

**KATHY MUHLETHALER**  
**ASSISTANT SUPERINTENDENT OPERATIONAL AND LEARNING SUPPORTS**  
**FOR THE PERIOD: SEPTEMBER 2025 to NOVEMBER 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>                           |  |                            |                                   |                              |
| 1-Oct-25  | DST Offsite Meeting - Hotel  | Accommodation              | \$ 442.64                         | <a href="#">Attachment 1</a> |
| 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-Nov-25  | DST Off site Meeting - Breakfast   | Meals                      | \$ 30.18                          | <a href="#">Attachment 2</a> |
| 1-Nov-25  | DST Offsite Meeting - Dinner (K. Muhlethaler, Superintendent R. Thompson and Guest)  | Meals                      | \$ 28.46                          | <a href="#">Attachment 3</a> |
| <b>Sub-Total: Business Travel</b>   |  |                            | <b>\$ 873.29</b>                  |                              |
| <b>2) CONFERENCES</b>   |  |                            |                                   |                              |
| <i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>                              |  |                            |                                   |                              |
| 1-Nov-25  | CASS Fall Conference 2025  | Registration fees          | \$ 572.62                         | <a href="#">Attachment 4</a> |
| 1-Nov-25  | Partial refund - Psychologists Association of Alberta  | Registration fees          | \$ (123.72)                       | <a href="#">Attachment 5</a> |
| <b>Sub-Total: Conferences</b>   |  |                            | <b>\$ 448.90</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> |  |                            |                                   |                              |
| 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                         |                              |
| <b>Sub-Total: Working Sessions</b>  |  |                            | <b>\$ 1,183.94</b>                |                              |
| <b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>   |  |                            | <b>\$ 2,506.13</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.

□ □ □ □ □

|                                      | CheckIn    | CheckOut   | Balance |
|--------------------------------------|------------|------------|---------|
| <div> <div></div> <div></div> </div> | 08/10/2025 | 08/13/2025 | 0.00    |
|                                      |            |            |         |

| Date       |      | Description / Voucher         | Charges | Credits | Balance     |
|------------|------|-------------------------------|---------|---------|-------------|
| 08/10/2025 | ████ | Room Taxable - K. Muhlethaler | 139.00  | 0.00    | 139.00      |
| 08/10/2025 | ████ | GST - 5%                      | 6.95    | 0.00    | 145.95      |
| 08/10/2025 | ████ | Tourism Levy - 4%             | 5.56    | 0.00    | 151.51      |
| 08/11/2025 | ████ | Room Taxable - K. Muhlethaler | 139.00  | 0.00    | 290.51      |
| 08/11/2025 | ████ | GST - 5%                      | 6.95    | 0.00    | 297.46      |
| 08/11/2025 | ████ | Tourism Levy - 4%             | 5.56    | 0.00    | 303.02      |
| 08/12/2025 | ████ | Room Taxable                  | 139.00  | 0.00    | 442.02      |
| 08/12/2025 | ████ | GST - 5%                      | 6.95    | 0.00    | 448.97      |
| 08/12/2025 | ████ | Tourism Levy - 4%             | 5.56    | 0.00    | 454.53      |
| 08/13/2025 | ████ | ██████ Thank You Kathy        | 0.00    | 454.53  | 0.00        |
|            |      | <b>Balance Due</b>            |         |         | <b>0.00</b> |
|            |      | <b>Summary and Taxes</b>      |         |         |             |
|            |      | Taxable Sales 417.00          |         |         |             |
|            |      | GST - 5% 20.85                |         |         |             |
|            |      | Tourism Levy - 4% 16.68       |         |         |             |



**DAISY MCBEANS**  
#22 VILLAGE DRIVE RR2  
WESTEROSE, AB T0C 2V0  
7805860771  
WWW.NONE.COM

Cashier: Employee

Transaction [REDACTED]

|                  |           |
|------------------|-----------|
| Total            | CA\$25.15 |
| Tip              | CA\$5.03  |
| CREDIT CARD SALE | CA\$30.18 |

[REDACTED]

Retain this copy for statement  
validation

11-Aug-2025 8:25:06a.m.  
CA\$30.18 | Method: EMV

[REDACTED]  
K MUHLETHALER

Reference ID: [REDACTED]

Auth ID: [REDACTED]

MID: [REDACTED]

AID: [REDACTED]

AthNtwkNm: [REDACTED]

PIN VERIFIED

Online: <https://clover.com/p/G677MH64275YM>



**MUHLETHALER, KATHLEEN F.**

Wed, Nov 12, 2025 at 3:16 PM

Good Afternoon,

Kathy does not have the itemized receipt for Daisy McBeans. The only copy provided was the receipt from the payment terminal.

