

**SHERRY ADAMS**  
**BOARD OF TRUSTEES - WARD I**  
**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>				
23-Oct-15	Global Leadership Summit - Calgary - Oct. 21 - 23, 2015 - Corporate Suites of Calgary	Accommodations and Fees	\$ 866.04	<a href="#">Attachment 1</a>
23-Oct-15	Global Leadership Summit - Calgary - Oct. 21 - 23, 2015 - Return Trip - Edmonton-Calgary-Edmonton	Transportation	\$ 302.94	<a href="#">Attachment 2</a>
23-Oct-15	Global Leadership Summit - Calgary - Oct. 21 - 23, 2015 - Per Diems	Meals	\$ 124.17	<a href="#">Attachment 2</a>
	<b>Sub-Total: Conferences</b>		<b>\$ 1,293.15</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	\$ 129.39	
18-Dec-15	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
31-Dec-15	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
15-Jan-16	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
29-Jan-16	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
12-Feb-16	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
26-Feb-16	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
	<b>Sub-Total: Working Sessions</b>		<b>\$ 905.73</b>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>			<b>\$ 2,198.88</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

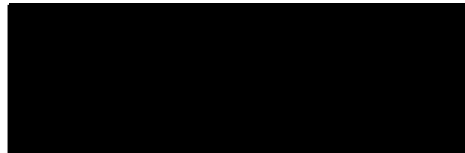
(4) The net amount is the amount expensed to an EPSB Official. Net Amount does not reflect a portion of the receipt that is attributed to another EPSB official's expense report.



Corporate Suites of Calgary Ltd.  
Mailing Address:  
1211 14 Street SW, Unit #205  
Calgary, AB, Canada T3C 1C4

## Check-out receipt

Name: [REDACTED] Adams  
Check-in: Wednesday Oct 21, 2015  
Check-out: Sunday Oct 25, 2015  
Confirmation #: 9983747  
Invoice number: 658  
GST: 835727868



Date	Description of services	Cost(CAD)
2015/10/21	Unit 407: Uptown 1B07 - 1 Bedroom - Rack Rate	157.00
2015/10/21	Parking - Yes/Night	7.50
2015/10/22	Unit 407: Uptown 1B07 - 1 Bedroom - Rack Rate	157.00
2015/10/22	Parking - Yes/Night	7.50
2015/10/23	Unit 407: Uptown 1B07 - 1 Bedroom - Rack Rate	157.00
2015/10/23	Parking - Yes/Night	7.50
2015/10/24	Unit 407: Uptown 1B07 - 1 Bedroom - Rack Rate	157.00
2015/10/24	Parking - Yes/Night	7.50
Sub-total		658.00
GST		32.92
ATL		25.12
Total		716.04
		684.52
		31.52
		-179.30
		179.30
Amount owing (CAD)		0.00

Conference Fees  
- paid on personal  
card and  
reimbursed

Vehicle make \_\_\_\_\_ Vehicle licence \_\_\_\_\_

Please make check payable to: Corporate Suites of Calgary Ltd.

Customer signature: \_\_\_\_\_

## Summary of Travel Expenses

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

<b>Details of Trip</b>	Date: February 2, 2016
Name Sherry Adams	School/Dept/CC#: Board of Trustees
Purpose of Trip/Conference Name: Global Leadership Summit	Destination: Calgary
Departure and Return Dates: Oct 21 - 23, 2015	

Description of Expenses	Amount Paid by EPSB (in CDN funds) Invoice/Visa <i>Including GST</i>	Amount by Claimant for out of pocket expenditures (in CDN funds) <i>Including GST</i>	Total Cost (in CDN Funds)
Registration/Conference Fees		179	179.00
Accommodation	684.52		684.52

<b>Travel Costs</b>			
Airfare			0.00
Taxi/Shuttle/Car Rental			0.00
Personal Vehicle @ \$0.505/km	616 km	311.08	311.08
Parking			0.00

<b>Meals (Including Tips)</b>			
Per diem without receipts = \$47/day (breakfast \$10; lunch \$13.50; dinner \$23.50)		127.50	127.50
Actual expenses (attached itemized receipts)			0.00

