

SANDRA STODDARD
EXECUTIVE DIRECTOR - GOVERNANCE & STRATEGIC SUPPORT SERVICES
FOR THE PERIOD: JUNE to AUGUST 2014

DATE ⁽¹⁾	DESCRIPTION OF EVENT	EXPENSE TYPE	NET AMOUNT ^{(2) (3) (4)}	ATTACHMENTS
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1) BUSINESS TRAVEL

meetings outside the District and associated costs including transportation, accommodations, meals, incidentals, parking, etc.

25-May-14	Excellence in Teaching - Calgary - (May 24-25, 2014)	Accommodations	\$	121.22	Attachment 1
25-May-14	Excellence in Teaching - Calgary - (May 24-25, 2014)	Parking	\$	30.48	Attachment 1
25-May-14	Excellence in Teaching - Calgary - (May 24-25, 2014)	Meals	\$	24.38	Attachment 1
25-Jun-14	Employee Reimbursement - ASBA Metro Boards Meeting - Transportation (June 1, 2014)	Kilometrage	\$	180.52	Attachment 2
25-Jun-14	Employee Reimbursement - ASBA Metro Boards Meeting - Meal Per Diem (June 1, 2014)	Meals	\$	22.97	Attachment 2
14-Aug-14	District Support Team (DST) Retreat (August 14-15, 2014)	Accommodations	\$	125.72	Attachment 3
15-Aug-14	Employee Reimbursement - DST Retreat - Transportation (August 14-15, 2014)	Kilometrage	\$	94.69	Attachment 4
15-Aug-14	Employee Reimbursement - DST Retreat - Snacks for 10 Participants (August 14-15, 2014)	Other Cost	\$	100.02	Attachment 4

Sub-Total: Business Travel

\$	700.00
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2) CONFERENCES

costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.

2-Jun-14	Canadian School Boards Association (CSBA) Congress 2014 and OPSBA's AGM - Registration (July 03-05, 2014) (see July 17, 2014 reimbursement)	Registration	\$	1,093.00	Attachment 5
2-Jun-14	Canadian School Boards Association (CSBA) Congress 2014 and OPSBA's AGM - Meals (July 03-05, 2014)	Meals	\$	86.10	Attachment 5
12-Jun-14	CSBA Congress 2014 and OPSBA's AGM (July 03-05, 2014) - Air Fare Niagara Falls (see June 13, 2014 reimbursement)		\$	760.06	Attachment 6
13-Jun-14	Reimbursement of Personal Airfare Expenses to Halifax After Attending CSBA in Niagara Falls	Air Fare	\$	(37.47)	Attachment 7
24-Jun-14	CSBA Congress 2014 - Bus Shuttle from Toronto Airport to Sheraton hotel - Niagara Falls (see reimbursement July 3, 2014)	Transportation	\$	168.36	Attachment 8
3-Jul-14	Reimbursement of Expense for Guest at CSBA Congress 2014 Niagara Airbus	Transportation	\$	(87.01)	Attachment 9
6-Jul-14	CSBA Congress 2014 - Jul. 2-6, 2014 - Niagara Falls	Accommodations	\$	742.15	Attachment 10
17-Jul-14	Reimbursement of Guest Costs Attending CSBA Niagara July 2014 (see June 2, 2014 expense)	Registration	\$	(219.51)	Attachment 11
15-Jul-14	Employee Reimbursement - CSBA Congress 2014 - Parking (July 02-06, 2014)	Parking	\$	73.09	Attachment 12
15-Jul-14	Employee Reimbursement - CSBA Congress 2014 - Transportation (July 02-06, 2014)	Kilometrage	\$	55.30	Attachment 12
15-Jul-14	Employee Reimbursement - CSBA Congress 2014 - Meal Per Diem (July 02-06, 2014)	Meals	\$	137.85	Attachment 12

