANTITY | DESCRIPTION | UNIT PRICE | AMOUNT |
|----------|--|------------|----------|
| 1 | Attendance at the Alberta School Councils' Association 2014 Conference/AGM | \$290.00 | \$290.00 |
| 1 | Extra Banquet Ticket for Guest | \$60.00 | \$60.00 |
| | | | |
| | | | |



| | |
|---------------------|-----------------|
| SUBTOTAL | \$350.00 |
| SALES TAX | n/a |
| SHIPPING & HANDLING | n/a |
| TOTAL DUE | \$350.00 |

Please make cheque payable to: **Alberta School Councils' Association****Accounts not paid within 30 days are subject to a 3% monthly finance charge.**

If you have any questions concerning this invoice, please call Kathy MacRae at 451-7142 or 1-800-661-3470, or e-mail kathym@albertaschoolcouncils.ca.

THANK YOU