

**GRACE COOKE
LEGAL COUNSEL
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 (G. Cooke with K. Muhlethaler)	Meal	\$ 27.49	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	
Sub-Total: Business Travel			\$ 79.92	
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>				
22-Jun-18	Lunch meeting (G.Cooke with Guest)	Meal	\$ 57.37	Attachment 2
1-Jun-18	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
15-Jun-18	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
29-Jun-18	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
13-Jul-18	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
27-Jul-18	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
10-Aug-18	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
24-Aug-18	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
Sub-Total: Working Sessions			\$ 963.10	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,043.02	

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.

CHEF N PIGEON LAKE
21 VILLAGE DR
WESTEROSE AB

CARD **** [REDACTED]
CARD TYPE [REDACTED]
DATE 2018/08/15
TIME 2144 20:56:17
CLERK ID [REDACTED]
RECEIPT NUMBER [REDACTED]

PURCHASE
AMOUNT \$49.09
TIP \$7.36
TOTAL

\$56.45



APPROVED

AUTH# 225618 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Grace Cooke and
Kathy Muhlethaler



CHECK # 53657 DATE 8/15/18
TABLE # 13 TIME 8:47PM

DINING : [REDACTED]

SEAT#	ITEMS ORDERED	AMOUNT
3	DIET PEPSI	4.00
	HOT TURKEY	17.75
	SUBTOTAL	21.75
	GST	1.09
		22.84
4	ISSAC SPECIAL	25.00
	SUBTOTAL	25.00
	GST	1.25
		26.25
	TOTAL	49.09

SUBTOTAL 46.75
GST 2.34

TOTAL DUE 49.09

OF GUESTS 2

Thank you for dining at
Chef N Pigeon Lake!

Now accepting reservations
and catering upon request

GST# [REDACTED]

CHARACTERS FINE DINING
10257 105th Street
Edmonton AB T5J 1E3
780-421-4100

** TRANSACTION RECORD **

Tran. #: [REDACTED]
RUC: RESTAURANT
Table #: [REDACTED]
Check #: [REDACTED]
Group #: 1
Employee #: [REDACTED]
Employee Name: [REDACTED]

AID: [REDACTED]

Amount \$49.88
Tip \$7.49
=====

TOTAL CAD\$57.37

No signature required

Customer Copy

CHARACTERS REST
10257 - 105 Street
EDMONTON, AB.
T5J 1E3
(780) 421-4100
GST# 89206-4429

Tbl 39/1 Chk 792 Gst 2
BEL 39
May24'18 12:00PM

1 FRIES	0.00
1 SPINACH	14.00
1 LUNCH FEATURE	25.00
1 ICE TEA	3.50
1 CAFFE LATTE	5.00

Subtotal 47.50
GST 2.38
01:00PM Amount Due 49.88

WELCOME TO CHARACTERS!
& HAVE A GREAT DAY!!



Grace Cooke and 1 non-EPSB
employee