

HEATHER RAYMOND
MANAGING DIRECTOR - INCLUSIVE LEARNING
FOR THE PERIOD: JUNE to AUGUST 2014

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>				
	Nothing to report this period		\$ -	
	Sub-Total Business Travel		\$ -	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
3-Jun-14	Visible Learning - A Day with John Hattie (Heather Raymond & 10 EPSB Staff)	Conference fees	\$ 250.00	Attachment 1
29-Aug-14	Implementation Science Goes to School: Sustaining What Works!	Conference fees	\$ 225.00	Attachment 2
	Sub-Total: Conferences		\$ 475.00	
3) HOSPITALITY (Hosting)				
<i>cost of food, beverage, transportation and other amenities on behalf of the guests of EPSB</i>				
30-Jun-14	Belvedere Consulting Services Reception (Heather Raymond & approximately 160 EPSB staff and guests)	Hosting	\$ 2,492.88	Attachment 3
	Sub-Total: Hospitality		\$ 2,492.88	
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</i>				
30-May-14	Educational Assistants Celebration (Heather Raymond & 159 EPSB Staff)	Meals	\$ 23.46	Attachment 4
30-May-14	Educational Assistants Celebration (Heather Raymond & approximately 159 EPSB Staff)	Facility Rental	\$ 375.00	
6-Jun-14	Bi-Weekly Car Allowance	Other Costs	\$ 97.05	
20-Jun-14	Bi-Weekly Car Allowance	Other Costs	\$ 97.05	
4-Jul-14	Bi-Weekly Car Allowance	Other Costs	\$ 97.05	
18-Jul-14	Bi-Weekly Car Allowance	Other Costs	\$ 97.05	
1-Aug-14	Bi-Weekly Car Allowance	Other Costs	\$ 97.05	
15-Aug-14	Bi-Weekly Car Allowance	Other Costs	\$ 97.05	
18-Aug-14	Year Start-up Supervisors Luncheon (H. Raymond and 14 EPSB Employees)	Meals	\$ 19.09	Attachment 5
29-Aug-14	Bi-Weekly Car Allowance	Other Costs	\$ 97.05	
	Sub-Total: Working Sessions		\$ 1,096.89	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 4,064.77	

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 (1.5843% 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 employee

Registration Confirmation

1 message

ERLC Administration-MS <info@erlc.ca>

Tue, Jun 3, 2014 at 2:40 PM

Tuesday, June 3 2014

Heather Raymond

11 people from
Inclusive Learning
attended PD



Dear Heather:

Thank you for your registration in the following Learning Opportunity.

This is your REGISTRATION CONFIRMATION and RECEIPT.

****Please keep or forward a copy of this letter to the credit card holder who paid for this in-service or bookkeeper in order to reconcile the credit card statement at the end of the month.****

Details	Date	Time	Session #	Fee
Visible Learning - A Day With John Hattie Location: Fantasyland Hotel & Conference Centre 17700 - 87 Avenue, Edmonton	August 20 2014 - August 20 2014	0900 - 1530	14CR232	250.00

TOTAL	250.00
--------------	--------

Payment Details

Payment Type	T3
Total Amount	2750.00

To support your professional learning, PD resources are available at: <http://www.inclusiveeducationpdresources.ca/> and www.erlc.ca/resources/

REFUND/CANCELLATION POLICY:



Heather Raymond [REDACTED]

Registration Confirmation

1 message

ERLC Administration <info@erlc.ca>

Fri, Aug 29, 2014 at 5:24 PM

To: [REDACTED]

Date: August 29, 2014

[REDACTED]
Heather Raymond
[REDACTED]
[REDACTED]

Dear Heather,

Thank you for your registration in the following Learning Opportunity.

This is your REGISTRATION CONFIRMATION and RECEIPT.

Details	Date	Time	Session #	Fee
Implementation Science Goes to School: Sustaining What Works! ATA Barnett House 11010 - 142 Street NW Edmonton	September 22, 2014 September 23, 2014	9:00 am to 3:30 pm 9:00 am to 3:30 pm	15-CR- 094	\$225.00

Please come to the work shop with an evidence-based or evidence-informed program/practice that you would like to sustain in your school, district or region. For leadership teams we would like to invite you to bring or review your school/district or improvement plans. This will help with identifying current strengths and building implementation action plans.

