

**LEONA MORRISON**  
**ASSISTANT SUPERINTENDENT - SCHOOLS**  
**FOR THE PERIOD: AUGUST 16, 2017 TO AUGUST 31, 2017**

DATE <sup>(1)</sup>	DESCRIPTION OF EVENT	EXPENSE TYPE	NET AMOUNT <sup>(2)(3)(4)</sup>	ATTACHMENTS
<b>1) BUSINESS TRAVEL</b>				
<i>meetings outside the District and associated costs including transportation, accommodations, meals, incidentals, parking, etc.</i>				
16-Aug-17	District Support Team Retreat (K. Muhlethaler, L. Morrison, G. Cooke and L. Austin) (See K. Muhlethaler for Receipt)	Accommodation	\$ 134.28	
17-Aug-17	District Support Team Retreat (T. Burnstad, L. Austin, G. Cooke, R. MacNeil, K. Muhlethaler, L. Morrison, L. Parker, K. Pharis, D. Robertson, M. Suderman, L. Yule, N. Petersen, 1 EPSB Employee and 1 Guest) (See T. Burnstad for Receipt)	Meals	\$ 21.02	
18-Aug-17	District Support Team Retreat (T. Burnstad, A. Anderson, L. Austin, G. Cooke, R. MacNeil, K. Muhlethaler, L. Morrison, L. Parker, K. Pharis, D. Robertson, M. Suderman, L. Yule, N. Petersen, 1 EPSB Employee and 1 Guest) (See T. Burnstad for Receipt)	Meals	\$ 22.07	
18-Aug-17	District Support Team Retreat (T. Burnstad, A. Anderson, L. Austin, G. Cooke, R. MacNeil, K. Muhlethaler, L. Morrison, L. Parker, K. Pharis, D. Robertson, M. Suderman, L. Yule, N. Petersen, 1 EPSB Employee and 1 Guest) (See T. Burnstad for Receipt)	Meals	\$ 28.34	
<b>Sub-Total: Business Travel</b>			<b>\$ 205.72</b>	
<b>2) CONFERENCES</b>				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
	Nothing to report this period		\$ -	
<b>Sub-Total: Conferences</b>			<b>\$ -</b>	
<b>3) HOSPITALITY (Hosting)</b>				
<i>cost of food, beverage, transportation and other amenities on behalf of the guests of EPSB</i>				
	Nothing to report this period		\$ -	
<b>Sub-Total: Hospitality</b>			<b>\$ -</b>	
<b>4) WORKING SESSIONS</b>				
<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>				
16-Aug-17	Leadership Planning Breakfast (K. Pharis, D. Robertson, L. Yule, K. Muhlethaler, L. Morrison, M. Suderman, R. MacNeil and 1 EPSB Employee) (See K. Pharis for Receipt)	Meals	\$ 19.86	
16-Aug-17	Leadership Planning Lunch (K. Pharis, D. Robertson, L. Yule, K. Muhlethaler, L. Morrison, M. Suderman, R. MacNeil and 1 EPSB Employee) (See K. Pharis for Receipt)	Meals	\$ 35.72	
25-Aug-17	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
<b>Sub-Total: Working Sessions</b>			<b>\$ 249.68</b>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>			<b>\$ 455.40</b>	

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 (1.6% 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.