

**SANDRA STODDARD**  
**EXECUTIVE DIRECTOR - GOVERNANCE & STRATEGIC SUPPORT SERVICES**  
**FOR THE PERIOD: DECEMBER to FEBRUARY 2015**

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>				
	Nothing to report this period		\$ -	
	<b>Sub-Total: Business Travel</b>		<b>\$ -</b>	
<b>2) CONFERENCES</b>				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
1-Dec-14	Alberta School Board Association - 2014 Fall General Meeting (see M. Janz for receipt)	Conference Fees	\$ 711.09	
7-Jan-15	National School Boards Association (NSBA) - Annual Conference & School Law Seminar 2015 (Attendance at conference cancelled; credit received, less a \$125 USD cancellation fee)	Conference Fees	\$ 1,088.26	<a href="#">Attachment 1</a>
22-Jan-15	NSBA - Annual Conference & School Law Seminar 2015 (Attendance at conference cancelled; credit received in full to be used towards future air fare)	Transportation	\$ 583.89	<a href="#">Attachment 2</a>
26-Feb-15	Cancellation Credit Regarding: NSBA - Annual Conference & School Law Seminar 2015	Conference Fees	\$ (977.43)	<a href="#">Attachment 3</a>
	<b>Sub-Total: Conferences</b>		<b>\$ 1,405.81</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>				
5-Dec-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
16-Dec-14	Dinner Meeting en Route to EPSB's District Recognition Night after attending December 16th Board Meeting (M. Michailides, K. Muhlethaler, D. Robertson, S. Stoddard & 1 EPSB Employee)	Meals	\$ 13.51	<a href="#">Attachment 4</a>
19-Dec-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
2-Jan-15	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
8-Jan-15	Breakfast Meeting (S. Stoddard & M. Michailides)	Meals	\$ 12.78	<a href="#">Attachment 5</a>
16-Jan-15	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
30-Jan-15	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
13-Feb-15	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
27-Feb-15	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
	<b>Sub-Total: Working Sessions</b>		<b>\$ 932.02</b>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>			<b>\$ 2,337.83</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.



## NSBA 2015 Annual Conference Confirmation Letter

1 message

Wed, Jan 7, 2015 at 8:30 PM



Registration to NSBA Conference  
for **Sandra Stoddard**; paid in US  
dollars = \$1,088.26 CAD

1/7/2015

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

Qty	Item	Sub-Total	Discount	Paid	Balance
1	Regular Early Rate Registration Fee	895.00	0.00	895.00	0.00



## Sandra's Expenses

Tue, Mar 24, 2015

Jan

Air Canada &lt;confirmation@aircanada.ca&gt;

to me

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*

AIR CANADA 

## 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  
at any Air Canada check in  
kiosk.



Access your personalized  
Air Canada travel information

[View your planner >](#)

## Booking Information

Booking Reference: 

## Customer Care

Air Canada  
1-888-247-2262

Flight Arrivals and  
Departures  
1-888-422-7533

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

Main Contact:  
Ms Sandra L Dyck-stoddard  
[sandra.stoddard@epsb.ca](mailto:sandra.stoddard@epsb.ca)  
Mobile:   
Home:   
Work:

## 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?

**1** 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	Meal
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						Type	
	Edmonton, Edmonton Int'l (YEG)	Toronto, Pearson Int'l (YYZ)	0	9hr17	320	Flex, G	✈️\$ F
	Thu 07:45	Thu 13:25 - Terminal 1					
	Toronto, Pearson Int'l (YYZ)	Nashville (BNA)	0		CRJ	Flex, G	
	Thu 16:55 - Terminal 1	Thu 18:02					
	Nashville (BNA)	Toronto, Pearson Int'l (YYZ)	0	7hr32	CRJ	Flex, G	
	Tue 18:35	Tue 21:26 - Terminal 1					
	Toronto, Pearson Int'l (YYZ)	Edmonton, Edmonton Int'l (YEG)	0		320	Flex, G	✈️\$ F
	Tue 22:55 - Terminal 1	Wed 01:07					

✈️\$ F: Food for purchase on board All Air Canada Café purchases made on board Air Canada and Air Canada rouge flights, as well as on Air Canada Express flights operated by Jazz, are payable only with Visa, MasterCard and American Express credit cards.

Operated by:  
 1 Air Canada Express - Air Georgian

Passenger Information

1: Ms Sandra L Dyck-stoddard : Adult (16+), Ticket Number:			
Air Canada - Aeroplan :		Meal Preference :	None
Payment Card:	xxxx-xxxx-xxxx-	Special Needs:	None
Seat Selection:	None		

Purchase Summary

Fare Summary	
Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	211.00
Return Flight - Flex	211.00
Surcharges	15.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	38.00
U.S.A Transportation Tax	42.42
U.S Agriculture Fee	5.99
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	23.96
U.S Passenger Facility Charge	3.59
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	1.04
U.S.A Immigration User Fee	8.39
Air Travellers Security Charge (ATSC)	12.10
September 11 Security Fee	6.71
U.S. Federal Customs Fee	6.59
Total before options (per passenger)	585.79
Options	
Departing Flight - Flex	
★ Prepaid Air Canada Café voucher	6.67
Return Flight - Flex	
★ Prepaid Air Canada Café voucher	6.67
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	0.66
Total with options (per passenger)	599.79
Number of passengers	x 1
Total with options	599.79
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$599.79

Payment Information

Credit/Debit Card xxxx-xxxx-xxxx- - Amount paid: \$599.79  
 The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$585.79 (Airfare - per ticket)
- Air Canada: \$14.00 (Prepaid Air Canada Café voucher - per ticket)

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*

**Booking cancellation.**

You have successfully cancelled your flight reservation. Visit [aircanada.com](http://aircanada.com) again for more great travel deals.

