

KATHY MUHLETHALER
ASSISTANT SUPERINTENDENT OF SCHOOLS AND LEARNING SERVICES
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.M Meal uhlethaler;M.Suderman;L.Yule;R.MacNeil, 1 EPSB Employee and 1 Guest)(See D.Robertson for receipt) | Accommodations/ 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> | | | | |
| 15-Oct-18 | CASS Fall Conference 2018 | Registration Fee | \$ 447.97 | Attachment 1 |
| Sub-Total: Conferences | | | \$ 447.97 | |
| 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 | Elementary Dive into the Data (K.Muhlethaler with 56 EPSB employees) | Meal | \$ 12.71 | Attachment 2 |
| 12-Nov-18 | Catchment conversations (K.Muhlethaler with 7 EPSB employees and Guests) | Meal | \$ 27.62 | Attachment 3 |
| 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 | | | \$ 1,399.10 | |
| TOTAL EXPENSES REPORTED FOR THE PERIOD | | | \$ 2,135.33 | |

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.

Payer:

Primary Phone:

Registrant Name:

Kathy Muhlethaler

Payment Method:

School:

Edmonton School District No 7 Central Office

Jurisdiction:

Edmonton School District No 7

**Receipt # C00001015**

#B313, 1701 5th Ave S

Lethbridge AB, T1J 0W4

Phone (403) 381 5580

Fax (403) 381 5709

| Conference | Registrants | Per Registrant | Total |
|---|-------------|----------------|-----------------|
| CASS Fall Conference 2018: Alberta Stories of Practice: Building Personal and System Capacity | 1 | \$460.00 | \$460.00 |
| GRAND TOTAL | | | \$460.00 |

| | |
|-----------------------|----------|
| Paid At: Oct 11, 2018 | \$460.00 |
| Balance Due | \$0.00 |

| | |
|--------------------|--------------|
| Payment Method: | Credit |
| Card Number: | |
| Order ID: | |
| Registration Date: | Oct 11, 2018 |

| Conference Information | |
|---|---|
| CASS Fall Conference 2018: Alberta Stories of Practice: Building Personal and System Capacity | November 07, 2018 6:00pm - 8:00pm November 08, 2018 9:00am - 4:00pm November 09, 2018 9:00am - 1:30pm |
| Location: Deerfoot Inn & Casino 1000, 11500 - 35 Street SE, Calgary, AB | |

| Session Information | |
|--------------------------|--------------------------|
| Accountable Leadership | |
| Date: November 08, 2018 | Time: 9:30 AM - 12:15 PM |
| Wellness Starts with You | |

Date: November 08, 2018

Time: 2:45 PM - 3:45 PM

Notes:

Cancellation Policy

If cancellation notice has been received:

More than 14 days before - full refund

7-14 days - 85% refund

Less than 7 days - 50%

No notice - no refund

A Cappella Catering

12105-120 Avenue

Edmonton, Alberta T5L 4K4

Phone: 780.454.2642 Fax: 780.454.2748

Emergency Pager: 780.901.5053

GST Registration #R133907790

INVOICE

Event Date: 10/02/18

Invoice #: E125493

Elementary Dive into the Data (Kathy
Muhlethaler with 56 EPSB employees)

Sold To: Edmonton Public School Board

Contact Name:

Phone Number:

Email Address:

DELIVERY ADDRESS

Site Name: Queen Alexandra School

Site Address: 7730 - 106 Street, Edmonton, Alberta

DESCRIPTION

Guest Count: 63

Type: Breakfast Cont.

| | | |
|----|---|----------|
| 1 | Coffee 100 Cup @ \$85.70 | \$85.70 |
| 1 | Coffee 30 Cup @ \$28.55 | \$28.55 |
| 22 | Asst. Teas (36 Cup), Urn @ \$1.30 | \$28.60 |
| 63 | Continental Breakfast Package A for 12+ guests @ \$5.45 | \$343.35 |
| 63 | Fruit 3oz @ \$1.75 | \$110.25 |
| 40 | Bottled Water @ \$1.75 | \$70.00 |
| 75 | Disposable Cup Coffee @ \$0.12 | \$9.00 |
| 63 | Continental Disposable Setting @ \$0.28 | \$17.64 |
| 1 | Edmonton Core Delivery/Retrieval @ \$20.00 | \$20.00 |
| | Subtotal | \$713.09 |
| | Gratuity | \$0.00 |
| 5% | Taxes | \$35.65 |
| | Total | \$748.74 |
| | Paid | \$0.00 |
| | Balance | \$748.74 |

Payment Terms: 30 Days

Payment Due Date: 11/2/2018

P.O. Number:

Meeting Organizer:

Expenditure Type:

10/01/18 - 12:40:11 PM

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Edmonton, Alberta T5L 4K4

Phone: 780.454.2642 Fax: 780.454.2748

Emergency Pager: 780.901.5053

GST Registration #R133907790

INVOICE

Event Date: 10/30/18

Invoice #: E126767

Sold To: Edmonton Public School Board

Contact Name:

Phone Number:

Email Address:

DELIVERY ADDRESS

Site Name: Amiskwaciy Academy

Site Address: One Airport Road, Edmonton, Alberta

DESCRIPTION

Guest Count: 15

Type: Breakfast Cont.

| | | |
|----|---|----------|
| 1 | Coffee 30 Cup @ \$28.55 | \$28.55 |
| 15 | Continental Breakfast Package A for 12+ guests @ \$5.45 | \$81.75 |
| 15 | Fruit 3oz @ \$1.75 | \$26.25 |
| 15 | Assorted Juice AM @ \$1.75 | \$26.25 |
| 15 | Bottled Water @ \$1.75 | \$26.25 |
| 35 | Disposable Cup Coffee @ \$0.12 | \$4.20 |
| 15 | Continental Disposable Setting. @ \$0.28 | \$4.20 |
| 1 | Edmonton Core Delivery/Retrieval @ \$20.00 | \$20.00 |
| | Subtotal | \$217.45 |
| | Gratuity | \$0.00 |
| 5% | Taxes | \$10.87 |
| | Total | \$228.32 |
| | Paid | \$0.00 |
| | Balance | \$228.32 |

Payment Terms: 30 Days

Payment Due Date: 11/30/18

P.O. Number:

Meeting Organizer:

Expenditure Type:

10/29/18 - 12:30:55 PM

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