



# EDMONTON PUBLIC SCHOOLS

**KATHY MUHLETHALER**  
**ASSISTANT SUPERINTENDENT - SCHOOLS**  
**FOR THE PERIOD: SEPTEMBER 2016 to NOVEMBER 2016**

DATE <sup>(1)</sup>	DESCRIPTION OF EVENT	EXPENSE TYPE	NET AMOUNT <sup>(2) (3) (4)</sup>	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

**Sub-Total: Business Travel**

**\$ 262.67**

## 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*

9-Sep-16 Bi-Weekly Car Allowance	Other Costs	\$	194.11
23-Sep-16 Bi-Weekly Car Allowance	Other Costs	\$	194.11
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**

**\$ 1,164.66**

**TOTAL EXPENSES REPORTED FOR THE PERIOD \$ 1,427.33**

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.*