

### DARREL ROBERTSON SUPERINTENDENT OF SCHOOLS FOR THE PERIOD: JUNE to AUGUST 2015

DATE (1)	DESCRIPTION OF EVENT	EXPENSE TYPE	NET AM	10UNT (2) (3) (4)	ATTACHMENT
) DIICINE	S TRAVEL				
•	tside the District and associated costs including transportati	ion. accommodation	s. meals. inc	identals, parkin	a. etc.
area and a same			.,,	, p	,,
29-May-15	Off-Site Meeting Room Deposit (Credit was applied to final invoice for this deposit) (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)	Facility Rental	\$	34.13	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		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)	Facility Rental	\$	67.87	Attachment 3
20-Aug-15	Off-Site Meeting - Lunch	Meals	\$	24.79	Attachment 4
25-Aug-15	Expense Claim - Off-Site Meeting (Aug. 19 - 20, 2015) - Personal Vehicle KM	Transportation	\$	96.86	Attachment 5
	Sub-Total: Business Travel		\$	396.69	
2) CONFER	<b>ENCES</b> nding conferences, seminars or events including registration	foos transportation	accommod	lations moals o	to.
osis oj ulie	numy conjerences, seminars or events including registration	jees, transportation	i, accommod	iations, meais, et	.c.
?7-Jul-15	Education Research Development & Innovation (will be reimbursed by ERDI)	Airfare	\$	974.53	Attachment 6
	Sub-Total: Conferences		\$	974.53	I
) HOSPITA	ALITY (Hosting)				
	beverage, transportation and other amenities on behalf of th	he guests of EPSB			
21-May-15	Breakfast Meeting (D. Robertson & 1 Guest)	Hosting	\$	28.29	Attachment 7
25-Jun-15	Breakfast Meeting (D. Robertson & 1 Guest)	Hosting	\$		Attachment 8
	Sub-Total: Hospitality		\$	60.30	
1) WORKIN	IG SESSIONS				
•	nd SESSIONS s, facility rental, travel in Edmonton, parking, or car allowan	ce and other incider	ntals. while i	n the course of c	onductina distri

Other Costs

384.62

5-Jun-15 Bi-Weekly Car Allowance

16-Jun-15	Retired Principals Luncheon (D. Robertson, K. Muhlethaler, D. Bolan, R. MacNeil & 6 EPSB Employees)	Meals	\$ 19.17 Att	achment 9
19-Jun-15	Bi-Weekly Car Allowance	Other Costs	\$ 384.62	
22-Jun-15	Exempt Liaison Year End Meeting (A. Anderson, D. Robertson, and 10 EPSB Employees) (see A. Anderson for receipt)	Meals	\$ 20.56	
26-Jun-15	Bargaining Exchange Luncheon CUPE 3550 (A. Anderson, D. Robertson, S. Adams, and 7 EPSB Employees) (see A. Anderson for receipt)	Meals	\$ 20.15	
3-Jul-15	Bi-Weekly Car Allowance	Other Costs	\$ 384.62	
17-Jul-15	Bi-Weekly Car Allowance	Other Costs	\$ 384.62	
31-Jul-15	Bi-Weekly Car Allowance	Other Costs	\$ 384.62	
14-Aug-15	Bi-Weekly Car Allowance	Other Costs	\$ 384.62	
28-Aug-15	Bi-Weekly Car Allowance	Other Costs	\$ 384.62	
	Sub-Total: Working Sessions		\$ 2,752.22	

### TOTAL EXPENSES REPORTED FOR THE PERIOD \$ 4,183.74

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

<sup>(4)</sup> 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.

Conf# Audit Date: 05/29/2015 Printed: Guest Name Public Schools, Edmonton 05/29/2015 08:46 AM 05/29/2015 Audit Date Act Description Visa Village Creek Country Inn **Advance Deposit Detail Youcher** Deposit - Darrel Robertson Debit 0.00 **Credit** 409.50 MadeBy Room Е Page 1 of 1 Checkin

\*\* Totals:

0.00

409.50

Off Site Meeting for
Darrel Robertson
Sandra Stoddard
Mike Suderman
Kent Pharis
Kathy Muhlethaler
Ron MacNeil
Jonah Lempogo
Angela Anderson
Heather Raymond
Lisa Austin
Jim Davies
Lorne Parker

