

LISA AUSTIN
CHIEF COMMUNICATIONS OFFICER
FOR THE PERIOD: DECEMBER 2017 to FEBRUARY 2018

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>				
	Nothing to report for this period		\$ -	
	Sub-Total: Business Travel		\$ -	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
8-Jan-18	CASS Fall Conference - Dinner (N. Petersen, R. Macneil, K. Muhlethaler, A. Meals Anderson, L. Morrison, L. Yule, D. Robertson, L. Austin and K. Pharis) (See N. Petersen For Receipt)		\$ 22.35	
	Sub-Total: Conferences		\$ 22.35	
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>				
12-Jan-18	Bi-Weekly Car Allowance	Other Costs	\$ 1,688.76	
26-Jan-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
9-Feb-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
23-Feb-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
	Sub-Total: Working Sessions		\$ 2,271.09	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 2,293.44	

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.