

**TODD BURNSTAD**  
**MANAGING DIRECTOR (ACTING) - FINANCIAL SERVICES**  
**FOR THE PERIOD: JUNE 2016 to AUGUST 27 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>				
	Nothing to report this period		\$ -	
	<b>Sub-Total: Conferences</b>		<b>\$ -</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>				
3-Jun-16	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
17-Jun-16	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
30-Jun-16	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
15-Jul-16	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
29-Jul-16	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
12-Aug-16	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
	DMD Meeting (T. Burnstad, A. Anderson, C. Wright, D. Martin, L. Morrison, L. Austin, M. Proulx & 15 EPSB			
16-Aug-16	Employees)	Meals	\$ 33.70	<a href="#">Attachment 1</a>
26-Aug-16	Bi-Weekly Car Allowance	Other Costs	\$ 129.40	
	<b>Sub-Total: Working Sessions</b>		<b>\$ 939.44</b>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>			<b>\$ 939.44</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.

# A Cappella Catering

12105-120 Avenue

Edmonton, Alberta T5L 4K4

Phone: 780.454.2642 Fax: 780.454.2748

Emergency Pager: 780.901.5053

GST Registration #R133907790

# INVOICE

Event Date: 8/16/2016

Invoice #: E101231

**Sold To:** Edmonton Public Schools

**Contact Name:** Karen Robinson

**Phone Number:** (780) 429-8060

**Email Address:** karen.robinson@epsb.ca

## DELIVERY ADDRESS

**Site Name:** Avonmore School

**Site Address:** 7835 76 Avenue, Edmonton, Alberta

## DESCRIPTION

**Guest Count:** 20

**Type:** Hot Lunch

1	Coffee 10 Cup @ 11.53	11.53
5	Asst. Teas with Kettle @ 1.25	6.25
7	Chop Box Beef @ 12.41	86.87
8	Chop Box Chicken @ 12.41	99.28
6	Chop Box Vegetarian @ 12.41	74.46
42	Spring Rolls @ 0.64	26.88
1	Gluten Friendly Chop Box Chicken @ 13.52	13.52
2	Continental Fruit Kebab @ 2.30	4.60
19	Assorted Squares Lunch @ 1.49	28.31
20	Assorted Pop and Juice @ 1.66	33.20
2	Chafing Dish @ 8.80	17.60
15	Disposable Cup Coffee @ 0.09	1.35
20	Hot Box Disposable Setting @ 0.26	5.20
1	Hot Edmonton Tier 1 Delivery Charge @ 20.00	20.00
1	Chafe/Salad Set Up Additional Charge @ 7.50	7.50
1	Edmonton Tier 1 Retrieval Charge @ 7.50	7.50
Subtotal		444.05
Gratuity		0.00
5%	Taxes	22.21
Total		466.26
Paid		0.00
Balance		466.26

**P.O. Number:**

**Meeting Organizer:**

**Expenditure Type:**

**Payment Terms:** 30 Days

**Payment Due Date:** 9/16/2016

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# A Cappella Catering

12105-120 Avenue

Edmonton, Alberta T5L 4K4

Phone: 780.454.2642 Fax: 780.454.2748

Emergency Pager: 780.901.5053

GST Registration #R133907790

## INVOICE

Event Date: 8/16/2016

Invoice #: E101226

**Sold To:** Edmonton Public Schools

**Contact Name:** Karen Robinson

**Phone Number:** (780) 429-8060

**Email Address:** karen.robinson@epsb.ca

### DELIVERY ADDRESS

**Site Name:** Avonmore School

**Site Address:** 7835 76 Avenue, Edmonton, Alberta

### DESCRIPTION

**Guest Count:** 20

**Type:** Breakfast Cont.

1	Coffee 30 Cup @ 27.47	27.47
10	Asst. Teas with Kettle @ 1.25	12.50
20	Continental Breakfast Package for 15+ guests @ 5.05	101.00
20	Fruit Only 5oz @ 2.81	56.20
20	Assorted Juice AM @ 1.66	33.20
25	Disposable Cup Coffee @ 0.09	2.25
20	Continental Disposable Setting @ 0.40	8.00
1	Cold Edmonton Tier 1 Delivery Charge @ 14.00	14.00
1	Non Peak Hour Additional Delivery Charge @ 7.50	7.50
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	Subtotal	262.12
	Gratuity	0.00
5%	Taxes	13.11
	Total	275.23
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	Paid	0.00
	Balance	275.23

**P.O. Number:**

**Meeting Organizer:**

**Expenditure Type:**

**Payment Terms: 30 Days**

**Payment Due Date: 9/16/2016**

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