

LISA AUSTIN
CHIEF COMMUNICATIONS 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.Morri son;K.Muhlethaler;M.Suderman;L.Yule;R.MacNeil, 1 EPSB Employee and 1 Guest)(See D.Robertson for receipt)	Accommodation/ Meal	\$ 288.26	
	Sub-Total: Business Travel		\$ 288.26	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
19-Sep-18	2018 ICF Advance: The Coach, The Client, The Impact	Registration fee	\$ 394.74	Attachment 1
	Sub-Total: Conferences		\$ 394.74	
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>				
7-Sep-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
21-Sep-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
5-Oct-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
19-Oct-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
2-Nov-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
16-Nov-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
30-Nov-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
	Sub-Total: Working Sessions		\$ 1,358.77	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 2,041.77	

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 expended to an EPSB Official. Net Amount does not reflect a portion of the receipt that is attributed to another EPSB official's expense report.

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

From: <icfheadquarters@coachfederation.org>
Date: Wed, Sep 5, 2018 at 8:04 AM
Subject: Order Confirmation: Invoice #997313
To: <lisa.austin@epsb.ca>
Cc: <lisa.austin@epsb.ca>

International Coach Federation

This message is to confirm the receipt of your recent order.

Customer's Name:

Date: 9/5/2018

Invoice #: 997313

Invoice Date: 9/5/2018 10:04:14 AM

Total: 394.74

Payment Amount: 394.74

Balance: 0.00

authorization: [REDACTED]

Reference Number: [REDACTED]

Bill To:

Ms. Lisa Austin
Edmonton Public Schools
[1 Kingsway Ave](#)
[Edmonton, AB](#)
[T5H 4G9](#)
[CANADA](#)

Payment Method:

Customer	Qty	Item	Price	Discount	Taxes	Shipping	Sub-Total	Paid	Balance
	1.00		394.74	0.00	0.00	0.00	394.74	394.74	0.00

ICF Event Registration

Registration Confirmation

Thank you for registering for 2018 ICF Advance: The Coach, The Client, The Impact

You will receive a confirmation e-mail shortly, but please print a copy of this confirmation for your records as well.

You will also receive attendee communications within the next few weeks. These emails will contain important information on how to connect to the 2018 ICF Advance sessions.

We recommend you explore ICF's virtual learning platform prior to the event to become familiar with how it will interact with your own personal system.

- Visit <http://learning.coachfederation.org/> (<http://learning.coachfederation.org/>)
- If this is your first time on this platform, you will log-in with your ICF Membership Username and Password. If you are a non-member, you will need to register to setup an account within the platform. If you have been to this site before, you will login with the credentials you have used in the past.
- Take some time to look at some of the free archived sessions and become familiar with the system's functions.

We will send you specific details on accessing the 2018 ICF Advance content the week of October 15, 2018.

Please keep visiting the **ICF Advance webpage** (<https://coachfederation.org/events/icf-advance>) for periodic updates on the series. If you have any questions, you can connect with ICF staff at **Ashley.pak@coachfederation.org** (<https://mail.google.com/mail/?view=cm&fs=1&tf=1&to=Ashley.pak@coachfederation.org>)

Edmonton Public Schools
Ms. Lisa Austin, MA
1 Kingsway Ave
Edmonton, AB T5H 4G9

Purchase Date:

09/05/18

Payment Method:

Card Number:

2018 ICF Advance Registration - Member

\$394.74

Total Charged:

\$394.74

Print Receipt

If you would like to print a receipt for your records please choose the print receipt option on this page. You will also receive a confirmation letter via email with your registration ID.