

HEATHER RAYMOND
MANAGING DIRECTOR - INCLUSIVE LEARNING
FOR THE PERIOD: DECEMBER 2015 to FEBRUARY 2016

| DATE ⁽¹⁾ | DESCRIPTION OF EVENT | EXPENSE TYPE | NET AMOUNT ⁽²⁾⁽³⁾⁽⁴⁾ | ATTACHMENTS |
|---------------------|----------------------|--------------|---------------------------------|-------------|
|---------------------|----------------------|--------------|---------------------------------|-------------|

1) BUSINESS TRAVEL

meetings outside the District and associated costs including transportation, accommodations, meals, incidentals, parking, etc.

| | | | | |
|-----------------------------------|--|-----------|----------|--|
| Nothing to report this period | | \$ | - | |
| Sub-Total: Business Travel | | \$ | - | |

2) CONFERENCES

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

| | | | | | |
|-------------------------------|--|-------------------|-----------|-----------------|------------------------------|
| 5-Oct-15 | CASS Conference Fees | Registration Fees | \$ | 525.00 | Attachment 1 |
| 3-Nov-15 | CASS Conference - Nov. 3 - 6, 2015 - Sheraton Cavalier | Accommodations | \$ | 554.35 | Attachment 2 |
| 3-Nov-15 | CASS Conference Dinner | Meals | \$ | 21.87 | Attachment 3 |
| 4-Nov-15 | CASS Conference Dinner | Meals | \$ | 26.41 | Attachment 4 |
| 5-Nov-15 | CASS Conference Dinner | Meals | \$ | 26.97 | Attachment 5 |
| 6-Nov-15 | CASS Conference - Edmonton - Calgary - Edmonton | Transportation | \$ | 295.06 | Attachment 6 |
| | Mileage | | | | |
| Sub-Total: Conferences | | | \$ | 1,449.65 | |

3) HOSPITALITY (Hosting)

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

| | | | | | |
|-------------------------------|--|---------|-----------|--------------|------------------------------|
| 26-Jan-16 | Meeting for Inclusive Learning Parent & Community Advisory (H. Raymond and 3 Guests) | Hosting | \$ | 64.68 | Attachment 7 |
| Sub-Total: Hospitality | | | \$ | 64.68 | |

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

| | | | | | |
|------------------------------------|--|-------------|-----------|-----------------|------------------------------|
| 20-Oct-15 | Planning - Inclusive Education Parent & Community Advisory Committee (H. Raymond and 2 EPSB Employees) | Meals | \$ | 15.87 | Attachment 8 |
| 4-Dec-15 | Bi-Weekly Car Allowance | Other Costs | \$ | 388.24 | |
| 18-Dec-15 | Bi-Weekly Car Allowance | Other Costs | \$ | 388.24 | |
| 31-Dec-15 | Bi-Weekly Car Allowance | Other Costs | \$ | 388.24 | |
| 15-Jan-16 | Bi-Weekly Car Allowance | Other Costs | \$ | 388.24 | |
| 29-Jan-16 | Bi-Weekly Car Allowance | Other Costs | \$ | 388.24 | |
| 12-Feb-16 | Bi-Weekly Car Allowance | Other Costs | \$ | 388.24 | |
| 26-Feb-16 | Bi-Weekly Car Allowance | Other Costs | \$ | 388.24 | |
| Sub-Total: Working Sessions | | | \$ | 2,733.55 | |

| | | |
|---|-----------|-----------------|
| TOTAL EXPENSES REPORTED FOR THE PERIOD | \$ | 4,247.89 |
|---|-----------|-----------------|

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.



Southern Alberta Professional Development Consortium

#B313, 1701 5th Ave S
Lethbridge, T1J 0W4
AB, Canada
403-381-5580

RECEIPT

Date of transaction : 5 October 2015, 11:53 am
Confirmation # : 1004724

Participant Details

First Name : Heather
Last Name : Raymond
Cell Phone : [REDACTED]
Email Address : heather.raymond@epsb.ca
Jurisdiction Type : Public
Jurisdiction/Organization : Edmonton School District No. 7
School/Office : Inclusive Learning
School/Office City : Edmonton
School/Office Address : One Kingsway
School/Office Phone : 780-429-8625
Comments : N/A

Payment Details

Amount : \$525.00
Payment Method : Credit Card
Credit Card Number : [REDACTED]
Link to Refund / Cancellation Policy | <http://sapdc.ca/index.php/en/sapdc-refund-policy>

