

**KATHY MUHLETHALER**  
**ASSISTANT SUPERINTENDENT OF SCHOOLS AND LEARNING SERVICES**  
**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>				
5-Apr-18	21st Century School Tour - Airfare	Transportation	\$ 981.02	<a href="#">Attachment</a>
10-May-18	CASS Presentation - Lunch (L.Austin, K.Muhlethaler and 1 guest) (see L.Austin for receipt)	Meals	\$ 32.79	
23-May-18	Employee Expense Claim - Nisku - presentation - Transportation (April 26, 2018 )	Mileage	\$ 28.99	
23-May-18	Employee Expense Claim - Pigeon Lake NCC off site meeting (May 15, 2018)	Mileage	\$ 96.76	
<b>Sub-Total: Business Travel</b>			<b>\$ 1,139.56</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>\$ 2,304.22</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 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.

Air Canada



\$4,784.22

**Fwd: FlightNetwork Airfares Booking Confirmation TGL73S**

8 messages

(7x) \$683.46 each

Tue, Jan 16, 2018 at 11:43 AM

Edm-Dallas

Kathleen M

----- Forwarded message -----

From: **Flight Network Sales Department** <sales@flightnetwork.com>

Date: Mon, Jan 15, 2018 at 1:35 PM

Subject: FlightNetwork Airfares Booking Confirmation TGL73S

To: [REDACTED]

**Summary of your Booking/Request is below.**

Date of Transaction: Mon Jan 15 15:35 PM

**TICKET DETAILS:**Flight Confirmation number is : **TGL73S**Your flight has been booked with **Air Canada** using FlightNetwork® Airfares.**ELECTRONIC TICKETS: PLEASE READ CAREFULLY**

This is one of the 2 emails you will receive from us. You will receive a second email with your electronic ticket(s).

Typically you will receive this email within 1 hour of booking however, in some cases this process could take up to 24 hours as some tickets are not issued automatically. If you are travelling within 24 hours and you have not yet received your electronic tickets, please contact us. Please present your electronic ticket attachment(s) at the Airport check-in. You'll find your Airline locator on your electronic tickets. If during ticket

issuance your credit card declines, your booking will automatically be cancelled and you will be notified.

**Your Flight Network Booking ID:** [REDACTED]

> Reference this number when contacting Flight Network

**Your Airline Booking Numbers:**

> Reference the number(s) below for online check-in or when contacting the airline(s)

Air Canada: [REDACTED]

**PASSENGER INFORMATION:**

Adult :

Adult :

Adult :

Adult :

Adult :

Adult :

Adult :

Ms Kathleen Frances Muhlethaler

**DETAILS:**
**Flight Details**

Depart Flight : Sunday January 28, 2018

Departs:	Arrives:	Airline:
Edmonton - AB, Edmonton International (YEG) 12:10pm Sun Jan 28	Vancouver - BC, Vancouver International (YVR) 12:51pm Sun Jan 28	Air Canada # 241
<b>Flight Duration : 1h 41m   Connection Time: 1h 34m   Economy</b>		
Departs:	Arrives:	Airline:
Vancouver - BC, Vancouver International (YVR) 2:25pm Sun Jan 28	Dallas - TX, Dallas/Fort Worth International (DFW) 8:21pm Sun Jan 28	Air Canada # 8626
<b>Flight Duration : 3h 56m   Economy</b>		

**Airline Reconfirmation Number**

It is your responsibility to reconfirm your flight times with **Air Canada(AC)** at **888-422-7533 / 888-247-2262** at least 24 hours prior to your flight departure. You can also check with your local airport authority for flight status and timings. Flight Network is not responsible for last minute schedule changes made within 48 hours prior to departure. For more information on schedule changes please visit our Terms and Conditions.

**Suggested Check in times:**

Within Canada - 60-90 minutes prior to departure

To/From US - 90-120 minutes prior to departure

To/From International - 180-210 minutes prior to departure

**Insurance Details**

**DECLINED**

You have DECLINED travel Insurance. Travel insurance is designed to make travel a worry-free experience. Emergencies can occur even to the most well prepared of frequent traveller. Travel insurance protects you against these unforeseen incidents and ensures that financial help is readily available to you. Purchasing travel insurance is purchasing 'Peace of mind'. For assistance contact our offices at 1-877-496-4815.

**PAYMENT DETAILS:**
**Breakdown of Flight Charges**

Traveller Type	# of Travellers	Base Price	Taxes & Fees	Total
Adult	7	CAD \$ 567.00	CAD \$ 116.46	CAD \$ 4,784.22
<b>Total Charges for Flight (MasterCard will show charges from Air Canada)</b>				<b>CAD \$ 4,784.22</b>

**Summary of All Charges****Total Charges for all Passengers & Flights****CAD \$ 4,784.22****Grand Total CAD \$ 4,784.22**

Your credit card will be charged an approximate total of CAD \$ 4,784.22 which includes the base fare, taxes and all surcharges.

