

**LISA AUSTIN**  
**CHIEF COMMUNICATIONS OFFICER**  
**FOR THE PERIOD: MARCH 2018 to MAY 2018**

DATE <sup>(1)</sup>	DESCRIPTION OF EVENT	EXPENSE TYPE	NET AMOUNT <sup>(2) (3) (4)</sup>	ATTACHMENTS
<b>1) BUSINESS TRAVEL</b>				
<i>meetings outside the District and associated costs including transportation, accommodations, meals, incidentals, parking, etc.</i>				
10-May-18	CASS Presentation - Lunch (L.Austin, K.Muhlethaler and 1 guest)	Meals	\$ 32.79	<a href="#">Attachment</a>
<b>Sub-Total: Business Travel</b>			<b>\$ 32.79</b>	
<b>2) CONFERENCES</b>				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
	Nothing to report for this period		\$ -	
<b>Sub-Total: Conferences</b>			<b>\$ -</b>	
<b>3) HOSPITALITY (Hosting)</b>				
<i>cost of food, beverage, transportation and other amenities on behalf of the guests of EPSB</i>				
	Nothing to report for this period		\$ -	
<b>Sub-Total: Hospitality</b>			<b>\$ -</b>	
<b>4) WORKING SESSIONS</b>				
<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>				
9-Mar-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
23-Mar-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
6-Apr-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
20-Apr-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
4-May-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
18-May-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
<b>Sub-Total: Working Sessions</b>			<b>\$ 1,164.66</b>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>			<b>\$ 1,197.45</b>	

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.

LOCAL PUBLIC  
EATERY

1820-99 STREET  
EDMONTON, AB  
780.989.5898

Tb: 32/1 Chk 431 Gst 3  
Apr 26 '18 12:33PM

1 JUICE/SODA	3.75
CRAN/SODA	
POP DIET COKE	3.75
2 REFILL POP	0.00
1 RF JUICE/SODA	0.00
CRAN/SODA REF	
1 PEROGIES	9.50
EDAMAME	7.25
CHINA POKE	14.00
WST CST CHIC CHP	17.50
SUBTTL	55.75
TAX GST 5%	2.79
01:20PM TOTAL	58.54

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230pm - 530pm \$4Draft, Highballs  
and Mystery Wine!! \$2 off Many  
of our Delicious Food Items  
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1820 99th Street  
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780-989-5898

\*\* TRANSACTION RECORD \*\*

Tran. #: 1086  
RVC: DINING  
Table #: 32  
Check #: 431  
Group #: [REDACTED]  
Employee [REDACTED]  
Employee Name: [REDACTED]

MasterCard Purchase

Amount \$58.54  
Tip \$8.79  
=====

TOTAL CAD\$67.33

APPROVED 152130  
00-001 152130

2018/04/26 13:21:30

TVR: 0000008000  
TSI: 6800

No signature required

Customer Copy

CASS Presentation  
Lisa Austin  
Kathy Muhlethaler  
+ external person