

LEONA MORRISON
ASSISTANT SUPERINTENDENT OF SCHOOLS AND LEARNING SERVICES
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>				
Nothing to report for 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 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	\$ 194.11	
22-Sep-17	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
6-Oct-17	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
20-Oct-17	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
3-Nov-17	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
17-Nov-17	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
Sub-Total: Working Sessions			\$ 1,164.66	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,353.51	

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.