

CLIFF RICHARD
CHIEF INFRASTRUCTURE AND TECHNOLOGY OFFICER
FOR THE PERIOD: SEPTEMBER 2025 to NOVEMBER 2025

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>				
1-Oct-25	DST Offsite Meeting (T. Burnstad, A. Cooper, A. Anderson, C. Rosa, C. Richard, K. Muhlethaler, K. Pharis, L. Yule, N. Petersen, R. Thompson, 2 EPSB employees and 1 Guest) <i>See T. Burnstad for receipt</i>	Facility Rentals and Meals	\$ 141.79	
1-Oct-25	DST Offsite Meeting (T. Burnstad, A. Cooper, A. Anderson, C. Rosa, C. Richard, K. Muhlethaler, L. Yule, N. Petersen, R. Thompson, 1 EPSB employee) <i>See T. Burnstad for receipt</i>	Meals	\$ 30.11	
1-Oct-25	DST Offsite Meeting (T. Burnstad, A. Cooper, A. Anderson, C. Rosa, C. Richard, K. Muhlethaler, L. Yule, N. Petersen, R. Thompson, 2 EPSB employees and 1 Guest) <i>See T. Burnstad for receipt</i>	Meals	\$ 27.01	
1-Oct-25	DST Offsite Meeting (T. Burnstad, A. Cooper, A. Anderson, C. Rosa, C. Richard, K. Muhlethaler, K. Pharis, L. Yule, N. Petersen, R. Thompson, 2 EPSB employees and 1 Guest) <i>See T. Burnstad for receipt</i>	Meals	\$ 23.33	
1-Oct-25	DST Offsite Meeting (T. Burnstad, A. Cooper, A. Anderson, C. Rosa, C. Richard, K. Muhlethaler, L. Yule, N. Petersen, R. Thompson, 2 EPSB employees and 1 Guest) <i>See T. Burnstad for receipt</i>	Meals	\$ 26.32	
1-Oct-25	DST Offsite Meeting (T. Burnstad and C. Richard) <i>See. T. Burnstad for receipt</i>	Meal	\$ 30.18	
1-Oct-25	DST Offsite Meeting - Hotel	Accommodation	\$ 295.10	Attachment 1
Sub-Total: Business Travel			\$ 697.29	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
	Nothing to report for this period		\$ -	
Sub-Total: Conferences			\$ -	
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>				
12-Sep-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
26-Sep-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
10-Oct-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
24-Oct-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
7-Nov-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
21-Nov-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
Sub-Total: Working Sessions			\$ 1,164.66	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,861.95	

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.

TAX ID: 741242333

		CheckIn	CheckOut	Balance
████	████	08/11/2025	08/13/2025	0.00

Date		Description / Voucher	Charges	Credits	Balance
08/11/2025	████	Room Taxable - C. Richard	139.00	0.00	139.00
08/11/2025	████	GST - 5%	6.95	0.00	145.95
08/11/2025	████	Tourism Levy - 4%	5.56	0.00	151.51
08/12/2025	████	Room Taxable	139.00	0.00	290.51
08/12/2025	████	GST - 5%	6.95	0.00	297.46
08/12/2025	████		5.56	0.00	303.02
08/13/2025	████	████████████████████	0.00	303.02	0.00
					0.00
		Summary and Taxes			
		Taxable Sales 278.00			
		GST - 5% 13.90			
		Tourism Levy - 4% 11.12			