Sub-Total: Conferences

\$	2,771.92
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FOR THE PERIOD: JUNE to AUGUST 2014

DATE ⁽¹⁾	DESCRIPTION OF EVENT	EXPENSE TYPE	NET AMOUNT ^{(2) (3) (4)}	ATTACHMENTS
---------------------	----------------------	--------------	-----------------------------------	-------------

3) HOSPITALITY (Hosting)

cost of food, beverage, transportation and other amenities on behalf of the guests of EPSB

Nothing to report this period

\$ -

Sub-Total: Hospitality

\$ -

4) WORKING SESSIONS

cost of meals, facility rental, travel in Edmonton, parking, or car allowance and other incidentals, while in the course of conducting district business

3-Jun-14	Leadership Day Retreat (S. Stoddard & 3 EPSB Employees)	Meals	\$	8.20	Attachment 13
11-Jun-14	Luncheon for Retiring Principals (R. MacNeil, S. Stoddard & 6 EPSB Employees) <i>(see R. MacNeil for receipt)</i>	Meals	\$	46.79	
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	
27-Aug-14	Trustees' Retreat Breakfast and Lunch (S. Hoffman, M. Janz, C. Johner, R. Martin, N. Ip, S. Adams, M. Draper, K. Gibson, O. Chubb, D. Robertson, S. Stoddard & 4 EPSB Employees) <i>(see S. Hoffman for receipt)</i>	Meals	\$	25.96	
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

\$ 986.68

TOTAL EXPENSES REPORTED FOR THE PERIOD \$ 4,458.59

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



133 9th Avenue SW,
Calgary, AB, Canada T2P 2M3
T (403) 262-1234 F (403) 260-1260
G.S.T. Registration # 846543619

Room :
Folio # : 670673
Cashier # : 935
Page # : 1 of 1

Stoddard
Edmonton AB
Canada

Arrival : 05-24-14
Departure : 05-25-14
Fairmont President's Club

Date	Description	Additional Information	Charges	Credits
05-24-14	Oak Room		24.00	
05-24-14	Palliser Special!		114.00	
05-24-14	Calgary Destination Marketing F		3.42	
05-24-14	Alberta Tourism Levy (4%)		4.70	
05-24-14	Room GST		5.87	
05-24-14	Parking - Valet (Weekend)		30.00	
05-25-14	Visa			181.99
Total			181.99	181.99
Balance Due			0.00	

GST Summary

Room	5.87
F&B	1.00
Other	1.43
Total	8.30

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay, please contact Dan McGowan, General Manager, at Dan.McGowan@fairmont.com.
We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

Merci d'avoir choisi Hôtels Fairmont.

Vous pouvez nous faire part de vos commentaires au sujet de votre séjour en écrivant au Directeur général, Dan McGowan à Dan.McGowan@fairmont.com.

Nous vous invitons également à partager vos observations ou photos sur notre forum communautaire www.everyonesnororiginal.com (anglais seulement).

For information or reservations, visit us at
www.fairmont.com or call Fairmont Hotels & Resorts from:
United States or Canada 1 800 441 1414
Pour information et réservations visitez notre web au
www.fairmont.com ou téléphoner au Hôtels Fairmont de:
États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année) J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1,00\$ par jour (du Lundi au Vendredi) et de 2,00\$ le Samedi. (Dans les hôtels participants.)

Thank you for choosing to stay with Fairmont Hotels & Resorts
Merci d'avoir choisi les Hôtels Fairmont

Travel Expense Claim

A. Details of Trip			
Employee's Name: Sandra Stoddard		Date: 25-Jun-14	
School/Department/DU# Governance and Strategic Support Services DU 315			
Purpose of Trip / Name of Conference ASBA Metro Boards Meeting			
Departure and Return Dates: 1-Jun-14		Destination: Red Deer, AB	

