

**DARREL ROBERTSON**  
**SUPERINTENDENT OF SCHOOLS**  
**FOR THE PERIOD: SEPTEMBER 2018 to NOVEMBER 2018**

DATE <sup>(1)</sup>	DESCRIPTION OF EVENT	EXPENSE TYPE	NET AMOUNT <sup>(2) (3) (4)</sup>	ATTACHMENTS
<b>1) BUSINESS TRAVEL</b>				
<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 uhlethaler;M.Suderman;L.Yule;R.MacNeil, 1 EPSB Employee and 1 Guest)	Accommodations/ Meal	\$ 288.26	<a href="#">Attachment 1</a>
<b>Sub-Total: Business Travel</b>			<b>\$ 288.26</b>	
<b>2) CONFERENCES</b>				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
	Nothing to report for this period		\$ -	
<b>Sub-Total: Conferences</b>			<b>\$ -</b>	
<b>3) HOSPITALITY (Hosting)</b>				
<i>cost of food, beverage, transportation and other amenities on behalf of the guests of EPSB</i>				
	Nothing to report for this period		\$ -	
<b>Sub-Total: Hospitality</b>			<b>\$ -</b>	
<b>4) WORKING SESSIONS</b>				
<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>				
25-Oct-18	District Leadership Meeting (D.Robertson with 350 EPSB employees)	Meal	\$ 10.71	<a href="#">Attachment 2</a>
7-Sep-18	Bi-Weekly Car Allowance	Other Costs	\$ 576.92	
21-Sep-18	Bi-Weekly Car Allowance	Other Costs	\$ 576.92	
5-Oct-18	Bi-Weekly Car Allowance	Other Costs	\$ 576.92	
19-Oct-18	Bi-Weekly Car Allowance	Other Costs	\$ 576.92	
2-Nov-18	Bi-Weekly Car Allowance	Other Costs	\$ 576.92	
16-Nov-18	Bi-Weekly Car Allowance	Other Costs	\$ 576.92	
30-Nov-18	Bi-Weekly Car Allowance	Other Costs	\$ 576.92	
<b>Sub-Total: Working Sessions</b>			<b>\$ 4,049.15</b>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>			<b>\$ 4,337.41</b>	

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.

Village Creek Country Inn  
15 Village Drive, RR2  
Westerose, AB T0C 2V0  
Ph1(877)688-0006 Fax1(780)586-3520  
info@villagecreekcountryinn.com

## Invoice Memo

Page 1 of 1

EPS Support  
One Kingsway  
Edmonton  
AB T5H 4G9

Invoice Date:	08/21/2018
CheckIn:	08/17/2018
CheckOut:	
Reference:	EPSB Sup. Off-Site Mtg
Invoice:	113122
TAX ID:	850794207

### Invoice Summary

Total Invoices:	4,143.95
Finance Charges:	0.00
Total Adjustments:	0.00
Total Payments:	-4,143.95
Open Invoice Amount:	0.00

### Payment Detail

Date	Description	Batch Amt	Applied	Total Paid
08/22/2018		-4,143.95	-4,143.95	-4,143.95

VILLAGE CREEK COUNTRY  
INN  
15 VILLAGE DR  
WESTEROSE AB

CARD  
CARD TYPE  
DATE 2018/08/22  
TIME 0745 10:12:45  
RECEIPT NUMBER

PURCHASE  
TOTAL

\$4,143.95

APPROVED

01-027  
THANK YOU

CARDHOLDER WILL PAY  
CARD ISSUER ABOVE AMOUNT  
PURSUANT TO CARDHOLDER  
AGREEMENT.

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

Printed: 07/05/2018 09:43 AM

Audit Date: 07/05/2018

## Advance Deposit Detail

Village Creek Country Inn

Page 1 of 1

<u>Conf #</u>	<u>Guest Name</u>	<u>Audit Date</u>	<u>Act</u>	<u>Description</u>	<u>Voucher</u>	<u>Debit</u>	<u>Credit</u>	<u>MadeBy</u>	<u>Room</u>	<u>CheckIn</u>
100321	EPSB Dist. Sup. Off Sit, Mtg	07/05/2018	204		Deposit EPS Off-Site Aug 16-17	0.00	500.00	FS		08/16/2018
** Totals:						0.00	500.00			

VILLAGE CREEK COUNTRY  
INN  
15 VILLAGE DR  
WESTEROSE AB

CARD \*\*\*\*\*  
CARD TYPE  
DATE 2018/07/05  
TIME 2346 09:32:18  
RECEIPT NUMBER  
M8

-----  
PURCHASE  
TOTAL  
/ \$500.00  
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APPROVED

AUTH#  
THANK YOU

CARDHOLDER WILL PAY  
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PURSUANT TO CARDHOLDER  
AGREEMENT.

