

KATHY MUHLETHALER
ASSISTANT SUPERINTENDENT - SCHOOLS
FOR THE PERIOD: JUNE 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>				
28-Jul-16	Flight to Vancouver, BC	Airfare	\$ 323.38	Attachment 1
19-Aug-16	Leadership Team Off-Site Meeting	Mileage	\$ 94.32	
Sub-Total: Business Travel			\$ 417.70	
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 business</i>				
3-Jun-16	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
17-Jun-16	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
30-Jun-16	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
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	
	1st Year Principal Meeting (K. Muhlethaler, R. MacNeil, K. Pharis, M. Suderman & 28 EPSB employees)			
22-Aug-16		Meals	\$ 8.47	Attachment 2
26-Aug-16	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
Sub-Total: Working Sessions			\$ 1,367.24	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,784.94	

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.

eTicket Receipt

Prepared For
MUHLETHALER/KATHLEEN F MS [ADT]

RESERVATION CODE
ISSUE DATE
TICKET NUMBER
ISSUING AIRLINE
ISSUING AGENT
FREQUENT FLYER NUMBER

WESTJET

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
		EDMONTON INTL AB, CANADA Time	VANCOUVER BC, CANADA Time	Fare Family Econo Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY
		VANCOUVER BC, CANADA Time	EDMONTON INTL AB, CANADA Time	Fare Family Econo Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY

Allowances

Baggage Allowance

YEG to YVR - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
2. 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YVR to YEG - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
2. 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS
/E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARDFORM OF PAYMENT/EARLY PURCHASE OVER
INTERNET,ETC

Carry On Allowances

YEG to YVR , YVR to YEG - 1 Piece (WS - WESTJET)

Carry On Charges

YEG to YVR , YVR to YEG - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	CREDIT CARD - VISA : [REDACTED]
Fare Calculation Line	[REDACTED]
Fare	CAD 228.00
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA1 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 15.81 XG (GOODS AND SERVICES TAX (GST))
	CAD 50.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 24.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
Total Fare	CAD 332.06

Positive Identification required for airport check in

Notice:

Travel info



For details about flying with Westjet, print [the important flight information package](#) or browse our travel info:

- [Baggage fees](#) (\$25-\$118 per bag; additional \$75-\$88.50 per bag for overweight or oversize)
- [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
- [Children, infants and expectant mothers](#)
- [Fare families](#) (Econo, Flex, and Plus)
- [Guests with special needs](#)
- [ID requirements](#)
- [Inflight services](#) (Inflight entertainment and buy-on-board menu)
- [Seat selection](#) (Seat maps, seats in Plus)

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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 [REDACTED]

INVOICE

Event Date: 8/22/2016

Invoice #: [REDACTED]

Sold To: Edmonton Public School Board

Contact Name: [REDACTED]

Phone Number: [REDACTED]

Email Address: [REDACTED]

1st Year Principal Meeting

28 EPSB employees Kathy
Muhlethaler, Ron MacNeil,
Kent Pharis, Mike Suderman

DELIVERY ADDRESS

Site Name: Strathcona Composite High School

Site Address: 10450 72 Ave, Edmonton, Alberta

DESCRIPTION

Guest Count: 31

Type: Morning Break

1	Coffee 50 Cup @ 43.93	43.93
16	Asst. Teas (36 Cup), Um @ 1.25	20.00
62	Assorted Squares @ 0.74	45.88
40	Gourmet Cookies @ 0.74	29.60
31	Assorted Pop, Juice and Bottled Water @ 1.66	51.46
31	Hors d' Oeuvres Disposable Setting @ 0.27	8.37
40	Disposable Cup Coffee @ 0.09	3.60
1	Hot Edmonton Tier 2 Delivery Charge @ 25.75	25.75
1	Non Peak Additional Delivery Charge @ 7.50	7.50
1	Edmonton Tier 2 Retrieval Charge @ 11.00	11.00
Subtotal		247.09
Gratuity		0.00
5%	Taxes	12.35
Total		259.44
Paid		0.00
Balance		259.44

P.O. Number:

Meeting Organizer:

Expenditure Type:

Payment Terms: 30 Days

Payment Due Date: 9/22/2016

Celebrating 25 Years!

Find us on Facebook!