

LEONA MORRISON
ASSISTANT SUPERINTENDENT OF SCHOOLS AND LEARNING SERVICES
FOR THE PERIOD: JUNE 2021 to AUGUST 2021

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>				
	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>				
11-Jun-21	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
25-Jun-21	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
9-Jul-21	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
23-Jul-21	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
6-Aug-21	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
20-Aug-21	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
25-Aug-21	Lunch Business Meeting (T.Burnstad;D.Robertson; K.Muhlethaler; K.Pharis; R.MacNeil; A.Anderson; G.Cooke; N.Petersen; L.Morrison; L.Yule and two EPSB staff) See T. Burnstad for receipt	Meal	\$ 31.55	
	Sub-Total: Working Sessions		\$ 1,196.21	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,196.21	

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.