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 info@villagecreekcountryinn.com

TAX ID: 850794207

## EPSB Sup.

Folio ID	Folio	CheckIn	CheckOut	Balance
AUG17	113122	17/08/2018		4,143.95
Master Folio				

Date	Room	Description / Voucher	Charges	Credits	Balance
16/08/2018	111	Room Taxable - T. Burnstad	129.00	0.00	1,548.92
16/08/2018	111	GST - 5%	6.45	0.00	1,555.37
16/08/2018	111	Tourism Levy - 4%	5.16	0.00	1,560.53
16/08/2018	112	Room Taxable - K. Mills	139.00	0.00	1,699.53
16/08/2018	112	GST - 5%	6.95	0.00	1,706.48
16/08/2018	112	Tourism Levy - 4%	5.56	0.00	1,712.04
16/08/2018	114	Room Taxable - D. Lloyd	139.00	0.00	1,851.04
16/08/2018	114	GST - 5%	6.95	0.00	1,857.99
16/08/2018	114	Tourism Levy - 4%	5.56	0.00	1,863.55
16/08/2018	116	Room Taxable - K. Pharis	139.00	0.00	2,002.55
16/08/2018	116	GST - 5%	6.95	0.00	2,009.50
16/08/2018	116	Tourism Levy - 4%	5.56	0.00	2,015.06
16/08/2018	117	Room Taxable - L. Parker	139.00	0.00	2,154.06
16/08/2018	117	GST - 5%	6.95	0.00	2,161.01
16/08/2018	117	Tourism Levy - 4%	5.56	0.00	2,166.57
16/08/2018	212	Room Taxable - N. Petersen	129.00	0.00	2,295.57
16/08/2018	212	GST - 5%	6.45	0.00	2,302.02
16/08/2018	212	Tourism Levy - 4%	5.16	0.00	2,307.18
16/08/2018	214	Room Taxable - A. Anderson	129.00	0.00	2,436.18
16/08/2018	214	GST - 5%	6.45	0.00	2,442.63
16/08/2018	214	Tourism Levy - 4%	5.16	0.00	2,447.79
16/08/2018	216	Room Taxable - L. Austin	129.00	0.00	2,576.79
16/08/2018	216	GST - 5%	6.45	0.00	2,583.24
16/08/2018	216	Tourism Levy - 4%	5.16	0.00	2,588.40
16/08/2018	218	Room Taxable - G. Cooke	129.00	0.00	2,717.40
16/08/2018	218	GST - 5%	6.45	0.00	2,723.85
16/08/2018	218	Tourism Levy - 4%	5.16	0.00	2,729.01
16/08/2018	219	Room Taxable - L. Morrison	129.00	0.00	2,858.01
16/08/2018	219	GST - 5%	6.45	0.00	2,864.46
16/08/2018	219	Tourism Levy - 4%	5.16	0.00	2,869.62
16/08/2018	220	Room Taxable - D. Robertson	139.00	0.00	3,008.62
16/08/2018	220	GST - 5%	6.95	0.00	3,015.57
16/08/2018	220	Tourism Levy - 4%	5.56	0.00	3,021.13
16/08/2018	221	Room Taxable - K. Muhlethaler	129.00	0.00	3,150.13
16/08/2018	221	GST - 5%	6.45	0.00	3,156.58
16/08/2018	221	Tourism Levy - 4%	5.16	0.00	3,161.74
16/08/2018	222	Room Taxable - M. Suderman	139.00	0.00	3,300.74
16/08/2018	222	GST - 5%	6.95	0.00	3,307.69

KS

18/08/2018 02:14 AM

*Thank you for staying with us  
 We appreciate your business*

15 Village Drive, RR2  
 Westrose, AB T0C 2V0  
 Ph1(877)688-0006 Fax1(780)586-3520  
 info@villagecreekcountryinn.com

TAX ID: 850794207

EPSB Sup.

Folio ID	Folio	CheckIn	CheckOut	Balance
AUG17	113122	17/08/2018		4,143.95
Master Folio				

