

MADONNA PROULX
MANAGING DIRECTOR - FINANCIAL SERVICES
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>				
8-Jan-18	Financial Services Management Meeting - Offsite - Lunch (T. Burnstad, M. Proulx and 10 EPSB Employees) (See T. Burnstad For Receipt)	Meals	\$ 12.12	
Sub-Total: Business Travel			\$ 12.12	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
8-Jan-18	ASBOA Annual Issues Forum	Accommodations	\$ 151.98	Attachment 1
8-Jan-18	ASBOA Annual Issues Forum	Meals	\$ 14.73	Attachment 2
8-Jan-18	ASBOA Annual Issues Forum	Mileage	\$ 303.00	
Sub-Total: Conferences			\$ 469.71	
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>				
1-Dec-17	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
15-Dec-17	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
29-Dec-17	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
12-Jan-18	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
26-Jan-18	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
9-Feb-18	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
23-Feb-18	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
Sub-Total: Working Sessions			\$ 905.73	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,387.56	

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.

Sheraton Cavalier Hotel Calgary
 2620 32 Avenue N.E.
 Calgary, AB T1Y 6B8
 Canada
 Tel: 403-291-0107 Fax: 403-291-2834



Sheraton

Madonna Proulx
 HelmsBriscoe Alberta And Saska
 2L06AA - 2017 ASBOA Issues Forum All00-

Page Number : 1
 Guest Number :
 Folio ID : A
 Arrive Date : 06-DEC-17 19:28
 Depart Date : 07-DEC-17
 No. Of Guest : 1
 Room Number :
 Club Account :

Tax Invoice

Tax ID : GST- r100846435

Sheraton Cavalier DEC-07-2017 07:59 EDUARDO

Date	Reference	Description	Charges (CAD)	Credits (CAD)
06-DEC-17	RT448	Room Charge (AG)	139.00	
06-DEC-17	RT448	Alberta TL Tax	5.73	
06-DEC-17	RT448	DMF	4.17	
06-DEC-17	RT448	GST	7.16	
07-DEC-17	MC			-156.06

For Authorization Purpose Only

Date	Code	Authorized
06-DEC-17	212815	180.7

** Total	156.06	-156.06
*** Balance	-0.00	

Continued on the next page

Sheraton Cavalier Hotel Calgary
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Sheraton

Madonna Proulx
 HelmsBriscoe Alberta And Saska
 21.06AA - 2017 ASBOA Issues Forum Alt00-

Page Number : 2
 Guest Number :
 Folio ID : A
 Arrive Date : 06-DEC-17 19:28
 Depart Date : 07-DEC-17
 No. Of Guest : 1
 Room Number :
 Club Account :

Amount (CAD)

7.16
 0.00
 0.00
 0.00
 7.16

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EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room Chrg	Food & Bev	Telephone	GST	Other	Total	Payment
12-06-2017	139.00	0.00	0.00	7.16	9.90	156.06	0.00
12-07-2017	0.00	0.00	0.00	0.00	0.00	0.00	-156.06

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Sheraton

Madonna Proulx
HelmsBriscoe Alberta And Saska
2L06AA - 2017 ASBOA Issues Forum Att00-

Page Number : 3
Guest Number :
Folio ID : A
Arrive Date : 06-DEC-17 19:28
Depart Date : 07-DEC-17
No. Of Guest : 1
Room Number :
Club Account :

Total	139.00	0.00	0.00	7.16	9.90	156.06	-156.06
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SHERATON CAVALIER HOTEL
2620 32 AVE NE
CALGARY AB

M. Proulx - ASBOA Issues Forum
December 7, 2017 - Calgary, Alberta
Dinner



Sheraton

CAVALIER CALGARY HOTEL

CARD TYPE MASTERCARD
DATE 2017/12/06
TIME 5587 22:12:40
SERVR ID 2212
CHECK # 105563
TABLE # 13
RECEIPT NUMBER
C82014305-001-360-045-0

CHECK # 105563 DATE 12/06/17
TABLE # 13 TIME 10:08PM
***** DUPLICATE CHECK *****

PURCHASE
AMOUNT \$12.60
TIP \$2.52
TOTAL

\$15.12

APPROVED

AUTH# 001240 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

SEAT# ITEMS ORDERED AMOUNT
4 POUND WINGS 12.00
SUBTOTAL 12.00
GST 0.60

12.60
TOTAL 12.60

SUBTOTAL 12.00
GST 0.60

TOTAL DUE 12.60

OF GUESTS 0

GRATUITY: _____

TOTAL : _____

ROOM NUMBER: _____

PRINT NAME: _____

SIGNATURE: _____

GST # R100846435

THANK YOU