

NANCY PETERSEN
MANAGING DIRECTOR - STRATEGIC DISTRICT SUPPORTS
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>				
17-Dec-18	Meeting with Calgary Catholic - Mileage-Per-Diem	Transportation	\$ 296.06	
	Sub-Total: Business Travel		\$ 296.06	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
	Nothing to report for this period		\$ -	
	Sub-Total: Conferences		\$ -	
3) HOSPITALITY (Hosting)				
<i>cost of food, beverage, transportation and other amenities on behalf of the guests of EPSB</i>				
31-Jan-19	Northwest Regional CASS Conference		\$ 243.45	Attachment 1
	Sub-Total: Hospitality		\$ 243.45	
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.	Meals	\$ 21.14	
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	Meals	\$ 8.98	
31-Jan-19	Meeting at Eastglen School (N.Petersen with 21 EPSB employees)	Meals	\$ 17.03	Attachment 2
14-Dec-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
28-Dec-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
11-Jan-19	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
25-Jan-19	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
8-Feb-19	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
22-Feb-19	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
	Sub-Total: Working Sessions		\$ 1,164.66	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,704.17	

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: Nancy Petersen
 Registrant Name: Nancy Petersen
 Payment Method: XXXXXXXXXX
 School: Edmonton School District No 7 Central Office
 Jurisdiction: Edmonton School District No. 7

NRLC
Receipt # C00003295
 10127 - 120 Avenue
 Grand Prairie AB, T8V 8H8
Phone (780) 882-7988
Fax

Conference	Registrants	Per Registrant	Total
Leadership Certification In-Service	1	\$500.00	\$500.00
GRAND TOTAL			\$500.00

Paid At: Jan 25, 2019	\$500.00
Balance Due	\$0.00

Payment Method:	Credit
Card Number:	XXXXXXXXXX
Order ID:	XXXXXXXXXXXXXXXXXXXX
Registration Date:	Jan 25, 2019

Conference Information	
Leadership Certification In-Service	March 20, 2019 9:00am - 4:00pm March 21, 2019 9:00am - 4:00pm
Location: Chateau Lacombe Hotel 10111 Bellamy Hill, Edmonton, AB	

Session Information	
I am attending the Leadership Certification In-Service	
Date: March 20, 2019	Time: 9:00 AM - 4:00 PM
Date: March 21, 2019	Time: 9:00 AM - 4:00 PM
First Nations, Metis & Inuit Education	
Date: March 22, 2019	Time: 9:00 AM - 10:00 AM

Payer: Nancy Petersen
 Registrant Name: Nancy Petersen
 Payment Method: XXXXXXXXXX
 School: Edmonton School District No 7 Central Office
 Jurisdiction: Edmonton School District No. 7

NRLC
Receipt # C00003295
 10127 - 120 Avenue
 Grand Prairie AB, T8V 8H8
Phone (780) 882-7988
Fax

****N. Peterson overpaid on first invoice, and this invoice represents the credit.**

Conference	Registrants	Per Registrant	Total
Certification In-Service	1	\$250.00	\$250.00
GRAND TOTAL			\$250.00

Paid At: Jan 25, 2019	\$250.00
Refunded At: Jan 25, 2019	\$250.00
Balance Due	\$0.00

Payment Method:	Credit
Card Number:	XXXXXXXXXX
Order ID:	XXXXXXXXXXXXXXXXXXXX
Registration Date:	Jan 25, 2019

Conference Information	
Certification In-Service	March 20, 2019 9:00am - 4:00pm March 21, 2019 9:00am - 4:00pm
Location: Chateau Lacombe Hotel 10111 Bellamy Hill, Edmonton, AB	

Session Information	
I am attending the Superintendent Leadership Certification In-Service	
Date: March 20, 2019	Time: 9:00 AM - 4:00 PM
Date: March 21, 2019	Time: 9:00 AM - 4:00 PM
First Nations, Metis & Inuit Education	
Date: March 22, 2019	Time: 9:00 AM - 10:00 AM

Reason for Refund:	Excess payment
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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: 1/24/19

Invoice #: E130505

Sold To: Edmonton Public School Board

Contact Name:

Phone Number:

Email Address:

DELIVERY ADDRESS

Site Name: Eastglen School

Site Address: 11430 - 68 Street, Edmonton, Alberta

DESCRIPTION

Guest Count: 22

Type: Cold Lunch

22	Baby Red Potato Salad Solo @ \$2.85	\$62.70
22	Signature Sandwiches & Finger Foods C for 13-23 guests @ \$10.50	\$231.00
22	Assorted Pop, Juice and Bottled Water @ \$1.75	\$38.50
22	Cold Lunch w/ Salad Disposable Setting @ \$0.30	\$6.60
1	Edmonton Extended Delivery/Retrieval @ \$30.00	\$30.00
	Subtotal	\$368.80
	Gratuity	\$0.00
5%	Taxes	\$18.45
	Total	\$387.25
	Paid	\$0.00
	Balance	\$387.25

Payment Terms: 30 Days

Payment Due Date: 2/24/2019

P.O. Number:

Meeting Organizer:

Expenditure Type:

1/23/19 - 1:08:47 PM

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