

HEATHER RAYMOND
MANAGING DIRECTOR - INCLUSIVE LEARNING
FOR THE PERIOD: SEPTEMBER to NOVEMBER 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>				
	Nothing to report this period		\$ -	
	Sub-Total: Business Travel		\$ -	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
	Nothing to report this period		\$ -	
	Sub-Total: Conferences		\$ -	
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</i>				
11-Sep-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.12	
25-Sep-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.12	
9-Oct-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.12	
23-Oct-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.12	
6-Nov-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.12	
20-Nov-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.12	
	Sub-Total: Working Sessions		\$ 1,164.72	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,164.72	

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.