

LISA AUSTIN
MANAGING DIRECTOR - COMMUNICATIONS
FOR THE PERIOD: JUNE to AUGUST 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.

29-May-15	Off-Site Meeting Room Deposit (<i>Credit was applied to final invoice for this deposit</i>)(D. Robertson, S. Stoddard, R. MacNeil, K. Muhlethaler, J. Lempogo, A. Anderson, H. Raymond, L. Austin, J. Davies, L. Parker and 2 other EPSB Employees)(see D. Robertson for receipt)	Facility Rental	\$	34.13	
11-Aug-15	Expense Claim - Conference in Victoria, BC (Jul. 5 - 9, 2015)	Meals	\$	183.63	Attachment 1
18-Aug-15	Off-Site Meeting - 1 Night Stay at Village Creek Country Inn (Aug. 19 - 20, 2015)	Accommodations	\$	129.71	Attachment 2
19-Aug-15	Off-Site Meeting - Lunch (D. Robertson, S. Stoddard, R. MacNeil, K. Muhlethaler, J. Lempogo, A. Anderson, H. Raymond, L. Austin, J. Davies, L. Parker and 2 other EPSB Employees)(see S. Stoddard for receipt)	Meals	\$	20.07	
19-Aug-15	Off-Site Meeting - Dinner (D. Robertson, S. Stoddard, R. MacNeil, K. Muhlethaler, J. Lempogo, A. Anderson, H. Raymond, L. Austin, J. Davies, L. Parker and 2 other EPSB Employees)(see S. Stoddard for receipt)	Meals	\$	23.27	
20-Aug-15	Off-Site Meeting at Village Creek Country Inn (D. Robertson, S. Stoddard, R. MacNeil, K. Muhlethaler, J. Lempogo, A. Anderson, H. Raymond, L. Austin, J. Davies, L. Parker and 2 other EPSB Employees)(see D. Robertson for receipt)	Facility Rental	\$	67.87	
25-Aug-15	Expense Claim - Off-Site Meeting (Aug. 19 - 20, 2015) - Personal Vehicle KM	Transportation	\$	96.96	Attachment 3
25-Aug-15	Expense Claim - Off-Site Meeting (Aug. 19 - 20, 2015) - Snacks for all Participants	Other Costs	\$	218.97	Attachment 4

Sub-Total: Business Travel

\$ 774.60

2) CONFERENCES

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

30-Jun-15	Coaching SuperVision Forum 2015: Igniting the Conversation (<i>Refund regarding course cancellation. Originally paid in April 2015</i>)	Registration Fees	\$	(245.00)	Attachment 5
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Sub-Total: Conferences

\$ (245.00)

3) HOSPITALITY (Hosting)

cost of food, beverage, transportation and other amenities on behalf of the guests of EPSB

25-Jun-15	Lunch meeting re: District Foundation Board of Governors	Hosting	\$	40.49	Attachment 6
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12-Aug-15	Lunch meeting re: New Schools Contract	Hosting	\$	37.92	Attachment 7
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Sub-Total: Hospitality

\$	78.41
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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

21-Aug-15	Coffee for Team leader Meeting with Archives & Museum (L. Austin and 7 EPSB Staff)	Other Incidentals	\$	3.02	Attachment 8
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26-Aug-15	Team leader Meeting with Archives & Museum (L. Austin and 7 EPSB Staff)	Meals	\$	21.13	Attachment 9
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Sub-Total: Working Sessions

\$	24.15
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TOTAL EXPENSES REPORTED FOR THE PERIOD	\$	632.16
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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.

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: 11-Aug-15

Name Lisa Austin

School/Dept/DU#: Communications

Purpose of Trip/Conference Name

Prof. Dev./ Coach House Team Coaching

Destination: Victoria, B.C.

Departure and Return Dates:

July 5 - July 9, 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

1569.75

1569.75

0.00

Travel Costs

Airfare

0.00

Taxi/Shuttle/Car Rental

0.00

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

188.00

188.00

Actual expenses (attached itemized receipts)

0.00

Other - provide details & receipts

please use page 2 for additional details

0.00

Total Cost of Trip

1569.75

188.00

1757.75

Cash Advance (If any ref#)

0.00

Personal expense not covered by EPSB**

Net Amount due to Claimant*

\$

188.00

\$

188.00

GST Breakout (Net 4/104)

7.23

I certify that the above claim is correct:

Original signed by Lisa Austin

Original signed by Diane Bolan

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 Payal

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

SUPPORTING INFORMATION

Registration/Conference Fees

Conference fees were paid on [REDACTED] EPSB visa card

Travel Costs

No travel costs. Was given ride a to and from the airport. Paid own airfare, was in Victoria on personal business prior to conference.

Meals (including tips)

2 travel days - \$23.50 per day = \$47.00

3 days conference - \$47 per day = 141.00

Total meal per diem \$188.00

Other [REDACTED] details & receipts

Registration/Conference fees incurred in May; see the
Mar- May 2015 quarterly report for invoice.

15 Village Drive, RR2
Westerose, AB T0C 2V0
Ph1(877)688-0006 Fax1(780)586-3520
info@villagecreekcountryinn.com

TAX ID: 850794207

Lisa Austin

Room	Folio	CheckIn	CheckOut	Balance
	99842	18/08/2015	20/08/2015	-129.71
Master Folio				

Direct Bill: EDMONTON PUBLIC SCHOOLS

Date	Room	Description / Voucher	Charges	Credits	Balance
18/08/2015	113	Room Taxable	119.00	0.00	119.00
18/08/2015	113	GST - 5%	5.95	0.00	124.95
18/08/2015	113	Tourism Levy - 4%	4.76	0.00	129.71
18/08/2015	113	Visa - Thank You Lisa	0.00	129.71	0.00
18/08/2015	113	Visa - Lisa For Edmonton Public	0.00	129.71	-129.71

VILLAGE CREEK COUNTRY INN
15 VILLAGE DR
WESTEROSE, AB

Term ID: 28446145

Purchase

VISA

Entry Method: C

Total: \$ 129.71

2015/08/18

19:42:29

Seq #:

Appr Code

Resp Code: 01/027

VISA CREDIT

APPROVED
Thank You

Customer Copy

- IMPORTANT -
retain this copy for your records

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: Lisa Austin Date: 25-Aug-15
 School/Department/DU# Communications
 Purpose of Trip / Name of Conference District Support Team Retreat
 Departure and Return Dates: August 19 and August 20 Destination: Pigeon Lake, Alberta

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
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Registration/Conference Fees	0.00		0.00
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Travel Costs

Accommodations			
\$ 129.71 # of Nights 1	129.71		129.71
Flight			0.00
Taxi/Shuttle			0.00
Car Rental			0.00
Parking			0.00
Personal Vehicle 192 Km @ \$0.505/km		96.96	96.96

Meals (including tips)

Per diem without receipts = \$47/day or \$23.50/half day of travel or			0.00
Actual Expense (attach itemized receipts)			0

Other - provide details & receipts

snacks purchased from Costco for retreat		218.97	218.97
			0.00
			0.00

TOTAL COST OF TRIP	129.71	315.93	445.64
CASH ADVANCE (IF ANY REF #)			
NET AMOUNT DUE TO CLAIMANT			\$315.93
GST Breakout (NET X 4/104)			12.15

I certify that the above claim is correct:

Original signed by Lisa Austin

Original signed by Darrel Robertson

Claimant's Signature

Designated Signing Authority

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



Date:



DO NOT RETURN ~~xxx~~ *xx*

WAREHOUSE #156

13650 50th Street
Edmonton, Alberta
T5A-4Y3

MEMBER [REDACTED] 3T

X → 475970 COSTCO TOTE 8.99 G

1 **Begin Bottom of Basket

500666	KSUTR40/500*	4.49
	DEPOSIT	4.00
	ENVIRO FEE N	.80
232952	CZERO 32/355	11.89 G
	DEPOSIT	3.20
85	DCOKE 32/355	11.89 G
	DEPOSIT	3.20
163401	SPARK ICE	18.49 G
	DEPOSIT	2.40
	ENVIRO FEE W	.48 G

1 *Bottom of Basket Item Count = 4

360964	PICK'N PACK	7.49 G
458287	CHICAGO MIX	7.89 G
324547	ANGIES POPCN	6.49 G
324547	ANGIES POPCN	6.49 G

VOID

324547	ANGIES POPCN	6.49-G
100778	MUNCHIES MIX	6.99 G
49118	GALA APPLES	9.99
358574	TREATS FAVS	16.99 G
324446	BROOKSIDE VP	12.79 G
234745	WR TRAIL MIX	11.99 G
731448	KS JELLY BEL	11.99 G
177662	KS NUTS/MAC	20.99 G
246451	DENTYNE 24CT	12.99 G
891394	AUSSIE BITES	11.99
270418	LACEY COOKIE	11.99

SUBTOTAL	220.40
**** GST 5%	8.42

VF	TOTAL	228.82
	Interac	228.82

*****8356

ACCT: [REDACTED] C
 REFERENCE: [REDACTED]
 AUTH#: [REDACTED] 08/18/15 16:40:51
 Invoice: [REDACTED]

COSTCO # 156
 13650 50th Street
 Edmonton, Alberta T5A-4Y3

PURCHASE - INTERAC

00 APPROVED - THANK YOU 001
 AMOUNT: \$228.82

*** CARDHOLDER COPY ***

CHANGE	.00
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TOTAL NUMBER OF ITEMS SOLD = 18
 CASHIER: CODY L. REG# 4
 2015/08/18 16:40 0156 04 0275 234

NET/NET #121476329

snacks purchased for
DST / communications
meetings off site.

District Support Team retreat
Aug. 19/20, 2015.

