

**RON MACNEIL**  
**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) <i>(see M. Liguori for receipt)</i>	Accommodations	\$ 125.72	
19-Aug-14	Employee Reimbursement - DST Retreat - Transportation (August 14-15, 2014)	Kilometrage	\$ 94.61	<a href="#">Attachment 1</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>				
	Nothing to report 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 district business</i>				
11-Jun-14	Luncheon for Retiring Principals (R. MacNeil, S. Stoddard & 6 EPSB Employees)	Meals	\$ 46.79	<a href="#">Attachment 2</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) <i>(see D. Robertson for receipt)</i>	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) <i>(see D. Robertson for receipt)</i>	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>\$ 1,432.45</b>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>			<b>\$ 1,652.78</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

# Travel Expense Claim

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

## Details of Trip

Employee's Name: Ron MacNeil Date: 19-Aug-14  
 School/Department/DU# Superintendent's Area  
 Purpose of Trip / Name of Conference District Support Team Retreat  
 Departure and Return Dates: August 14-15, 2014 Destination: Pigeon Lake, 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
--	---	---	----------------------------

Registration/Conference Fees			0.00
------------------------------	--	--	------

## Travel Costs

Accommodations			0.00
\$ <input type="text"/> # of Nights <input type="text"/>			
Flight			0.00
Taxi/Shuttle			0.00
Car Rental			0.00
Parking			0.00
Personal Vehicle <input type="text"/> 191.8 Km @ \$0.505/km		96.86	96.86

## 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

			0.00
			0.00
			0.00

TOTAL COST OF TRIP	0.00	96.86	96.86
CASH ADVANCE (IF ANY REF # )			
NET AMOUNT DUE TO CLAIMANT			\$96.86
GST Breakout (NET X 4/104)			3.73

I certify that

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

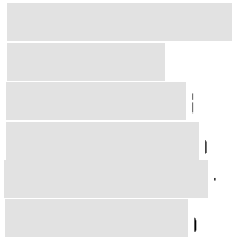
Attending:  
S. Stoddard  
R. MacNeil  
6 EPSB Employees

LUNCHEON FOR RETIRING PRINCIPALS

PETROLEUM CLUB

JUNE 11, 2014

ATTENDING: Sandra Stoddard  
Ron MacNeil



Payment: Darrel Robertson's Petroleum Club Account  
Invoice will be sent to EPSB

Edmonton Petroleum Club

----- Chit Details -----

Member: 9999 Guest  
Server:   
Area: Leduc Room  
Table#: 56 Covers: 8  
Chit #: 01028799

Date: Jun 11/14 Time: 12:57pm

8 Leduc Lunch Buffet	176.00
Stag's Petite Syrah	79.00
Byron Chardonnay	69.00
Pop	2.25
Pop	2.25

Sub-Total:	328.50
GST# 10728 2972	16.43

Chit Total: \$344.93

Gratuity: \$40.00  
Total: \$384.93

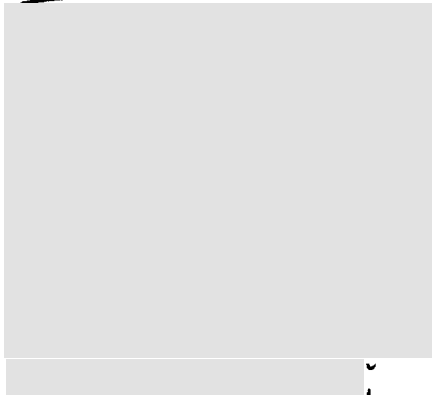
Total charged was \$384.93  
(transposition error)

Member Number: 9999

Signature: Guest

----- End of Chit -----

Retirement Lunch



Ron MacNeil  
Sandra Stoddard

Invited to Petroleum Club  
Darrel Robertson  
Disclosure