

ANGELA ANDERSON
CHIEF HUMAN RESOURCE OFFICER
FOR THE PERIOD: SEPTEMBER 2018 to NOVEMBER 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>				
20-Sep-18	DST Offsite Meeting -Hotel Accommodation and Meal (D.Robertson with T.Burnstad;K.Pharis;L.Parker;N.Petersen;A.Anderson;L.Austin;G.Cooke;L.Morrison;K.Muhlethaler;M.Suderman;L.Yule;R.MacNeil, 1 EPSB Employee and 1 Guest)(See D.Robertson for receipt)	Accommodation/ Meal	\$ 288.26	
27-Sep-18	DST Offsite Strategic Planning Meeting - Mileage Per Diem	Transportation	\$ 96.46	
Sub-Total: Business Travel			\$ 384.72	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
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>				
15-Oct-18	Human Resources Support Team Startup Meeting (A.Anderson with 6 EPSB employees)	Meal	\$ 23.86	Attachment 1
7-Sep-18	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
21-Sep-18	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
5-Oct-18	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
19-Oct-18	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
2-Nov-18	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
16-Nov-18	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
30-Nov-18	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
Sub-Total: Working Sessions			\$ 929.59	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,314.31	

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.

**1 Kingsway Avenue
Edmonton AB
T5H 4G9
PO#**

Invoice E418587

*Event held on Wednesday, August 22, 2018
[CP - Commerce Place]*

10125 - 97 Ave SW**780-700-1383**Ring bell**SEE NOTES**
11:45 am

Food/Service Items	Qty	Price	Total
Daily Kettle: Broth Based	4	4.29	17.16
Daily Kettle: Cream Based	3	4.29	12.87
Signature Side Salad: Caesar**package individually**	3	3.59	10.77
Dressing - Caesar	3		
Signature Side Salad: Mesclun Greens**package individually**	4	3.59	14.36
Dressing - House (Sundried Tomato)	4		
Wrap: Assorted	7	6.79	47.53
Fresh Fruit Tray	5	3.99	19.95
Signature Cheese Tray	5	4.99	24.95
Disposables	7	0.25	1.75
Napkins	7		
Plates	7		
Forks	7		
Knives	7		
Spoons	7		
Serving Utensils**3 spoons, 5 tongs**	8		

Delivery Charge	14.00
-----------------	-------

Subtotal	163.34	Service Charge	0.00
Tax	8.17		
Total Value	171.51		

Thank you for this opportunity to serve you.