

**LEONA MORRISON**  
**ASSISTANT SUPERINTENDENT OF SCHOOLS AND LEARNING SERVICES**  
**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 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) <i>See T.Burnstad for receipt.</i>	Meal	\$ 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>				
	Nothing to report for this period		\$ -	
<b>Sub-Total: Conferences</b>			<b>\$ -</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>				
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>\$ 1,164.66</b>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>			<b>\$ 1,284.97</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.