Registration Details

Title of Learning Opportunity : CASS Fall Preconference & Conference
Course Code : SA5CF2
Location : Sheraton Cavalier Calgary Hotel
Address : 2620 32nd Avenue NE, Calgary, Alberta, T1Y 6B8 , Canada

Preconference & Conference

| Session (Date / Time) | Session Location | Session Room # |
|---|---|----------------|
| Preconference & Conference 2015-11-04 08:00 - 13:00 | Sheraton Cavalier Calgary Hotel 2620 32nd Avenue NE, Calgary, Alberta, T1Y 6B8 , Canada | |

GST Options

| Session (Date / Time) | Session Location | Session Room # |
|--|--|----------------|
| non-First Nation Delegates, add 5% GST 2015-11-04 | Sheraton Cavalier Calgary Hotel 2620 32nd Avenue NE, Calgary, | |

Sheraton Cavalier Hotel Calgary
 2620 32 Avenue N.E.
 Calgary, AB T1Y 6B8
 Canada
 Tel: 403-291-0107 Fax: 403-291-2834



Heather Raymond

Page Number : 1
 Guest Number : 1278977
 Folio ID : A
 Arrive Date : 03-NOV-15 17:12
 Depart Date : 06-NOV-15 09:23
 No. Of Guest : 1
 Room Number : 316
 Club Account : SPG - Axxxxxxx6617

Tax Invoice

Tax ID : GST- r100846435

Sheraton Cavalier 06-NOV-15 09:30 ALI

| Date | Reference | Description | Charges (CAD) | Credits (CAD) |
|-----------|-----------|------------------|---------------|---------------|
| 03-NOV-15 | RT316 | Room Charge (CG) | 169.00 | |
| 03-NOV-15 | RT316 | Alberta TL Tax | 6.76 | |
| 03-NOV-15 | RT316 | DMF | 5.53 | |
| 03-NOV-15 | RT316 | GST | 8.45 | |
| 04-NOV-15 | RT316 | Room Charge (CG) | 169.00 | |
| 04-NOV-15 | RT316 | Alberta TL Tax | 6.76 | |
| 04-NOV-15 | RT316 | DMF | 5.53 | |
| 04-NOV-15 | RT316 | GST | 8.45 | |
| 05-NOV-15 | RT316 | Room Charge (CG) | 169.00 | |
| 05-NOV-15 | RT316 | Alberta TL Tax | 6.76 | |
| 05-NOV-15 | RT316 | DMF | 5.53 | |
| 05-NOV-15 | RT316 | GST | 8.45 | |
| 06-NOV-15 | VI | Visa | | -569.22 |

For Authorization Purpose Only



| Date | Code | Authorized |
|-----------|--------|------------|
| 03-NOV-15 | 060984 | 659.1 |

| | | |
|-------------|--------|---------|
| ** Total | 569.22 | -569.22 |
| *** Balance | 0.00 | |

Continued on the next page

Sheraton Cavalier Hotel Calgary
2620 32 Avenue N.E.
Calgary, AB T1Y 6B8
Canada
Tel: 403-291-0107 Fax: 403-291-2834



Heather Raymond

Page Number : 2
Guest Number : 1278977
Folio ID : A
Arrive Date : 03-NOV-15 17:12
Depart Date : 06-NOV-15 09:23
No. Of Guest : 1
Room Number : 316
Club Account : SPG - Axxxxxxx6617

Amount (CAD)

25.35
0.00
0.00
0.00
25.35

Stay Connected with the Link@Sheraton experienced with Microsoft. Join us at the Link, our lobby connectivity hub where guests meet, connect and relax. Whether you're surfing the Web, watching a game with friends, borrowing a newspaper or printing a boarding pass, out of town doesn't mean out of town. Learn more at www.sheraton.com/link

As a Starwood Preferred Guest you have earned at least 1014 Starpoints for [REDACTED]

Tell us about your stay. www.sheraton.com/reviews

EXPENSE SUMMARY REPORT

Currency: CAD

| Date | Room Chrg | Food & Bev | Telephone | GST | Other | Total | Payment |
|------------|-----------|------------|-----------|------|-------|--------|---------|
| 11-03-2015 | 169.00 | 0.00 | 0.00 | 8.45 | 12.29 | 189.74 | 0.00 |
| 11-04-2015 | 169.00 | 0.00 | 0.00 | 8.45 | 12.29 | 189.74 | 0.00 |

Continued on the next page

Sheraton Cavalier Hotel Calgary
2620 32 Avenue N.E.
Calgary, AB T1Y 6B8
Canada
Tel: 403-291-0107 Fax: 403-291-2834



