

LISA AUSTIN
MANAGING DIRECTOR - COMMUNICATIONS
FOR THE PERIOD: SEPTEMBER 2016 to NOVEMBER 2016

DATE ⁽¹⁾	DESCRIPTION OF EVENT	EXPENSE TYPE	NET AMOUNT ^{(2) (3) (4)}	ATTACHMENTS
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1) BUSINESS TRAVEL

meetings outside the District and associated costs including transportation, accommodations, meals, incidentals, parking, etc.

18-Aug-16	Leadership Team Off-Site Meeting - Lunch (A. Anderson, L. Austin, T. Burnstad, G. Cooke, R. MacNeil, L. Morrison, K. Muhlethaler, L. Parker, K. Pharis, D. Robertson, M. Suderman, 1 EPSB Staff & 1 External Guest) (see A. Anderson for Receipt)	Meals	\$ 20.78	
18-Aug-16	Leadership Team Off-Site Meeting - Dinner (A. Anderson, L. Austin, T. Burnstad, G. Cooke, R. MacNeil, L. Morrison, K. Muhlethaler, L. Parker, K. Pharis, D. Robertson, M. Suderman, 1 EPSB Staff & 1 External Guest) (see A. Anderson for Receipt)	Meals	\$ 24.87	
19-Aug-16	Leadership Team Off-Site Meeting - Lunch (A. Anderson, L. Austin, G. Cooke, K. Muhlethaler, K. Pharis, D. Robertson, & 1 External Guest) (see A. Anderson for Receipt)	Meals	\$ 24.03	
22-Aug-16	Leadership Team Off-Site Meeting (D. Robertson, R. MacNeil, K. Muhlethaler, K. Pharis, M. Suderman, A. Anderson, L. Morrison, L. Austin, G. Cooke, L. Parker, T. Burnstad, 1 EPSB Staff & 1 guest)(see D. Robertson for Receipt)	Meals	\$ 52.37	
22-Aug-16	Leadership Team Off-Site Meeting (D. Robertson, R. MacNeil, K. Muhlethaler, K. Pharis, M. Suderman, A. Anderson, L. Morrison, L. Austin, G. Cooke, L. Parker, T. Burnstad, 1 EPSB staff & 1 guest)(see D. Robertson for Receipt)	Accommodation	\$ 140.61	
14-Oct-16	Coaching Session for Jasper Place Network Group	Accommodation	\$ 126.32	Attachment 1
Sub-Total: Business Travel			\$ 388.99	

2) CONFERENCES

costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.

Nothing to report this period \$ -

Sub-Total: Conferences \$ -

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

Nothing to report this period

\$ -

Sub-Total: Working Sessions

\$ -

TOTAL EXPENSES REPORTED FOR THE PERIOD \$ 388.99

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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Lisa Austin

Room	Folio	CheckIn	CheckOut	Balance
214	105202	10/13/2016	10/14/2016	0.00
Master Folio				

Direct Bill: AFTON SCHOOL

Date	Room	Description / Voucher	Charges	Credits	Balance
10/13/2016	214	Room Taxable	119.00	0.00	119.00
10/13/2016	214	GST - 5%	5.95	0.00	124.95
10/13/2016	214	Tourism Levy - 4%	4.76	0.00	129.71
10/13/2016	214	Visa - Thank You	0.00	129.71	0.00

VIL COUNTRY INN
 15 VILLAGE DR
 WESTROSE, AB

Term ID: 28446145

Purchase

VISA

Entry Method: C

Total: \$ 129.71

2016/10/13 16:45:42

Seq #: 001-728002-0

Appr Code: 020553

Resp Code: 01/027

VISA CREDIT

01 00 12 00 00 00 00 00
 00 00 00 00 00 00
 F8 00
 57 2C FE AA 52 7A B7 9B

APPROVED
Thank You

Customer Copy

- IMPORTANT -
 retain this copy for your records

Hotel

RE: Providing coaching
 instruction for a
 professional development
 session for the Jasper Place
 Network Group