

**GRACE COOKE
LEGAL COUNSEL**

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 | |
| 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 | |
| Sub-Total: Business Travel | | | \$ 262.67 | |
| 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> | | | | |
| 30-Sep-16 | Business Lunch with 1 Guest | Hosting | \$ 35.29 | Attachment 1 |
| Sub-Total: Hospitality | | | \$ 35.29 | |
| 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> | | | | |
| 9-Sep-16 | Bi-Weekly Car Allowance | Other Costs | \$ 129.39 | |
| 23-Sep-16 | Bi-Weekly Car Allowance | Other Costs | \$ 129.39 | |
| 7-Oct-16 | Bi-Weekly Car Allowance | Other Costs | \$ 129.39 | |
| 21-Oct-16 | Bi-Weekly Car Allowance | Other Costs | \$ 129.39 | |
| 4-Nov-16 | Bi-Weekly Car Allowance | Other Costs | \$ 129.39 | |
| 18-Nov-16 | Bi-Weekly Car Allowance | Other Costs | \$ 129.39 | |
| Sub-Total: Working Sessions | | | \$ 776.34 | |
| TOTAL EXPENSES REPORTED FOR THE PERIOD | | | \$ 1,074.30 | |

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 expended to an EPSB Official. Net Amount does not reflect a portion of the receipt that is attributed to another EPSB official's expense report.

CHARACTERS REST
10257 - 105 Street
EDMONTON, AB.
T5J 1E3
(780) 421-4100
GST# 89206-4429

133

Tbl 8/1 Chk 2470 Gst 2
SAM 8
Sep30'16 01:10PM

1 DAILY BREAD 0.00
1 SPINACH 12.00
1 SPINACH SALMON 18.00

Subtotal 30.00
GST 1.50
01:57PM Amount Due **31.50**

WELCOME TO CHARACTERS!
& HAVE A GREAT DAY!!



CHARACTERS FINE DINING
10257 105th Street
Edmonton AB T5J 1E3
780-421-4100

** TRANSACTION RECORD **

Tran. #: 5956
RUC: RESTAURANT
Table #: 8
Check #: 2470
Group #: 1
Employee #: 133
Employee Name:

Visa Pre-Auth Purchase
XXXXXXXXXXXX

Amount \$31.50
Tip \$4.73
=====

TOTAL \$36.23

APPROVED 094642
00-001 094642
CHARAWS1/CHARAUC1
005001001006
2016/09/30 14:00:27

I agree to Pay the above
total amount according
to the card issuer
agreement

X-----
Cardholder Signature

Customer CoPy

Grace Cooke and 1 non EPSB employee