

KATHY MUHLETHALER
ASSISTANT SUPERINTENDENT - SCHOOLS
FOR THE PERIOD: JUNE 2017 to AUGUST 2017

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>				
4-Jul-17	District Support Team Room Deposit (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 D. Robertson for Receipt)	Accommodation	\$ 32.46	
16-Aug-17	District Support Team Retreat (K. Muhlethaler, L. Morrison, G. Cooke and L. Austin)	Accommodation	\$ 134.28	Attachment 1
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	
Sub-Total: Business Travel			\$ 238.18	
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>				
17-Jul-17	Senior Leadership Recruitment Lunch (A. Anderson, M. Draper, K. Muhlethaler, L. Parker and K. Pharis) (See A. Anderson for Receipt)	Meals	\$ 28.53	
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	
2-Jun-17	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
16-Jun-17	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
30-Jun-17	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
14-Jul-17	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
28-Jul-17	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
11-Aug-17	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
25-Aug-17	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
Sub-Total: Working Sessions			\$ 1,442.87	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,681.05	

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.

Westerose, AB T0C 2V0
Ph1(877)688-0006 Fax1(780)586-3520
info@villagecreekcountryinn.com

TAX ID: [REDACTED]

Kathy Muhlethaler

Room	Folio	CheckIn	CheckOut	Balance
[REDACTED]	[REDACTED]	16/08/2017	17/08/2017	0.00
Master Folio				

Direct Bill: EDMONTON PUBLIC SCHOOLS

Date	Room	Description / Voucher	Charges	Credits	Balance
16/08/2017	115	Room Taxable - L Austin	129.00	0.00	129.00
16/08/2017	115	GST - 5%	6.45	0.00	135.45
16/08/2017	115	Tourism Levy - 4%	5.16	0.00	140.61
16/08/2017	117	Room Taxable - G Cooke	129.00	0.00	269.61
16/08/2017	117	GST - 5%	6.45	0.00	276.06
16/08/2017	117	Tourism Levy - 4%	5.16	0.00	281.22
16/08/2017	111	Room Taxable - L Morrison	119.00	0.00	400.22
16/08/2017	111	GST - 5%	5.95	0.00	406.17
16/08/2017	111	Tourism Levy - 4%	4.76	0.00	410.93
16/08/2017	113	Room Taxable - K Muhlethaler	129.00	0.00	539.93
16/08/2017	113	GST - 5%	6.45	0.00	546.38
16/08/2017	113	Tourism Levy - 4%	5.16	0.00	551.54
17/08/2017	113	Mastercard - Thank You Shelley	0.00	551.54	0.00

Receipt for
Kathy Muhlethaler
Leona Morrison
Grace Cooke
Lisa Austin

VILLAGE CREEK COUNTRY
INN
15 VILLAGE DR
WESTEROSE AB

CARD *****
CARD TYPE [REDACTED]
DATE 2017/08/17
TIME [REDACTED]
RECEIPT NUMBER [REDACTED]
PRE-AUTH COMPLETION
TOTAL

\$551.54

APPROVED

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17/08/2017 10:52 AM

Thank you for staying with us
We appreciate your business