EDMONTON PUBLIC SCHOOLS

KENT PHARIS
ASSISTANT SUPERINTENDENT - SCHOOLS
FOR THE PERIOD: MARCH 2016 to MAY 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.				
27-Apr-16	Hotel for Ulead Conference	Accomodation	$ 683.19	Attachment 1
27-Apr-16	Meals during Ulead Conference	Meals	$ 97.50	Attachment 2
27-Apr-16	Mileage to/from Ulead Conference	Mileage	$ 431.31	
	Sub-Total: Conferences		**$ 1,212.00**	
3) HOSPITALITY (Hosting)				
cost of food, beverage, transportation and other amenities on behalf of the guests of EPSB				
	Nothing to report this period		$ -	
	Sub-Total: Hospitality		**$ -**	
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 business				
11-Mar-16	Bi-Weekly Car Allowance	Other Costs	$ 194.11	
25-Mar-16	Bi-Weekly Car Allowance	Other Costs	$ 194.11	
8-Apr-16	Bi-Weekly Car Allowance	Other Costs	$ 194.11	
22-Apr-16	Bi-Weekly Car Allowance	Other Costs	$ 194.11	
6-May-16	Bi-Weekly Car Allowance	Other Costs	$ 194.11	
20-May-16	Bi-Weekly Car Allowance	Other Costs	$ 194.11	
	Sub-Total: Working Sessions		**$ 1,164.66**	
	TOTAL EXPENSES REPORTED FOR THE PERIOD		**$ 2,376.66**	

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.

THE Fairmont
BANFF SPRINGS

405 Spray Avenue
P.O. Box 960
Banff, Alberta Canada T1L 1J4
T 403 762 2211 F 403 762 5755
G.S.T. Registration # 84968 1721 RT000

Room	:	0304
Folio #		
Cashier #	:	351652
Page #		1 of 2
Group Name		uLead 2016-Council for School Leaders

Alberta Teacher's Association (The)
Mr Kent Pharis
1 Kingsway NW
Edmonton AB T5H 4G9
Canada

Arrival		04-24-16
Departure	:	04-27-16

INFORMATION INVOICE

Date	Description	Additional Information	Charges	Credits
04-24-16	Package Charge		211.00	
04-24-16	Tourism Improvement Fee (2%)		3.98	
04-24-16	Alberta Tourism Levy (4%)		8.12	
04-24-16	Room GST (5%)		10.15	
04-24-16	Package GST (5%)		0.60	
04-25-16	Package Charge		211.00	
04-25-16	Tourism Improvement Fee (2%)		3.98	
04-25-16	Alberta Tourism Levy (4%)		8.12	
04-25-16	Room GST (5%)		10.15	
04-25-16	Package GST (5%)		0.60	
04-26-16	Package Charge		211.00	
04-26-16	Tourism Improvement Fee (2%)		3.98	
04-26-16	Alberta Tourism Levy (4%)		8.12	
04-26-16	Room GST (5%)		10.15	
04-26-16	Package GST (5%)		0.60	
		Total	**701.55**	**0.00**
		Balance Due		**701.55**

GST Summary

Room	**30.45**
F&B	**0.00**
Other	**1.80**
Total	**32.25**

Thank you for choosing to stay with Fairmont Hotels & Resorts
Merci d'avoir choisi les Hôtels Fairmont

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Thank you for choosing Fairmont Hotels & Resorts.
To provide feedback about your stay please contact David Roberts, General Manager, at David.Robertsgm@fairmont.com.
We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

For information or reservations, visit us at
www.fairmont.com or call Fairmont Hotels & Resorts from:
United States or Canada 1 800 441 1414
Pour information et réservations visitez notre web au
www.fairmont.com ou téléphoner au Hôtels Fairmont de
États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.) I have accepted delivery of The Globe and Mail. If I had refused, I would have been eligible for a $1.00 (Mon-Fri) and $2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année) J'ai accepté la livraison du journal The Globe and Mail. Si je l'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00$ chaque jour (du Lundi au Vendredi) et de 2.00$ le Samedi. (Dans les hôtels participants.)

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Merci d'avoir choisi les Hôtels Fairmont

EDMONTON PUBLIC SCHOOLS

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 U Lead Conference

Date: April 24-27/16

Name Kent Pharis

School/Dept/CC#: Leadership Group D

Destination: Banff, AB

Departure and Return Dates:

Departed on April 24 - Returned April 27/16

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	446.25		446.25
Accommodation	701.55		701.55
Travel Costs			
Airfare			0.00
Taxi/Shuttle/Car Rental			0.00
Personal Vehicle @ $0.505/km km 877		**442.89**	442.89
Parking			0.00
Meals (Including Tips)			
Per diem without receipts = $47/day (breakfast $10; lunch $13.50; dinner $23.50)		97.50	97.50
Actual expenses (attached itemized receipts)			0.00
Other - provide details & receipts *please use page 2 for additional details*			0.00
Total Cost of Trip	1147.80	540.39	**1688.19**
Cash Advance (If any ref#)			0.00

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