

LEONA MORRISON
ASSISTANT SUPERINTENDENT OF SCHOOLS AND LEARNING 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>				
	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. Anderson, L. Morrison, L. Yule, D. Robertson, L. Austin and K. Pharis) (See N. Petersen For Receipt)	Meals	\$ 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>				
2-Feb-18	Treats For Visit To Minchau School Staff Post Flooding	Meals	\$ 47.33	Attachment 1
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		\$ 1,406.10	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,428.45	

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.

MISSING RECEIPT FORM

This form is to be completed only if the original itemized receipt for business expenses is not attainable and all attempts to get a secondary receipt from the vendor have failed. Use of this form in lieu of an original receipt should be a rare exception.

Employee Name:	Leona Morrison
Vendor Name:	Tim Horton's
Vendor Address:	Victoria Trail and Hermitage Road
Date of Purchase:	January 8, 2018

Description of Items Purchased:	Cost
2 dozen donuts	
2 dozen muffins	
These 'treats' were purchased for a school staff who had to be displaced over the Winter Break due to flooding in their location. I visited that first morning at their new site and wanted to bring them 'snacks' to show my appreciation for navigating this situation with professionalism and positivity.	
Refers to Minchau School	
Total	47.33

Reason original receipt cannot be provided:
I ordered through drive through and assumed that the receipt would be in the bag. When I reached my destination and went to retrieve the receipt, it had not been included.

I certify that the items shown above were purchased for EPSB purposes and that these business expenses will not be claimed from any other source.

Leona Morrison

Employee Name (Printed)

Original Signed by Leona Morrison

Employee Signature

Date

Jan. 31/18

D. ROBERTSON

Original Signed by Darrel Robertstone (Printed)

Supervisor/Signing Authority Signature

Date

Feb 1, 2018

