



# EDMONTON PUBLIC SCHOOLS

**MARK LIGUORI**  
**ASSISTANT SUPERINTENDENT - SCHOOLS**  
**FOR THE PERIOD: JUNE to AUGUST 2014**

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 District and associated costs including transportation, accommodations, meals, incidentals, parking, etc.</i>				
14-Aug-14	District Support Team (DST) Retreat (M. Liguori & R. MacNeil) (August 14-15, 2014)	Accommodations	\$ 125.72	<a href="#">Attachment 1</a>
18-Aug-14	Employee Reimbursement - DST Retreat - Transportation (August 14-15, 2014)	Kilometrage	\$ 94.61	<a href="#">Attachment 2</a>
<b>Sub-Total: Business Travel</b>			<b>\$ 220.33</b>	
<b>2) CONFERENCES</b>				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
	Nothing to report this period		\$ -	
<b>Sub-Total: Conferences</b>			<b>\$ -</b>	
<b>3) HOSPITALITY (Hosting)</b>				
<i>cost of food, beverage, transportation and other amenities on behalf of the guests of EPSB</i>				
30-Jul-14	Meeting (M. Liguori & Guest)	Hosting	\$ 8.33	<a href="#">Attachment 3</a>
31-Jul-14	Meeting (M. Liguori & Guest)	Hosting	\$ 4.22	<a href="#">Attachment 4</a>
1-Aug-14	Meeting (M. Liguori & Guest)	Hosting	\$ 7.01	<a href="#">Attachment 5</a>
<b>Sub-Total: Hospitality</b>			<b>\$ 19.56</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 district business</i>				
3-Jun-14	Interview Session (M. Liguori, K. Muhlethaler & 2 EPSB Employees)	Meals	\$ 3.20	<a href="#">Attachment 6</a>
3-Jun-14	Interview Session (M. Liguori, K. Muhlethaler & 2 EPSB Employees)	Meals	\$ 7.37	<a href="#">Attachment 7</a>
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	
<b>Sub-Total: Working Sessions</b>			<b>\$ 1,396.23</b>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>			<b>\$ 1,636.12</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 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

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

District Support Team  
Retreat  
M. Liguori + R. MacNeil

Page 1 of 1

TAX ID: 850794207

Matk Liquori

Room	Folio	CheckIn	CheckOut	Balance
	95026	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 - M. Liquori	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		Room Taxable - R. MacNeil	119.00	0.00	248.71
14/08/2014		GST - 5.000%	5.95	0.00	254.66
14/08/2014		Tourism Levy - 4.000%	4.76	0.00	259.42
14/08/2014		Visa - Thank You M. Liquori	0.00	259.42	0.00

VILLAGE CREEK COUNTRY INN  
15 VILLAGE DR  
HESTEROSE, AB

Term ID: 28357147

Purchase

VISA

Entry Method: C

Total: \$ 259.42

2014/08/14 17:23:01

Seq #: 0013120230

Appr Code: 090392

Resp Code: 01/027

VISA CREDIT  
A0000000031010  
C2 11 63 AA 58 58 2C 71  
00 00 00 00 00  
F8 00  
82 97 2F 00 EE D0 3D EE

APPROVED  
Thank You

Customer Copy

- IMPORTANT -  
retain this copy for your records

Ron macNeil did not have his  
credit card so room was charged  
to mark.

14/08/2014 06:26 PM

Thank you for staying with us  
We appreciate your business

## Travel Expense Claim

<b>A. Details of Trip</b>			
Employee's Name: LIGUORI, Mark		Date: 18-Aug-14	
School/Department/DU# Superintendents Area - DU 310			
Purpose of Trip / Name of Conference District Support Team Retreat			
Departure and Return Dates: August 14 & 15, 2014		Destination: Pigeon Lake	

  