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

**Darrel Robertson** 

TAX ID: 850794207

Room	Folio	Checkin	CheckOut	Balance
		19/08/2015	20/08/2015	-129.71
Mast	er Folio			

Direct Bill: EDMONTON PUBLIC SCHOOLS



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

Attn:

Edmonton Pubic Schools Centre For Education One Kingsway Edmonton AB T5H 4G9

### **Invoice Memo**

Page 1 of 1

Invoice Date:

08/25/2015

CheckIn:

08/20/2015

CheckOut:

Reference:

**Edmonton Public Schools** 

Invoice:

TAX ID:



## **Invoice Summary**

Open Invoice Amount:	814.44
Total Payments:	0.00
Total Adjustments:	0.00
Finance Charges:	0.00
Total Invoices:	814.44

Off Site Meeting August 19 & 20, 2015

In attendance

Darrel Robertson

Sandra Stoddard

Ron MacNeil

Kathy Muhlethaler

Mike Suderman

Jonah Lempogo

Angela Anderson

Heather Raymond

Lisa Austin

Jim Davies

Lorne Parker

one EPSB employee

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

### **Edmonton Public Schools**



Folio ID	Folio	Checkin	CheckOut	Balance
SCHOOL		08/20/2015		814.44
Maste	r Folio	:	<del></del>	

Date	Room	Description / Voucher	Charges	Credits	Balance
08/19/2015	FSAM	Deposit Transfer - Conf: 82801 to Folio: 99844	0.00	409,50	-409.50
08/19/2015	FSAM	Meeting Room - Rental - Fireside	195,00	0.00	-214.50
08/19/2015	FSAM	GST - 5%	9.75	0.00	-204.75
08/19/2015	FSAM	Meeting Room - Audio Visual - Flip Chart	20.00	0.00	-184,75
08/19/2015	FSAM	GST - 5%	1.00	0.00	-183.75
08/19/2015	FSAM	Meeting Room - Catering - Breakfast	204.00	0.00	20.25
08/19/2015	FSAM	GST - 5%	10.20	0.00	30.45
08/19/2015	FSAM	Meeting Room - Catering - Fruit Tray	48.00	0.00	78.45
08/19/2015	FSAM	GST - 5%	2.40	0.00	80.85
08/19/2015	FSAM	Meeting Room - Refreshment - Coffee & Tea(1carafe)	20.00	0.00	100.85
08/19/2015	FSAM	GST - 5%	1.00	0.00	101.85
08/19/2015	FSAM	Meeting Room - Refreshment - Bev Serv&Cookies	84.00	0.00	185.85
08/19/2015	FSAM	GST - 5%	4.20	0.00	190.05
08/20/2015	FSAM	Meeting Room - Rental - Fireside	195.00	0.00	385.05
08/20/2015	FSAM	GST - 5%	9.75	0.00	394.80
08/20/2015	FSAM	Meeting Room - Audio Visual - Flip Chart	20.00	0.00	414.80
08/20/2015	FSAM	GST - 5%	1.00	0.00	415.80
08/20/2015	FSAM	Meeting Room - Catering - Breakfast	204.00	0.00	619.80
08/20/2015	FSAM	GST - 5%	10.20	0.00	630.00
08/20/2015	FSAM	Meeting Room - Catering - Fruit Tray	48.00	0.00	678.00
08/20/2015	FSAM	GST - 5%	2.40	0.00	680.40
08/20/2015	FSAM	Meeting Room - Refreshment - Coffe/Tea Service	20.00	0.00	700.40
08/20/2015	FSAM	GST - 5%	1.00	0.00	701.40
08/20/2015	FSAM	Meal Gratuity - Thank You	113.04	0.00	814.44

ECO CAFE

10 VILLAGE DR
WESTEROSE AB

CARD TYPE

2015/08/20

DATE TIME

6134 14:28:57

CLERK ID

4:28

RECEIPT NUMBER

PURCHASE

AMOUNT TIP

TOTAL

\$21.79 \$3.00

. . .