<b>Other - provide details &amp; receipts</b>			
please use page 2 for additional details			0.00

<b>Total Cost of Trip</b>	684.52	617.58	<b>1302.10</b>
Cash Advance (If any ref# )			0.00

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

## SUPPORTING INFORMATION

## Registration/Conference Fees

## Travel Costs

**Meals (including tips)**

### Dinner on Wednesday, October 21

**Full day meals on October 22 & 23**

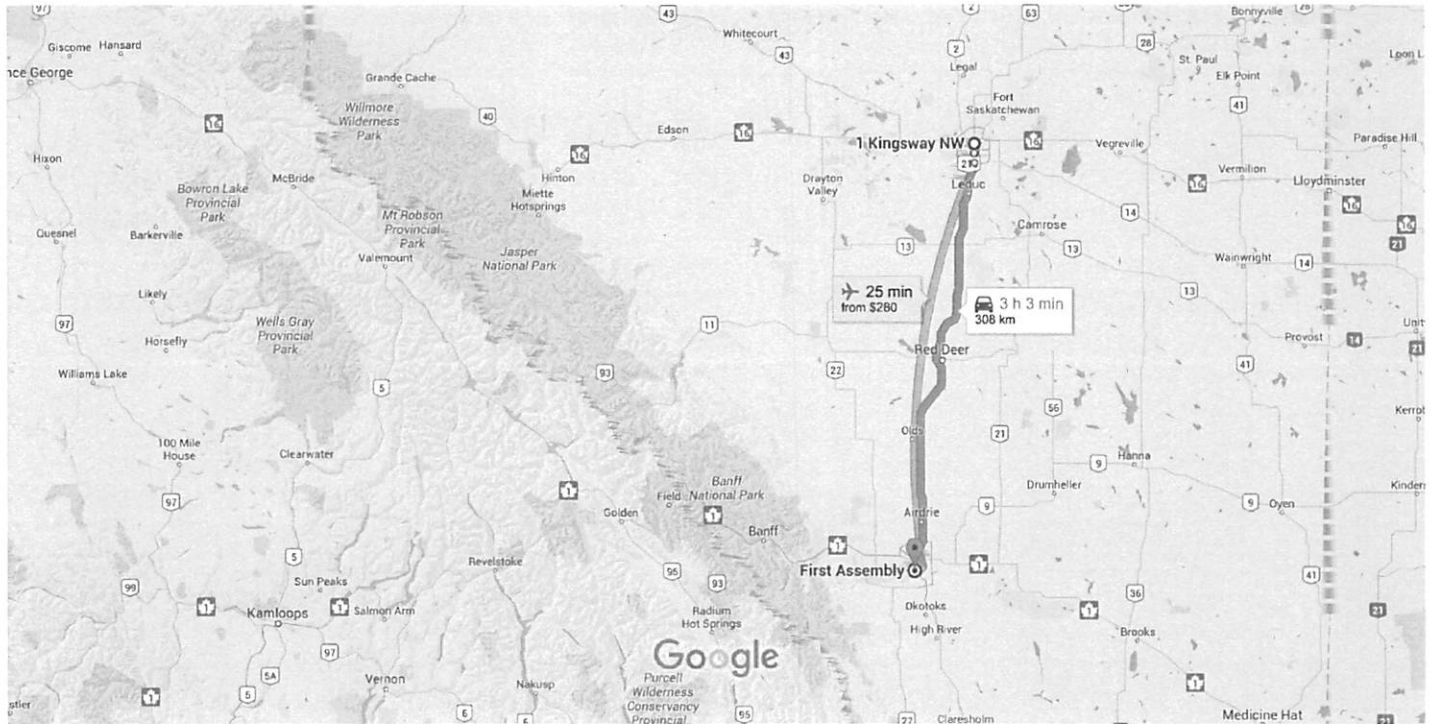
## Breakfast October 24

**Other - provide details & receipts**

Google Maps

1 Kingsway NW, Edmonton, AB to First Assembly

Drive 308 km, 3 h 3 min



Map data ©2015 Google 50 km



via AB-2 S

2 h 53 min without traffic

3 h 3 min

308 km



Edmonton, Canada—Calgary, Canada

25 min

from CA\$280