

**MADONNA PROULX**  
**MANAGING DIRECTOR - FINANCIAL SERVICES**  
**FOR THE PERIOD: JUNE 2025 to AUGUST 2025**

DATE <sup>(1)</sup>	DESCRIPTION OF EVENT	EXPENSE TYPE	NET AMOUNT <sup>(2) (3) (4)</sup>	ATTACHMENTS
<b>1) BUSINESS TRAVEL</b>				
<i>meetings outside the Division and associated costs including transportation, accommodations, meals, incidentals, parking, etc.</i>				
	Nothing to report for this period		\$ -	
	<b>Sub-Total: Business Travel</b>		<b>\$ -</b>	
<b>2) CONFERENCES</b>				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
9-Jun-25	ASBOA Conference - Hotel	Accommodation	\$ 346.56	<a href="#">Attachment 1</a>
9-Jun-25	ASBOA Conference - Mileage Per Diem	Transportation	\$ 333.04	
	<b>Sub-Total: Conferences</b>		<b>\$ 679.60</b>	
<b>3) HOSPITALITY (Hosting)</b>				
<i>cost of food, beverage, transportation and other amenities on behalf of the guests of EPSB</i>				
	Nothing to report for this period		\$ -	
	<b>Sub-Total: Hospitality</b>		<b>\$ -</b>	
<b>4) WORKING SESSIONS</b>				
<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>				
16-Jun-25	Financial Services End of Year Luncheon	Meal	\$ 41.61	<a href="#">Attachment 2</a>
6-Jun-25	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
20-Jun-25	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
4-Jul-25	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
18-Jul-25	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
1-Aug-25	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
15-Aug-25	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
29-Aug-25	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
	<b>Sub-Total: Working Sessions</b>		<b>\$ 947.34</b>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>			<b>\$ 1,626.94</b>	

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.

ASBOA Conference June 7-9, 2025  
 Calgary, AB

## Invoice

06-12-25

**Madonna Proulx**

[REDACTED]  
 [REDACTED]  
 Canada

Folio No. : [REDACTED] Cashier No. : 143  
 A/R Number : [REDACTED]  
 Group Code : [REDACTED]  
 Company : Association of School Business Offi  
 Membership No. : BWR [REDACTED]  
 Invoice No. :  
 Ref# :

Room No. : [REDACTED]  
 Arrival : 06-07-25  
 Departure : 06-09-25  
 Conf. No. : [REDACTED]  
 Rate Code :  
 Page No. : 1 of 1  
**GST# 139081681 RT0001**

Date	Description	Charges	Credits
06-07-25	Room	154.00	
06-07-25	Destination Market Fee	9.24	
06-07-25	Federal GST - Guest Rooms 5%	8.16	
06-07-25	Tourism Levy 4%	6.53	
06-08-25	Room	154.00	
06-08-25	Destination Market Fee	9.24	
06-08-25	Federal GST - Guest Rooms 5%	8.16	
06-08-25	Tourism Levy 4%	6.53	
06-09-25	[REDACTED]		355.86
<b>Total</b>		<b>355.86</b>	<b>355.86</b>
<b>Balance</b>		<b>0.00</b>	

**Total GST \$ 16.32**

**Guest Signature:** \_\_\_\_\_

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

\_\_\_\_\_

Email: [polishhall@shaw.ca](mailto:polishhall@shaw.ca)

**Invoice  
25066**

Customer P.O. #

Description of Service	Count	Price (\$) per Person or Unit	Amount (\$)
14-Jun-25			
<b>Room Rental</b>			
Kingsway Room			425.00
<b>Food</b>			
Hot & Cold Plate Special	60 @	25.95	1,557.00
Gluten Free Perogies Surcharge			35.00
<b>Bar Service</b>			
Non Alcoholic Fruit Punch	60 @	2.00	120.00
<b>Miscellaneous</b>			
Service Charge @ 15%			320.55
<b>Sub-total</b>			2,457.55
5% GST			122.87
<b>Total</b>			2,580.42

GST #R124685124