

LEONA MORRISON
ASSISTANT SUPERINTENDENT OF SCHOOLS AND LEARNING SERVICES
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>				
17-Aug-18	DST Offsite Strategic Planning Meeting - Mileage	Transportation	\$ 96.86	
24-Aug-18	DST Offsite Strategic Planning Meeting - Mileage	Transportation	\$ 96.86	
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			\$ 246.15	
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			\$ 1,604.92	

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.