B. Description of Expenses <small>(Please attach receipts)</small>	Amount Paid by EPSB Invoice/Visa Including GST	Amount Paid by Claimant For out of Pocket Expenditures Including GST*	Total Cost CDN Currency
<b>Registration/Conference Fees</b>			0.00
<b>Travel Costs</b>			
Accommodations \$ 129.71 # of Nights 1*	259.42		259.42
Flight			0.00
Taxi/Shuttle			0.00
Car Rental			0.00
Parking			0.00
Personal Vehicle 191.8 Km @ \$0.505/km		96.86	96.86
<b>Meals (including tips)</b>			
Per diem without receipts = \$47/day or \$23.50/half day of travel or			0.00
Actual Expense (attach itemized receipts)			0
<b>Other - provide details &amp; receipts</b>			
			0.00
*paid for Ron MacNeil's room as well			0.00
			0.00
<b>TOTAL COST OF TRIP</b>	259.42	96.86	356.28
<b>CASH ADVANCE (IF ANY REF # )</b>			
<b>NET AMOUNT DUE TO CLAIMANT</b>			<b>\$96.86</b>
<b>GST Breakout (NET X 4/104)</b>			3.73

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

Mark Liguori EBS Card.

M. Liguori + 1 guest

Second Cup, Café #9569  
Coronation Corner  
GST: 8288567466

1002 Crew2

CHK 149083

GST 2

30 JUL'14 8:58 AM

1 Md Caffe Latte	4.10
1 Md Caffe Latte	4.10
Visa	\$8.61
Subtotal	\$8.20
Alberta GST	\$0.41
Payment	\$8.61
<b>Change Due</b>	<b>\$0.00</b>

----- Check Closed -----  
30 JUL'14 8:58 AM

A little love in every cup.

SECOND CUP 9569  
11128 142 ST  
EDMONTON AB T5M4G5  
780-452-4376

Merchant ID: 16890260011  
Term ID: 004

Ref #: 028

### Sale

VISA

Entry Method: CHIP

07/30/14

08:58:40

Inv #: 000028

Appr Code: 056260

Apprvd

Batch#: 000043

Total:

\$

8.61

By entering a verified PIN, cardholder  
agrees to pay issuer such total in  
accordance with issuer's agreement with  
cardholder (Merchant agreement if credit  
voucher).

Retain this copy for statement  
verification.

Application Label: VISA CREDIT  
AID: A0000000031010  
TVR: 00 00 00 00 00  
TSI: F8 00

Customer Copy

o Mark Liguori



✓  
Mark Ligouri EPS card

M. Ligouri + 1 guest

Starbucks Coffee Canada #4752  
5 Giroux Road  
St. Albert, AB T8N 1B3

Jul 31 2014 08:01 am Trans# 717063

TRANSACTION RECORD

Card Number :   
Card Entry : CHIP  
Trans Type : PURCHASE  
Amount : \$4.36

Auth # : 034069  
Sequence # : 000013  
Term ID : 001  
Date : 14/07/31  
Time : 08:00:58

APPROVED

BY ENTERING A VERIFIED PIN, CARDHOLDER  
AGREES TO PAY ISSUER SUCH TOTAL IN  
ACCORDANCE WITH ISSUERS AGREEMENT WITH  
CARDHOLDER

Application Label: VISA CREDIT  
AID: A0000000031010  
TVR: 0000008000  
TC : 79020F887D45AFCD  
TSI: F800

\*\*\* CUSTOMER COPY \*\*\*

Starbucks Coffee Canada #4752  
5 Giroux Road  
St. Albert, AB T8N 1B3

CHK 717063

07/31/2014 08:01 AM  
1996527 Drawer: 2 Reg: 1

Gr Latte 4.15  
Decaf  
Nonfat  
Extra Hot

Visa 4.36  
XXXXXXXXXXXX

Subtotal \$4.15  
GST 5% \$0.21  
Total \$4.36

Change Due \$0.00

----- Check Closed -----  
07/31/2014 08:01 AM

GST: 86585 3535

TREAT RECEIPT IS BACK!  
Make a purchase before 2 p.m.  
then show this receipt after  
2 p.m. today to get any  
cold Grande drink for  
\$2 + tax.  
At Participating Stores.  
Cannot be combined  
with other offers. No copies.

o Mark Ligouri

mark Liguori

Mark Liguori's  
EPS Visa

M. Liguori = 1 guest

Starbucks Coffee Canada #4618  
11625 Kingsway Avenue  
Edmonton, AB T5G 3E8

CHK 734218  
08/01/2014 12:58 PM  
1956152 Drawer: 1 Reg: 2

T1 Cappuccino 3.45  
Nonfat  
Wet

T1 Cappuccino 3.45  
Nonfat  
Wet

Visa 7.25

Subtotal \$6.90

GST 5% \$0.35

Total \$7.25

Change Due \$0.00

Check Closed  
08/01/2014 12:58 PM

GST: 86585 3535

TREAT RECEIPT IS BACK!  
Make a purchase before 2 p.m.  
then show this receipt after  
2 p.m. today to get any  
cold Grande drink for  
\$2 + tax.

At Participating Stores.  
Cannot be combined  
with other offers. No copies.

Starbucks Coffee Canada #4618  
11625 Kingsway Avenue  
Edmonton, AB T5G 3E8

Aug 01 2014 12:58 pm Trans# 734218

TRANSACTION RECORD

Card Number :  
Card Entry : CHIP  
Trans Type : PURCHASE  
Amount : \$7.25

Auth # : 042689  
Sequence # : 000032  
Term ID : 002  
Date : 14/08/01  
Time : 12:57:53

APPROVED

BY ENTERING A VERIFIED PIN, CARDHOLDER  
AGREES TO PAY ISSUER SUCH TOTAL IN  
ACCORDANCE WITH ISSUERS AGREEMENT WITH  
CARDHOLDER

Application Label: VISA CREDIT  
AID: A0000000031010  
TVR: 0000008000  
TC : 50B9180AE1FA6917  
TSI: F800

\*\*\* CUSTOMER COPY \*\*\*

Liguori

①

Mark Liguori - paid for 4p K. Muhlethaler  
and 2 individuals. Interview session :lb

VISA

Mark L

Kathy M.

District

ITALIAN BAKERY  
10644 97TH STREET  
EDMONTON, AB  
T5H 2L6  
780-424-4830

**SALE**

MID: 8021482545  
TID: 0089250008021482545002  
REF#: 00000044

Batch #: 660  
06/03/14 10:59:35  
APPR CODE: 080263  
Trace: 44  
VISA Chip  
\*\*\*\*\* \*\*/

**AMOUNT \$12.67**

APPROVED

VISA CREDIT

TVR: 00 00 00 80 00  
TS: F8 00

THANK YOU / MERCI

CUSTOMER COPY

Mark L

Kathy M

ITALIAN BAKERY  
Home Style  
10644-97 Street  
EDMONTON ALBERTA T5H 2L6  
TEL. (780) 424-4830  
Thank You

06/03/2014 11:24  
000000#9741

CLERK

4 @ \$2.00	
NON TAX	\$8.00
NON TAX	\$1.50
NON TAX	\$1.00
2 @ \$0.70	
TAXABLE	\$1.40
NON TAX	\$0.70
MDSE ST	\$12.60
G.S.T.	\$0.07

ITEMS 90  
CASH \$12.67



Mark Liguori - paid for 4p lunch K. Muhlethaler  
and 2 individuals. Interview session :lb

Mark L  
Kathy M

TAU BAY  
10660-98 ST  
GST# 82070 6661

06/03/2014  
000000#0601 CLERK01

DEPT. 14 T4 \$8.00  
3 @ \$7.00  
DEPT. 14 T4 \$21.00  
MOSE ST \$29.00  
GST \$1.45

ITEMS 4Q  
\*\*\*TOTAL \$30.45  
CASH \$40.00  
CHANGE \$9.55

4 pho. for  
lunch