

ANDREA COOPER
ASSISTANT SUPERINTENDENT OF SCHOOLS AND LEARNING SERVICES
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 Division 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, R. Thompson, N. Petersen, A. Cooper, A. Anderson, 1 EPSB employee and 1 Guest) <i>See T. Burnstad for receipt</i>	Accommodation	\$ 352.42	
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 Off Site Meeting - Mileage Per Diem	Transportation	\$ 106.57	
Sub-Total: Business Travel			\$ 831.00	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
1-Oct-25	CASS Conference (Attendees Assistant Sup: K. Pharis, L. Yule and A. Cooper) <i>See Assistant Sup. K. Pharis for receipt</i>	Registration fees	\$ 572.62	
7-Nov-25	CASS Conference - Dinner (K. Pharis, R. Thompson, A. Cooper, M. Fechner, S. Sas, N. Petersen, 2 EPSB staff) <i>See Assistant Sup. K. Pharis for receipt</i>	Meals	\$ 39.05	
8-Nov-25	CASS Conference - Hotel	Accommodation	\$ 369.04	Attachment 1
Sub-Total: Conferences			\$ 980.71	
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>				
1-Oct-25	DLM Meeting Lunch (Attendees: Superintendent R. Thompson, A. Cooper, K. Pharis, L. Yule and N. Petersen) <i>See Assistant Sup. K. Pharis for receipt</i>	Meal	\$ 36.18	
1-Nov-25	Meeting with TEBA (T. Burnstad with A. Anderson, C. Rosa, K. Muhlethaler, R. Thompson and G. Cooke) <i>See T. Burnstad for receipt</i>	Meals	\$ 19.28	
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			\$ 1,220.12	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 3,031.83	

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.

Deerfoot Inn & Casino

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Website: www.deerfootinn.com



Guest Charges

Folio #:	[REDACTED]	Guest : Cooper, Andrea	Conf #:	[REDACTED]
Room #:	[REDACTED]		CRS #:	[REDACTED]
Payment Method :	[REDACTED]	Billing Reference :		
Rate :		Company :	Arrival:	11/5/2025
	11/5/2025	\$164.00	Departure:	11/7/2025
		CASS College of AB School Superintendent 1 Kingsway Nw Edmonton, T5H4G9		

Date	Department	Reference	Voucher	Room	Charge	Credit	Balance
11/5/2025	Guest Room	Auto Posted Rate: ASOC		[REDACTED]	\$164.00		\$164.00
11/5/2025	DMF	Auto Posted Rate: ASOC		[REDACTED]	\$9.84		\$173.84
11/5/2025	GST Room	Auto Posted Rate: ASOC		[REDACTED]	\$8.20		\$182.04
11/5/2025	Tourism Levy	Auto Posted Rate: ASOC		[REDACTED]	\$6.56		\$188.60
11/5/2025	Tourism Levy	Auto Posted Rate: ASOC		[REDACTED]	\$0.39		\$188.99
11/5/2025	GST Other	Auto Posted Rate: ASOC		[REDACTED]	\$0.49		\$189.48
11/6/2025	Guest Room	Auto Posted Rate: ASOC		[REDACTED]	\$164.00		\$353.48
11/6/2025	DMF	Auto Posted Rate: ASOC		[REDACTED]	\$9.84		\$363.32
11/6/2025	GST Room	Auto Posted Rate: ASOC		[REDACTED]	\$8.20		\$371.52
11/6/2025	Tourism Levy	Auto Posted Rate: ASOC		[REDACTED]	\$6.56		\$378.08
11/6/2025	Tourism Levy	Auto Posted Rate: ASOC		[REDACTED]	\$0.39		\$378.47
11/6/2025	GST Other	Auto Posted Rate: ASOC		[REDACTED]	\$0.49		\$378.96
Balance							\$378.96

GST # 888210101 RT0008

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

DISCLAIMER: Group must notify Hotel of any disputes within 5 business days of Group's receipt of invoice from Hotel or disputes will be considered waived.