

KATHY MUHLETHALER
ASSISTANT SUPERINTENDENT OPERATIONAL AND LEARNING SUPPORTS
FOR THE PERIOD: JUNE 2025 to AUGUST 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>				
31-Aug-25	DST Offsite Meeting - Mileage Per Diem	Transportation	\$ 106.35	
Sub-Total: Business Travel			\$ 106.35	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
1-Aug-25	Psychologists Association of Alberta	Registration fees	\$ 638.07	Attachment 1
Sub-Total: Conferences			\$ 638.07	
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-Jun-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
20-Jun-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
4-Jul-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
18-Jul-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
1-Aug-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
15-Aug-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
29-Aug-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
Sub-Total: Working Sessions			\$ 1,358.77	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 2,103.19	

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

(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.



Fwd: Your Psychologists' Association of Alberta order #80255 has been partially refunded

1 message

Kathy Muhlethaler

Tue, Jul 8, 2025 at 12:49 PM

To:

Just for your records to double check if I received a credit when the statement shows up.

Kathy Muhlethaler, MEd, RPsych, CEC, ACC (she/her)

Assistant Superintendent, Instructional and Strategic Division Supports

Edmonton Public Schools|Centre for Education|1 Kingsway, Edmonton, AB T5H 4G9

T: [REDACTED] | W: www.epsb.ca

Enhancing Pathways for Student Success

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

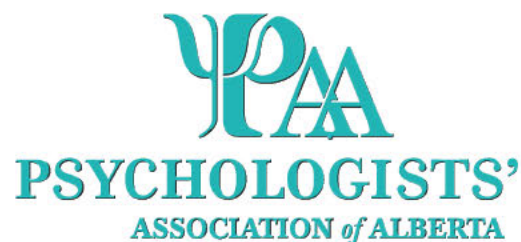
From: **Psychologists' Association of Alberta** <paa@paa-ab.ca>

Date: Tue, Jul 8, 2025 at 11:20 AM

Subject: Your Psychologists' Association of Alberta order #80255 has been partially refunded

To: [REDACTED]

3 Courses from Psychologists Association of Alberta



Partial Refund: Order 80255

Hi Kathy,

Your order on Psychologists' Association of Alberta has been refunded. There are more details below for your reference:

[Order #80255] (June 26, 2025)

Product	Quantity	Price
<div>An Alternate Reality: What Psychologists Need to Know about Long COVID Kids' Assessment, Interventions, and Advocacy- 02102025 V</div> <div>An Alternate Reality: What Psychologists Need to Know about Long COVID Kids' Assessment, Interventions, and Advocacy</div> <div>October 2 @ 9:00 am - 12:00 pm MDT</div> <div>Virtual</div> <div><div>Ticket ID</div><div></div></div> <div><div>Name</div><div>Kathy Muhlethaler</div></div> <div><div>Email</div><div></div></div> <div><div>Telephone</div><div></div></div> <div><div>Cancellation Policy</div><div>I understand that a cancellation and refund may be applied for by email or phone call to the PAA Continuing Professional Development Officer. I understand that cancellations received fourteen (14) days prior to the Continuing Professional Development activity will receive a full refund of the registration fee, less a \$35.00 + GST processing fee.</div></div> <div><div>Member Discount</div><div>Cancellations received thirteen (13) days or less prior to the Continuing Professional Development activity will be exempt from receiving a refund. I acknowledge that partial refunds will not be awarded. I acknowledge that PAA reserves the right to cancel any activity, in which case a full refund of the registration fee will be provided.</div><div>I understand that members get discounts on workshops, and if I am a PAA member, I have signed in to my account before purchasing this ticket to ensure I receive my respective discount.</div></div>	1	\$195.00

Product	Quantity	Price
<div><div>CE Credits</div><div>I understand that partial CE credits will not be awarded for this workshop, and that any late arrivals or early departures will preclude me from being awarded CE credits.</div><div>Security Code</div><div></div></div>		
Subtotal:		\$195.00
Tax:		\$9.75
Payment method:		Credit / Debit Card
Refund:		<div><div>-\$40.95</div><div>Membership discount wasn't automatically applied</div></div>
Total:		<div><div>\$204.75</div><div>\$163.80</div></div>

I acknowledge PAA (Psychologists' Association of Alberta) collects my personal information for specific requirements and functions related to membership and will not use my information for other purposes without my consent.: 1

Billing address

Kathy Muhlethaler

1 Kingsway NW

Edmonton AB T5H 4G9

We hope to see you again soon.



Psychologists' Association of Alberta

Suite 101, 1259 91 St SW

Edmonton AB T6X 1E9

Canada

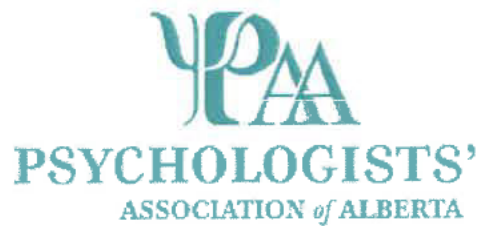
paa@paa-ab.ca

INVOICE

Kathy Muhlethaler
1 Kingsway NW
Edmonton AB T5H 4G9

Invoice Number: 80701
Order Number: 80701
Order Date: July 8, 2025
Payment Method: Credit / Debit Card

Product	Quantity	Price
Understanding Autism Across the Lifespan: Executive Functions, Demand Avoidance, and Therapeutic Goal Setting- 22092025 V	1	\$156.00
SKU: 79668-10189-UNDERSTANDING-AUTISM-ACROSS-THE-LIFESPAN:-EXECUTIVE-FUNCTIONS,-DEMAND-AVOIDANCE,-AND-THERAPEUTIC-GOAL-SETTING--22092025-V		
Subtotal		\$156.00
Tax		\$7.80
Total		\$163.80



Psychologists' Association of Alberta

Suite 101, 1259 91 St SW

Edmonton AB T6X 1E9

Canada

paa@paa-ab.ca

INVOICE

Kathy Muhlethaler
1 Kingsway NW
Edmonton AB T5H 4G9

Invoice Number: 80242
Order Number: 80242
Order Date: June 26, 2025
Payment Method: Credit / Debit Card

Product	Quantity	Price
Decolonizing Gender and Sexuality- 09092025 V	1	\$312.00
SKU: 76457-10189-DECOLONIZING-GENDER-AND-SEXUALITY		
Subtotal		\$312.00
Tax		\$15.60
Total		\$327.60