

ANGELA ANDERSON
CHIEF HUMAN RESOURCE OFFICER
FOR THE PERIOD: DECEMBER 2018 to FEBRUARY 2019

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>				
	Nothing to report for this period		\$ -	
	Sub-Total: Business Travel		\$ -	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
6-Jan-19	Audio Conference		\$ 207.27	Attachment 1
	Sub-Total: Conferences		\$ 207.27	
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>				
13-Dec-18	DST Dinner Pre District Awards (T.Burnstad with G.Cooke; K.Pharis;A.Anderson;L.Morrison;N.Petersen;L.Parker)See T.Burnstad for receipt	Meal	\$ 21.14	
6-Jan-19	HR staff Christmas lunch (A. Anderson with 124 EPSB Employees)	Meal	\$ 33.74	Attachment 2
14-Jan-19	Offsite DST/DMD Meeting (D.Robertson with M.Suderman;L.Yule;R.MacNeil;K.Pharis;G.Cooke;K.Muhlethaler;L.Morrison; L.Parker;T.Burnstad;C.Wright;L.Austin;M.Proulx;N.Petersen;D.Martin;A.Anderson and 19 EPSB employees) See D. Robertson for receipt	Meal	\$ 8.98	
14-Dec-18	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
28-Dec-18	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
11-Jan-19	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
25-Jan-19	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
8-Feb-19	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
22-Feb-19	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
	Sub-Total: Working Sessions		\$ 840.20	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,047.47	

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.



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It's Legal, Now What?
Thursday, November 29, 2018,

DATE	INVOICE #
22/11/18	

MC/VISA/AMEX Number _____
Signature _____

Exp Date _____

Human Resources
Edmonton Public Schools
1 Kingsway NW
EDMONTON AB T5H 4G9

1 registrant
Shipping & handling
GST

204.00
N/C
10.20

Total

214.20

Amount Due

\$214.20

Please return this portion.

22/11/18

HST # 881999981RT0001	
<p>- ORIGINAL INVOICE -</p> <p>Please return one copy of this invoice with your payment today. Thank you.</p>	
<p>It's Legal, Now What? Thursday, November 29, 2018,</p>	<p>SPRING 18</p> <p>Registrant: Human Resources Edmonton Public Schools 1 Kingsway NW EDMONTON AB T5H 4G9</p>
<p>Cheque payable to: Lancaster House</p>	
<p>Order Number: [REDACTED]</p>	<p>Amount Paid: _____ Term: _____</p>

1881 Yonge Street, Suite 200, Toronto, ON M4S 3C4 • customerservice@lancasterhouse.com
Tel: (416) 977-6618 Fax: (416) 977-5873



Edmonton Public Schools
Human Resources

Human Resources ATTN: [REDACTED]
One Kingsway
Edmonton, AB T5H-4G9
CA

Chateau Louis Hotel & Conference Centre
11727 Kingsway
Edmonton AB T5G 3A1
Tel: 780.452.7770
Fax: 780.454.3436

Business Block Name: Edmonton Public Schools - Block ID 2646215

Arrival: Friday, 14 December 2018

Departure: Friday, 14 December 2018

***Banquet Invoice (BB Level)**

	Qty Curr.	Unit Price	Total
Friday, 14 December 2018			
Social - Event ID 3931799 - St. Michael			
St. Michael	1 CAD	300.00	300.00
Luncheon - Event ID 3931300 - St. Michael			
Lunch Buffet #2 (Min 30 people)	125 CAD	25.95	3,243.75
A la Carte Break			
Soft Drink Pitcher	4 CAD	18.95	75.80
Summary by Revenue Type			
Rental		CAD	300.00
Food		CAD	3,319.55
Estimated Total		CAD	3,619.55
		Service Charge to be added at 16%	531.13
		GST to be added	207.54
		Total Incl. Tax	4,358.22

Thank you for choosing Chateau Louis Hotel & Conference Centre GST#103021499. If payment has been made, please disregard this invoice. Thank you.

Signature