

LEONA MORRISON
MANAGING DIRECTOR - INCLUSIVE LEARNING
FOR THE PERIOD: SEPTEMBER 2016 to NOVEMBER 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>				
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	
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)	Accommodations	\$ 129.71	
Sub-Total: Business Travel			\$ 227.74	
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>				
15-Aug-16	Supervisor's Meeting (L. Morrison & 10 Staff)	Meals	\$ 21.20	Attachment 1
9-Sep-16	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
23-Sep-16	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
3-Oct-16	PLC at Work, Professional Development Session	Registration	\$ 454.30	Attachment 2
7-Oct-16	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
21-Oct-16	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
4-Nov-16	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
18-Nov-16	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
Sub-Total: Working Sessions			\$ 1,640.16	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,867.89	

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.

Upper Crust Cafe & Caterers
 10909-86 Ave
 Edmonton T6G 0W8 780 433 0810

*Supervisors
Meeting*

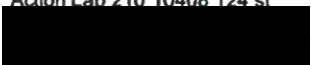
INVOICE

Invoice No.: 124962
 Date: 15 Aug, 2016
 Ship Date:
 Page: 1
 Re: Order No.

Sold to:

EPSB - Edmonton Public Schools
 Centre for Education
 Accounts Payable Dept
 One Kingsway
 Edmonton, Alberta T5H 4G9

Ship to:

EPSB - Edmonton Public Schools
 Inclusive Learning
 Action Lab 210 10408 124 st


Business No.: 10546 1701

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
65	Each	11	Chicken Souvlaki ,rice greek salad, pita/hummous.tzatziki	G	14.00	154.00
18	Each	1	Orange Lavender Cake	G	50.00	50.00
91	Each	11	Paper Goods - \$.50pp	G	0.50	5.50
			Freight	G		20.00
			G - GST 5% GST			11.48
<p><i>10 Supervisors from Inclusive Learning plus Leona Morrison in attendance</i></p>						
<p>Shipped By: Tracking Number: Delivery Time/Comments Delvie for 1200</p>					Total Amount	240.98
<p>Sold By:</p>						

CC 7111



EDMONTON PUBLIC SCHOOLS

RECEIPT

Centre for Education
One Kingsway
Edmonton, AB T5H 4G9

From: Leona Morrison, Inclusive Learning

For: PLC at Work
Oct 3-5, 2016
\$454.30

Pd in full



Inclusive Learning
Edmonton Public Schools

Prof. Dev.