

**CHRISTOPHER WRIGHT**  
**MANAGING DIRECTOR (ACTING) - PLANNING & STUDENT TRANSPORTATION**  
**FOR THE PERIOD: MARCH to MAY 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>				
20-May-15	Employee Expense Claim - Edmonton Joint Use Meeting (Banff, AB - May 13-15, 2015)	Accommodation	\$ 429.52	<a href="#">Attachment 1</a>
		Kilometrage	\$ 420.16	<a href="#">Attachment 1</a>
		Meals	\$ 12.32	<a href="#">Attachment 1</a>
		Incidentals	\$ 18.97	<a href="#">Attachment 1</a>
<b>Sub-Total: Business Travel</b>			<b>\$ 880.97</b>	
<b>2) CONFERENCES</b>				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
9-Mar-15	UDI AGM & Luncheon Meeting	Registration Fees	\$ 46.94	<a href="#">Attachment 2</a>
<b>Sub-Total: Conferences</b>			<b>\$ 46.94</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>				
13-Mar-15	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
27-Mar-15	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
10-Apr-15	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
24-Apr-15	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
29-Apr-15	SRS Highlands Pre-Meeting (Wright, Erickson and 9 EPSB Employees)	Meals	\$ 19.14	<a href="#">Attachment 3</a>
8-May-15	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
22-May-15	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
<b>Sub-Total: Working Sessions</b>			<b>\$ 795.48</b>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>			<b>\$ 1,723.39</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
- (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.

Chris Wright attended a Joint Use Executive Meeting and Retreat from May 13-15, 2015 in Banff.



## Travel Expense Claim

An expense claim must be completed upon return for both business and professional development as per Administrative Regulation CWA.AR

### Details of Trip

Date: 20-May-15

Name Christopher Wright

School/Dept/DU#: Planning, DU #0358

Purpose of Trip/Conference Name

Joint Use Executive Meeting

Destination: Banff, Alberta

Departure and Return Dates:

May 13 - 15, 2015

### Description of Expenses

*attach receipts*

(Please

Amount Paid by  
EPSB  
Invoice/Visa  
Including GST

Amount by Claimant  
for out of pocket  
expenditures Including  
GST

Exchange  
Rate

Total Cost

Registration/Conference Fees  
Accommodation

0.00

429.52

429.52

### Travel Costs

Airfare

0.00

Taxi/Shuttle/Car Rental

0.00

Personal Vehicle @

\$0.505/km

832

420.16

420.16

Parking

0.00

### Meals (Including Tips)

Per diem without receipts

= \$47/day or \$23.50/half day of travel

0.00

Actual expenses (attached itemized receipts)

12.67

12.67

### Other - provide details & receipts

*please use page 2 for additional details*

19.6

19.60

### Total Cost of Trip

0.00

881.95

881.95

Cash Advance (If any ref#)

0.00

Personal expense not covered by EPSB\*\*

Net Amount due to Claimant\*

\$

881.95

\$

881.95

GSI Breakout (Net 4/104) for accounting purposes only

33.92

I certify that this claim is correct:

Claimant

Supervisor's Signature

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

\*\* If monies are owed to the district please attach a cheque made out to Edmon

### SUPPORTING INFORMATION

#### Registration/Conference Fees

\$429.52 was a package price which included accommodations and meals for the event dates; May 13 - May 15/15

#### Travel Costs

Personal vehicle mileage reimbursement \$420.16

#### Meals (including tips)

Meal - May 15/15 - leaving event

#### Other - provide details & receipts

\$19.60 = Banff Gate Entrance Pass for May 13-15, 2015



**The Banff Centre**  
Inspiring creativity

Box 1020, Banff, Alberta,  
Canada T1L 1H5  
Tel: 403.762.6100 Fax:  
403.762.6444  
www.banffcentre.ca  
GST # R119214955

Page No. 1

Guest Name: Christopher Wright

., AB . CA

Room #:

Folio #:

Group #:

Guests:

1

Clerk:

CL #:

CC #: \*\*\*\*\*

Arrive: 05/13/15

Time: 04:09 PM

Depart: 05/15/15

Time: 12:42:17

Status: FOL

Date	Description	Reference	Comment	Charges	Credits
05/13/2015	PACKAGE	JUE1505	Pkg: Joint Use Executive Meeting	\$214.76	\$0.00
05/14/2015	PACKAGE	JUE1505	Pkg: Joint Use Executive Meeting	\$214.76	\$0.00
05/15/2015				\$0.00	(\$429.52)

Folio Balance: \$0.00

#### Package Taxes

Only applies if you paid for package

Alberta Tourism Levy	\$14.60
GST Other Tax	\$1.50
GST Tax (Room)	\$18.26
Tourism Improvement Fee	\$7.16

THE BANFF CENTRE  
107 TUNNEL MOUNTAIN DR  
BANFF, AB  
BOX 1020 STA 18 T1L1H5  
1-403-762-6100

Term ID: 56711231

#### Purchase

Entry Method: C

Total: \$ 429.52

2015/05/15

12:41:47

APPROVED

Thank You

Customer Copy

IMPORTANT -  
Retain this copy for your records



Safeway Banff  
318 Marten St (Box 1450)  
Phone: 403.762.5378  
GST# 817093735

[REDACTED]