Heather Raymond

Page Number : 3
Guest Number : 1278977
Folio ID : A
Arrive Date : 03-NOV-15 17:12
Depart Date : 06-NOV-15 09:23
No. Of Guest : 1
Room Number : 316
Club Account : SPG - Axxxxxxx6617

| Date | Room Chrg | Food & Bev | Telephone | GST | Other | Total | Payment |
|------------|-----------|------------|-----------|-------|-------|--------|---------|
| 11-05-2015 | 169.00 | 0.00 | 0.00 | 8.45 | 12.29 | 189.74 | 0.00 |
| 11-06-2015 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -569.22 |
| | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| Total | 507.00 | 0.00 | 0.00 | 25.35 | 36.87 | 569.22 | -569.22 |

EARLS #24 - Barlow Trail
3030 23rd Street NE
Calgary AB T2E 8R7
403-291-6700

** TRANSACTION RECORD **

Tran. #: 3914
RUC: Lounge
Table #: 113
Check #: 7717
Group #: 1
Employee #: 29
Employee Name: ALYSSA

AID: A00000000031010

Amount \$19.69
Tip \$2.82

TOTAL CAD\$22.51

APPROVED 031917
00-001 031917
EA24WS05/EA24WC05
192001001020
2015/11/03 19:41:08

TUR: 0080006000
TSI: F800

No signature required

Customer Copy

THANK YOU
Come Again

EARLS RESTAURANTS

earls
GREAT FOOD GREAT PEOPLE

29 ALYSSA

Tbl 113/1 Chk 7717 Gst 1
03Nov'15 06:35PM

1 FISH TACO SAND 17.00
w/field greens 1.75

Subtotal 18.75
GST Tax 0.94
07:33PM Total 19.69

Please send your feedback to
General Manager Chelsea Wood at
cwood@earls.ca

GST#139964886

JOEY #20207 BARLOW TRAIL
3026 23rd Street NE
Calgary, AB
T2E 8R7
403-219-8465

** TRANSACTION RECORD **

Trans. #: 14699
RUC: DINING
Table #: 163
Check #: 285
Group #: 1
Employee #: 1
Employee Name: Shelley

USA [REDACTED]

Amount \$23.63
Tip \$3.55

TOTAL CAD\$27.18

APPROVED 090429
00-001 090429
JY07W56/JY07WC56
192001001015
2015/11/04 18:46:38
TUR: 0080008000
TSI: F800

No signature required

Customer Copy

THANK YOU
Come Again

JOEY
BARLOW
3026 23rd St NE
Calgary, AB
403.219.8465

45 Shelley

Tbl 163/1 Chk 285 Gst 1
Nov04'15 06:06PM

1 BAJA FISH TACOS 14.75
1 STRT HOUSE 7.75

SUBTL 22.50
TAX GST 5% 1.13
06:44PM TOTAL 23.63

DID WE

GET IT RIGHT?

TELL US HOW WE DID.

JOEYRESTAURANTS.COM

WE'RE NOW OPEN 11AM-2AM
7 DAYS A WEEK!
GST# R893415992

Welcome to Black Pig Bistro!
Fun, Friendly, Delicious

Tbl:31

Ref:22986
Chk:24816

James

11/5/2015 5:29 pm

Beef Burger

22.00

SubTotal

22.00

GST

1.10

Total

23.10

Total Due

23.10

Give us your feedback for a chance to
win a Black Pig Bistro Gift
Certificate!

Review our new Brunch menu @
www.reviewbbbrunch.com

Review our new Dinner menu
[@www.reviewbbdinner.com](http://www.reviewbbdinner.com)

Black Pig Bistro
825 1st Ave NE
Calgary AB T2E 0C2
(403) 460-0350
G.S.T. # 831603774

BLACK PIG BISTRO
825 1 AVE NE
CALGARY AB

CARD

CARD TYPE

UISA

DATE

2015/11/05

TIME

5351 18:26:14

RECEIPT NUMBER

CB2023937-001-001-480-0

PURCHASE

AMOUNT

\$23.10

TIP

\$4.62

TOTAL

\$27.72

UISA CREDIT

A0000000031010

E00AEDB944D25080

0080008000-EB00

A07064D54E6C63C5

0080008000-FB00

APPROVED

AUTH# 084388

01-027

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

**Summary of Travel Expenses**

An expense claim must be completed upon return for both business and professional development
as per Administrative Regulation [CWA.AR](#)

