

HEATHER RAYMOND
MANAGING DIRECTOR - INCLUSIVE LEARNING
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	
19-Aug-15	Off-Site Meeting - 1 Night Stay at Village Creek Country Inn (Aug. 19 - 20, 2015)	Accommodations	\$ 129.71	Attachment 1
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 - Lunch	Meals	\$ 25.06	Attachment 2
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	

Sub-Total: Business Travel

\$ 300.10

2) CONFERENCES

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

Nothing to report this period \$ -

Sub-Total: Conferences

\$ -

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

1-Jun-15	Supervisors Meeting (H. Raymond and 11 EPSB Employees)	Meals	\$ 14.68	Attachment 3
1-Jun-15	Supervisors Meeting (H. Raymond and 11 EPSB Employees)	Other Incidentals	\$ 2.63	Attachment 4

5-Jun-15	Bi-Weekly Car Allowance	Other Costs	\$	194.12	
8-Jun-15	Educational Assistants End of Year Celebration (<i>H. Raymond and approx. 150 EPSB Employees</i>)	Meals	\$	23.40	Attachment 5
19-Jun-15	Bi-Weekly Car Allowance	Other Costs	\$	194.12	
3-Jul-15	Bi-Weekly Car Allowance	Other Costs	\$	194.12	
17-Jul-15	Bi-Weekly Car Allowance	Other Costs	\$	194.12	
31-Jul-15	Bi-Weekly Car Allowance	Other Costs	\$	194.12	
14-Aug-15	Bi-Weekly Car Allowance	Other Costs	\$	194.12	
25-Aug-15	Team Day Supervisor Meeting (<i>H. Raymond and 11 EPSB Employees</i>)	Meals	\$	23.09	Attachment 6
28-Aug-15	Bi-Weekly Car Allowance	Other Costs	\$	194.12	
Sub-Total: Working Sessions			\$	1,422.64	

TOTAL EXPENSES REPORTED FOR THE PERIOD	\$	1,722.74
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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.

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

TAX ID: 850794207

Heather Raymond

Room	Folio	CheckIn	CheckOut	Balance
219	99863	19/08/2015	20/08/2015	-129.71
Master Folio				

Direct Bill: EDMONTON PUBLIC SCHOOLS

Date	Room	Description / Voucher	Charges	Credits	Balance
19/08/2015	219	Visa	0.00	129.71	-129.71

VILLAGE CREEK COUNTRY INN
15 VILLAGE DR
WESTROSE, AB

Term ID: 28446145

Purchase

VISA

Entry Method: C

Total: \$ 129.71

2015/08/19

17:14:22

Seq #: 001-317017-0

Appr Code: 026949

Resp Code: 01/027

VISA CREDIT

A0000000031010

56 A6 ED 10 58 D8 20 5E

00 00 00 00 00

F8 00

40 2B 70 60 50 77 BA 40

APPROVED
Thank You

Customer Copy

- IMPORTANT -
retain this copy for your records

VISA RECEIPTS

(Use this form to mount receipts – SINGLE SIDED ONLY)

- Cardholders are reminded that **BOTH** cash register and Visa receipts are required
- Please mount receipts onto this form and submit to Accounts Receivable person
- **YOU** are responsible for your own receipts and will be required to obtain (at your cost) copies of any receipts you have misplace. The office must be notified immediately if this should occur

Name (Printed) Heather Raymond Signature [Signature]

Purpose LUNCH RETREAT - DST

ECO CAFE
10 VILLAGE DR
WESTEROSE AB

CARD TYPE VISA
DATE 2015/08/20
TIME 8154 14:26:42
CLERK ID [REDACTED]
RECEIPT NUMBER
C84060901-001-001-580-0

PURCHASE
AMOUNT \$21.79
TIP \$3.27
TOTAL

\$25.06

VISA CREDIT
A0000000031010
66BC071B86277F2E
0080008000-E800
07736EBBFA2FA84A
0080008000-F800

APPROVED

AUTH# 092968 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

ECOfcafe
Regional/Seasonal
Cuisine
Pigeon Lake, AB

GST #R890543549

Check: 1966
Table: P1-2
20-08-2015 10:29AM
Guests: 1

1	Puerto Aventuras	16.00
	Organic Greens	2.00
1	POP	2.75

Subtotal 20.75
G.S.T. 1.04

Total Due \$21.79

PLEASE PAY SERVER
Thank You

Join the ECO News Train

e-mail- _

*Heather's
Meal.*

Upper Crust Cafe & Caterers

10909-86 Ave
Edmonton T6G 0W8

INVOICE

Invoice No.: 113767
Date: 01 Jun, 2015
Ship Date:
Page: 1
Re: Order No.

