

LISA AUSTIN
CHIEF COMMUNICATIONS OFFICER
FOR THE PERIOD: JUNE 2018 to AUGUST 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>				
22-Aug-18	DST Offsite Strategic Planning Meeting	Meal	\$ 30.77	Attachment 1
27-Aug-18	DST Offsite Strategic Planning Meeting -Lunch (T. Burnstad with D.Robertson; L.Austin; L.Parker; A.Anderson;G.Cooke;L.Morrison; L. Yule, K.Pharis; M.Suderman; K.Muhlethaler; R.McNeil; N.Petersen; 1 EPSB employee and 1 external guest) - (See T.Burnstad for receipt)	Meal	\$ 23.18	
27-Aug-18	DST Offsite Strategic Planning Meeting - Supper (T. Burnstad with D.Robertson; L.Austin; L.Parker; A.Anderson;G.Cooke;L.Morrison; L. Yule, K.Pharis; M.Suderman; K.Muhlethaler; R.McNeil; N.Petersen; 1 EPSB employee and 1 external guest) - (See T.Burnstad for receipt)	Meal	\$ 29.25	
28-Aug-18	DST Offsite Strategic Planning Meeting - Mileage Per Diem	Transportation	\$ 36.40	
Sub-Total: Business Travel			\$ 119.60	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
	Nothing to report for this period		\$ -	
Sub-Total: Conferences			\$ -	
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-Jun-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
15-Jun-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
29-Jun-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
13-Jul-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
27-Jul-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
10-Aug-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
24-Aug-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
Sub-Total: Working Sessions			\$ 1,358.77	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,478.37	

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.



CHECK # 53671 DATE 8/15/18
TABLE # 13 TIME 8:47PM
=====

-- DINING : [REDACTED]

SEAT#	ITEMS ORDERED	AMOUNT
8	DIET PEPSI	4.00
	CHICKEN PASTA	21.50
	SUBTOTAL	25.50
	GST	1.28

		26.78
	TOTAL	26.78

SUBTOTAL	25.50
GST	1.28

TOTAL DUE 26.78

OF GUESTS 1

Thank you for dining at
Chef N Pigeon Lake!

Now accepting reservations
and catering upon request

GST#
860601324RT0001

CHEF N PIGEON LAKE
21 VILLAGE DR
WESTEROSE AB

CARD * [REDACTED]
CARD TYPE [REDACTED]
DATE 2018/08/15
TIME 0122 20:53:27
CLERK ID [REDACTED]
RECEIPT NUMBER
[REDACTED]

PURCHASE
AMOUNT \$26.78
TIP \$4.82
TOTAL

\$31.60

APPROVED

AUTH# [REDACTED]
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS