



# EDMONTON PUBLIC SCHOOLS

**KATHY MUHLETHALER**  
**ASSISTANT SUPERINTENDENT - SCHOOLS**  
**FOR THE PERIOD: DECEMBER 2015 to FEBRUARY 2016**

DATE <sup>(1)</sup>	DESCRIPTION OF EVENT	EXPENSE TYPE	NET AMOUNT <sup>(2) (3) (4)</sup>	ATTACHMENTS
<b>1) BUSINESS TRAVEL</b>				
<i>meetings outside the District and associated costs including transportation, accommodations, meals, incidentals, parking, etc.</i>				
	Nothing to report this period		\$ -	
	<b>Sub-Total: Business Travel</b>		<b>\$ -</b>	
<b>2) CONFERENCES</b>				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
8-Feb-16	CASS Annual Conference Fees	Registration	\$ 420.00	<a href="#">Attachment 1</a>
4-Feb-16	High School Culinary Challenge Dinner (A. Anderson, K. Muhlethaler, K. Pharis, M. Suderman & 3 guests)(see D. Robertson for receipt)	Registration	\$ 30.63	
	<b>Sub-Total: Conferences</b>		<b>\$ 420.00</b>	
<b>3) HOSPITALITY (Hosting)</b>				
<i>cost of food, beverage, transportation and other amenities on behalf of the guests of EPSB</i>				
	Nothing to report this period		\$ -	
	<b>Sub-Total: Hospitality</b>		<b>\$ -</b>	
<b>4) WORKING SESSIONS</b>				
<i>cost of meals, facility rental, travel in Edmonton, parking, or car allowance and other incidentals, while in the course of conducting district business</i>				
4-Dec-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
18-Dec-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
31-Dec-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
15-Jan-16	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
29-Jan-16	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
12-Feb-16	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
26-Feb-16	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
	<b>Sub-Total: Working Sessions</b>		<b>\$ 1,358.77</b>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>			<b>\$ 1,778.77</b>	

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.



Kathy Muhlethaler, Assistant Superintendent <kathy.muhlethaler@epsb.ca>

## 2016 CASS/Alberta Education Annual Learning Conference: Pathways for Learning and Leading Registration

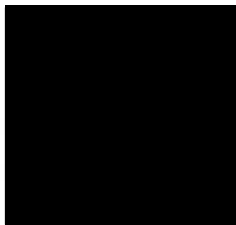
1 message

**NRLC Administrator** <register@nrlc.net>  
Reply-To: NRLC Administrator <register@nrlc.net>  
To: kathy.muhlethaler@epsb.ca

Mon, Feb 8, 2016 at 11:07 AM

Kathy, you have successfully registered for 2016 CASS/Alberta Education Annual Learning Conference: Pathways for Learning and Leading on [REDACTED]

**Location:**



### Payment Details:

The cost of this professional learning opportunity is \$420.00 CAD.  
You have paid \$420.00 CAD for this learning opportunity.  
Your outstanding balance for this session is \$0.00 CAD.

Our system indicates you are currently Paid.

### Cancellations and Refunds:

Subject to the following administrative and/or expenses charges:

Less than 14 Days: 15%  
Less than 7 Days: 50%  
No Notification: No Refund.

If you have any questions or need to adjust your registration, please contact the NRLC office at [nrlc@nrlc.net](mailto:nrlc@nrlc.net) or 780-882-7988.

Non-attendance or no-show will result in applicable registration fees being processed.

If you cannot give this notice, you are encouraged to send someone in your place. This alternate person will need to provide registration information at the session. Non-attendance because of an emergency reason will be taken into consideration based on individual contact with NRLC/CASS.

Cancellation notices should be sent to [register@nrlc.net](mailto:register@nrlc.net).

Sincerely,

Northwest Regional Learning Consortium (on behalf of CASS)