Darrel Robertson

Lisa Austin

Kathy Muhlthaler

Lorne Parker

Kent Pharis

Mike Suderman

Jim Davis

Ron MacNeil

Heather Raymond

Jonah Kempago

\$211.00
 7.97 gst
 218.97

Communications Meeting
August 21, 2015

Lisa Austin

Eight people in attendance

Teamleader Meeting



Hello Lisa Austin,

The following refund has been processed through Eventbrite:

REFUND

Event Name: Coaching SuperVision Forum 2015:
Igniting the Conversation
Organizer: Vancouver Island Coaches Association
Order Number: 417469469
Refund Amount: \$245.00

Please allow up to four business days for the refund to appear in your account. If you have any questions about the refund or the event, please contact the event host: Vancouver Island Coaches Association

Thank you for using Eventbrite!

Cheers,

A stylized, handwritten-style signature of the word "Eventbrite" in a dark grey color.

The Eventbrite Team

THE MONGOLIE GRILL DOW
10104-109 ST T5J1M7
EDMONTON AB
22805754
GH2280575404

**** PURCHASE ****

06-25-2015 12:43:06

Name: LISA AUSTIN
A0000000031010 VISA CREDIT

Trace # 12590
Inv. # 12788
Auth # 069268 RRN 001613007

Purchase \$37.17
Tip \$4.46
Total \$41.63

Retain this copy for your
records
Customer copy

The Mongolie Grill Downtown
10104 109 ST NW
Edmonton, AB T5J 1M7
780-420-0037
878763614RT0001

Store # 1 Week No. 25 Period # 6
06/25/15 12:42 pm

Emp: [REDACTED]
Table# 3 Order# 3

1	Day Stir-Fry	\$15.95
1	Day Stir-Fry	\$15.95
1	DIET PEPSI	\$3.50
	Sub Total	\$35.40
	Tax	\$1.77

Total \$37.17

www.themongoliegrill.com
CREATE YOUR OWN UNIQUE STIR FRY
FRESH, FAST, AND AFFORDABLE

6435-540

meet re District Foundation Board of Governors

to Lisa Austin.

Meeting with Lisa Austin and 1 external guest

MOXIE'S GRILL & BAR
EDMONTON KINGSWAY

0035a Table 45 #Party 2
111-MATTHE SvrCk: 6 11:52 08/12/15

MARGHERITA PIZZA 13.50
CHKN RIGATONI 18.75

Sub Total: 32.25

GST : 1.61

08/12 12:39 TOTAL: 33.86

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. #: 26616

User ID: 111

USA CREDIT Purchase

Amount \$33.86

Tip \$5.08

=====

TOTAL CAD\$38.94

APPROVED 015396
00-001 015396
392MXS17/392MXC17
187001001002
2015/08/12 12:40:53

TUR: 0080008000
TSI: F800

No signature required

Customer Copy

THANK YOU
Come Again

lunch meeting with

Lisa Austi

to discuss New Schools contract

lunch meeting with External client

Starbucks Coffee Canada #4618
11625 Kingsway Avenue
Edmonton, AB T5G 3E8

Aug 21 2015 08:27 am Trans# [REDACTED]

TRANSACTION RECORD

Card Number : [REDACTED]
Card Type : VISA
Card Entry : CHIP
Trans Type : PURCHASE
Amount : \$24.15

Auth # : [REDACTED]
Sequence # : [REDACTED]
Term ID : 001
Date : 15/08/21
Time : 08:27:06

APPROVED

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

Application Label: VISA CREDIT
AID: [REDACTED]
TVR: [REDACTED]
TC : [REDACTED]
TSI: [REDACTED]

*** CUSTOMER COPY ***

coffee for eight staff including Lisa Austin
Teamleader Meeting Archives & Museum

Elm Café
10556 - 115 Street NW
Edmonton AB T5H 3K6



café • catering • consulting
great food for great people

Edmonton Public Schools
[REDACTED]
Edmonton Public Schools Museum and Archives
10425 - 99 Ave.
Edmonton AB T5K 0Z4

Invoice # 3492.1
Invoice Date August 26, 2015
Amount Due \$0.00 CAD

Item	Description	Unit Cost	Quantity	Line Total
date & time	Friday-21-August-2015; 11:45AM	0.00	1	0.00
sandwich, assorted	include vegetarian	8.00	8	64.00
salad, side	vegetarian & gluten free; prairie quinoa	4.00	8	32.00
cookies	assorted	2.00	8	16.00
beverages, sparkling & water	assorted san pellegrino italian soda, sparkling water, earth water	2.00	8	16.00
service ware	plate, cutlery, napkin	1.00	8	8.00
delivery	Anthony At Your Service	25.00	1	25.00

Subtotal 161.00
GST (829654698RT0001) 8.05
5%
Total 169.05
Amount Paid -169.05
Amount Due \$0.00 CAD

Terms

Please send payment by cheque or via Paypal within 30 days of receiving your order. Late payments are subject to a 1.5% per month (18% per annum).

Notes

CREATED BY: KF
ONSITE CONTACT: [REDACTED]
LOCATION: Edmonton Public Schools Museum and Archives
10425 - 99 Ave.
OF GUESTS: 8
DIETARIES/ALLERGIES: 1 vegetarian
DELIVERY NOTES: deliver 11:45am

Lunch for 8 staff including Lisa Austin

Teamleader Meeting Archives & Museum