

MICHELLE DRAPER
CHAIR - BOARD OF TRUSTEES - WARD B
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>				
	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>				
	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>				
21-Feb-19	High School Culinary Awards Dinner	Meals	\$ 35.00	Attachment 1
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		\$ 811.34	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 811.34	

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.



Payment received for your order

1 message

edmontonCHEFS.ca <admin@edmontonchefs.ca>

Thu, Jan 24, 2019 at 10:39 AM

To: [REDACTED]

High School Culinary Awards Dinner Trustee Draper and Guest. Cost of guest reimbursed.



Thank you for your payment

*

Hi Michelle,

Just to let you know — your payment has been confirmed, and order #3927 is now being processed:

[Order #3927] (January 24, 2019)

Product	Quantity	Price
Individual Ticket	2	\$70.00
Subtotal:		\$70.00
Payment method:		PayPal
Total:		\$70.00

You will receive ticket confirmation in another email.

Additional Guest Names: [REDACTED]

Billing address

Edmonton Public School Board

Michelle Draper

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Thanks!

edmontonCHEFS.ca



DATE: 30-Jan-19

6121

DESCR	AMOUNT
ALBERT	
CAFETE	
CATERI	
COPYRI	
DONA	
DESCRI	
EMPLO	
EMPLO	
FEDERA	
GST COLLECTED	9000 102012
LAPP - LOCAL AUTHORITES PENSION PLAN	9000 201121
WCB - WORKERS COMPENSATION BOARD	9000
OTHER COMMISSIONS (DESCRIBE)	
	9000 407003
OTHER MATERIAL FEES	9000 406011
OTHER NON GOVERNMENT GRANTS	9000 407004
OTHER NON GOVERNMENT REVENUE (DESCRIBE)	9000 407005
OTHER PROVINCIAL GRANTS & REVENUE	9000 403002
PRINT SHOP AND PHOTOCOPYING SERVICE	9000 407015
SALE OF SURPLUS EQUIPMENT & FURNITURE(attach bill of sale)	9000 407027
PERSONAL/THIRD PARTY EXPENSE RECOVERIES FOR CELL PHONES, LOST/DAMAGED TEXTBOOKS, LONG DISTANCE CHARGES, ETC...CHARGED IN PRIOR SCHOOL YEAR	
REIMBURSE-PERSONAL/THIRD PARTY EXPENSES CHARGED	9000 700203 6121 0000 78002 101009 35
CURRENT YEAR, ATTACH BACK-UP DOCUMENTATION	9000
OTHER: Please describe & enter 29 digit coding	9000
	9000
1) Reimbursement	9000
Board Chair Michelle Draper - Reimbursement for	9000
ticket for <u>guest</u> to the High School Culinary Awards Dinner	9000
being held on Mar 4, 2019.	9000
(Reference: IE283624)	9000
TOTAL \$35.00	
TOTAL CHEQUES REMITTED	
TOTAL CASH REMITTED	
TOTAL \$35.00	
IF ADDITIONAL LINES ARE REQUIRED, PLEASE ATTACH A BREAKDOWN OF ADDITIONAL AMOUNTS & CODING AND SEND TO FINANCE	
An Administration fee of \$20 will be applied to cheques returned by the bank with non-sufficient funds	

MS MICHELLE ANDERSON-DRAPER

DATE 2019-01-23
Y Y Y Y M M D D

PAY TO THE ORDER OF

Edmonton Public School Board \$35^{xx}

thirty five 100 DOLLARS

ROYAL BANK OF CANADA

MEMO paying cost of guest ticket

Culinary Awards

signed

MP

Jan. 30/19

To: [redacted]
From: [redacted]

Please process the attached and note that the associated Expense Report (ID IE283624) has been submitted as well. Thank-you!

For Finance Use Only

Approved by:

Signed

Date:

5-Feb-2019

Signed

AUTHORIZED SIGNATURE - PRINT NAME & SIGN

DATE: 30-Jan-19

Details of Cash & Cheques Remitted:
DEPARTMENT: Board of Trustees

I.E.: employee parking, print services, donations, etc.

COST CENTRE (DU): 6121

DATE	PAYEE NAME	CHEQUE #	GROSS CHEQUE AMOUNT	GROSS CASH AMOUNT	GST *	NET REVENUE * (before GST)	For finance use only: Receipt #
23-Jan-19	Edmonton Public School Board	269	35.00				
TOTALS			\$ 35.00	\$ -	\$ -	\$ -	

For Finance Use Only

 Approved by:  Signed

Date: 05-Feb-2019

 Signed

AUTHORIZED SIGNATURE - PRINT NAME & SIGN
NOTE: * To calculate the GST and NET amounts from the Gross Amount received:

GST	GST = Gross amount times 5 divided by 105. E.G. \$100 x 5/105 = 4.76
NET	NET = Gross amount divided by 1.05. E.G. \$100/1.05 = 95.24