

ANGELA ANDERSON
CHIEF HUMAN RESOURCE OFFICER
FOR THE PERIOD: SEPTEMBER 2017 to NOVEMBER 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>				
1-Sep-17	District Support Team Off Site Meeting - Hotel (D. Robertson, A. Anderson, L. Austin, T. Burnstad, G. Cooke, R. MacNeil, L. Morrison, K. Muhlethaler, L. Parker, N. Petersen, K. Pharis, M. Suderman, L. Yule and 1 EPSB employee) (See D. Robertson for receipt)	Accommodations	\$ 188.85	
Sub-Total: Business Travel			\$ 188.85	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
1-Nov-17	CASS Fall Conference - Mileage	Transportation	\$ 328.25	
7-Nov-17	CI Education Conference 2017 - Air Fare	Transportation	\$ 566.60	Attachment 1
15-Nov-17	CI Education Conference 2017 - Parking & Taxi	Transportation	\$ 128.75	Attachment 2
15-Nov-17	CI Education Conference 2017 - Taxi	Transportation	\$ 50.00	Attachment 3
Sub-Total: Conferences			\$ 1,073.60	
3) HOSPITALITY (Hosting)				
<i>cost of food, beverage, transportation and other amenities on behalf of the guests of EPSB</i>				
	Nothing to report for 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>				
8-Sep-17	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
22-Sep-17	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
6-Oct-17	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
20-Oct-17	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
3-Nov-17	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
17-Nov-17	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
Sub-Total: Working Sessions			\$ 776.34	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 2,038.79	

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.

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THIS IS YOUR ELECTRONIC TICKET - Print for your record.

Date of Transaction: Tue Oct 24 17:04 PM

TICKET DETAILS:

Flight Confirmation number is [REDACTED]
Your electronic ticket(s) number [REDACTED]

Your flight has been booked with **Air Canada**.

The email is your electronic ticket. The confirmation number provided in the Flight Details section of the email are the Airline Locators which can be used for Online or Airport Check-in. You will need to check in with AirCanada at least 3 hours prior to departure.

Tickets are **NON-REFUNDABLE** and **NAME CHANGES ARE NOT PERMITTED**

Your Flight Network Booking ID: [REDACTED]
> Reference this number when contacting Flight Network

PASSENGER INFORMATION:

Adult : Ms Angela Anderson

DETAILS:

trip to Montreal to attend Symposium

Flight Details

Airline Confirmation #: [REDACTED]

Depart Flight : Wednesday November 15, 2017

Departs:

Arrives:

Airline:

Edmonton - AB, Edmonton
International (YEG)
12:10pm Wed Nov 15

Montreal - QC, Pierre Elliott
Trudeau Intl (YUL)
6:04pm Wed Nov 15

Air Canada # 332

Flight Duration : 3h 54m | Economy

Return Flight: Sunday November 19, 2017

Departs:

Arrives:

Airline:

Montreal - QC, Pierre Elliott
Trudeau Intl (YUL)
8:15am Sun Nov 19

Edmonton - AB, Edmonton
International (YEG)
10:56am Sun Nov 19

Air Canada # 331

Flight Duration : 4h 41m | Economy

Airline Reconfirmation Number

It is your responsibility to reconfirm your flight times with **Air Canada(AC)** at **888-422-7533 / 888-247-2262** at least 24 hours prior to your flight departure. You can also check with your local airport authority for flight status and timings. Flight Network is not responsible for last minute schedule changes made within 48 hours prior to departure. For more information on schedule changes please visit our Terms and Conditions.

Suggested Check in times:

Within Canada - 60-90 minutes prior to departure
To/From US - 90-120 minutes prior to departure
To/From International - 180-210 minutes prior to departure

Insurance Details

DECLINED

You have **DECLINED** travel Insurance. Travel insurance is designed to make travel a worry-free experience. Emergencies can occur even to the most well prepared of frequent traveller. Travel insurance protects you against

these unforeseen incidents and ensures that financial help is readily available to you. Purchasing travel insurance is purchasing 'Peace of mind'. For assistance contact our offices at 1-877-496-4815.

PAYMENT DETAILS:**Breakdown of Flight Charges**

Traveller Type	# of Travellers	Base Price	Taxes & Fees	Total
Adult	1	CAD \$ 422.00	CAD \$ 144.60	CAD \$ 566.60
Total Charges for Flight (MasterCard will show charges from Air Canada)				CAD \$ 566.60

Summary of All Charges

Total Charges for all Passengers & Flights	CAD \$ 566.60
Grand Total	CAD \$ 566.60

I understand that my credit card will be charged an approximate total of CAD \$ 566.60 which includes the base fare, taxes and all surcharges, and my statement may show one or more charges that equal the total charge listed here.

Important:

*Upon redemption, any Price Drop Protection Dollars will be refunded in the form of a cheque and mailed to the credit card holders mailing address on file. Please allow 7-10 days for delivery.

** Any Coupon Codes applied will be processed as a refund immediately after booking and will appear on your statement within 2-3 business days.

*** Any instant or Honoured Discounts applied will be processed as a refund immediately after booking and will appear on your statement within 2-3 business days.

Disclosure: Terms and Conditions

By making this booking you have accepted FlightNetwork®'s Terms and Conditions; and which covers important topics like Passports/Visas, Cancellations, Changes and Check-in Times. You understood that even after pressing the Purchase Button that a reservation is not confirmed until receiving a confirmation email mentioning this. You have verified angela.anderson@epsb.ca is the correct email address.