**Important:**

\*Upon redemption, any Price Drop Protection Dollars will be refunded in the form of a cheque and mailed to the credit card holders mailing address on file. Please allow 7-10 days for delivery.

\*\* Any Coupon Codes applied will be processed as a refund immediately after booking and will appear on your statement within 2-3 business days.

\*\*\* Any instant or Honoured Discounts applied will be processed as a refund immediately after booking and will appear on your statement within 2-3 business days.

**Disclosure: Terms and Conditions**

By making this booking you have accepted FlightNetwork®'s Terms and Conditions; and which covers important topics like Passports/Visas, Cancellations, Changes and Check-in Times. You understood that even after pressing the Purchase Button that a reservation is not confirmed until receiving a confirmation email mentioning this. You have verified [REDACTED] is the correct email address.

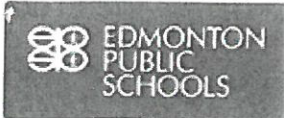
If your credit card payment is declined or if you have not provided us accurate credit card billing information, your reservation is liable to be cancelled without notice. Proof of documents for bookings using third party credit cards may be required.

**CONTACT/BILLING DETAILS:****Contact Name:****Email:****Telephone:****Billing Address :** 10215 Kingsway Avenue , Infrastructure , Edmonton , AB , T5H4G9 , CA**PROMOTIONS:**

Congratulations, this flight is eligible for **UNLIMITED** Price Drop Protection™ on your base fare prior to taxes. Log into My FlightNetwork® at any time to check for Price Drop Savings! Click on the **My Trips** tab. If you've asked us to create a My FlightNetwork® Account for you, you will receive an email shortly with your login and temporary password.

**ADD TO YOUR FLIGHT:****Change and Cancellation:**

If you need to change or cancel your Air Canada reservation, please call us immediately at 1-877-496-4815. Alternate numbers can be found at the bottom of this email. We are open 24/7 for your convenience.

**Expedia travel confirmation - 1 Feb - (Itinerary # [REDACTED])**

3 messages

**Expedia.ca** <Expedia@ca.expdiamail.com>

Reply-To: Expedia@ca.expdiamail.com

To: [REDACTED]

Mon, Jan 15, 2018 at 3:08 PM

*Expedia  
Alaska  
Seattle / Portland**\$139.43 Cdn.***Thanks!**

Your reservation is booked and confirmed. There is no need to call us to reconfirm this reservation.

**Portland**

1 Feb 2018 - 1 Feb 2018

Because you booked a flight, you qualify for up to 51% off Portland hotels.

Expires Thu, 25 Jan

[See hotels](#)

See live updates to your itinerary, anywhere and anytime.

[See your itinerary](#)[Download to your Phone](#)**Before you go**

- **E-ticket:** This email can be used as an E-ticket.
- Remember to bring your itinerary and government-issued photo ID for airport check-in and security.

**Contact the airline to confirm:**

- specific seat assignments
- special meals
- frequent flyer point awards
- special assistance requests

## Flight overview



### Travel dates

1 Feb 2018 - 1 Feb 2018

### Itinerary #

[REDACTED]

**Your reservation is booked and confirmed. There is no need to call us to reconfirm this reservation.**

### Confirmation

PWQYPI (Alaska Airlines)

### Ticket #

[REDACTED]

[Change or cancel this reservation](#)



## Departure

Thu, 1 Feb

Alaska Airlines 2094 operated by HORIZON AIR AS ALASKAHORIZON

**Seattle (SEA)**

4:59pm



**Portland (PDX)**

5:45pm

**Cabin:** Economy (L)

46m duration

## Total Duration

46m

## Traveller(s)

[REDACTED]  
No frequent flyer details provided

**Kathleen Frances Muhlethaler**

No frequent flyer details provided

Frequent flyer and special assistance requests should be confirmed directly with the airline.

## Price summary

**Expedia**

Traveller 1: Adult Flight	C\$113.00	C\$139.43	- [REDACTED]
Taxes & Fees		C\$26.43	
Traveller 2: Adult Flight	C\$113.00	C\$139.43	- <i>Kathy</i> 56 points for this trip
Taxes & Fees		C\$26.43	
<b>Total</b>		<b>C\$278.86</b>	

All prices are quoted in CAD.

## Additional information

### Additional fees

The airline may charge additional fees for checked baggage or other optional services.

### Airline rules + restrictions

We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.

Please read the complete penalty rules for changes and cancellations applicable to this fare.

**Tickets are non-refundable, non-transferable and name changes are not allowed.**

Please read important information regarding airline liability limitations .

## More help

Change or cancel this reservation.

Visit our Customer Support page.

Call us at 1-866-307-7601.

For faster service, mention itinerary # [REDACTED]

## Complete your trip



### Rooms are filling up quick!

Check out popular hotels in Portland before they sell out!

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### Tickets sell out fast!

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### Avoid the stress of traffic!

Let someone else do the driving

[Get a ride](#)



### How will you get around Portland?

Explore Portland with your own set of wheels.

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