

LEONA MORRISON
MANAGING DIRECTOR - INCLUSIVE LEARNING
FOR THE PERIOD: JULY 1 2016 to AUGUST 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>				
12-Jul-16	GSS Off-Site Meeting	Accommodation	\$ 126.32	Attachment 1
19-Aug-16	Leadership Team Off-Site Meeting	Accommodation	\$ 126.32	Attachment 2
Sub-Total: Business Travel			\$ 252.64	
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>				
	Nothing to report this period		\$ -	
Sub-Total: Hospitality			\$ -	
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>				
15-Jul-16	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
29-Jul-16	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
12-Aug-16	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
	DMD Meeting (T. Burnstad, A. Anderson, C. Wright, D. Martin, L. Morrison, L. Austin, M. Proulx & 15 EPSB Employees)(See T. Burnstad for receipt)	Meals	\$ 33.70	
26-Aug-16	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
Sub-Total: Working Sessions			\$ 810.14	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,062.78	

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.

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Westerose, AB T0C 2V0
Ph1(877)688-0006 Fax1(780)586-3520
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TAX ID: 850794207

Leona Morrison



Room	Folio	CheckIn	CheckOut	Balance
216	103746	11/07/2016	12/07/2016	0.00
Master Folio				

Direct Bill: EDMONTON PUBLIC SCHOOLS

Date	Room	Description / Voucher	Charges	Credits	Balance
11/07/2016	216	Room Taxable	119.00	0.00	119.00
11/07/2016	216	GST - 5%	5.95	0.00	124.95
11/07/2016	216	Tourism Levy - 4%	4.76	0.00	129.71
12/07/2016	216	Visa - Thank You Leona	0.00	129.71	0.00

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Room	Folio	CheckIn	CheckOut	Balance
221	104223	17/08/2016	19/08/2016	0.00
Master Folio				

Direct Bill: EDMONTON PUBLIC SCHOOLS

Date	Room	Description / Voucher	Charges	Credits	Balance
17/08/2016	221	Room Taxable	119.00	0.00	119.00
17/08/2016	221	GST - 5%	5.95	0.00	124.95
17/08/2016	221	Tourism Levy - 4%	4.76	0.00	129.71
17/08/2016	221	Visa - Thank You Leona	0.00	129.71	0.00