

**NANCY PETERSEN**  
**MANAGING DIRECTOR - STRATEGIC DISTRICT SUPPORTS**  
**FOR THE PERIOD: MARCH 2019 to MAY 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>				
	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>				
6-Mar-19	Dinner prior to Night of Music (T. Burnstad with L. Parker; N. Petersen; K. Mills; L. Austin; L. Morrison and G. Cooke) See T.Burnstad for receipt.	Meal	\$ 36.68	
13-May-19	Breakfast Meeting (N.Petersen & 79 EPSB Staff)	Meal	\$ 10.29	<a href="#">Attachment 1</a>
8-Mar-19	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
22-Mar-19	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
5-Apr-19	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
18-Apr-19	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
3-May-19	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
17-May-19	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
31-May-19	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
	<b>Sub-Total: Working Sessions</b>		<b>\$ 1,369.06</b>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>			<b>\$ 1,369.06</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.

# 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: 5/02/19

Invoice #: E135276

Sold To: Edmonton Public Schools

Contact Name: Redacted

Phone Number:

Email Address:

### DELIVERY ADDRESS

Site Name: Woodcroft School

Site Address: 13750 Woodcroft Avenue, Edmonton, Alberta

### DESCRIPTION

Guest Count: 80

Type: Breakfast Cont.

1	Coffee 100 Cup @ \$90.00	\$90.00
1	Coffee 75 Cup @ \$70.00	\$70.00
80	Continental Breakfast Package A for 12+ guests @ \$5.60	\$448.00
40	Bottled Water @ \$1.75	\$70.00
40	Assorted Juice AM @ \$1.75	\$70.00
80	Disposable Cup Coffee @ \$0.12	\$9.60
80	Continental Disposable Setting. @ \$0.28	\$22.40
1	Custom Delivery/Retrieval @ \$30.00	\$30.00
Subtotal		\$810.00
Gratuity		\$0.00
5%	Taxes	\$40.50
Total		\$850.50
Paid		\$0.00
Balance		\$850.50

Payment Terms: 30 Days

Payment Due Date: 6/2/2019

P.O. Number:

Meeting Organizer:

Expenditure Type:

5/01/19 - 1:43:16 PM

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