Date	Room	Description / Voucher	Charges	Credits	Balance
15/08/2018	112	Room Taxable - [REDACTED] EPSB employee	139.00	0.00	139.00
15/08/2018	112	GST - 5%	6.95	0.00	145.95
15/08/2018	112	Tourism Levy - 4%	5.56	0.00	151.51
15/08/2018	114	Room: Taxable - [REDACTED] Guest	139.00	0.00	290.51
15/08/2018	114	GST - 5%	6.95	0.00	297.46
15/08/2018	114	Tourism Levy - 4%	5.56	0.00	303.02
15/08/2018	212	Room Taxable - N. Petersen	129.00	0.00	432.02
15/08/2018	212	GST - 5%	6.45	0.00	438.47
15/08/2018	212	Tourism Levy - 4%	5.16	0.00	443.63
15/08/2018	214	Room Taxable - A. Anderson	129.00	0.00	572.63
15/08/2018	214	GST - 5%	6.45	0.00	579.08
15/08/2018	214	Tourism Levy - 4%	5.16	0.00	584.24
15/08/2018	216	Room Taxable - L. Austin	129.00	0.00	713.24
15/08/2018	216	GST - 5%	6.45	0.00	719.69
15/08/2018	216	Tourism Levy - 4%	5.16	0.00	724.85
15/08/2018	218	Room Taxable - G. Cooke	129.00	0.00	853.85
15/08/2018	218	GST - 5%	6.45	0.00	860.30
15/08/2018	218	Tourism Levy - 4%	5.16	0.00	865.46
15/08/2018	219	Room Taxable - L. Morrison	129.00	0.00	994.46
15/08/2018	219	GST - 5%	6.45	0.00	1,000.91
15/08/2018	219	Tourism Levy - 4%	5.16	0.00	1,006.07
15/08/2018	221	Room Taxable - K. Muhlethaler	129.00	0.00	1,135.07
15/08/2018	221	GST - 5%	6.45	0.00	1,141.52
15/08/2018	221	Tourism Levy - 4%	5.16	0.00	1,146.68
15/08/2018	223	Room Taxable - L. Yule	129.00	0.00	1,275.68
15/08/2018	223	GST - 5%	6.45	0.00	1,282.13
15/08/2018	223	Tourism Levy - 4%	5.16	0.00	1,287.29
16/08/2018	FSAM	Deposit Transfer - Conf: 100321 to Folio: 113074	0.00	500.00	787.29
16/08/2018	FSAM	Meeting Room - Rental - Fireside	195.00	0.00	982.29
16/08/2018	FSAM	GST - 5%	9.75	0.00	992.04
16/08/2018	FSAM	Meeting Room - Catering - Chef's Feast	255.00	0.00	1,247.04
16/08/2018	FSAM	GST - 5%	12.75	0.00	1,259.79
16/08/2018	FSAM	Meeting Room - Refreshment - Coffee / Tea Svc	40.00	0.00	1,299.79
16/08/2018	FSAM	GST - 5%	2.00	0.00	1,301.79
16/08/2018	FSAM	Meeting Room - Refreshment - Beverage Svc	82.50	0.00	1,384.29
16/08/2018	FSAM	GST - 5%	4.13	0.00	1,388.42
16/08/2018	FSAM	Meeting Room - Catering - Cookies	30.00	0.00	1,418.42
16/08/2018	FSAM	GST - 5%	1.50	0.00	1,419.92

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EPSB Sup.

Folio ID	Folio	CheckIn	CheckOut	Balance
AUG17	113122	17/08/2018		4,143.95
Master Folio				

Date	Room	Description / Voucher	Charges	Credits	Balance
16/08/2018	222	Tourism Levy - 4%	5.56	0.00	3,313.25
16/08/2018	223	Room Taxable - L. Yule	129.00	0.00	3,442.25
16/08/2018	223	GST - 5%	6.45	0.00	3,448.70
16/08/2018	223	Tourism Levy - 4%	5.16	0.00	3,453.86
16/08/2018	224	Room Taxable - R. MacNeil	139.00	0.00	3,592.86
16/08/2018	224	GST - 5%	6.95	0.00	3,599.81
16/08/2018	224	Tourism Levy - 4%	5.56	0.00	3,605.37
17/08/2018	FSAM	Meeting Room - Rental - Fireside	97.50	0.00	3,702.87
17/08/2018	FSAM	GST - 5%	4.88	0.00	3,707.75
17/08/2018	FSAM	Meeting Room - Catering - Chef's Feast	255.00	0.00	3,962.75
17/08/2018	FSAM	GST - 5%	12.75	0.00	3,975.50
17/08/2018	FSAM	Meeting Room - Refreshment - Coffee / Tea Svc	40.00	0.00	4,015.50
17/08/2018	FSAM	GST - 5%	2.00	0.00	4,017.50
17/08/2018	FSAM	Meal Gratuity - Thank You	126.45	0.00	4,143.95
		<b>Balance Due</b>			<b>4,143.95</b>
<b>Summary and Taxes</b>					
		Taxable Sales	4,181.00		
		GST - 5%	209.06		
		Tourism Levy - 4%	127.44		

Village Creek Country Inn  
15 Village Drive, RR2  
Westrose, AB T0C 2V0  
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## Invoice Memo

Page 1 of 1

Attn: [REDACTED]  
EPS Support  
One Kingsway  
Edmonton  
AB T5H 4G9

Invoice Date:	08/21/2018
CheckIn:	08/17/2018
CheckOut:	
Reference:	EPSB Sup. Off-Site Mtg
Invoice:	113122
TAX ID:	850794207