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
Registration/Conference Fees			0.00
Travel Costs			
Accommodations \$ <input type="text"/> # of Nights <input type="text"/>			0.00
Flight			0.00
Taxi/Shuttle			0.00
Car Rental			0.00
Parking			0.00
Personal Vehicle <input type="text"/> 366 Km @ \$0.505/km	Used Personal	184.83	184.83
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	0.00	208.33	208.33
CASH ADVANCE (IF ANY REF #)			
NET AMOUNT DUE TO CLAIMANT			\$208.33
GST Breakout (NET X 4/104)			8.01

Claimant's Signature

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

Village Creek Country Inn

District Support Team
Retreat

Page 1 of 1

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

COPY

TAX ID: 850794207

Sandra Stoddard

Room	Folio	CheckIn	CheckOut	Balance
	95031	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 Sandra	0.00	129.71	0.00

VILLAGE CREEK COUNTRY INN
15 VILLAGE DR
WESTEROSE, AB

Term ID: 28357147

Purchase

VISA

Entry Method: C

Total: \$ 129.71

2014/08/14

17:16:25

Seq #: 0013120190

Appr Code: 087664

Resp Code: 01/027

VISA CREDIT
A00000000031010
C9 BF E5 FA 02 3E 3B D3
00 00 00 00 00
F8 00
6E 60 C8 0A E7 EF F3 8D

APPROVED
Thank You

Customer Copy

- IMPORTANT -
retain this copy for your records

Travel Expense Claim

A. Details of Trip

Employee's Name:	Sandra Stoddard	Date:	21-Aug-14
School/Department/DU#	310		
Purpose of Trip / Name of Conference	DST Retreat - Village Creek County Inn - Pigeon Lake, AB		
Departure and Return Dates:	August 14 & 15, 2014	Destination:	Westerose, 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
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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 191.8 Km @ \$0.505/km	Used Personal	96.86	96.86

Meals (including tips)

Per diem without receipts = \$47/day or \$23.50/half day of travel or	Meals Provided		0.00
Actual Expense (attach itemized receipts)			0

Other - provide details & receipts

DST Retreat Snacks - purchased for all parti		102.48	102.48
			0.00
			0.00

TOTAL COST OF TRIP	129.71	199.34	329.05
CASH ADVANCE (IF ANY REF #)			
NET AMOUNT DUE TO CLAIMANT			\$199.34
GST Breakout (NET X 4/104)			7.67

I certify that the above claim is correct:

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

DST Retreat Snacks

DU
310



WAREHOUSE #156

13650 50th Street
Edmonton, Alberta
T5A-4Y3

MEMBER

153602	KS FRUIT&NUT	16.99	G
453287	CHICAGO MIX	6.79	G
1168	CHEEZIES 36G	13.99	G
213631	LUNCHPACK 50	12.99	G
401843	TPD/218631	3.30	-G
311860	THINADDICTIV	9.99	
32942	DENT ICE INT	8.99	G
406636	TPD/DENTYNE	1.20	-G
385213	PF MONACO	6.99	
246562	KS SNACKING	18.79	G
704012	WELCH'S 50CT	9.89	G
401844	TPD/704012	2.50	-G

SUBTOTAL	98.41
*** GST 5%	4.07

TOTAL	102.48
VF American Express	102.48

Auth#: 582130 08/13/14 18:25:56
Invoice#: 32143

COSTCO # 156
13650 50th Street
Edmonton, Alberta T5A-4Y3

PURCHASE - American Express
00 APPROVED - THANK YOU 025
AMOUNT: \$102.48

0156 012 0000000227 0370

IMPORTANT - retain this copy for your record.

