

DARREL ROBERTSON
SUPERINTENDENT OF 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>				
8-Jul-14	District Support Team (DST) Retreat Deposit	Facility Rental & Meals	\$ 409.50	Attachment 1
14-Aug-14	DST Retreat (August 14-15, 2014)	Accommodations	\$ 146.85	Attachment 2
19-Aug-14	Employee Reimbursement - DST Retreat - Transportation (August 14-15, 2014)	Kilometrage	\$ 92.74	Attachment 3
Sub-Total Business Travel			\$ 649.09	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
27-May-14	CASS Team Leadership Academy (May 14-16, 2014) - Final Payment of Room Rental	Conference	\$ 6.60	Attachment 4
Sub-Total: Conferences			\$ 6.60	
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	\$ 384.62	
20-Jun-14	Bi-Weekly Car Allowance	Other Costs	\$ 384.62	
4-Jul-14	Bi-Weekly Car Allowance	Other Costs	\$ 384.62	
18-Jul-14	Bi-Weekly Car Allowance	Other Costs	\$ 384.62	
21-Aug-14	1st & 2nd Year Principal Breakfast (D. Robertson, D. Bolan, K. Muhlethaler, M. Liguori, R. MacNeil, M. Michailides & 23 Principals)	Meals	\$ 10.20	Attachment 5
21-Aug-14	1st & 2nd Year Principal Luncheon (D. Robertson, D. Bolan, K. Muhlethaler, M. Liguori, R. MacNeil, M. Michailides & 23 Principals)	Meals	\$ 16.69	Attachment 6
27-Aug-14	Trustee's Retreat Breakfast and Lunch (S. Hoffman, M. Janz, C. Johnner, R. Martin, N. Ip, S. Adams, M. Draper, K. Gibson, O. Chubb, D. Robertson, S. Stoddard & 4 EPSB Employees) (See S. Hoffman for receipt)	Meals	\$ 25.96	
1-Aug-14	Bi-Weekly Car Allowance	Other Costs	\$ 384.62	
15-Aug-14	Bi-Weekly Car Allowance	Other Costs	\$ 384.62	
29-Aug-14	Bi-Weekly Car Allowance	Other Costs	\$ 384.62	
Sub-Total: Working Sessions			\$ 2,745.19	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 3,400.88	

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

Printed: 07/08/2014 09:28 AM
Audit Date: 07/08/2014

Advance Deposit Detail
Village Creek Country Inn

Page 1

<u>Conf #</u>	<u>Guest Name</u>	<u>Audit Date</u>	<u>Act</u>	<u>Description</u>	<u>Voucher</u>	<u>Debit</u>	<u>Credit</u>	<u>MadeBy</u>	<u>Room</u>	<u>CheckIn</u>
75753	Public Schools, Edmonton	07/08/2014	202	Visa	Deposit - Darrel Robertson	0.00	409.50	LU		08/14/2014
** Totals:						0.00	409.50			

District Support Team Retreat

VILLAGE CREEK COUNTRY INN
15 VILLAGE CREEK
WESTEROSE, AB

Terminal ID: 28357147

Purchase

VISA Entry Method: M

Total: \$ 409.50

2014/07/08 10:21:16

Seq #: 0012750030

Appr Code: 034484

Resp Code: 01/027

APPROVED
Thank You

Customer Copy

IMPORTANT
retain this copy for your records

Deposit DST Retreat
Aug 14+15, 2014.
in attendance

D Robertson	EP SB
K Muhlethaler	employee
R MacNeil	D. Balen
M. Liguori	
M. Michailides	
A. Anderson	
J. Davies	
D. Fraser	
S. Stoddard	

District Support Team Retreat

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

Darrel Robertson

Room	Folio	CheckIn	CheckOut	Balance
	95033	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	139.00	0.00	139.00
14/08/2014		GST - 5.000%	6.95	0.00	145.95
14/08/2014		Tourism Levy - 4.000%	5.56	0.00	151.51
14/08/2014		Visa - Thank You Darrel	0.00	151.51	0.00

DST Retreat
Aug 14/15, 20

SK
15/08/2014 10:42 AM

*Thank you for staying with us
We appreciate your business*

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: Darrel Robertson Date: 19-Aug-14
 School/Department/DU# Superintendent's Office
 Purpose of Trip / Name of Conference District Support Team Retreat
 Departure and Return Dates: August 14-15, 2014 Destination: Village at Pigeon Lake

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			
\$ 151.51 # of Nights 1	151.51		151.51
Flight			0.00
Taxi/Shuttle			0.00
Car Rental			0.00
Parking			0.00
Personal Vehicle 188 Km			
@ \$0.505/km Used Personal		94.94	94.94

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	151.51	94.94	246.45
CASH ADVANCE (IF ANY REF #)			
NET AMOUNT DUE TO CLAIMANT			\$94.94
GST Breakout (NET X 4/104)			3.65

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



The Fairmont Banff Springs
P.O. Box 960
Banff, AB, CA T1L 1J4
Phone: (403) 760-6018
Fax: 403-762-2446

GST # 849681721RT0006

Invoice Summary

BILL TO:		
Edmonton Public Schools		
One Kingsway		
Edmonton, AB		
T5H 4G9		
Attention: [REDACTED]		
INVOICE DATE	MASTER ACCOUNT NO.	
27-May-14	[REDACTED]	
Event Date	Total GST (incl)	
14-May-14	\$32.42	
Total Charges	PAYMENTS	BALANCE DUE CAD\$
\$680.73	(\$680.73)	\$0.00

Details	Subtotals	Total Charges
Group Master Charges		
1192408 Palliser Room - Meeting / HSIA	\$551.25	
1192409 Coffee Break	\$129.48	
		\$680.73
Payments/Credits		
12-May-14 Deposit Visa [REDACTED]	(\$673.91)	
27-May-14 Final Payment Visa [REDACTED]	(\$6.82)	
		(\$680.73)
Total Balance Due CAD\$		\$0.00

Please make payments to:
The Fairmont Banff Springs
Credit Department
P.O. Box 960
Banff, AB T1L 1J4
CA



A Cappella Catering

12105-120 Avenue

Edmonton, Alberta T5L 4K4

Phone: 780.454.2642 Fax: 780.454.2748

Emergency Pager: 780.901.5053

GST Registration #R133907790

1st and 2nd Year Principals Event

D. Bolan, D. Robertson, K. Muhlethaler

M. Liguori, R. MacNeil,

M. Michailides + 23 principals

INVOICE

Event Date: 8/21/2014

Invoice #: E80528

Sold To: Edmonton Public School Board

Contact Name:

Phone Number: (780) 429-8267

Email Address:

DELIVERY ADDRESS

Site Name: Amiskwaciy Academy

Site Address: 101 Airport Road, Edmonton, Alberta

DESCRIPTION

Guest Count: 35

Type: Breakfast Cont.

1	Coffee 50 Cup @ 43.07	43.07
35	Continental Breakfast Package for 15+ guests @ 4.95	173.25
2	Orange Juice Pitcher @ 6.35	12.70
2	Apple Juice Pitcher @ 6.35	12.70
1	Cranberry Juice Pitcher @ 8.67	8.67
35	Continental Disposable Setting @ 0.19	6.65
40	Disposable Glass 7 oz @ 0.08	3.20
40	Disposable Cup Coffee @ 0.09	3.60
1	Hot Edmonton Tier 1 Delivery Charge @ 19.86	19.86
1	Non Peak Additional Delivery Charge @ 7.46	7.46

	Subtotal	291.16
	Gratuity	0.00
5%	Taxes	14.56
	Total	305.72
	Paid	0.00
	Balance	305.72

P.O. Number:

Project Code:

Expenditure Type:

Meeting Organizer:

Payment Terms: 30 Days

Payment Due Date: 9/21/2014

1st and 2nd Year Principals Event
D. Bolan, D. Robertson, K. Muhlethaler
M. Liguori, R. MacNeil,
M. Michailides + 23 principals

A Cappella Catering

12105-120 Avenue
Edmonton, Alberta T5L 4K4
Phone: 780.454.2642 Fax: 780.454.2748
Emergency Pager: 780.901.5053
GST Registration #R133907790

INVOICE

Event Date: 8/21/2014
Invoice #: E80540

Sold To: Edmonton Public School Board
Contact Name:
Phone Number: (780) 429-8267
Email Address:

DELIVERY ADDRESS

Site Name: Amiskwaciy Academy
Site Address: 101 Airport Road, Edmonton, Alberta

DESCRIPTION

Guest Count: 35
Type: Cold Lunch

1	Coffee 50 Cup @ 43.07	43.07
35	Cold Lunch Recess ion Package for 35-39 guests @ 8.24	288.40
35	Assorted Squares Lunch @ 1.46	51.10
12	Assorted Pop @ 1.63	19.56
11	Assorted Juice Lunch or PM @ 1.63	17.93
12	Bottled Water @ 1.63	19.56
35	Cold Lunch Disposable Setting @ 0.17	5.95
40	Disposable Cup Coffee @ 0.09	3.60
1	Hot Edmonton Tier 1 Delivery Charge @ 19.86	19.86
1	Edmonton Tier 1 Retrieval Charge @ 7.46	7.46
<hr/>		
	Subtotal	476.49
	Gratuity	0.00
5%	Taxes	23.84
	Total	500.33
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	Paid	0.00
	Balance	500.33

P.O. Number:
Project Code:
Expenditure Type:
Meeting Organizer:

Payment Terms: 30 Days
Payment Due Date: 9/21/2014