

SHERRY ADAMS
BOARD OF TRUSTEES - WARD I
FOR THE PERIOD: MARCH to MAY 2015

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

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

23-Mar-15	NSBA 2015 Conference	Parking	\$ 9.00	Attachment 1
15-Apr-15	NSBA 2015 Conference Expense Claim	Air Fare	\$ 441.11	Attachment 2
		Car Rental	\$ 137.50	Attachment 2
		Meals	\$ 235.00	Attachment 2

Sub-Total: Business Travel

\$ 822.61

2) CONFERENCES

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

9-Mar-15	High School Culinary Challenge Awards Dinner	Event	\$ 33.88	Attachment 3
27-Apr-15	Mayor's 2015 State of the City Address Luncheon	Event	\$ 76.14	Attachment 4

Sub-Total: Conferences

\$ 110.02

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

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	
16-Apr-15	Breakfast - Trustee Retreat (Janz, Adams, Draper, Chubb, Johner, Ip, Martin, Robertson, Stoddard, Cole, and 2 other Employees)(see M. Janz for receipt)	Meals	\$ 18.00	
16-Apr-15	Lunch - Trustee Retreat (Janz, Adams, Draper, Chubb, Johner, Ip, Martin, Gibson, Robertson, Stoddard, Cole, and 2 other Employees)(see M. Janz for receipt)	Meals	\$ 23.97	
16-Apr-16	Trustee Retreat Dinner (Janz, Adams, Draper, Chubb, Johner, Ip, and Martin)(see M. Janz for receipt)	Meals	\$ 41.15	
17-Apr-15	Breakfast - Trustee Retreat (Janz, Adams, Draper, Chubb, Johner, Ip, Martin, Gibson, Stoddard and 2 other Employees)(see M. Janz for receipt)	Meals	\$ 19.62	

17-Apr-15	Lunch - Trustee Retreat (Janz, Adams, Draper, Chubb, Johner, Ip, Martin, Gibson, Robertson, Stoddard, and 5 other Employees)(see M. Janz for receipt)	Meals	\$	19.08
24-Apr-15	Bi-Weekly Car Allowance	Other Costs	\$	129.39
8-May-15	Bi-Weekly Car Allowance	Other Costs	\$	129.39
22-May-15	Bi-Weekly Car Allowance	Other Costs	\$	129.39

Sub-Total: Working Sessions

\$ 898.16

TOTAL EXPENSES REPORTED FOR THE PERIOD			\$	1,830.79
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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.

270-976



RECEIPT

TRAN	IN TIME	OUT TIME	FEE	CC#
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5947	03/23 10:35	03/23 13:31	\$7.00	6748
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Parking Fee USD \$7.00 = CAD \$9.00

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:	15-Apr-15
Name	ADAMS, Sherry	School/Dept/DU#:	0320 - Board of Trustees
Purpose of Trip/Conference Name	NSBA 2015	Destination:	Nashville TN, USA
Departure and Return Dates:	March 19 - 23, 2015		

Description of Expenses <i>attach receipts</i>	(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		1354.01			1354.01
Accommodation					0.00

Travel Costs					
Airfare			441.11		441.11
Taxi/Shuttle/Car Rental			137.5		137.50
Personal Vehicle @ \$0.505/km	Km				0.00
Parking		9.00			9.00

Meals (Including Tips)					
Per diem without receipts = \$47/day or \$23.50/half day of travel			235.00		235.00
Actual expenses (attached itemized receipts)					0.00

Other - provide details & receipts					
please use page 2 for additional details		86.34			86.34

Total Cost of Trip	1449.35	813.61	2262.96
Cash Advance (If any ref#)			0.00
Personal expense not covered by EPSB**			
Net Amount due to Claimant*		\$ 813.61	\$ 813.61
GST Breakout (Net 4/104) for accounting purposes only			

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 Edmont

SUPPORTING INFORMATION

Registration/Conference Fees
NSBA Conference Registration \$1354.01 - pd w/District VISA

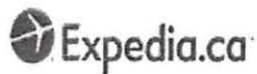
Travel Costs
Trustee Adams stayed with friends - no hotel accommodations required
Trustee Adams is only claiming part of the car rental (5 days required for NSBA), reservation was made through Expedia - all charges were CDN and not on District VISA
Parking Music City Centre - \$9.00 CDN (District VISA)

Meals (including tips)
Claiming per diem - NO GST - American Travel

[illegible]

Mark Adams

From: Expedia Travel Confirmation <Confirmation@ExpediaConfirm.com>
Sent: February 9, 2015 9:56 PM
To: markallenadams@shaw.ca
Subject: Expedia travel confirmation - 18 Mar - (Itin# 796727730360)



Thank you for booking with Expedia!

Please review your trip details below. You can also view your itinerary online for the most up-to-date information.



Access your itinerary anywhere.

GET THE FREE APP



Car rental in Nashville

18 Mar 2015 - 1 Apr 2015 | Itinerary # 796727730360

Thrifty

18 Mar 2015 - 1 Apr 2015, Standard 2 or 4-Door Car

Confirmed
Confirmation # G6RMPL

Your reservation is booked and confirmed. No need to call us to reconfirm this reservation.

