EDMONTON PUBLIC SCHOOLS

KENT PHARIS

ASSISTANT SUPERINTENDENT - SCHOOLS

FOR THE PERIOD: SEPTEMBER 2016 to NOVEMBER 2016

DATE (1)	DESCRIPTION OF EVENT	EXPENSE TYPE	NET AMOUNT (2) (3) (4)	ATTACHMENTS
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)*	Accommodations	$ 129.71	
	Sub-Total: Business Travel		**$ 251.77**	
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		**$ 1,416.43**	

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.