

KATHY MUHLETHALER
ASSISTANT SUPERINTENDENT OPERATIONAL AND LEARNING SUPPORTS
FOR THE PERIOD: JUNE 2022 to AUGUST 2022

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>				
20-Jun-22	The Canada Forum	Transportation - Airline fees	\$ 341.78	Attachment 1
20-Jun-22	The Canada Forum	Accommodation	\$ 615.59	Attachment 2
20-Jun-22	The Canada Forum	Transportation - Taxi	\$ 42.00	Attachment 3
20-Jun-22	The Canada Forum	Transportation - Uber	\$ 71.02	Attachment 4
20-Jun-22	The Canada Forum	Transportation - Parking	\$ 43.82	Attachment 5
20-Jun-22	The Canada Forum	Meals Per Diem	\$ 101.29	
20-Jun-22	The Canada Forum	Mileage	\$ 37.82	
30-Aug-22	The Canada Forum	Registration fees	\$ 153.38	Attachment 6
	Sub-Total: Conferences		\$ 1,406.70	
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>				
10-Jun-22	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
24-Jun-22	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
8-Jul-22	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
22-Jul-22	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
5-Aug-22	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
17-Aug-22	DST Meeting (T. Burnstad with Superintendent D. Robertson; K. Muhlethaler; G. Cooke; A.Anderson; N. Petersen; L. Yule; L. Morrison and 2 EPSB employees) <i>See T. Burnstad for receipt</i>	Meal	\$ 36.04	
19-Aug-22	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
	Sub-Total: Working Sessions		\$ 1,200.70	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 2,607.40	

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.



eTicket Receipt

Prepared For
MUHLETHALER/KATHLEEN F MS

RESERVATION CODE	
ISSUE DATE	13 Apr 22
TICKET NUMBER	
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
18 May 22	WESTJET WS 173	EDMONTON INTL AB, CANADA Time 17:15	VANCOUVER BC, CANADA Time 17:48 Terminal MAIN TERMINAL	Cabin ECONOMY Seat Number 11A Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis LAUD0ZFJ Not Valid After 31 MAY 22
22 May 22	WESTJET WS 172	VANCOUVER BC, CANADA Time 17:00 Terminal MAIN TERMINAL	EDMONTON INTL AB, CANADA Time 19:29	Cabin ECONOMY Seat Number 11F Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis LAVD0LFX Not Valid After 24 MAY 22

Allowances

Baggage Allowance

YEG to YVR - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

1. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YVR to YEG - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

1. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

YEG to YVR , YVR to YEG - 1 Piece (WS - WESTJET) carry on hand baggage

Carry On Charges

YEG to YVR , YVR to YEG - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	CREDIT CARD -
Fare Calculation Line	YEA WS YVR76.00WS YEA124.00CAD200.00END
Fare	CAD 200.00
Taxes/Fees/Carrier-Imposed Charges	CAD 16.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 11.51 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 60.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))

	CAD 3.00 XG9 (GOODS AND SERVICES TAX (GST))
Total	CAD 304.76

Other Charges

SEAT ASSIGNMENT # 8381508292566 (YEG-YVR / QTY 1) SEAT ASSIGNMENT # 8381508292566 (YVR-YEG / QTY 1)	CAD 44.00
Taxes	CAD 2.20
Form of Payment	CREDIT CARD - [REDACTED]
Total	CAD 46.20
Total Fare and Other Charges	CAD 350.96

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

Baggage fees are charged in CAD or USD by direction depending on point of departure. Guests departing the United States, Latin America and the Caribbean will pay baggage fees in USD. Please see <https://www.westjet.com/en-ca/travel-info/fares/service-fees> for more information.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.iatatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage)

[Important Legal Notices](#)

Blue Horizon Hotel
1225 Robson St
Vancouver BC
Canada

Muhlethaler, Kathy
1 Kingsway
Edmonton AB T5H 4G9
Canada

Invoice Date: 05-20-2022
Invoice Number: 29673

Arrival Date: 05-18-2022
Departure Date: 05-20-2022
Room Number: [REDACTED]
Confirmation Number: 126487
Invoice Currency: CAD

Date of Charge	Charge Description	Charge Amount	Credit Amount
05-18-2022	Room Revenue	CA\$269.00	
05-18-2022	DESTINATION MARKETING FEE	CA\$3.48	
05-18-2022	GST	CA\$13.62	
05-18-2022	MRDT	CA\$8.17	
05-18-2022	PST (Accommodation)	CA\$21.80	
05-19-2022	Room Revenue	CA\$269.00	
05-19-2022	DESTINATION MARKETING FEE	CA\$3.48	
05-19-2022	GST	CA\$13.62	
05-19-2022	MRDT	CA\$8.17	
05-19-2022	PST (Accommodation)	CA\$21.80	
05-20-2022	CC - [REDACTED]		CA\$632.14