Thank you,  
Erin

Executive Assistant to Kathy Muhlethaler  
Assistant Superintendent, Instructional and Strategic Division Supports  
Executive Assistant to Cliff Richard  
Chief Infrastructure and Technology Officer

On Wed, Nov 12, 2025 at 3:13 PM [REDACTED] wrote:

Hi Erin,

This one's for you....could you please see the message below from iexpense audit.

Thanks!

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

Date: Wed, Nov 12, 2025 at 3:12 PM  
Subject: IE1084246, MUHLETHALER, KATHLEEN F.  
To: [REDACTED]

Hi Vicki,

We are following up on the IExpense report as noted above as it has come to us for audit purposes.

For Line #2 - \$30.18 - Daisy McBeans - The document attached to this line is the transaction receipt, please provide a copy of the itemized receipt from the restaurant.

Please forward any additional information to this email address and we will add it to this report and get this processed right away.

If you have any questions - please do not hesitate to contact us.

Thank you!

--  
Iexpense Internal Audit  
Edmonton Public Schools  
[iexpense.audit@epsb.ca](mailto:iexpense.audit@epsb.ca)

*It is important for staff to ensure when possible that the INVOICE/RECEIPT is included as support for the expense report, and not the order confirmation*  
*A reminder to users of the difference between an order confirmation and an invoice. An order confirmation is usually received via email when an order is placed, or in paper form if ordering in person. It confirms what you have ordered and a price. Most order confirmations do not have the appropriate tax (GST) information, nor indicate payment or delivery/receipt*



Credit Card Expenses: Details for Line 1

\* Indicates required field

Missing receipt - DST Off site Meeting - Dinner (R. Thompson, K. Muhlethaler and Guest)

Policy Violations

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**Policy Violation**

The expense line you entered requires a receipt.

Expense Type Business Meals  
Start Date 10-Aug-2025  
Receipt Amount 85.37  
Receipt Currency CAD - Canadian Dollar  
Exchange Rate 1  
Reimbursable Amount 85.37 CAD

Justification Dinner night before DST Retreat - Ron Thompson, Guest (Facilitator), Kathy Muhlethaler. - discussion of agenda etc. No alcohol purchased.  
Expense Location AB  
Transaction Location WESTEROSE, AB  
Merchant Name CHEF N PIGEON LAKE  
Tax Code CA GST EXEMPT  
None



Thank You! Registration Complete

✓ Thank you for registering with CASSAlberta! You will be receiving a confirmation email shortly. If you do not receive this email within 30 minutes, please contact [admin@cass.ab.ca](mailto:admin@cass.ab.ca) (<https://mail.google.com/mail/?view=cm&fs=1&tf=1&to=admin@cass.ab.ca>)

 Download PDF Receipt (</register/download-receipt.php?transaction=81222899656>)

 Print

Order #14568

Registrant #1: **Kathy Muhlethaler** ✓

Email Address:

Primary Phone:

School Authority:Edmonton Public Schools

Jurisdiction Type:Public School Authority

Zone:2/3

Position:Assistant Superintendent, Instructional and Strategic Division Supports

Dietary Restriction:

Are you a CASS Member:Yes

Community of Practice

- Deputy Supertintendents (Table 1)

Breakout Sessions

- Leading in the Age of Generative AI: A Deeper Dive -- Nov 06, 2025 (10:45 a.m. - 12:00 p.m.)
- Managing Aggressive Student Behaviours: A System Education Leader's Learning Lab -- Nov 06, 2025 (1:00 p.m. - 3:00 p.m.)
- New Superintendent, New Board: Learning to Lead Together -- Nov 07, 2025 (9:00 a.m. - 10:30 a.m.)
- Collective Teacher Efficacy: Leading System-Wide Transformation to Address Staff Well-Being and Classroom Complexity -- Nov 07, 2025 (10:45 a.m. - 12:00 p.m.)

Order Items

| ITEM   | SUBTOTAL | GST     | TOTAL    |
|--|----------|---------|----------|
| CONFERENCE (3-day event) <ul style="list-style-type: none"><li>Day 1 - Evening Opening<br/>Nov 05, 2025 (7:00 pm-10:00 pm)</li><li>Day 2 - Full Day<br/>Nov 06, 2025 (8:00 am-3:00 pm)</li><li>Day 3 - Morning<br/>Nov 07, 2025 (8:00 am-12:30 pm)</li></ul> | \$560.00 | \$28.00 | \$588.00 |

