EDMONTON PUBLIC SCHOOLS

GRACE COOKE
LEGAL COUNSEL
FOR THE PERIOD: JUNE 2019 to AUGUST 2019

DATE (1)	DESCRIPTION OF EVENT	EXPENSE TYPE	NET AMOUNT (2) (3) (4)	ATTACHMENTS
1) BUSINESS TRAVEL *meetings outside the District and associated costs including transportation, accommodations, meals, incidentals, parking, etc.*				
22-Aug-19	DST Offsite Meeting Aug 14-16 (T. Burnstad with A.Anderson; D. Robertson; G. Cooke; EPSB employee; K. Muhlethaler; K. Pharis; L. Morrison; L. Austin; L. Yule; L. Parker; M. Suderman; N. Petersen; R. MacNeil and 1 Guest) *See T.Burnstad for receipt.*	Meal	$ 120.31	
	Sub-Total: Business Travel		**$ 120.31**	
2) CONFERENCES *costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.*				
	Nothing to report for this period		$ -	
	Sub-Total: Conferences		**$ -**	
3) HOSPITALITY (Hosting) *cost of food, beverage, transportation and other amenities on behalf of the guests of EPSB*				
	Nothing to report for this period		$ -	
	Sub-Total: Hospitality		**$ -**	
4) WORKING SESSIONS *cost of meals, facility rental, travel in Edmonton, parking, or car allowance and other incidentals, while in the course of conducting district business*				
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		**$ 776.34**	
	TOTAL EXPENSES REPORTED FOR THE PERIOD		**$ 896.65**	

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.