Milk2Go Sport Choc		\$2.39	GD
+EHC	74109 DP	\$0.02	G
+Deposit	74103 DP	\$0.10	
0.240 kg @ \$1.94 / kg			
Bananas	4011	\$0.47	D
0.205 kg @ \$3.28 / kg			
Apples Gala	4174	\$0.67	D
Blk/Frst Ham&Swiss		\$4.49	GD
Rice Crisps	6081609321	\$3.99	GD
=> Gluten Free Item			
SUBTOTAL		\$12.13	
5% GST		\$0.54	
TOTAL		\$12.67	

[REDACTED]

NUMBER OF ITEMS 5

INSERTED

\*\* \$ 12.67

TSI E800

APPROVED

NO SIGNATURE REQUIRED

BY ENTERING A VERIFIED PIN, CARDHOLDER  
AGREES TO PAY ISSUER SUCH TOTAL IN  
ACCORDANCE WITH ISSUER'S AGREEMENT WITH  
CARDHOLDER

05/15/15  
13:04:37

Thank you for shopping  
Come Again Soon

\*\*\*\*\*  
How was your shopping experience?  
Please share your thoughts online.  
[safewaycanada.survey.marketforce.com](http://safewaycanada.survey.marketforce.com)  
\*\*\*\*\*



parkscanada.gc.ca  
parcsCanada.gc.ca

Banff East Gate  
12149 1807 RT  
Alberta  
#10040

**Expires:**  
**2015/05/15**  
**at 4pm**

### Sales Receipt

Transaction #: 1230402  
Date: 5/13/2015 3:41:01 PM

Item	Description	Amt/Mnt
20000	NP A Day/PN A par jour 2 @ \$9.80	\$19.60

2015/05/15

Sub Total/Sous-Total: \$18.67  
GST/TPS: \$0.93

**Total \$19.60**

Mastercard Tendered: \$19.60  
Change Due/Argent Remis: \$0.00

Thank-you for visiting  
Merci de votre visite

BANFF EAST GATE  
101 MOUNTAIN AVENUE  
PO BOX 900  
BANFF, AB T1L1K2  
4036782505

AMOUNT

\$19.60

APPROVED

X \_\_\_\_\_  
I AGREE WITH CARD ISSUER'S AGREEMENT  
(MERCHANT AGREEMENT IF CREDIT VOUCHER)  
RETAIN THIS COPY FOR STATEMENT VERIFICATION

THANK YOU  
PLEASE COME AGAIN

MERCHANT COPY

# Order Summary

March 9, 2015

Order #: 404166703

Name	Type	Quantity	Price
Christopher Wright	Luncheon Registration	1	CA\$46.21
[REDACTED]	Luncheon Registration	1	CA\$46.21
[REDACTED]	Luncheon Registration	1	CA\$46.21
<b>GST/HST</b>			<b>CA\$6.42</b>
<b>TOTAL</b>			<b>CA\$145.05</b>

UDI AGM & Luncheon Event  
attended by Chris Wright and 2  
additional District employees.

Charged to: Visa - [REDACTED]

This charge will appear on your credit card statement as EB \*AGM March Luncheon

This order is subject to Eventbrite Terms of Service, Privacy Policy, and Cookie Policy

## About this event

Thursday, March 19, 2015 from  
10:30 AM to 1:30 PM

Royal Glenora Club  
11160 River Valley Rd NW  
Edmonton, AB T5K 0H2  
Canada



Add to my calendar:

Google · Outlook · iCal ·  
Yahoo

## Eventbrite for mobile

Easily pull up event details and discover upcoming events

SRS Highlands Pre-meeting attended by Chris Wright,  
Ken Erickson and 9 additional District staff

MOXIE'S GRILL & BAR  
EDMONTON KINGSWAY

0167b Table 81 #Party 5  
2 17:08 04/29/15

LOUNGE POP, diet coke	2.99
SUSHI CONES	13.00
LOUNGE POP, diet coke	2.99
CHK MUSHRM PIZZA	17.75
CHKN KALE/QUINOA	16.50
LOUNGE POP, coke	2.99
LOADED BURGER	16.00
POP, coke	2.99
POP, diet coke	2.99
GLASS WATER	0.00
LOUNGE POP, diet coke	2.99
POTSTICKERS	11.75
STEAK SALAD	18.75
PARM CHKN SAND	15.00
STEAK SALAD	18.75
MONTREAL SAND	15.00
POP, diet coke	2.99
BABY SPNCH W/CHK	16.00
LOUNGE POP REFIL, diet coke refill	0.00
GLASS WATER	0.00
LOUNGE POP REFIL, diet coke refill	0.00

*SRS  
Highlands  
Pre-meeting  
w/public*

Sub Total: 179.43  
GST : 8.97  
04/29 18:01 TOTAL: 188.40

PLEASE PAY SERVER  
G.S.T# 890379050  
Purchase \$50 in Moxie's Gift Cards  
and receive a \$5 gift.

MOXIES #392 - Kingsway  
10628 Kingsway Avenue  
Edmonton, AB T5G 0W8  
780-944-0232

\*\* TRANSACTION RECORD \*\*  
Tran. #: 23605  
User ID: 105

Amount \$188.40  
Tip \$28.26  
=====

TOTAL CAD\$216.66

APPROVED 065042

2015/04/29 18:02:16

TUR:  
TSI:

No signature required

Merchant Copy

THANK YOU  
Come Again

*Attendees:*

*Chris Wright*

*Ken Erickson*