

LORNE PARKER
ASSISTANT SUPERINTENDENT - INFRASTRUCTURE
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>				
23-Jan-18	January 2018 UDI Luncheon	Registration Fees	\$ 53.54	Attachment 1
	Sub-Total: Conferences		\$ 53.54	
3) HOSPITALITY (Hosting)				
<i>cost of food, beverage, transportation and other amenities on behalf of the guests of EPSB</i>				
25-Jan-18	Breakfast Meeting (C. Wright, L. Parker and 2 Guests) (See C. Wright for receipt)	Meals	\$ 35.76	
	Sub-Total: Hospitality		\$ 35.76	
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>				
21-Feb-18	Public School Meeting At Garneau School (C. Wright, L. Parker and 10 EPSB Employees) (See C. Wright For Receipt)	Meals	\$ 9.92	
1-Dec-17	Lunch Meeting (C. Wright and L. Parker) (See C. Wright for receipt)	Meals	\$ 21.06	
1-Dec-17	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
15-Dec-17	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
29-Dec-17	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
12-Jan-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
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		\$ 1,389.75	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,479.05	

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.

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Confirmation

Expense report number IE196663 for 54.97 has been submitted to MOCCIA, COREEN for approval.

Expense Report IE196663

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Submission Instructions

Declaration:

For Personal Expense claims I declare:

- The expenditure on this claim has been necessarily incurred by me on behalf of EPSB and has not been previously paid to me or previously processed on a corporate credit card.
- These expenditures have been made in accordance with Board Policy and Administrative Regulations

Submission Instructions

* Copies of all receipts and supporting documentation must be added as attachments to the Expense Claim.

* Please retain original receipts until you have been reimbursed or until your corporate credit card transactions have been approved..

* Your Supervisor (or specified approver) will receive a notification requesting approval of your expense claim. Your approver has the options to approve, reject, or request additional information. Upon approval your claim will be forwarded to Accounts Payable for payment processing.

General Information

Name	KROCHAK, KAREN	Imaged Receipts Status	Received
Expense Dates	08-JAN-2018 - 08-JAN-2018	Report Submit Date	23-JAN-2018
Cost Center	5916	Attachments	None Add...
Purpose	Jan 2018 UI Luncheon Jan 18.18 for Lorne Parker	Report Total	54.97 CAD
Approver	MOCCIA, COREEN	Reimbursement Amount	0.00 CAD
Original Receipts Status	Required		

Expense Lines | **Expense Allocations** | Weekly Summary | Approval Notes [0]

Expense Allocations

Allocations View ☐ Project Allocations ☒ Account Allocations

Account Allocations

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Focus Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (CAD)	Merchant	Location	Justification	Account	Cost Center	Site	Program	Activity
<input checked="" type="checkbox"/> All		08-Jan-2018	Business Meals	54.97 CAD	54.97	EVENTBRITE/JANUARY2018 ON	Jan 2018 UI Luncheon Jan 18.18 for Lorne Parker		700203 Business Meals	5916 Infrastructure Default General	0000	61101 Administration	101017 Public Disclosure - Lorne Parker

Corporate Card Business Expenses 54.97
Cash and Other Business Expenses 0.00
Expense Report Total **54.97 CAD**

Corporate Card Business Expenses 54.97
Corporate Card Personal Expenses 0.00
Corporate Card Itemized Personal Expenses 0.00
Company Paying to Credit Card Issuer **54.97 CAD**

Cash and Other Business Expenses 0.00
Corporate Card Personal Expenses 0.00
Corporate Card Itemized Personal Expenses 0.00
Reimbursement to You **0.00 CAD**

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Order for January 2018 Luncheon

Order # for CA\$54.97 purchased on Jan 8, 2018

Thursday, January 18, 2018 from 11:30 AM to 1:30 PM

Edmonton AB

Contact the Organizer

loading...

Luncheon Registration

The organizer has elected to not make this information editable. Contact the organizer if you made a mistake.

Contact Information

First Name *

Lorne Lorne

Last Name *

Parker Parker

Email *

☐ Send confirmation email to new attendee

Work Information

Phone *

Other Information

Don't see the answer you selected?

Company/ Organization *

Edmonton Public Schools / Edmonton Public Schools

Company Address *

One Kingsway One Kingsway