To support your professional learning, PD resources are available at: <http://www.inclusiveeducationpdresources.ca/> and www.erlc.ca/resources/

Questions? Please contact us at:

Edmonton Regional Learning Consortium

Phone: (780) 444-2497 ext. 290

Fax: (780) 444-0894

E-mail: info@erlc.caWebsite: www.erlc.ca



The Alberta Teachers' Association

11010 142 Street NW Edmonton AB T5N 2R1
780-447-9400 ext 664 or 1-800-232-7208 ext 664

G.S.T.# R106694425 RT

Bill To:

Edmonton School District No 7

Centre for Education
One Kingsway Avenue NW
Edmonton AB T5H 4G9

Invoice	INV000015244
Date	2014-06-30
Page	1

Work Description

Purchase Order No.	Customer ID	Payment Terms
		NET 30

Description	Quantity	Unit Price	Ext. Price
Att'n: [REDACTED]	0	\$0.00	\$0.00
Room Rental 2014 06 26: Belvedere Consulting Services Reception	1	\$300.00	\$300.00
LCD Projector Rental	1	\$75.00	\$75.00
Hors d'Oeuvres: Port bites, spring rolls, torpedo shrimp, wings, hummus/pita, sliced wrap, cocktail shrimp, fruit	60	\$28.00	\$1,680.00
Beverages: coffee, assorted pop, water	60	\$5.75	\$345.00
Liquor Sales: bartender labour	1	\$54.00	\$54.00
<div>160 people in attendance both EPSB & external (previous staff)</div> <div>RECEIVED JUL 11 2014 ACCOUNTS PAYABLE</div> <div>V# 1854013 July 22/14 Q 6525, 348, 301, 331 375⁰⁰ 6435, 348, 301, 331 2079⁰⁰</div>			

Subtotal	\$2,454.00
Tax	\$122.70
Total	\$2,576.70



The Alberta Teachers' Association

11010 142 Street NW Edmonton AB T5N 2R1
780-447-9400 ext 664 or 1-800-232-7208 ext 664

G.S.T.# R106694425 RT

Bill To:

Edmonton School District No 7

Centre for Education
One Kingsway Avenue NW
Edmonton AB T5H 4G9

Invoice	INV000015069
Date	2014-05-30
Page	1

Work Description

Purchase Order No.	Customer ID	Payment Terms
		NET 30

Description	Quantity	Unit Price	Ext. Price
Booked by: [REDACTED]	0	\$0.00	\$0.00
Room Rental 2014 05 29: EA Celebration	1	\$300.00	\$300.00
LCD Projector Rental	1	\$75.00	\$75.00
Meal: vegetable tray, hummus/pita, shrimp skewers, chicken satay, fruit, beverages	165	\$18.75	\$3,093.75
Assorted cookies/squares	100	\$1.75	\$175.00
Beverage replenishment	140	\$3.00	\$420.00
<i>End of Year Educational Assistants & Teachers Appreciation Celebration</i>			
<i>160 in attendance</i>			
<div>RECEIVED JUN 13 2014 ACCOUNTS PAYABLE</div> <div>V#1846973 June 17/14 DL 6435 505 512 733 Du 733</div>			
Subtotal			\$4,063.75
Tax			\$203.19
Total			\$4,266.94

VISA RECEIPTS

(Use this form to mount receipts – **SINGLE SIDED ONLY**)

- Cardholders are reminded that **BOTH** cash register and Visa receipts are required
- Please mount receipts onto this form and submit to Accounts Receivable person
- **YOU** are responsible for your own receipts and will be required to obtain (at your cost) copies of any receipts you have misplace. The office must be notified immediately if this should occur

Name (Printed) _____ Signature _____

Purpose _____

VIPHALAYLAOS AND THAI
RESTAURA
10724 95 ST NW
EDMONTON AB

CARD TYPE VISA
DATE 2014/08/18
TIME 0957 12:46:37
RECEIPT NUMBER
C84078497-001-127-001-0
PURCHASE
AMOUNT \$256.20
TIP \$38.43
TOTAL

\$294.63

VISA CREDIT
A0000000031010
D4945B93E6FD7A52
0000008000-E800
14CA90330ABB1433
0000008000-F800

APPROVED

AUTH# 091007 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

VIPHALAY
10724-95ST
Edmonton, AB
(780)423-3213

08-18-2014 MC #:0000

2x
SALAD ROLL 10.00@
PAD THAI *20.00T1
DRUNK NOODLE *15.00T1
*14.00T1
13x
LUNCH SP 15.00@
*195.00T1

SUBTTL *244.00
*12.20T1

TOTAL *256.20
CASH *256.20

PM12-45 1384

HAVE A NICE DAY
PLEASE COME AGAIN

Attended:
Kather Raymond