Price Summary

Pick up
5:30pm
18 Mar 2015

Drop off
4:00pm
1 Apr 2015

5 X 27.50 per day = 137.50

Total Price \$385.06

Nashville (BNA)
Counter and car in terminal
Open 6:00am - Midnight

Nashville (BNA)
Open 6:00am - Midnight

All prices quoted in CAD. The total price includes all mandatory taxes and fees. Your card will be charged the total price upon booking. May not include mandatory insurance charges that are required for certain international rentals.



Standard 2 or 4-Door Car
Mitsubishi Galant or similar
Includes air conditioning, automatic transmission, 2-wheel drive

Reserved for [REDACTED]

Additional Car Services

Mileage rules: Unlimited mileage

For specific rental questions, contact the car agency at 800-847-4389 (reservation), 877 283-0898 (direct)

Weekly rates often reflect a savings over daily rates;



High School Culinary Challenge Awards Dinner 2015

Monday, March 9, 2015 - 6:00 p.m.

Shaw Conference Centre, Hall D

1 Ticket(s) at \$35.00 per person (Including GST)

 Table(s) of 8 at \$245 per table (Including GST)

Name: Sherry Adams

Company / School (if applicable): Edmonton Public Schools

Email: [REDACTED]

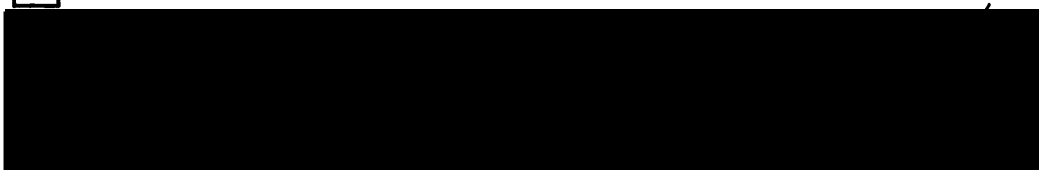
Contact Tel. No.: [REDACTED]

I wish to be seated with:

J. Percy Page School

Method of Payment:

- ☒ VISA
☐ MasterCard
☐ Amex
☐ Cheque (payable to CCF Edmonton)



NOTE: This is a ticketless event with reserved seating. Your receipt and table number will be emailed to you.

For tickets, contact High School Culinary Challenge:

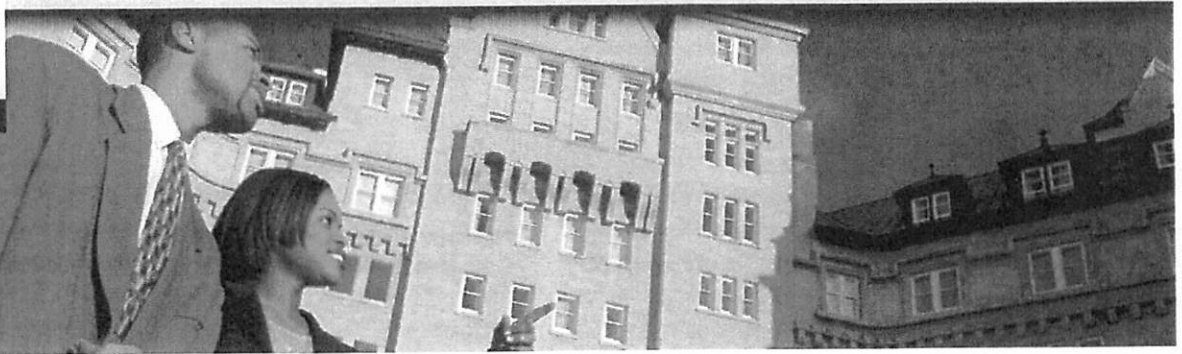
Tel: (780) 475-2433, Fax: (780) 426-1874

Email: admin@edmontonchefs.ca

Mail to: 9797 Jasper Avenue, Edmonton AB T5J 1N9

<http://highschoolculinarychallenge.ca/>




[LOGIN](#)

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EDMONTON CHAMBER OF COMMERCE

Thank you for registering for Mayor's 2015 State of the City Address Luncheon

4/27/2015 11:30 AM - 1:30 PM
 Shaw Conference Centre
 9797 Jasper Avenue
 Edmonton, AB T5J 1N9

Below are the details of your registration.

Sign Up Date: 3/9/2015

Sign Up Information: Sherry Adams
 Trustee, Edmonton Public Schools
 Centre for Education, 2nd Floor One Kingsway Avenue
 Edmonton, AB T5H 4G9

Registration Item	Confirmation #	Quantity	Price
Member Ticket	[REDACTED]	1	\$74.95
Attendees:			
Sherry Adams [REDACTED]			
Sub-Total			\$74.95
Taxes			\$3.75
Total			\$78.70
Amount Paid			\$78.70
Amount Due			\$0.00