**Retain any balance for use as a future travel credit**

- **NO REFUND WILL BE ISSUED beyond 24 hours of purchase\*.**
- Please print this page for future reference and keep your booking reference number. You will need to contact Air Canada Reservations to use an outstanding travel credit toward the purchase of a new ticket. (Fares available online are not necessarily available through Air Canada Reservations.)
- The value of one unused ticket can be applied to the value of one new ticket provided **outbound travel commences** within one year of original ticket issuance.
- Non transferable: the original booking passenger(s) must use their respective amount(s).
- Any amount remaining unused after booking a new flight is forfeited.
- Non refundable travel options, such as assigned seat selection, Maple Leaf Lounge access, and Air Canada Café snack or meal vouchers may be used on future flights, subject to availability.
- Any eUpgrade Credits used to upgrade the cancelled flight will be returned to your account.
- Your reservation will be subject to the change fees applicable to the ticket submitted as a credit. Please refer to your itinerary/receipt for the rules that apply to your ticket.

\* Up to 24 hours after the purchase of a new ticket, Air Canada will cancel your ticket and provide a full refund without penalty.

**Booking Information****AIR CANADA** 

Booking Reference: [REDACTED]

Main Contact:

Ms Sandra Dyck-stoddard  
[REDACTED]**Passenger Information****Passenger 1: Adult**

Name: Ms SANDRA Dyck-Stoddard

Ticket number: [REDACTED]

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Dr. Sandra Stoddard  
Executive Director  
Governance and Strategic Support Services



Sandra Stoddard [REDACTED]

**RE: Confirmation ID #:** [REDACTED]

1 message

**NSBA Registration** <registration@nsba.org>

Thu, Feb 26, 2015 at 11:33 AM

To: Sandra Stoddard [REDACTED]

Good Afternoon,

We are sorry that you will be unable to attend the conference. We will cancel the registration. There is a \$125 cancellation fee per registrant. If you made hotel reservations you will need to contact the housing bureau to cancel those.

If you have any other questions you can contact us at the phone or email listed below. Thank you and have a great day!

NSBA Registration Team  
1-800-950-6722  
F: 703-519-6497  
Registration@NSBA.org

Cancellation Fee in US Dollars

Conference Fee \$895.00 USD = \$1,088.26 CAD  
Credit \$895.00 USD - 125.00 USD = \$977.43 CAD  
Total Expense \$1,088.26 - 977.43 = **\$110.83 CAD**

Visit our website at [www.nsba.org](http://www.nsba.org)

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**From:** [REDACTED] on behalf of Sandra Stoddard [REDACTED]

**Sent:** Thursday, February 26, 2015 10:31 AM**To:** NSBA Registration**Subject:** Confirmation ID #: [REDACTED]

Good morning,

Due to circumstances beyond our control, I have to cancel my NSBA conference registration. Can you please refund my credit card as soon as possible. Thank you for your assistance.

Dr. Sandra Stoddard  
Executive Director  
Governance and Strategic Support Services  
Superintendent's Area

Centre for Education  
One Kingsway  
Edmonton, AB T5H 4G9

[REDACTED]

ORIENTAL NOODLE HOUSE  
10718 101 ST NW  
EDMONTON AB

CARD \*\*\*\*\*  
CARD TYPE VISA  
DATE 2014/12/16  
TIME 0549 16:50:25  
RECEIPT NUMBER  
CB2028529-001-092-047-0

PURCHASE  
TOTAL

**\$69.30**

VISA CREDIT  
A0000000031010  
6F34B30CB652B107  
0000008000-E800  
9CFB96949DE3F26E  
0000008000-F800

**APPROVED**

AUTH# 007624 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

Dinner Meeting with Superintendent,  
Assistant Superintendents and  
Executive Director after December  
16th Board Meeting, en route to  
EPSB's District Recognition Night

Mary Michailides  
Kathy Muhlethaler  
Darrel Robertson  
Sandra Stoddard

RICKY'S ALL DAY GRILL  
11431 KINGSWAY AVE T5G3J  
EDMONTON AB  
20660266

|||| PURCHASE ||||

01-08-2015

08:10:08

Name: SANDRA L STODDARD  
A0000000031010 VISA CREDIT

Trace # 370005 Operator 003  
FB2066026604

Inv. # 1279

Auth # 002522 RRN 001038005

Purchase \$22.83  
Tip \$3.42  
Total \$26.25

(00) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

\*\*\*\*\*  
CHECK # 644523 DATE 1/08/15  
TABLE # 33 TIME 7:53AM  
\*\*\*\*\*

ITEMS ORDERED AMOUNT  
2 COFFEE 5.58  
1 QUICK COMMUTE 5.99  
1 SIDE TOAST 2.69  
1 SIDE FRUIT BOWL 4.99  
1 SIDE 2 EGGS 2.49

\*\*\*\*\*

SUBTOTAL 21.74  
GST 1.09

TOTAL DUE 22.83

\*\*\*\*\*EVERY CUSTOMER LEAVES HAPPY\*\*\*\*\*  
GUARANTOR. RICKY'S  
THANK YOU. SERVER

WE ARE OPEN 7 DAYS A WEEK.  
MONDAY TO SUNDAY: 7AM - 9PM.  
HOLIDAYS: 8AM - 8PM.  
SEE YOU SOON.  
GST 827494204 PT 0001

Breakfast Meeting - Sandra  
Stoddard & Mary Michailides  
(EPSB)

