

DAVID FRASER
EXECUTIVE DIRECTOR - CORPORATE SERVICES
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
22-Aug-14	Employee Reimbursement - DST Retreat - Transportation (August 14-15, 2014)	Kilometrage	\$ 107.54	Attachment 2
Sub-Total Business Travel			\$ 233.26	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
28-May-14	Business Education Task Force Conference - Calgary (May 27-28, 2014)	Accommodations	\$ 282.05	Attachment 3
10-Jun-14	Employee Reimbursement - Business Education Task Force Conference - Meal Per Diem (May 27-28, 2014)	Meals	\$ 22.96	Attachment 4
18-Jun-14	Employee Reimbursement - CASS Team Leadership Academy - Meal Per Diem (May 14-16, 2014)	Meals	\$ 68.86	Attachment 5
Sub-Total: Conferences			\$ 373.87	
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	\$ 129.39	
20-Jun-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
4-Jul-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
18-Jul-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
1-Aug-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
15-Aug-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
29-Aug-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
Sub-Total: Working Sessions			\$ 905.73	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,512.86	

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
Westrose, AB T0C 2V0
Ph1(877)688-0006 Fax1(780)586-3520
info@villagecreekcountryinn.com

TAX ID: 850794207

David Fraser

Room	Folio	CheckIn	CheckOut	Balance
	95021	14/08/2014	15/08/2014	-129.71
Master Folio				

Direct Bill: EDMONTON PUBLIC SCHO

Date	Room	Description / Voucher	Charges	Credits	Balance
14/08/2014		Visa - Payment	0.00	129.71	-129.71
<div>VILLAGE CREEK COUNTRY INN 15 VILLAGE DR WESTEROSE, AB</div> <div>Term ID: 28357147</div> <div>Purchase</div> <div>VISA Entry Method: M</div> <div>Total: \$ 129.71</div> <div>2014/08/14 15:29:56</div> <div>Seq #: 0013120140</div> <div>Appr Code: 086766</div> <div>Resp Code: 01/027</div> <div>APPROVED</div> <div>Thank You</div> <div>Customer Copy</div> <div>- IMPORTANT -</div> <div>retain this copy for your records</div>					
DST Retreat One Night Room Rental Aug 14 & 15/14.					

Travel Expense Claim

A. Details of Trip

Employee's Name: David Fraser

Date: 22-Aug-14

School/Department/DU#

310

Purpose of Trip / Name of Conference DST Retreat (Village Creek Country Inn, 15 Village Drive, RR2

Departure and Return Dates: August 14-15, 2014

Destination: Pigeon Lake, Westeros, AB

B. Description of Expenses

(Please attach receipts)

Amount Paid
by EPSB
Invoice/Visa
Including GST

Amount Paid
by Claimant
For out of Pocket
Expenditures
Including GST*

Total Cost
CDN Currency

Registration/Conference Fees

0.00

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 218 Km @ \$0.505/km 110.09 110.09

Meals (including tips)

Per diem without receipts = \$47/day or \$23.50/half day of travel or 0.00

Actual Expense (attach itemized receipts) 0

Other - provide details & receipts

D. Robertson paid for meals & meeting rooms. 0.00 0.00 0.00

TOTAL COST OF TRIP

129.71 110.09 239.80

CASH ADVANCE (IF ANY REF #)

NET AMOUNT DUE TO CLAIMANT \$110.09

GST Breakout (NET X 4/104) 4.23

I certify that the above claim is correct:

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

Updated August 2013

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The Westin' Calgary
 320 Fourth Ave SW
 Calgary, AB T2P 2S6
 403-266-1611
<http://www.starwood.com/>



Fraiser, David	Page Number	1	Invoice Nbr	
	Guest Number	1009899	Arrive Date	05-27-2014 16:31
	Folio ID	A	Depart Date	05-28-2014 12:00
	No. Of Guest	1		
	Room Number			
	Club Account			
	Time	05-28-2014 06:59		

Information Invoice

Tax Identification 815462536RT0001

Date	Reference	Description	Charges	Credits
05-27-2014	RT511	Room Charge	\$259.00	
05-27-2014	RT511	Good And Services Tax	\$13.34	
05-27-2014	RT511	Destination Marketing Fee	\$7.77	
05-27-2014	RT511	Tourism Levy	\$10.67	
05-27-2014	7511 0	1780 00:02:00 22:09	\$0.75	
		** Total	\$291.53	\$0.00
		** Balance	\$291.53	

GST Summary

Room	13.34
Food & Beverage	0.00
Telephone	0.00
Other Revenue	0.00
	13.34

Continued on the next page

The Westin Calgary
320 Fourth Ave SW
Calgary, AB T2P 2S6
403-266-1611
<http://www.starwood.com/>



Fraiser, David	Page Number	2	Invoice Nbr	
	Guest Number	1009899	Arrive Date	05-27-2014 16:31
	Folio ID	A	Depart Date	05-28-2014 12:00
	No. Of Guest	1		
	Room Number			
	Club Account			
	Time	05-28-2014 06:59		

Information Invoice

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Food & Bev	Parking	Telephone	Room & Tax	Other	Total	Payment
05-27-2014	\$0.00	\$0.00	\$0.75	\$290.78	\$0.00	\$291.53	\$0.00
Total	\$0.00	\$0.00	\$0.75	\$290.78	\$0.00	\$291.53	\$0.00

As a Starwood Preferred Guest you have earned at least 504
Starpoints for this visit

Thank you for choosing Starwood Hotels We look forward to welcoming
you back soon! Tell us about your stay. www.westin.com/reviews

Tell us about your stay. www.westin.com/reviews

Signature _____

Travel Expense Claim

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

A. Details of Trip

Employee's Name: David Fraser Date: 10-Jun-14
 School/Department/DU# Superintendent's Area DU 310
 Purpose of Trip / Name of Conference Business Education Task Force
 Departure and Return Dates: May 27 - May 28, 2014 Destination: Calgary, Alberta

B. Description of Expenses (Please attach receipts)	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			
\$ 291.53 # of Nights 1	291.53		291.53
Flight			0.00
Taxi/Shuttle			0.00
Car Rental			0.00
Parking			0.00
Personal Vehicle @ \$0.505/km Km	N/A	N/A	0.00

Meals (including tips)

Per diem without receipts = \$47/day or \$23.50/half day of travel or		23.50	23.50
Actual Expense (attach itemized receipts)			0

Other - provide details & receipts

			0.00
			0.00
			0.00

TOTAL COST OF TRIP	291.53	23.50	315.03
CASH ADVANCE (IF ANY REF #)			
NET AMOUNT DUE TO CLAIMANT			\$23.50
GST Breakout (NET X 4/104)	13.34		0.90

I certify that the above claim is correct:

Claimant's Signature

Designated Signing Authority

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Travel Expense Claim

A. Details of Trip

Employee's Name: David Fraser Date: 18-Jun-14
 School/Department/DU# Superintendent's Area ~ D.U. 0310
 Purpose of Trip / Name of Conference CASS Team Leadership Academy
 Departure and Return Dates: May 14, 15, and 16, 2014 Destination: Banff Spring Hotel

B. Description of Expenses (Please attach receipts)	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	294.53		294.53
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Travel Costs

Accommodations			
\$ <input type="text"/> # of Nights <input type="text"/> 3	668.19		668.19
Flight			0.00
Taxi/Shuttle			0.00
Car Rental			0.00
Parking			0.00
Personal Vehicle <input type="text"/> 0 Km @ \$0.505/km			0.00

Meals (including tips)

Per diem without receipts = \$47/day or \$23.50/half day of travel or		70.50	70.50
Actual Expense (attach itemized receipts)			0

Other - provide details & receipts

			0.00
			0.00
			0.00

TOTAL COST OF TRIP	962.72	70.50	1033.22
CASH ADVANCE (IF ANY REF #)			
NET AMOUNT DUE TO CLAIMANT			\$70.50
GST Breakout (NET X 4/104)			2.71

I certify that the above claim is correct:

Claimant's Signature
(DAVID FRASER)

Designated Signing Authority
(DARREL ROBERTSON)

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