

**LISA AUSTIN**  
**CHIEF COMMUNICATIONS OFFICER**  
**FOR THE PERIOD: JUNE 2019 to AUGUST 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>				
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	
<b>Sub-Total: Business Travel</b>			<b>\$ 120.31</b>	
<b>2) CONFERENCES</b>				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
30-Aug-19	REFUND - Royal Roads University Course- Advanced Coaching Practices	Registration Fees	\$ (3,243.33)	<a href="#">Attachment 1</a>
<b>Sub-Total: Conferences</b>			<b>\$ (3,243.33)</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>				
12-Jul-19	Leadership Lunch Meeting (L. Austin and 5 EPSB Employees)	Meals	\$ 21.19	<a href="#">Attachment 2</a>
30-Aug-19	Lunch Meeting (L. Austin with K. Muhlethaler and L. Yule)	Meals	\$ 21.94	<a href="#">Attachment 3</a>
14-Jun-19	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
28-Jun-19	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
12-Jul-19	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
26-Jul-19	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
9-Aug-19	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
23-Aug-19	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
<b>Sub-Total: Working Sessions</b>			<b>\$ 1,207.79</b>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>			<b>\$ (1,915.23)</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.

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**Fwd: Re Transaction number** [Redacted]

1 message

Lisa Austin &lt;lisa.austin@epsb.ca&gt;

Tue, Aug 13, 2019 at 1:57 PM

[Redacted]

FYI

----- Forwarded message -----

From: [Redacted]

Date: Tue, Aug 13, 2019 at 1:56 PM

Subject: RE: Re Transaction number [Redacted]

To: Lisa Austin &lt;lisa.austin@epsb.ca&gt;

Hello Lisa,

A refund was processed on our end on Jul 24, 2019.

The fund was returned to the same credit card.

Regards,

Student Accounts [YX] | **Royal Roads University**

T 250.391.2600 ext. 4282 | F 250.391.2656

2005 Sooke Road, Victoria, BC Canada V9B 5Y2 | [royalroads.ca](http://royalroads.ca)**LIFE.CHANGING****From:** Lisa Austin <lisa.austin@epsb.ca>**Sent:** August-13-19 12:49 PM**To:** Student Accounts <studentaccounts@RoyalRoads.ca>**Cc:** [Redacted]**Subject:** Re Transaction number [Redacted]

Hello,

In April of this year, I registered and paid tuition for a course in Advanced Coaching Practices (ADVC635). The course was cancelled, but I was the program administrator suggested I wait until the fall to see if the course would be offered again in which case by registration would be carried over. The course is not being offered this fall, and therefore I'm requesting a refund for the tuition and registration fee I paid: \$2,271.89. I have referenced the transaction number in the subject line. My RRU student number is [Redacted]. Please let me know if there's any other information I can provide.



**Royal Roads**  
UNIVERSITY

2005 Sooke Road, Victoria, BC, Canada V9B 5Y2  
E-mail: Student-Accounts@royalroads.ca

**Receipt**

Austin, Lisa Hazel

Student Number

Edmonton AB Canada

Payment Date April 8, 2019

Transaction Number:

Receipt Item Description	Invoice Amount	Amount Paid
Pmt-113132 ADVC635_Y1819P-01 Tuition	3,243.33	3,243.33
Pmt-113132 General study registration fee 18/19	28.56	28.56
<b>Total</b>	<b>\$3,271.89</b>	<b>\$3,271.89</b>

Payment Method: Web Payment

Total Paid: \$3,271.89

*If you have any questions regarding this receipt please view your full account details online at [myadmin.royalroads.ca](http://myadmin.royalroads.ca). If anything remains unclear, please contact Student Accounts at [Student-Accounts@royalroads.ca](mailto:Student-Accounts@royalroads.ca).*

# 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: 7/03/19

Invoice #: E137292

Sold To: Edmonton Public Schools

Contact Name: Redacted

Phone Number: Redacted

Email Address: Redacted

Attendees:

L. Austin

5 EPSB

Employees

### DELIVERY ADDRESS

Site Name: McKay Avenue School

Site Address: 10425 - 99 Avenue, Edmonton, Alberta

### DESCRIPTION

Guest Count: 6

Type: Cold Lunch

6	Spinach, Berry and Candied Walnut Salad @ \$3.50	\$21.00
6	Signature Sandwiches & Finger Foods A for 4-12 guests @ \$10.95	\$65.70
6	Dessert Selection Lunch @ \$1.55	\$9.30
6	Cold Lunch w/ Salad Disposable Setting @ \$0.30	\$1.80
4	12" Disposable Black Plastic Platter @ \$1.63	\$6.52
1	Edmonton Core Delivery @ \$20.00	\$20.00
		<hr/>
	Subtotal	\$124.32
	Gratuity	\$0.00
5%	Taxes	\$6.22
	Total	\$130.54
		<hr/>
	Paid	\$130.54
	Balance	\$0.00

Payment Terms: MasterCard

Payment Due Date: 7/2/2019

P.O. Number:

Meeting Organizer:

Expenditure Type:



Attendees:  
Lisa Austin  
K. Muhlethaler  
L.Yule

CHEF N PIGEON LAKE  
21 VILLAGE DR  
WESTEROSE AB

\*\*\*\*\*  
CHECK # 75641      DATE 8/15/19  
TABLE # 23      TIME 9:57PM  
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-- DINING : MELISSA 25 --

SEAT#	ITEMS ORDERED	AMOUNT
4	BRUSSEL SPROUTS	9.00
	WINGS	15.25
	CAULIFLOWER PICKLES	12.50
	TEMPURA PRAWNS	15.50
	SUBTOTAL	52.25
	GST	2.61
		-----
		54.86
	TOTAL	54.86

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SUBTOTAL      52.25  
GST      2.61

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TOTAL DUE      54.86  
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# OF GUESTS      1

Thank you for dining at  
Chef N Pigeon Lake!

Now accepting reservations  
and catering upon request

GST#  
860601324RT0001

CARD TYPE      MASTERCARD  
DATE      2019/08/15  
TIME      6680 22:06:40  
CLERK ID      25  
RECEIPT NUMBER  
C82037236-001-001-187-0  
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PURCHASE  
AMOUNT      \$54.86  
TIP      \$10.97  
TOTAL

\$65.83  
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MasterCard



APPROVED

AUTH# 013772      01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS