

NANCY PETERSEN
MANAGING DIRECTOR - STRATEGIC DISTRICT SUPPORTS
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) <i>See T. Burnstad for receipts.</i>	Meals	\$ 120.31	
29-Aug-19	DST Off-Site Meeting 2019 - Mileage	Transportation	\$ 94.42	
Sub-Total: Business Travel			\$ 214.73	
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>				
18-Jun-19	Deposit for D/MD meeting (M. Proulx with D. Martin; C. Wright; N. Petersen and 21 EPSB employees) <i>See M. Proulx for receipt</i>	Meals	\$ 19.48	
27-Jun-19	Lunch Meeting (N. Petersen with 5 EPSB employees and 5 guests)	Meals	\$ 40.05	Attachment 1
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	
Sub-Total: Working Sessions			\$ 1,164.66	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,379.39	

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: 6/25/19

Invoice #: E137891

Sold To: Edmonton Public Schools

Contact Name:

Phone Number:

Email Address:

Lunch for Nancy
Petersen, 5 EPSB staff
members and 5 guests

DELIVERY ADDRESS

Site Name: Rundle School

Site Address: 11005 - 34 Street, Edmonton, Alberta

DESCRIPTION

Guest Count: 10

Type: Hot Lunch

10	Pasta And Salad Luncheon @ \$15.95	\$159.50
10	Dessert Selection Lunch @ \$1.55	\$15.50
2	Diet Coke @ \$1.75	\$3.50
2	Diet Sprite @ \$1.75	\$3.50
2	Coke @ \$1.75	\$3.50
4	Bottled Water @ \$1.75	\$7.00
1	Chafing Dish @ \$10.00	\$10.00
10	Hot Meal Disposable Setting (uses lunch plates) @ \$0.40	\$4.00
1	Edmonton Extended Delivery/Retrieval @ \$30.00	\$30.00
Subtotal		\$236.50
Gratuity		\$0.00
5%	Taxes	\$11.83
Total		\$248.33
Paid		\$0.00
Balance		\$248.33

Payment Terms: 30 Days

Payment Due Date: 7/25/19

P.O. Number:

Meeting Organizer:

Expenditure Type: