



EDMONTON PUBLIC SCHOOLS

DIANA BOLAN
ASSISTANT SUPERINTENDENT - SCHOOLS
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>				
14-Aug-14	District Support Team (DST) Retreat (August 14-15, 2014)	Accommodations	\$ 125.72	Attachment 1
15-Aug-14	Employee Reimbursement - DST Retreat - Transportation (August 14-15, 2014)	Kilometrage	\$ 94.61	Attachment 2
Sub-Total Business Travel			\$ 220.33	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
	Nothing to report 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 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>				
6-Jun-14	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
20-Jun-14	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
4-Jul-14	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
18-Jul-14	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
21-Aug-14	1st & 2nd Year Principal Breakfast (D. Bolan, D. Robertson, K. Muhlethaler, M. Liguori, R. MacNeil, M. Michailides & 23 Principals) (see D. Robertson for receipt)	Meals	\$ 10.20	
21-Aug-14	1st & 2nd Year Principal Luncheon (D. Bolan, D. Robertson, K. Muhlethaler, M. Liguori, R. MacNeil, M. Michailides & 23 Principals) (see D. Robertson for receipt)	Meals	\$ 16.69	
1-Aug-14	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
15-Aug-14	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
29-Aug-14	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
Sub-Total: Working Sessions			\$ 1,385.66	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,605.99	

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

Village Creek Country Inn

District Support Team
Retreat

Page 1 of 1

15 Village Drive, RR2
Westerose, AB T0C 2V0
Ph1(877)688-0006 Fax1(780)586-3520
info@villagecreekcountryinn.com

TAX ID: 850794207

Diana Bolan

Room	Folio	CheckIn	CheckOut	Balance
	95032	14/08/2014	15/08/2014	0.00
Master Folio				

Direct Bill: EDMONTON PUBLIC SCHO

Date	Room	Description / Voucher	Charges	Credits	Balance
14/08/2014		Room Taxable	119.00	0.00	119.00
14/08/2014		GST - 5.000%	5.95	0.00	124.95
14/08/2014		Tourism Levy - 4.000%	4.76	0.00	129.71
14/08/2014		Visa - Thank You Diana	0.00	129.71	0.00

VILLAGE CREEK COUNTRY INN
15 VILLAGE DR
WESTEROSE, AB

Terminal ID: 28357147

Purchase

VISA

Entry Method: C

Total: \$ 129.71

2014/08/14 17:14:45

Seq #: 0013120180

Appr Code: 033472

Resp Code: 01/027

VISA CREDIT
A000000031810
FB 2C BB 2D 28 05 A2 ED
00 00 00 80 00
FB 00
8D EE A2 CD 39 47 00 2A

APPROVED
Thank You

Customer Copy

- IMPORTANT -
retain this copy for your records

COPY

FS
14/08/2014 06:35 PM

Thank you for staying with us
We appreciate your business

As per Regulation CWA,AR an expense claim must be completed upon return for both business and professional development.

Travel Expense Claim

Details of Trip

Employee's Name: Diana Bolan Date: August 14 & 15, 2014

School/Department/DU# 310

Purpose of Trip / Name of Conference DST Retreat - Village Creek County Inn - Pigeon Lake, AB

Departure and Return Dates: Aug 14 / August 15, 2014 Destination: Westeros, AB

B. Description of Expenses <i>(Please attach receipts)</i>	Amount Paid by EPSB Invoice/Visa Including GST	Amount Paid by Claimant For out of Pocket Expenditures Including GST*	Total Cost CDN Currency
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Registration/Conference Fees			0.00
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Travel Costs			
Accommodations			
\$ 129.71 # of Nights 1	129.71		129.71
Flight			0.00
Taxi/Shuttle			0.00
Car Rental			0.00
Parking			0.00
Personal Vehicle 191.8 Km @ \$0.505/km	Diana drove he	96.86	96.86

Meals (including tips)			
Per diem without receipts = \$47/day or \$23.50/half day of travel or	Meals were inc		0.00
Actual Expense (attach itemized receipts)			0

Other - provide details & receipts			
			0.00
			0.00
			0.00

TOTAL COST OF TRIP	129.71	96.86	226.57
CASH ADVANCE (IF ANY REF #)			
NET AMOUNT DUE TO CLAIMANT			\$96.86
GST Breakout (NET X 4/104)			3.73

I certify th

Claimant's Signature

Designated Signing Authority

NOTE: Please attach all copies of invoices/receipts that have been previously paid by Visa and/or through Accounts Payable that relate to this claim. Copy of Out of Province Approval MUST also accompany this Travel Expense Claim.

**If claiming out of pocket expenses please batch and forward to Accounts Payable*