

ANGELA ANDERSON
CHIEF HUMAN RESOURCE OFFICER
FOR THE PERIOD: JUNE 2019 to AUGUST 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>				
22-Aug-19	DST Offsite Meeting Meals Aug 14-16 (T. Burnstad with A. Anderson; D. Robertson; G. Cooke; K. Muhlethaler; K. Pharis; L. Morrison; L. Austin; L. Yule; L. Parker; M. Suderman; N. Petersen; R. MacNeil; 1 EPSB employee and 1 Guest) See T. Burnstad for receipts .	Meals	\$ 120.31	
Sub-Total: Business Travel			\$ 120.31	
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>				
25-Jul-19	Year end Luncheon/HR Staff Meeting (A. Anderson with 124 EPSB Staff)	Meals	\$ 36.37	Attachment 1
14-Jun-19	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
28-Jun-19	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
12-Jul-19	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
26-Jul-19	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
9-Aug-19	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
23-Aug-19	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
Sub-Total: Working Sessions			\$ 812.71	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 933.02	

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 expended to an EPSB Official. Net Amount does not reflect a portion of the receipt that is attributed to another EPSB official's



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

A. Anderson and 124 EPSB Employees

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 3931800 - 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