

MADONNA PROULX
MANAGING DIRECTOR - FINANCIAL SERVICES
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>				
	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>				
7-Jun-19	USIC Meeting Calgary - Hotel	Accommodations	\$ 323.63	Attachment 1
20-Jun-19	ASBOA Conference Red Deer - Mileage	Transportation	\$ 154.42	
20-Jun-19	ASBOA Conference Red Deer - Hotel	Accommodations	\$ 483.99	Attachment 2
	Sub-Total: Conferences		\$ 962.04	
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)	Meals	\$ 19.48	Attachment 3
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		\$ 795.82	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,757.86	

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.



M. Proulx - USIC Meeting
Calgary, AB May 29-May31, 2019

Courtyard by Marriott® Courtyard Calgary Airport
2500 48th Avenue NE, Calgary, AB T3J 4V8 P 403.238.1000
Marriott.com/YYCAP

Madonna Proulx
One Kingsway Avenue
Edmonton AB T5H4G9
Edmonton Public Schools

Room: [REDACTED]
Room Type: GENR
Number of Guests: 1
Rate: \$137.00

Clerk: [REDACTED]

Arrive: 29May19 Time: 06:48PM Depart: 31May19 Time: 08:20AM Folio Number: 89163

DATE	DESCRIPTION	CHARGES	CREDITS
29May19	Room Charge	159.00	
29May19	GST room 869470898RT0002	8.19	
29May19	Tourism Levy	6.55	
29May19	Dmf	4.77	
30May19	Room Charge	137.00	
30May19	GST room 869470898RT0002	7.06	
30May19	Tourism Levy	5.64	
30May19	Dmf	4.11	
31May19	Master Card [REDACTED]		332.32

Amount: 332.32 Auth: 204856 Signature on File
This card was electronically swiped on 29May19

BALANCE: 0.00

Marriott Bonvoy Account # XXXXX7005. Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy account statement or your online statement for updated activity.

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CAMBRIDGE

HOTEL & CONFERENCE CENTRE
*red deer

Madonna Proulx
1 Kingsway Avenue
Edmonton, AB T5H 4G9
Canada

Room No. :
Arrival : 05-05-19
Departure : 05-08-19
Folio No. :
Conf. No. : 14274
Cashier No. : 101

Company Name: Assoc. of School Business Officials of NY
Group Name: ASBOA Annual Conference 2019
H.S.T: 84970-2444 RT0008
INVOICE

Date	Description	Charges	Credits
05-05-19	Room Charge	149.00	
05-05-19	Destination Marketing Fee	2.98	
05-05-19	Tourism Levy	6.08	
05-05-19	Room GST 5%	7.60	
05-06-19	Room Charge	149.00	
05-06-19	Destination Marketing Fee	2.98	
05-06-19	Tourism Levy	6.08	
05-06-19	Room GST 5%	7.60	
05-07-19	Room Charge	149.00	
05-07-19	Destination Marketing Fee	2.98	
05-07-19	Tourism Levy	6.08	
05-07-19	Room GST 5%	7.60	
05-08-19	MasterCard		496.98
	XXXX		
		Total Charges	496.98
		Total Credits	496.98
		Balance	0.00

HST Tax Total: \$ 0.00

M. Proulx - USIC Conference Sunday May 5, 2019
ASBOA Conference May 6-7, 2019
Meals included in conference

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Highlands Golf Club Function Sheet & Contract



Name EPS CENTRE FOR EDUCATION

Address _____

Contact COLLEEN STEWART

Phone [REDACTED] Cell _____

Email colleen.stewart@epsb.ca

Member _____

Menu

LUNCHEON BUFFET #1

- *ROAST SALMON SALAD ON KAISER BUN
- **TANDOORI CHICKEN ON CROISSANT
- *ROAST BEEF ON BRIOCHE BUN
- *MARINATED VEGGIE WRAPS
- *CHEF'S DAILY SOUP KETTLE
- *BABY KALE & GREENS (ASST. DRESSING)
- *HIGHLANDS CAESAR
- *POTATO SALAD
- *VEGETABLE CRUTIES WITH RANCH DIP
- *PICKLE OLIVE TRAY
- *FRESH SEASONAL FRUIT TRY
- *ASORTED COOKIES AND SQUARES
- *FRESHLY BREWED COFFEE/TEAS

Beverage, Bar, Wine Service

*COFFEE/TEA/WATER STATION

Billing Code "8440"

Date of Function THURSDAY, SEPT. 12, 2019

Type of Function LUNCHEON MEETING

Banquet Room BLUE ROOM

No. Guaranteed 25

Set for TBD

Arrival Time 12:15-3:00

Serving Time 12:30

Price per person \$23 ++

Banquet Table and Room Set Up Requirements

- *NEED AV
- *ROUNDS WITH 6 CHAIRS SO THEY CAN FACE SCREEN
- *OUR SCREEN AND PROJECTOR \$50

Deposit for September 12, 2019 D/MD meeting

Attendees:

Madonna Proulx

Darwin Martin

Christopher Wright

Nancy Peterson

+ 21 EPSB Employees

Room Rental Rates

- ☐ Blue Room (\$200)
- ☐ Dining Room (\$400)
- ☐ Blue/Dining (\$600)
- ☐ Members (1/2 Price)
- ☐ Weddings (\$1000)
- ☐ No Charge

Extras

- ☐ Flipchart - \$10
- ☐ Screen - \$15
- ☐ LCD Proj. - \$100
- ☐ DVD Player - \$40
- ☐ Microphone - N/C
- ☐ Podium - N/C
- ☐ Cake +50 - \$50
- ☐ Cake -50 - \$35

Deposit

Total: CAD\$ 500.00

APPROVED 163138

V-Code: MATCH #

18-Jun-19 14:31:38

MERCHANT COPY
THANK YOU
PLEASE CONFIRM

I confirm that the

Name _____

Once agreed up

HIGHLANDS GOLF CLUB
6605 204th St. W.
LIMONTON, AB T5A 4H5
780-474-4211
935-815727

Phone Order
Batch: 351
Shift: 002
Term ID: 1035415

Redacted

3 misc. prices as noted.

Date _____