Total Charge	CA\$632.14
Total Credits	CA\$632.14
Net Amount	CA\$538.00
Balance	CA\$0.00
DESTINATION MARKETING FEE	CA\$6.96
GST	CA\$27.24
MRDT	CA\$16.34
PST (Accommodation)	CA\$43.60

GST 103394516RT002

airport → hotel.

YELLOW CAB # 022
1441 CLARK V5L3K9
VANCOUVER BC
Phone #604 681 1111
27093542
TM2709354202

SALE

Batch #: 034 RRN: [REDACTED]
05/18/22
ORDER#: 5 REF# [REDACTED]
APPR CODE: [REDACTED]
MASTERCARD [REDACTED]
MASTERCARD [REDACTED]
AID: [REDACTED]

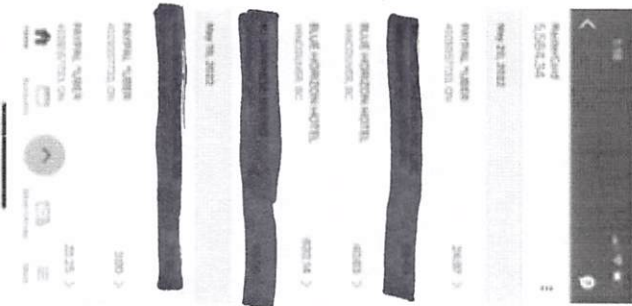
AMOUNT	\$35.00
TIP	\$7.00
TOTAL	\$42.00

00 APPROVED

Retain this copy for your
records

Thank you for using
Yellow Cab
GST # 105762447RT001

CUSTOMER COPY



May 20
Uber \$24.97

May 19
Uber \$3.00
Uber \$22.05

Date ↓	Description	Debit	Credit
May 20, 2022	PAYPAL *UBER, 4029357733	\$21.46	> May 20 hotel → UBC
May 20, 2022	PAYPAL *UBER, 4029357733	\$24.97	> UBC → hotel May 19
May 19, 2022	PAYPAL *UBER, 4029357733	\$3.00	tip
May 19, 2022	PAYPAL *UBER, 4029357733	\$22.25	} hotel to UBC May 19

**Fwd: You have authorized a payment to Uber Holdings Canada Inc.**

1 message

Kathy Muhlethaler

To:

Thu, May 26, 2022 at 9:50 AM

----- Forwarded message -----

From: service@intl.paypal.com <service@intl.paypal.com>

Date: Thu, May 19, 2022 at 6:00 PM

Subject: You have authorized a payment to Uber Holdings Canada Inc.

To: Kathleen Muhlethaler Muhlethaler

Hello, Kathleen Muhlethaler Muhlethaler



You authorized a payment of \$24.97
CAD to Uber Holdings Canada Inc.

Your funds will be transferred when the merchant processes your payment.

Thanks for using PayPal. To see the full transaction details, log in to your PayPal account.

Transaction ID**Transaction date**

19-May-2022 20:00:06 GMT-04:00

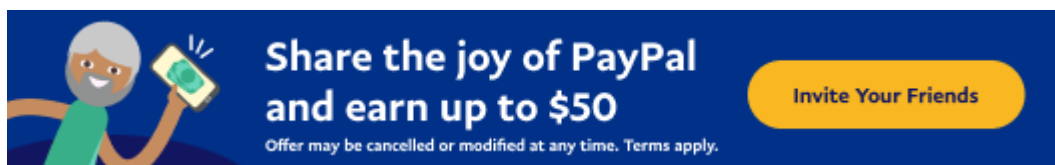
Merchant

Uber Holdings Canada Inc.

Instructions to merchant

You haven't entered any instructions.

Invoice ID



Description	Unit price	Qty	Amount
	\$24.97 CAD	1	\$24.97 CAD
Subtotal			\$24.97 CAD
Total			\$24.97 CAD
Payment			\$24.97 CAD

Charge will appear on your credit card statement as "PAYPAL *UBER"

Issues with this transaction?

You have 180 days from the date of the transaction to open a dispute in the Resolution Centre.



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**Fwd: You have authorized a payment to Uber Holdings Canada Inc.**

1 message

Kathy Muhlethaler

To:

Thu, May 26, 2022 at 9:50 AM

----- Forwarded message -----

From: service@intl.paypal.com <service@intl.paypal.com>

Date: Fri, May 20, 2022 at 8:37 AM

Subject: You have authorized a payment to Uber Holdings Canada Inc.

To: Kathleen Muhlethaler Muhlethaler

Hello, Kathleen Muhlethaler Muhlethaler



You authorized a payment of \$21.46
CAD to Uber Holdings Canada Inc.

Your funds will be transferred when the merchant processes your payment.

Thanks for using PayPal. To see the full transaction details, log in to your PayPal account.

Transaction ID**Transaction date**

20-May-2022 10:37:15 GMT-04:00

Merchant

Uber Holdings Canada Inc.

Instructions to merchant

You haven't entered any instructions.

Invoice ID



Description	Unit price	Qty	Amount
	\$21.46 CAD	1	\$21.46 CAD
Subtotal			\$21.46 CAD
Total			\$21.46 CAD
Payment			\$21.46 CAD

Charge will appear on your credit card statement as "PAYPAL *UBER"

Issues with this transaction?

You have 180 days from the date of the transaction to open a dispute in the Resolution Centre.



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**Fwd: Booking [REDACTED] Parking Confirmation**

1 message

Kathy Muhlethaler [REDACTED]

To: [REDACTED]

Thu, May 26, 2022 at 9:56 AM

----- Forwarded message -----

From: **Airport Parking** <airportparking@flyeia.com>

Date: Wed, May 11, 2022 at 3:33 PM

Subject: Booking [REDACTED] Parking Confirmation

To: [REDACTED]

Edmonton International Airport Parking Easy Parkade booking confirmation



We recommend you print this page or take note of the reference number indicated below. In the unlikely event that there are any problems with your payment, our parking staff can use your reference number as proof of payment.

Your Booking Confirmation

Reference Number:

[REDACTED]

Purchased on: 11 May 2022

**Dear Kathy:**

Thank you for choosing Easy Parkade at Edmonton International Airport. We have processed your payment and your booking details are below.

Have a question? Call 780-890-8527

Your Booking

Reference Number: [REDACTED]

Car Park:	Easy Parkade
Entry:	13:00 on Wednesday, 18 May 2022
Exit:	20:00 on Sunday, 22 May 2022
License Plate:	[REDACTED]



Payment Details

Booking Rate: \$75.00
GST @ 5%: \$3.57 (CAD GST)
Total: \$75.00
Credit Card Number: [REDACTED]

Access Card Number: [REDACTED]

[REDACTED] is your booking confirmation and GST receipt: R128599776.

[Change my booking](#)



Parking Instructions

Directions to Easy Parkade:

From Highway 2, exit and proceed to Edmonton International Airport. Follow the signs to Easy Parkade and enter the Hourly level (level P2). Enter HOURLY level. YOU MUST insert the same credit card specified on the online reservation. DO NOT press button for ticket. Park in open stall within the Hourly level (level P2). Upon return after collecting your luggage, please proceed to the parkade by pedestrian walkway for covered pedway. Please exit using the credit card express exits and insert the same credit card used upon entering.



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Kathy Muhlethaler [REDACTED]

Canada Forum: Pathways to Postsecondary Success : Orders & Payments

1 message

College Board <workshopreg@events.collegeboard.org>

Wed, Aug 3, 2022 at 9:37 AM

Reply-To: workshopreg@events.collegeboard.org

To: kathy.muhlethaler [REDACTED]

Muhlethaler, Kathy - Orders & Payments

Canada Forum: Pathways to Postsecondary Success

Order Details

Order Number: [REDACTED] (Submitted on 4/5/2022)

Invoice Number: [REDACTED]

Item	Registrant	Fee	Qty	Amount Ordered (CAD)	Amount Paid (CAD)	Amount Due (CAD)
Canada Forum - Main Conference and Reception (Friday)	Muhlethaler, Kathy	\$150.00	1	\$150.00	\$150.00	\$0.00
Canadian GST		5.00%		\$7.50	\$7.50	\$0.00

Total

Amount Ordered (CAD): \$157.50

Amount Paid (CAD): \$157.50

Amount Due (CAD): \$0.00

Payments & Refunds

Type	Method	Date	Ref #	Amount (CAD)
Online Payment	Mastercard	8/3/2022	[REDACTED]	\$157.50

Total

Amount (CAD): \$157.50