| | | |
|-----------------------------------|----------------------|-------------------------|
| Details of Trip | | Date: November 12, 2015 |
| Name | Heather Raymond | 4021 |
| Purpose of Trip/Conference Name : | CASS Conference | Destination: Calgary |
| Departure and Return Date | Nov 3 to Nov 6, 2015 | |

| Description of Expenses | Amount Paid by EPSB (in CDN funds) Invoice/Visa Including GST | Amount by Claimant for out of pocket expenditures (in CDN funds) Including GST | Total Cost (in CDN Funds) |
|------------------------------|---|--|------------------------------|
| Registration/Conference Fees | 525.00 | | 525.00 |
| Accommodation | 569.22 | | 569.22 |

| | | | |
|----------------------------------|-----|----------|------|
| Travel Costs | | | |
| Airfare | | | 0.00 |
| Taxi/Shuttle/Car Rental | | | 0.00 |
| Personal Vehicle @ \$0.505/km | 600 | \$303.00 | |
| Parking | | | |

| | | | |
|---|-------|--|-------|
| Meals (Including Tips) | | | |
| Per diem without receipts = \$47/day (breakfast \$10; lunch \$13.50; dinner \$23.50) | | | 0.00 |
| Actual expenses (attached itemized receipts) | 77.41 | | 77.41 |

| | | | |
|--|--|--|------|
| Other - provide details & receipts <i>please use page 2 for additional details</i> | | | 0.00 |
|--|--|--|------|

| | | | |
|----------------------------------|---------|--------|----------------|
| Total Cost of Trip | 1171.63 | 303.00 | 1474.63 |
| Cash Advance (If any ref# _____) | | | 0.00 |

Copy of "Out of Province" Approval MUST also accompany this Summary of Travel Expenses

Sapporo Sushi
10923 - 101 Street
Ph# 780-758-8819
sapporosushi.net
GST# 823764121RT

Table #13

Trans#: 86562 Serv: KAREN
1/26/2016 5:37 PM # Cust:4

| Quan | Descript | Cost |
|------|----------------------|---------|
| 4 | Japanese Tea | \$4.00 |
| 1 | Cucumber Roll | \$4.00 |
| 3 | Hibachi Shrimp | \$34.50 |
| 1 | Bento A1 Calit/chick | \$12.50 |

Net Total: \$55.00
GST \$2.75

TOTAL: \$57.75

Amount Due: \$57.75

Food: \$51.00
Beverage: \$4.00

**Thank You!!
Domo Arigato!!**

SAPPORO SUSHI LTD
10923 101 ST T5H2S7
EDMONTON AB
22710657
GH2271065701

**** **PURCHASE** ****

01-26-2016 18:05:36
Acct # [REDACTED] C
Exp Date [REDACTED] Card Type VI
Name: RAYMOND/HEATHER
A0000000031010 VISA CREDIT

Trace # 18583
Inv. # 18898
Auth # 060268 RRN 001472015

| | |
|--------------|----------------|
| Purchase | \$57.75 |
| Tip | \$8.66 |
| Total | \$66.41 |

(00) APPROVED-THANK YOU

Retain this copy for your
records
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DINNER FOR PLANNING - INCLUSIVE Education PARENT AND community Advisory committee

Sapporo Sushi
10923 - 101 Street
Ph# 780-758-8819
sapporosushi.net
GST# 823764121RT

Table #12

Trans#: 83226 Serv: Ariel
10/20/2015 5:25 PM # Cust:3

| Quan | Descript | Cost |
|------------|------------------|---------|
| 3 | Japanese Tea | \$3.00 |
| 1 | Cucumber Roll | \$4.00 |
| 2 | Hibachi Shrimp | \$23.00 |
| 1 | Chicken Teriyaki | \$10.50 |
| Net Total: | | \$40.50 |
| GST | | \$2.03 |

TOTAL: \$42.53

Amount Due: \$42.53

Food: \$37.50

Beverage: \$3.00

Thank You!!
Domo Arigato!!

SAPPORO SUSHI LTD
10923 101 ST T5H2S7
EDMONTON AB
22710657
GH2271065701

**** PURCHASE ****
10-20-2015 17:53:20
Acct # [REDACTED] C
[REDACTED] Card type VI
Name: RAYMOND/HEATHER
A0000000031010 VISA CREDIT

Trace # 16005
Inv. # 16277
Auth # 095540 RRN 001445013

| | |
|----------|---------|
| Purchase | \$42.53 |
| Tip | \$6.37 |
| Total | \$48.90 |

(00) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy