EDMONTON PUBLIC SCHOOLS

MADONNA PROULX

MANAGING DIRECTOR - FINANCIAL SERVICES

FOR THE PERIOD: DECEMBER 2024 to FEBRUARY 2025

DATE [1]	DESCRIPTION OF EVENT	EXPENSE TYPE	NET AMOUNT [2] [3] [4]	ATTACHMENTS
1) BUSINESS TRAVEL *meetings outside the Division and associated costs including transportation, accommodations, meals, incidentals, parking, etc.*				
	Nothing to report for this period		$ -	
	Sub-Total: Business Travel		**$ -**	
2) CONFERENCES *costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.*				
	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 Division business*				
6-Dec-24	Bi-Weekly Car Allowance	Other Costs	$ 129.39	
20-Dec-24	Bi-Weekly Car Allowance	Other Costs	$ 129.39	
3-Jan-25	Bi-Weekly Car Allowance	Other Costs	$ 129.39	
17-Jan-25	Bi-Weekly Car Allowance	Other Costs	$ 129.39	
31-Jan-25	Bi-Weekly Car Allowance	Other Costs	$ 129.39	
14-Feb-25	Bi-Weekly Car Allowance	Other Costs	$ 129.39	
28-Feb-25	Bi-Weekly Car Allowance	Other Costs	$ 129.39	
	Sub-Total: Working Sessions		**$ 905.73**	
		TOTAL EXPENSES REPORTED FOR THE PERIOD	**$ 905.73**	

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 Division 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.