

LISA AUSTIN
CHIEF COMMUNICATIONS 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 2017	Registration Fees	\$ 420.00	Attachment 1
1-Nov-17	CASS Fall Conference 2017 - Hotel	Accommodations	\$ 336.74	Attachment 2
Sub-Total: Conferences			\$ 756.74	
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>				
	Nothing to report for this period		\$ -	
Sub-Total: Working Sessions			\$ -	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 945.59	

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

(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.

Lisa Austin,

Thank you for registering for a learning opportunity offered by the Southern Alberta Professional Development Consortium. The following is a summary of your registration:

REGISTRATION CONFIRMATION

Name	Lisa Austin
Email	lisa.austin@epsb.ca
Jurisdiction	Edmonton Public Schools
School	Communications
Phone	
Registration Date	October 06, 2017
Cost	\$420.00

REGISTRATION DETAILS

CASS Fall Conference 2017 ONLY

Date(s) & Time(s):	November 01, 2017 7:00pm - 10:00pm November 02, 2017 7:15am - 4:00pm November 03, 2017 7:15am - 1:30pm
Venue:	Deerfoot Inn & Casino 1000, 11500 - 35 Street SE, Calgary, AB

BREAKOUT SESSION DETAILS

Technology

Date(s) & Time(s)	November 03, 2017; 8:40 AM - 9:40 AM
Presenter	-

Human Resources

Date(s) & Time(s)	November 01, 2017; 9:45 AM - 10:45 AM
Presenter	-

Cannabis Legalization; Legal Ramifications

Date(s) & Time(s)	November 03, 2017; 11:15 AM - 12:30 PM
Presenter	Colin Fetter



**INNS
& SUITES**

3503 114th Avenue S.E.
Calgary, AB T2Z 3X2
Phone: (403) 256-5352
Fax: (403) 256-5321

AUSTIN LISA

**GUEST
ACCOUNT**

Arrive 11/01/17 Depart 11/03/17

CASS COLLEGE AB SCHOOL SUPERIN
Room # [REDACTED] Invoice # [REDACTED]

DATE	CLERK	DEPARTMENT	DESCRIPTION	AMOUNT
11/01/17	EN	2-Accommodat		154.00
11/01/17	EN	3-Tourism Le	On Accommodation	6.16
11/01/17	EN	28-DMF		4.62
11/01/17	EN	3-Tourism Le	On DMF	0.18
11/02/17	AM	2-Accommodat		154.00
11/02/17	AM	3-Tourism Le	On Accommodation	6.16
11/02/17	AM	28-DMF		4.62
11/02/17	AM	3-Tourism Le	On DMF	0.18
			GST On Accommodatio	15.40
			GST On DMF	0.46
			Tax Reg. # [REDACTED]	

BILLING INSTRUCTIONS

BALANCE DUE → **345.78**

COMPANY

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

SIGNATURE

ATTENTION

X



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Phone: (403) 256-5352
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