

**KATHY MUHLETHALER**  
**ASSISTANT SUPERINTENDENT OF SCHOOLS AND LEARNING SERVICES**  
**FOR THE PERIOD: DECEMBER 2018 to FEBRUARY 2019**

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>				
	Nothing to report for this period		\$ -	
	<b>Sub-Total: Business Travel</b>		<b>\$ -</b>	
<b>2) CONFERENCES</b>				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
17-Dec-18	REIMBURSEMENT: Cancelled CASS Registration	Registration fee	\$ (391.00)	<a href="#">Attachment</a>
	<b>Sub-Total: Conferences</b>		<b>\$ (391.00)</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>				
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) <i>See D. Robertson for receipt</i>	Meal	\$ 8.98	
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	
	<b>Sub-Total: Working Sessions</b>		<b>\$ 1,173.64</b>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>			<b>\$ 782.64</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.

**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

Cancelled CASS Registration (15% Administration Fee applied)

- Refund \$391

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

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

Payment Method:	
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