### Invoice Summary

Total Invoices:	4,143.95
Finance Charges:	0.00
Total Adjustments:	0.00
Total Payments:	-4,143.95
Open Invoice Amount:	0.00

### Payment Detail

Date	Description	Batch Amt	Applied	Total Paid
08/22/2018	[REDACTED]	-4,143.95	-4,143.95	-4,143.95

Invoice and Advance Deposit costs to staff members as follows:

D. Robertson - [REDACTED]  
N. Petersen - [REDACTED]  
A. Anderson - [REDACTED]  
L. Austin - [REDACTED]  
G. Cooke - [REDACTED]  
L. Morrison - [REDACTED]  
K. Muhlethaler - [REDACTED]  
L. Yule - [REDACTED]

T. Burnstad - [REDACTED]  
K. Pharis - [REDACTED]  
L. Parker - [REDACTED]  
M. Suderman - [REDACTED]  
Ron MacNeil - [REDACTED]  
One EPS staff member - \$ [REDACTED]

VILLAGE CREEK COUNTRY  
INN  
15 VILLAGE DR  
WESTROSE AB

CARD TYPE [REDACTED]  
CARD [REDACTED]  
DATE 2018/08/22  
TIME [REDACTED]  
RECEIPT NUMBER [REDACTED]  
PURCHASE TOTAL  
\$4,143.95

APPROVED

AUTH# [REDACTED]  
THANK YOU

CARDHOLDER WILL PAY  
CARD ISSUER ABOVE AMOUNT  
PURSUANT TO CARDHOLDER  
AGREEMENT.

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Printed: 07/05/2018 09:43 AM

Audit Date: 07/05/2018

## Advance Deposit Detail

Village Creek Country Inn

Page 1 of 1

<u>Conf #</u>	<u>Guest Name</u>	<u>Audit Date</u>	<u>Act</u>	<u>Description</u>	<u>Voucher</u>	<u>Debit</u>	<u>Credit</u>	<u>MadeBy</u>	<u>Room</u>	<u>CheckIn</u>
	EPSP Dist. Sup. Off Sit, Mtg				Deposit EPS Off-Site Aug 16-17	0.00	500.00	FS		08/16/2018
					** Totals:	0.00	500.00			

VILLAGE CREEK COUNTRY  
INN  
15 VILLAGE DR  
WESTEROSE AB

CARD  
CARD TYPE  
DATE 2018/07/05  
TIME  
RECEIPT NUMBER

PURCHASE  
TOTAL

\$500.00

APPROVED

AUTH#  
THANK YOU

CARDHOLDER WILL PAY  
CARD ISSUER ABOVE AMOUNT  
PURSUANT TO CARDHOLDER  
AGREEMENT.

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# 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: 8/23/18  
Invoice #: E122700

Sold To: Lillian Osborne High School

Contact Name:

Phone Number:

Email Address:

### DELIVERY ADDRESS

Site Name: Lillian Osborne School

Site Address: 2019 Leger Road, Edmonton, Alberta

### DESCRIPTION

Guest Count: 350

Type: Breakfast Cont.

7	Coffee 100 Cup @ \$85.70	\$599.90
100	Asst. Teas (36 Cup), Um @ \$1.30	\$130.00
350	Continental Breakfast Package B for 12+ guests @ \$5.45	\$1,907.50
350	Continental Fruit Kebab @ \$2.40	\$840.00
350	Continental Disposable Setting @ \$0.28	\$98.00
350	Disposable Cup Coffee @ \$0.12	\$42.00
1	Custom Delivery/Retrieval @ \$50.00	\$50.00
	Subtotal	\$3,667.40
	Gratuity	\$0.00
5%	Taxes	\$183.38
	Total	\$3,850.78
	Paid	\$3,850.78
	Balance	\$0.00

Payment Terms: [REDACTED]  
Payment Due Date: 8/22/2018

P.O. Number:  
Meeting Organizer:  
Expenditure Type:

## Transaction Receipt - Do Not Reply

1 message

A CAPPELLA CATERING <esp\_receipt@moneris.com>

Wed, Aug 22, 2018 at 12:38 PM

To:

A CAPPELLA CATERING  
12105-120 Avenue  
Edmonton AB  
T5L 4K4  
T: 780-454-2642

[www.acappella.ab.ca](http://www.acappella.ab.ca)

### TRANSACTION RECORD

APPROVED

TYPE PURCHASE

ORDER ID 122700

AMOUNT (CAD) \$3850.78

CARD NUM  
ACCOUNT

DATE Aug 22 2018 12:38PM

REF NUM

AUTH CODE

APPROVED - THANK YOU 027

Please keep this email as your transaction receipt.