\$24.79

VISA CREDIT



## **APPROVED**

AUTH#

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORP

ECOcafe Regional/Seasonal Cuisine Pigeon Lake, AB

GST

Check: Guests: 1 Table: 20-08-2015 10:29AM Puerto Aventuras 16.00 LATTE 4.75 Visa 21.79 Subtota1 20.75 G.S.T. 1.04 Payment 21.79 Change Due \$0.00 ----- Check Closed -----20-08-2015 10:31:59AM PLEASE PAY SERVER Thank You Join the ECO News Train

D. Robertson lunch - off site meeting August 20, 2015

e-mail- \_\_\_\_

# EDMONTON PUBLIC SCHOOLS

## **Travel Expense Claim**

An expense claim must be completed upon return for both business and professional development as per Administrative Regulation <a href="CWA.AR">CWA.AR</a>

Details of Trip				Date:		25-Aug-15
Name Darrel Robertson		School/Dept/DU#:				
Purpose of Trip/Conference Name		District Support Tea	am off site meeting	Destination	n: Pigeon Lal	(e
Departure and Return Dates:		Depart Aug. 19, 20	15 Return Aug. 20, 2015			
Description of Expenses  attach receipts)  (F	Please	Amount Paid by EPSB Invoice/Visa Including GST	Amount by Claimant for out of pocket expenditures Including GST	Exchange Rate	Total Cost	t
Registration/Conference Fees Accommodation						0.00 0.00
Travel Costs Airfare Taxi/Shuttle/Car Rental Personal Vehicle @						0.00
\$0.505/km Parking	191.8		96.86		-	96.86 0.00
Meals (Including Tips) Per diem without receipts = \$47/day or \$23.50/half day of travel Actual expenses (attached itemized receip	ts)	24.79				0.00 24.79
Other - provide details & receipts please use page 2 for additional details		539.21				539.21
Total Cost of Trip  Cash Advance (If any ref#  Personal expense not covered by EPSB	**	564.00	96.86			<b>660.86</b>
Net Amount due to Claimant*  GST Breakout (Net 4/104)			\$ 96.86		\$	96.86
I certify that the above claim is correct:  Claimant's Signature			Supervisor's Siç	gnature		

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.

<sup>\*</sup>If claiming out of pocket expenses please batch and forward to Accounts Payar

<sup>\*\*</sup> If monies are owed to the district please attach a cheque made out to Edmont

### **SUPPORTING INFORMATION**

Registration/Conference Fees
Travel Costs
Meals (including tips)
Breakfast (including tips) were included. Sandra Stoddard paid for lunch and dinner
including tips.
Other - provide details & receipts
Darrel Robertson paid deposit for meeting room with corporate visa.
Second invoice from Village Creek Inn paid with batch #
Darrel Robertson paid for his accomodation with corporate visa.

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming



### **Booking Information**

AIR CANADA

**Booking Reference:** 

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact: Mr Darrel Robertson **Customer Care** 

Air Canada 1-888-247-2262

Flight Arrivals and **Departures** 1-888-422-7533

### Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
	Edmonton, Edmonton Int'l (YEG)	Toronto, Pearson Int'l (YYZ)	0	7hr17		Flex, G	l
	Toronto, Pearson Int'i (YYZ)	Quebec (YOB)	0			Flex, G	
	Ouebec (YOR)	Toronto, Pearson Int'l (YYZ)	0	8hr03		Flex, W	
	Toronto, Pearson Int'! (YYZ)	Edinonton, Edmonton Int'l (YEG)	0			Flex, W	F

Education Research Development & Innovation will be reimbursing EPSB for Mr. Robertson's airfare.

Mr. Roberstson has reimbursed EPSB for \$1,078.36

F: Food for purchase on board All Air Canada Café purchases made on board Air Canada and Air Canada rouge flights, as well as on Air Canada Express flights operated by Jazz, are payable only with Visa, MasterCard and American Express credit

Operated by:

1 Air Canada Express - Jazz

### Passenger Information

1: Mr Darrel Robertson : Adult (16+), Ticket Number: Frequent Flyer Prog: None Meal Preference: None Payment Card: Seat Selection: 2; Adult (16+), Ticket Number: Frequent Flyer Prog: None Meal Preference: None Payment Card: Special Needs: Seat Selection:

Congratulations on your selection of a Preferred seat. Please read the Terms and conditions.