Registrant Total: \$588.00

Event Details

i

|           |   |
|-----------|---|
| Title:    | 2025 Fall Conference  |
| Date(s):  | <div><div><div><div></div></div><div>November 05, 2025</div></div><div><div><div></div></div><div>November 06, 2025</div></div><div><div><div></div></div><div>November 07, 2025</div></div></div>  |
| Location: | <div>Deerfoot Inn and Conference Centre</div> <div>11500 35 St SE</div> <div>Calgary, AB</div> <div><div><div></div></div>Google Map</div> <div>(<a href="https://www.google.ca/maps/place/Deerfoot+Inn+%26+Casino/@50.9491698,-113.9837709,18z/data=!3m1!4b1!4m9!3m8!1s0x53717768fd659429:0x1a1955ecb4113.982749!16s%2Fm%2F0k0v89j?entry=ttu&amp;g_ep=EgoyMDI1MDkxNi4wIjKXMDSoASAFQAw%3D%3D">https://www.google.ca/maps/place/Deerfoot+Inn+%26+Casino/@50.9491698,-113.9837709,18z/data=!3m1!4b1!4m9!3m8!1s0x53717768fd659429:0x1a1955ecb4113.982749!16s%2Fm%2F0k0v89j?entry=ttu&amp;g_ep=EgoyMDI1MDkxNi4wIjKXMDSoASAFQAw%3D%3D</a>)</div> |
| Details:  | <div><div><div></div></div>Program at a Glance (<a href="https://cass.ab.ca/wp-content/uploads/2025/09/2025-Fall-Program-at-a-Glance-Final.pdf">https://cass.ab.ca/wp-content/uploads/2025/09/2025-Fall-Program-at-a-Glance-Final.pdf</a>)</div>  |

Order Summary

|                     |  |
|---------------------|--|
| Transaction ID:     |  |
| Total Registrants:  | 1  |
| Credit Card:        |  |
| Card #:             |  |
| Authorization Code: |  |
| Subtotal:           | \$560.00   |
| GST:                | <div>\$28.00</div> <div>(CASS GST No. 106967052)</div> |
| Amount Paid:        | \$588.00   |
| Order Timestamp:    | Sep 23, 2025 (10:44 am)                                |

CASSAlberta Event Registration

Copyright © 2025 | [Contact Us](https://www.cass.ab.ca/contact-us/) | [Cancellation Policy](#) (</register/cass-events-policy.php>)

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

1 message

Kathy Muhlethaler

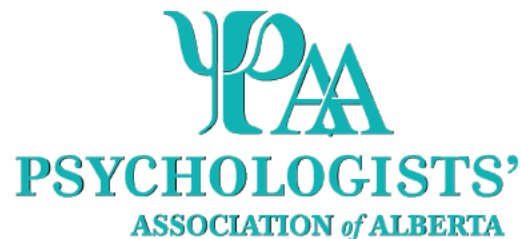
To:

Fri, Sep 19, 2025 at 11:41 AM

**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.e-psb.ca](http://www.e-psb.ca)  
*Enhancing Pathways for Student Success*

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

From: **Psychologists' Association of Alberta** <[paa@paa-ab.ca](mailto:paa@paa-ab.ca)>  
Date: Fri, Sep 19, 2025 at 11:27 AM  
Subject: Your Psychologists' Association of Alberta order #80255 has been partially refunded  
To: [REDACTED]



## 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    |
|---|----------|----------|
| <p>An Alternate Reality: What Psychologists Need to Know about Long COVID Kids' Assessment, Interventions, and Advocacy- 02102025 V</p> <p><a href="#">An Alternate Reality: What Psychologists Need to Know about Long COVID Kids' Assessment, Interventions, and Advocacy</a></p> <p>October 2 @ 9:00 am - 12:00 pm MDT</p> <p>Virtual</p> <p><b>Ticket ID</b> [REDACTED]</p> <p><b>Name</b> Kathy Muhlethaler</p> <p><b>Email</b> [REDACTED]</p> <p><b>Telephone</b> [REDACTED]</p> <p><b>Cancellation Policy</b> 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. 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.</p> <p><b>Member Discount</b> 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.</p> <p><b>CE Credits</b> I understand that partial CE credits will not be awarded for this workshop, and that any late arrivals or early departures will</p> | 40       | \$195.00 |

| Product  | Quantity | Price  |
|--|----------|--|
| preclude me from being awarded CE credits.<br><br>Security Code <span style="background-color: black; color: black;">XXXXXXXXXX</span> |          |  |
| <b>Subtotal:</b>   |          | \$195.00   |
| <b>Tax:</b>  |          | \$9.75   |
| <b>Payment method:</b>   |          | Credit / Debit Card  |
| <b>Refund:</b>   |          | -\$127.05<br>requested refund 14 days before event           |
| <b>Refund:</b>   |          | -\$40.95<br>Membership discount wasn't automatically applied |
| <b>Total:</b>  |          | <del>\$204.75</del><br><u>\$36.75</u>                        |

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

XXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX



We hope to see you again soon.

Psychologists' Association of Alberta