

SUNITA SAS
MANAGING DIRECTOR INSTRUCTIONAL SUPPORTS
FOR THE PERIOD: DECEMBER 2024 to FEBRUARY 2025

DATE ⁽¹⁾	DESCRIPTION OF EVENT	EXPENSE TYPE	NET AMOUNT ⁽²⁾⁽³⁾⁽⁴⁾	ATTACHMENTS
1) BUSINESS TRAVEL				
<i>meetings outside the Division 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>				
1-Dec-24	CASS Conference Fall 2024 - Hotel	Accomodations	\$ 173.84	Attachment I
	Sub-Total: Conferences		\$ 173.84	
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 Division business</i>				
6-Dec-24	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
20-Dec-24	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
3-Jan-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
17-Jan-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
31-Jan-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
14-Feb-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
28-Feb-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
	Sub-Total: Working Sessions		\$ 1,358.77	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,532.61	

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.

Service Plus Inns & Suites

3503 114th Ave SE
Calgary, Alberta T2Z 3X2

Phone: (403) 256-5352
Fax: (403) 256-5321
E-mail: reservations@spisyy.ca
Website: https://serviceplusinns.com/



Guest Charges

Folio #: 12871 Guest : Sas-Evans, Sunita Conf #: 12817
Payment Method : Credit Card Billing Reference : CRS #:
Rate : Company : Arrival: 11/6/2024
11/6/2024 \$159.00 Departure: 11/7/2024
Next Payment Due: 11/7/2024
Estimated Next Payment Amount:

Date	Department	Reference	Voucher	Room	Charge	Credit	Balance
11/6/2024	Room Revenue	Auto Posted Rate: GROUP159			\$159.00		\$159.00
11/6/2024	Federal Taxes	Auto Posted Rate: GROUP159			\$8.19		\$167.19
11/6/2024	Provincial Tourism	Auto Posted Rate: GROUP159			\$6.55		\$173.74
11/6/2024	Destination Marketing	Auto Posted Rate: GROUP159			\$4.77		\$178.51
11/7/2024	Mastercard	payment -				\$178.51	\$0.00
Balance							\$0.00

Additional Estimated Charges (Room, Tax, Other) through 11/6/2024 \$0.00

Credit Card Payment

Payment Type: Credit Card Amount Paid: \$178.51
Account: Approval Code:
Account Holder: EVANS/SUNITA Approval Amount: (\$178.51)

I agree that my liability for all charges is not waived.

Guest Signature _____