If your credit card payment is declined or if you have not provided us accurate credit card billing information, your reservation is liable to be cancelled without notice. Proof of documents for bookings using third party credit cards may be required.

CONTACT/BILLING DETAILS:

Contact Name: Angela Anderson
Email: angela.anderson@epsb.ca
Telephone: [REDACTED]
Billing Address : Centre for Education , 1 Kingsway , Edmonton , AB , T5H4G9 , CA

PROMOTIONS:

Congratulations, this flight is eligible for **UNLIMITED** Price Drop Protection™ on your base fare prior to taxes. Log into My FlightNetwork® at any time to check for Price Drop Savings! Click on the **My Trips** tab. If you've asked us to create a My FlightNetwork® Account for you, you will receive an email shortly with your login and temporary password.

ADD TO YOUR FLIGHT :

fn-img-2

fn-img-3

fn-img-4

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If you need to change or cancel your Air Canada reservation, please call us immediately at 1-877-496-4815. Alternate numbers can be found at the bottom of this email. We are open 24/7 for your convenience.

Changes:

The minimum change fee for your flight is \$150-\$200 CAD per ticket, plus any difference in fare and all applicable taxes.

Cancellations:

For all other cancellations, a minimum fee of CAD \$ 56.66, per passenger, is charged at the time of cancellation and an airline fee is applied at the time of rebooking. If permitted by the airline, the remaining funds may be available within one year of the cancellation. However, please note that the travel credit is available only to the passenger listed on the original ticket.

No Shows:

Customers who do not appear or 'no show' for their flight will forfeit the entire fare paid. To avoid this, please contact Flight Network at least 3 hours before the original departure time of your flight to verify the exact fare rules of your ticket. If you arrive at the airport late or are denied boarding, you will again forfeit the entire fare paid.

MANDATORY INFORMATION:**Important Information Please Read**

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Thank you for booking with FlightNetwork.com. Please double check your booking information in this email to verify the flight details and passenger names, ensuring they appear as per the passport for international travel and as per photo ID for domestic travel.

If there is a problem, please call our Flight Reservations Department at 1-877-496-4815 or at 1-905-829-8699 as soon as possible. We are open 24/7.

Your booking is subject to the terms and conditions of our website. Please reconfirm check-in cut off times with the airline directly. All flights must also be reconfirmed with the relevant airlines at least 24 hours prior to the commencement of that leg of the journey unless specifically informed otherwise by that airline.

Passports/Visas/Health Requirements: Please note that many countries require that your passport be valid for a period of (a minimum) six months beyond your return date. You should ensure that you meet the passport, visa, affidavit, health and other requirements of the countries you wish to visit and those that you transit (even if it is for a plane change). We accept no responsibility if you should be denied boarding or deported for any reason, including your age.

Please check the documentation and/or inoculations needed for your destination(s).

For further questions regarding travel documentation please contact Flight Network directly. Our office is open 24/7 for your convenience.

Baggage Allowance and Restrictions - To view detailed information on Air Canada Baggage Allowance review your electronic ticket or please visit the following link. <http://www.aircanada.com/en/travelinfo/airport/baggage/index.html>

Seat Selection:

Advance seat selection, for Tango fares, is available starting at \$22.00 per person (per direction). For all other fare types seat selection is free of charge.

Complimentary seat selection is also available when you check in online 24 hours prior to departure by visiting www.aircanada.com and click on "check in".

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Within Brazil : 1149502287
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Within Denmark : 89 88 49 80
Within Finland : 87 53 25 16 35
Within France : 9 75 18 82 77
Within Mexico City : 8002694546
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Frequently Asked Questions

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Ontario TICO Registration: 3392505

TRIP TO MONTREAL TO ATTEND A SYPOSIUM

CAB FAIR TO MONTREAL
AIRPORT

DATE 15/11/17
J/D M/M A/Y

REÇU DE **TAXI** RECEIPT


COMMENTAIRES
COMMENTS

MONTANT - AMOUNT
Toutes les taxes incluses
All taxes included

N° du permis de travail
Driver's work permit #

N° de vignette
147

(514) 280-6600

Signature :  Chauffeur / Driver

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax Code CA5%

Exit Lane 19/11/17 11:43
Receipt 093256

Short-term parking tkt
DL - No. 037127
15/11/17 11:10
19/11/17 11:43
Period 4d0h30'
(Tax) \$104.50

Total \$104.50

Payment Received
VISA \$104.50

Type: Swiped
Sub Total \$99.52
Tax 5% \$4.98

AIRPORT PARKING RECEIPT
DISTRICT \$78.75
PERSONAL \$25.75

PAID BY AA Personal Visa

TRIP TO MONTREAL TO ATTEND SYMPOSIUM

REÇU DE TAXI RECEIPT (514) 280-6600		
DATE		
J/D	M/M	A/X
19	11	18
MONTANT - AMOUNT Toutes les taxes incluses All taxes included		
		509
No du permis de travail Driver's work permit #		
No de vignette		
		21970
COMMENTAIRES / COMMENTS		
ORIGINE / DEPARTURE		
DESTINATION		
Signature		
Chauffeur / Driver		

CAB FROM MONTREAL AIRPORT TO HOTEL