

HEATHER RAYMOND
MANAGING DIRECTOR - INCLUSIVE LEARNING
FOR THE PERIOD: MARCH 2016 to MAY 2016

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>				
19-Apr-16	Inclusive Education Parent and Advisory Committee Dinner Meeting (<i>H. Raymond and 11 EPSB Employees/Guests</i>)	Hosting	\$ 350.25	Attachment 1
	Sub-Total: Hospitality		\$ 350.25	
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-Mar-16	Bi-Weekly Car Allowance	Other Costs	\$ 388.24	
25-Mar-16	Bi-Weekly Car Allowance	Other Costs	\$ 388.24	
8-Apr-16	Bi-Weekly Car Allowance	Other Costs	\$ 388.24	
22-Apr-16	Bi-Weekly Car Allowance	Other Costs	\$ 388.24	
6-May-16	Bi-Weekly Car Allowance	Other Costs	\$ 388.24	
20-May-16	Bi-Weekly Car Allowance	Other Costs	\$ 388.24	
	Sub-Total: Working Sessions		\$ 2,329.44	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 2,679.69	

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.

DATE: 04-19-2016

PURPOSE: INCLUSIVE EDUCATION PARENT
AND COMMUNITY ADVISORY COMMITTEE
DINNER MEETING

~~15-12-16~~

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

Table #21

Trans#: 89515 Serv: KAREN
4/19/2016 7:17 PM # Cust:12

Quan	Descript	Cost
6	Japanese Tea	\$6.00
2	Diet Coke	\$3.70
10	Buffet - Adult	\$290.00

Net Total: \$299.70
GST \$14.99

TIP : \$44.96
TOTAL: \$359.65

=Tip Included=

Amount Due: \$359.65

Food: \$290.00

Beverage: \$9.70

Thank You!!
Domo Arigato!!

SAPPORO SUSHI LTD
10923 101 ST T5H2S7
EDMONTON AB
22710657
GH2271065701

**** PURCHASE ****

04-19-2016 20:54:04
Acct # ***** C
Exp Date **/** Card Type VI
Name: RAYMOND/HEATHER
A0000000031010 VISA CREDIT

Trace # 20901
Inv. # 21249
Auth # 082288 RRN 001496019

Total \$359.65

(00) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy