

KATHY MUHLETHALER
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>				
11-Jun-14	Employee Reimbursement - High School Redesign - Meal Per Diem (May 27, 2014)	Meals	\$ 45.95	Attachment 1
11-Jun-14	Employee Reimbursement - High School Redesign - Transportation (May 27, 2014)	Kilometrage	\$ 147.94	Attachment 1
12-Aug-14	Employee Reimbursement - District Support Team (DST) Retreat - Transportation (August 14-15, 2014)	Kilometrage	\$ 107.54	Attachment 2
14-Aug-14	DST Retreat	Accommodations	\$ 125.72	Attachment 3
Sub-Total Business Travel			\$ 427.15	
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	\$ 281.84	Attachment 4
28-May-14	Business Education Task Force Conference - Calgary - (May 27-28, 2014)	Parking	\$ 38.60	Attachment 4
20-Jun-14	Employee Reimbursement - Career Pathways - Meal Per Diem (May 27, 2014)	Meals	\$ 45.95	Attachment 5
20-Jun-14	Employee Reimbursement - Career Pathways - Transportation (May 27, 2014)	Kilometrage	\$ 295.63	Attachment 5
Sub-Total: Conferences			\$ 662.02	
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>				
30-May-14	Gift Card Purchased for EPSB Staff Member's Assessment Work	Other Costs	\$ 25.00	Attachment 6
3-Jun-14	Interview Session (M. Liguori, K. Muhlethaler & 2 EPSB Staff) (see M. Liguori for receipt)	Meals	\$ 3.20	
3-Jun-14	Interview Session (M. Liguori, K. Muhlethaler & 2 EPSB Staff) (see M. Liguori for receipt)	Meals	\$ 7.37	
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			\$ 1,421.23	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 2,510.39	

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.

A. Details of Trip

Employee's Name: Kathy Muhlethaler Date: 11-Jun-14
 School/Department/DU# Superintendent's Office ~ D.U. 310
 Purpose of Trip / Name of Conference High School Redesign
 Departure and Return Dates: 27-May-14 Destination: Calgary

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			
\$ <input type="text"/> # of Nights <input type="text"/> 1	330.68		330.68
Flight			0.00
Taxi/Shuttle			0.00
Car Rental			0.00
Parking			0.00
Personal Vehicle <input type="text"/> 300 Km @ \$0.505/km		151.50	151.50

Meals (including tips)

Per diem without receipts = \$47/day or \$23.50/half day of travel or		47.00	47.00
Actual Expense (attach itemized receipts)			0

Other - provide details & receipts

			0.00
			0.00
			0.00

TOTAL COST OF TRIP	330.68	198.50	529.18
CASH ADVANCE (IF ANY REF #)			
NET AMOUNT DUE TO CLAIMANT			\$198.50
GST Breakout (NET X 4/104)			7.63

I certify that the above claim is correct:

Claimant's Signature
KATHY MUHLETHALER

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.
 Copy of Out of Province Approval MUST also accompany this Travel Expense Claim.

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

Travel Expense Claim

Details of Trip

Employee's Name:	Kathy Muhlethaler	Date:	12-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, 2014 - August 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
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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 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

Meals were provided			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 information provided is true and 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

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

TAX ID: 850794207

Kathy Muhlethaler

Room	Folio	CheckIn	CheckOut	Balance
	95028	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 Kathy	0.00	129.71	0.00

DST Retreat
Aug 14 & 15, 2014.

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



Muhlethaler, Kathy	Page Number	1	Invoice Nbr	1000218038
	Guest Number	1009900	Arrive Date	05-27-2014 16:29
	Folio ID	A	Depart Date	05-28-2014 08:00
	No. Of Guest	1		
	Room Number			
	Club Account			
	Time	05-28-2014 07:00		

Information Invoice

Tax Identification 815462536RT0001

Date	Reference	Description	Charges	Credits
05-27-2014	RT416	Room Charge	\$259.00	
05-27-2014	RT416	Good And Services Tax	\$13.34	
05-27-2014	RT416	Destination Marketing Fee	\$7.77	
05-27-2014	RT416	Tourism Levy	\$10.67	
05-27-2014	RT416	Parking Valet	\$38.00	
05-27-2014	RT416	TAX - GST OTHER	\$1.90	
		** Total	\$330.68	\$0.00
		** Balance	\$330.68	

GST Summary

Room	13.34
Food & Beverage	0.00
Telephone	0.00
Other Revenue	1.90
	15.24

Continued on the next page

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



Muhlethaler, Kathy	Page Number	2	Invoice Nbr	1000218038
	Guest Number	1009900	Arrive Date	05-27-2014 16:29
	Folio ID	A	Depart Date	05-28-2014 08:00
	No. Of Guest	1		
	Room Number			
	Club Account			
	Time	05-28-2014 07:00		

Information Invoice

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Food & Bev	Parking	Telephone	Room & Tax	Other	Total	Payment
05-27-2014	\$0.00	\$39.90	\$0.00	\$290.78	\$0.00	\$330.68	\$0.00
Total	\$0.00	\$39.90	\$0.00	\$290.78	\$0.00	\$330.68	\$0.00

As a Starwood Preferred Guest you have earned at least 503
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:	Kathy Muhlethaler	Date:	20-Jun-14
School/Department/DU#	Superintendent's Office		
Purpose of Trip / Name of Conference	Career Pathways - May 27, 2014		
Departure and Return Dates:	May 27-28, 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				
\$ 330.68	# of Nights 1	330.68		330.68
Flight				0.00
Taxi/Shuttle				0.00
Car Rental				0.00
Parking				0.00
Personal Vehicle	599.4 Km			
@ \$0.505/km			302.70	302.70

Meals (including tips)

Per diem without receipts				
= \$47/day or \$23.50/half day of travel or			47.00	47.00
Actual Expense (attach itemized receipts)				0

Other - provide details & receipts

Meals were provided				0.00
				0.00
				0.00

TOTAL COST OF TRIP	330.68	349.70	680.38
CASH ADVANCE (IF ANY REF #)			
NET AMOUNT DUE TO CLAIMANT			\$349.70
GST Breakout (NET X 4/104)			13.45

Claimant's Signature

Designated Signing Authority

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

MISSING RECEIPT FORM

This form is to be completed only if the original itemized receipt for business expenses is not attainable and all attempts to get a secondary receipt from the vendor have failed. Use of this form in lieu of an original receipt should be a rare exception.

Employee Name:	Kathy Muhlethaler
Vendor Name:	Starbucks
Vendor Address:	11625 Kingsway Avenue Edmonton AB T5G 3E8
Date of Purchase:	May 30, 2014

Description of Items Purchased:	Cost
Gift Card for [REDACTED] Assessment work	25.00
Total	25.00

Reason original receipt cannot be provided:
Receipt was given to [REDACTED] and new staff are unable to locate it.

I certify that the items shown above were purchased for EPSB purposes and that these business expenses will not be claimed from any other source.

Kathy Muhlethaler

Employee Name (Printed)

Employee Signature

August 22, 2014

Date

Darrel Robertson

Supervisor/Signing Authority Name (Printed)

Supervisor/Signing Authority Signature

Date

August 22, 2014