### Purchase Summary

Promotion Code: Fare Summary Passenger Type Adult Air Transportation Charges Departing Flight - Flex - discount applied 345.60 Return Flight - Flex - discount applied 389.70 Surcharges 76,00



#### Payment Information

Credit/Debit Card Amount paid: \$2156.72 The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: \$941.86 (Air Transp. Charges per ticket)
- Air Canada: \$136.50 (Advance Seat Selection for passenger 1) Air Canada: \$136.50 (Advance Seat Selection for passenger 2)

Ticket number(s)

#### Fare Rules

Departing Flight Edmonton (YEG) To Quebec (YQB) - Flex

Return Flight Quebec (YQB) To Edmonton (YEG) - Flex

#### Changes:

- Prior to day of departure Change fee per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
- Same-day confirmed changes at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- o Same-day standby is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
- Flights can only be used in sequence from the place of departure specified on the itinerary.

#### Cancellations:

- Tickets are non-refundable and non-transferable.
- Cancellations can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Customers who no~show their flight will forfeit the fare paid.
- Complimentary advance standard seat selection on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Up to 24 hours after the purchase of a **new ticket**, Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 100% Aeropian Miles (Altitude Qualifying Miles)
- Read complete fare rules applicable to this fare.

#### Baggage Allowance and Fees

#### Carry-on Baggage

On your Air Canada, Air Canada Express, or Air Canada rouge-operated flight, you are entitled to 1 standard item (max. size:  $23 \times 40 \times 55$  cm [9 x 15,5 x 21,5 in]) and 1 personal item (max. size:  $16 \times 33 \times 43$  cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details.

#### Checked Baggage

Please see below for details on the bags you plan to check in at the baggage counter.

Departing Flight: Edmonton (YEG) To Quebec (YQB) - Flex Return Flight: Quebec (YQB) To Edmonton (YEG) - Flex

Regular Baggage Allowance

1st bag: 2nd bag: \$25.00 CAD Complimentary + taxes\* per direction

Max. weight per bag: 23 kg (50 lb)

Max. linear dimensions per bag: 158 cm (62 in)

\* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government,

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Customers may be reassessed checked baggage fees when itineraries include an enroute stopover in

Note: If you exceed your baggage allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

### Important Information

Please review this itinerary/receipt and, should you have any questions, please call 1-888-247-2262

#### Before You Go: A 'To-Do' List

All passengers are advised to view the Travel documentation page for important information on identification required for travel.

Check-in and boarding times

#### Links

Manage my booking online: Flight Departure & Arrivals: General conditions of carriage: Information and Services

http://www.aircanada.com/mybookings http://www.aircanada.com/flightstatus http://www.aircanada.com/conditionsofcarriage http://www.aircanada.com/travelinfo

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Centre for Education One Kingsway Edmonton, Alberta T5H 4G9 (780)-429-8152



20 August, 2015				
Received from:	Darrel Robertson		CAN	\$1,078.36
Cheque #				
For: D Robertsto	on-ReimburseAirFare			
01-006403-000-0310	0-0505-0014 Profession	al Development Travel		1,078.36
Reference numb	oer 11319	With thanks		

**Authorized signature** 



\*PLEASE\*
PAY SERVER

See You Tomorrow :)
Thank-you For Your Visit



Breakfast Meeting
Superintendent Darrel
Robertson and one external
person



Breakfast
Superintendent
D. Robertson and
one external person

### SOPRENTINO'S LITTLE ITALY G.S.T.#

8 ED

#### JUN16'15 11:469M 18.00 4 CAFFE LATTE 11.25 3 POP 1 PRIZIDATELLONI 10.00 1 SORR SALAD 10.00 EX CHM. B5T.302 4.00 17.00 1 LASAGNA 1 BEET 10.00 1 PM/CGEFONARA 10.00 1 CANNELLOWI 17.00 REI 1 MEDITERRANIE 16.00 1 STEPHANSON 16.00 U 1/2 TORTELLONI 11,00 1 PM/FRIMAVERA 10.00 2 CAPPUCCINO 8.50 SUBTOTAL 168.75 0.5.7 8.44 177.19 TOTAL DUE

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

#### SORRENTINO'S ON 95TH 10844-95 STREET

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



Principal Retirement Luncheon June 16, 2015 Present: Darrel Robertson Kathy Muhlethaler Diana Bolan Ron MacNeil & 6 EPSB employees