

KATHY MUHLETHALER
ASSISTANT SUPERINTENDENT OF SCHOOLS AND LEARNING 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>				
22-Aug-19	DST Offsite Meeting Aug 14-16 (T. Burnstad with A.Anderson; D. Robertson; G. Cooke; Meal 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.		\$ 120.31	
Sub-Total: Business Travel			\$ 120.31	
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>				
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			\$ 1,284.97	

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 expended to an EPSB Official. Net Amount does not reflect a portion of the receipt that is attributed to another EPSB official's expense report.