

MICHELLE DRAPER
VICE-CHAIR - BOARD OF TRUSTEES - WARD B
FOR THE PERIOD: MARCH to MAY 2015

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>				
23-Mar-15	Air Canada Baggage Fee	Other Incidentals	\$ 26.93	Attachment 1
24-Mar-15	National School Board Association (NSBA) 2015 Conference	Meals	\$ 235.00	Attachment 2
18-Mar-15	Transportation for NSBA 2015 Conference	Taxi	\$ 38.67	Attachment 3
23-Mar-15	Transportation for NSBA 2015 Conference	Taxi	\$ 40.55	Attachment 4
23-Mar-15	4-Nights at Renaissance Hotel for NSBA Conference	Accommodations	\$ 1,350.50	Attachment 5
Sub-Total: Business Travel			\$ 1,691.65	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
9-Mar-15	High School Culinary Challenge Awards Dinner	Event	\$ 33.88	Attachment 6
Sub-Total: Conferences			\$ 33.88	
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>				
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			\$ 2,623.69	

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.



AIR CANADA
AIRPORT FEE RECEIPT
TICKET NO:0142140375073

NAME:DRAPER [REDACTED]
DATE OF ISSUE: 23MAR2015

PNR RECLOC:
ISSUED BY :

COUPON 1 OF 1
NWT8U5
BNALD

	AMOUNT	GST	HST	QST	TOTAL
FIRST BAGGAGE FEE	20.00	01.00	/ 00.00	/ 00.00	21.00

GRAND TOTAL	20.00	01.00	/ 00.00	/ 00.00	21.00
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FORM OF PAYMENT: IN US DOLLARS [REDACTED]

GST/TPS HST/TVH NO. 100092287 RT000 QST/TVQ NO. 1000-043-172 RT000

FEES ARE NON-REFUNDABLE

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:	24-Mar-15
Name	DRAPER, Michelle	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	1214.22			1214.22
Accommodation	1350.50			1350.50

Travel Costs				
Airfare	653.78			653.78
Taxi/Shuttle/Car Rental	79.22		1.2511	79.22
Personal Vehicle @ \$0.505/km Km				0.00
Parking				0.00

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	26.93			26.93

Total Cost of Trip	3324.65	235.00	3559.65
Cash Advance (If any ref#)			0.00
Personal expense not covered by EPSB**			
Net Amount due to Claimant*		\$ 235.00	\$ 235.00
GSI Breakout (Net 4/104) for accounting purposes only			

I certify that the above claim is correct:

Claimant's Signature

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 Paya

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

SUPPORTING INFORMATION

Registration/Conference Fees
All documentation attached
Current charge from hotel has been converted to CDN \$ as per VISA stmts

Travel Costs
Deposit of 1 night hotel accommodations on March VISA
Remaining 3 nights accommodation on April VISA
USD exchange was 1.2511%

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

[illegible]

NSBA
Hotel to
Airport

UNITED TAXI

(615)228-6969



COMPANY

BOTH VANS & SEDANS

AVAILABLE

24 HOUR SERVICE

7 DAYS A WEEK

Tours
Airport Runs
package Delivery
Out of town Runs

Date: Mar 23/98 CASH RECEIPT Amount: 29.90

Cab # 81

Hotel to Airport



1 message

Thu, Mar 26, 2015 at 8:11 AM

Learn more.

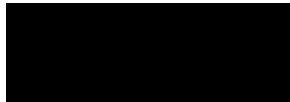


\$29.90

Custom Amount	\$26.00
Subtotal	\$26.00
Tip	\$3.90
Total	\$29.90

3/26/2015

EPS Mail - Fwd: Receipt from Yemane Okubaslassie



3/23/2015, 3:44 PM

 VISA

#21ec

MICHELLE DRAPER

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Travel from airport to hotel -
Nashville (NSBA)

Volunteer Taxi

(615) 955-7777

VOL32

[REDACTED]

R

Trip: 396313-1

2015-03-18

18:09-18:24

Fare: \$25.00

Extras: \$1.00

Subtotal: \$26.00

Tip: \$5.00

Total: \$31.00

VISA [REDACTED]

Order:

Ref: 1291167

Auth: 020684

Merchant Copy.

RENAISSANCE NASHVILLE HOTEL

GUEST FOLIO

2022	DRAPER/MICHELLE	225.00	03/23/15	13:30	
ROOM	Name NAME	Rate	Dep	PART	Time TIME
VK	NATIONAL SCHOOL BOAR		03/18/15	18:25	
TYPE			Arr	ARRIVE	Time TIME
169	1680 DUKE STREET				
ROOM					
CLERK	ALEXANDRIA	VA 22314-3493			
Room	ADDRESS				
Clerk					

ACCT# GROUP

DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
03/09	ADVDP-VS		261.81	Deposit Amount

PAYMENT RECEIVED BY: VISA BK

03/19	ROOM	2022, 1	225.00
03/19	STATE TX	2022, 1	20.81
03/19	OCC TAX	2022, 1	13.50
03/19	CITY TAX	2022, 1	2.50
03/20	ROOM	2022, 1	225.00
03/20	STATE TX	2022, 1	20.81
03/20	OCC TAX	2022, 1	13.50
03/20	CITY TAX	2022, 1	2.50
03/21	ROOM	2022, 1	225.00
03/21	STATE TX	2022, 1	20.81
03/21	OCC TAX	2022, 1	13.50
03/21	CITY TAX	2022, 1	2.50
03/22	ROOM	2022, 1	225.00
03/22	STATE TX	2022, 1	20.81
03/22	OCC TAX	2022, 1	13.50
03/22	CITY TAX	2022, 1	2.50
03/23	CCARD-VS		785.43

PAYMENT RECEIVED BY: VISA BK

.00

AS REQUESTED, A FINAL COPY OF YOUR BILL WILL BE EMAILED TO:
 SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM



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: Michelle Draper (Board Vice Chair)

Company / School (If applicable): Edmonton Public Schools

Email: [REDACTED]

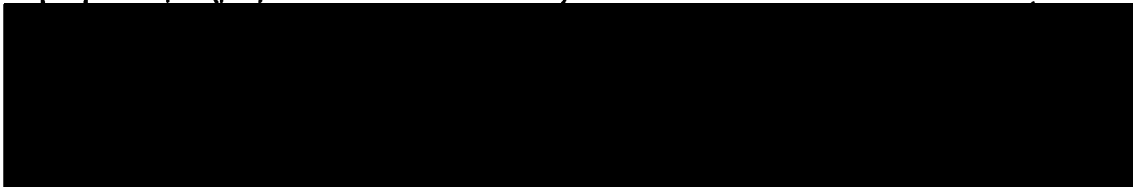
Contact Tel. No.: [REDACTED]

I wish to be seated with:

M.E. LAZERTE 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/>