Sold to:

Edmonton Public Schools

Ship to:

Edmonton Public Schools
Mackay ave School
10425 99 ave
Darci 780 429 8554


Business No.: 10546 1701

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
05	Each	12	Boardroom Lunch -Sandwiches,* 3 gluten free, fruit & salad	G	11.00	132.00
91	Each	12	Paper Goods - \$0.50pp	G	0.50	6.00
50	Each	12	Beverages-Juice&Water - \$1.65 pp	G	1.65	19.80
			Freight	G		10.00
			G - GST 5%			
			GST			8.39
<div>Attended : Heather Raymond</div> <div>10 Supervisors</div> <div>1 prog coordinator.</div>						
<div>Supervisors Mfg</div> <div>6435 312 000 308</div> <div>U# 1928004 June 1/15 De</div>						
Shipped By: Tracking Number:					Total Amount	176.19
Comment: Deliver for 1200						
Sold By:						

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Name (Printed) Heather Raymond Signature 

Purpose Supervisor Retreat

Starbucks Coffee Canada #4672
10504 99 Avenue
Edmonton, AB T5K 1B2

CHK 723712
06/01/2015 07:50 AM
2098772 Drawer: 1 Reg: 1

Coffee Traveler	15.00
Coffee Traveler	15.00
Visa	31.50

Subtotal	\$30.00
GST 5%	\$1.50
Total	\$31.50

Change Due **\$0.00**

----- Check Closed -----
06/01/2015 07:50 AM


GST: 86585 3535

New members get a FREE DRINK!
Join our loyalty program
Sign up for email rewards
Visit Starbucks.ca/rewards
Or download our app
At Participating Stores

Starbucks Coffee Canada #4672
10504 99 Avenue
Edmonton, AB T5K 1B2

Jun 01 2015 07:50 am Trans# 723712

TRANSACTION RECORD

Card Number	
Card Type	: VISA
Card Entry	: CHIP
Trans Type	: PURCHASE
Amount	: \$31.50

Auth #	: 011140
Sequence #	: 000008
Term ID	: 001
Date	: 15/06/01
Time	: 07:50:13

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: A0000000031010
TVR: 0080008000
TC : 8CCD7A5A0E93D9D0
TSI: F800

*** CUSTOMER COPY ***

Supervisors Meeting
Heather + 11 EPSB Employees



The Alberta Teachers' Association

11010 142 Street NW Edmonton AB T5N 2R1
780-447-9400 ext 664 or 1-800-232-7208 ext 664

G.S.T.# R106694425 RT

Bill To:

Edmonton School District No 7
Inclusive Learning
Centre for Education
1 Kingsway Avenue NW
Edmonton AB T5H 4G9

Invoice	INV000016582
Date	2015-06-08
Page	1

Work Description

Purchase Order No.	Customer ID	Payment Terms
	E0086000	NET 30

Description	Quantity	Unit Price	Ext. Price
Att'n: [REDACTED]	0	\$0.00	\$0.00
Room Rental 2015 06 04 EA Celebration	1	\$300.00	\$300.00
Console	1	\$150.00	\$150.00
Catering Vegetable tray, hummus & pita, cajun shrimp skewers, chicken satay, beverages	145	\$20.00	\$2,900.00
Catering: assorted cookies, squares	60	\$1.75	\$105.00
<i>EA End of year Approx 150 District Staff in attendance Heather Raymond, Teachers & Educational Assistants</i>			

Subtotal	\$3,455.00
Tax	\$172.75
Total	\$3,627.75

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Name (Printed) Heather Raymond Signature HR

Purpose TEAM DAY SUPERVISOR MEETING

SORRENTINO'S
LITTLE ITALY
G.S.T.# R136462256

TBL 10/1 CHK 1149 GST 12
AUG25'15 11:26AM

4 POP	15.00
1 COFFEE	3.50
3 1/2 BEET	21.00
3 1/2 MISTA	18.00
4 1/2 CESARE	28.00
1 MINISTRONE	6.00
1 1/2 SORR.SALAD	7.00
1 PM/BASILICO	10.00
GLUTEN FREE PAS	3.00
1 1/2 STEPHANSON	11.00
2 PM/CONTADINA	20.00
2 PM/TOSCANA	20.00
1 PM/PAPPARDELLE	10.00
1 1/2 BEET	7.00
AS MAIN COURSE	
1 PM/PRIMAVERA	10.00
1 PM/CONTADINA	10.00
GLUTEN FREE PAS	3.00
1 ARRABBIATE	16.00
NO CHEESE	
1 1/2 CAP FAVOLOSI	11.00
SUBTOTAL	229.50
G.S.T	11.48
TOTAL DUE	240.98

APRIL IS GARLIC FESTIVAL
SEPT IS MUSHROOM FEST
JOIN THE SORRENTINO FAMILY
VISIT CAFFESORRENTINO.COM
THANK YOU
PLEASE PAY SERVER

SORRENTINO'S ON 95TH
10844-95 STREET

EDMONTON, AB T5H 2E4
TEL (780) 425-0960

TERM ID: D0464271
EMPLOYEE ID: [REDACTED]
CLERK NAME: [REDACTED]

BATCH#: 184
SHIFT#: 002

Sale

INV#: 0000000001
VISA

Chip

SEQ#: 184001001001

Application Label: VISA CREDIT

AID: A00000000031010

TVR: 00 80 00 80 00

TSI: 00 00

Amount: \$ 240.98
Tip: \$ 36.15

Total: CAD\$ 277.13

APPROVED 070589
001/00

25-Aug -15

12:39:03

CUSTOMER COPY
THANK YOU

HEATHER

9 Supervisors
2 Admin Staff