

LEONA MORRISON
ASSISTANT SUPERINTENDENT OF SCHOOLS AND LEARNING SERVICES
FOR THE PERIOD: MARCH 2018 to MAY 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>				
9-Mar-18	CASS Conference	Registration fees	\$ 420.00	Attachment
	Sub-Total: Conferences		\$ 420.00	
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>				
Teacher Collaboration Committee (K. Pharis, R. MacNeil, L. Yule, M. Suderman, D. Robertson, L. Morrison, N. Petersen and 103 EPSB employees) (see K. Pharis for receipt)				
6-Mar-18		Meals	\$ 12.84	
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	
	Sub-Total: Working Sessions		\$ 1,177.50	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,597.50	

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.

Leona Morrison, thank you for registering for a learning opportunity offered by the Northwest Regional Learning Consortium. The following is a summary of your registration:

REGISTRATION CONFIRMATION

Name	Leona Morrison
Email	leona.morrison@epsb.ca
Authority	Edmonton School District No. 7
School	Center for Education
Phone	
Registration Date	February 23, 2018
Cost	\$420.00

Payment Details:

The cost of this professional learning opportunity is **\$420.00**. You have paid **\$420.00** for this learning opportunity. Our system indicates you have an outstanding balance for this session of **\$0.00**.

****YOUR RECEIPT IS ATTACHED**** Please quote the invoice number on your payment method.

REGISTRATION DETAILS

CASS / Alberta Education Annual Learning Conference Only

Date(s):	March 21, 2018 7:00pm - 11:00pm March 22, 2018 7:15am - 4:00pm March 23, 2018 7:15am - 12:45pm
Venue:	Chateau Lacombe Hotel 10111 Bellamy Hill, Edmonton, AB

BREAKOUT SESSION DETAILS

Inclusive Education

Date	March 23, 2018
Time	8:40 AM - 9:45 AM
Presenter	

6. Connection is Key: Mental Health and High School Completion

Date	March 23, 2018
Time	10:15 AM - 11:15 AM
Presenter	

Technology for Learning

Date	March 23, 2018
Time	11:15 AM - 12:30 PM
Presenter	

Registration Notes

Delegates are asked to pre-pay registration fees whenever possible. If you prefer to be invoiced for the registration fees, please choose "cheque" during registration and your invoice will be attached to your confirmation email. This may be combined with other organizations for one cheque to be sent to NRLC (include a copy of each invoice).

Cancellations and Refunds:

This CASS Cancellation Policy supercedes the standard NRLC Cancellation Policy.

Subject to the following administrative and/or expenses charges:

- Less than 14 Days: 15%
 - Less than 7 Days: 50%
 - No Notification: No Refund.
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If you have any questions or need to adjust your registration, please contact the NRLC office at register@nrlc.net or 780-882-7988.

You will be sent a reminder email 5 business days prior to your session which will contain pertinent information and details.

CASS Retirement Dinner - Retirees please use this link to receive your two complimentary tickets and to purchase any additional tickets. Non-Retiring CASS members, please use this link to purchase your tickets <https://nrlc.net/conference/36>

Cancellations and Refunds:

This CASS Cancellation Policy supercedes the standard NRLC Cancellation Policy.

Cancellation notices should be sent to register@nrlc.net. Or reply to this message.

Subject to the following administrative and/or expenses charges:

- Less than 14 Days: 15%
- Less than 7 Days: 50%
- No Notification: No Refund.

Sincerely,

Northwest Regional Learning Consortium

on Behalf of CASS