*** CARDHOLDER COPY ***

CHANGE	.00
TOTAL DISCOUNT(S)	7.00

TOTAL NUMBER OF ITEMS SOLD = 9
CASHIER: REG# 12
2014/08/13 18:26 0156 12 0370 227

GST/HST #121476329
THANK YOU!
12147 6329 RT



(3)

CSBA Congress/OPSBA AGM
3 day conference :lb



ONTARIO PUBLIC
SCHOOL BOARDS'
ASSOCIATION

Leading Education's Advocates

Receipt

Receipt Number: 1457097-69769890

Registration ID: [REDACTED]

Registration Date: 02/06/2014

Receipt Date: 02/06/2014

Issued By: Ontario Public School Boards' Association
HST#10780 0344 RT0001

Event: CSBA Congress 2014 and OPSBA's AGM

Date/Time: Thursday, July-03-14 12:00 PM - Saturday, July-05-14 7:30 PM (Eastern Time)

Registrants

Name	Registration ID	School Board/Organization	Registrant Type
Sandra Stoddard	[REDACTED]	Edmonton Public Schools	OPSBA / CSBA MEMBER

Billing Information

Sandra Stoddard
Edmonton Public Schools
One Kingsway Avenue
Edmonton, AB T5H4G9
Canada
780-429-8241
sandra.stoddard@epsb.ca

Fees

Fee	Quantity	Unit Price	Amount
Fee			
OPSBA / CSBA ME Event Fee	1	CDN\$730.00	CDN\$730.00
Price \$117.00 (plus taxes and gratuities)	1	CDN\$117.00	CDN\$117.00
Gratuity	1	CDN\$17.55	CDN\$17.55
Price \$117.00 (plus taxes and gratuities)	1	CDN\$117.00	CDN\$117.00
Gratuity	1	CDN\$17.55	CDN\$17.55
Guest choice of dinner:			
--- Beef	1	CDN\$72.00	CDN\$72.00
Gratuity:	1	CDN\$12.96	CDN\$12.96

Subtotal:	CDN\$1,084.06
HST:	CDN\$134.68
Total:	CDN\$1,218.74

Transactions

Transaction Type	Date	Amount	Balance
Transaction Amount	02/06/2014	CDN\$1,218.74	CDN\$1,218.74
Online Credit Card Payment (Details)	02/06/2014	CDN\$1,218.74	CDN\$0.00
Current Balance:			CDN\$0.00

Payment Method

Payment Method: Credit Card (Visa)

The online credit card payment for this event will be listed on your credit card statement with the name **OPBSA**

Refund Information

CANCELLATION POLICY

All cancellations must be received in writing **BEFORE Monday, May 16, 2014** to be eligible for a 50% refund, less an administrative fee of \$50.00.

No refunds will be given for cancellations received **AFTER Monday, May 16, 2014**. Please note that if you do not cancel and do not attend, you are still responsible for payment.

Substitutions can be made on-line at no extra cost.

Credit Card Payment: a \$25.00 charge will be applied to any Credit Card disputes.

Refunds: Whether payment was received by Money Order or Credit Card, a refund cheque will be issued 6 to 8 weeks after the event.

Passenger Information**1: Ms Sandra [REDACTED] -stoddard : Adult (16+), Ticket Number: [REDACTED]**

Air Canada - Aeroplan : [REDACTED]

Meal Preference : **None**

Payment Card: [REDACTED]

Special Needs: **None**Seat Selection: **None**

CSBA Congress/OPSBA AGM

Purchase Summary

3 day conference

:lb

Fare Summary

Passenger Type

Adult**Air Transportation Charges**Flight 1 - Airfare (Tango) **179.00**Flight 2 - Airfare (Tango) **164.00**Flight 3 - Airfare (Tango) **233.00****Surcharges** **89.00****Taxes, Fees and Charges****Canada Airport Improvement Fee** **84.00**Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) **35.46**Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001) **7.52****Air Travellers Security Charge (ATSC)** **14.25****Total airfare and taxes before options (per passenger)** **806.23**Number of passengers **1**Travel Insurance (declined) **0.00****Grand Total - Canadian dollars****\$806.23****Payment Information**

S. Stoddard reimbursed

for Halifax portion \$37.47

Credit/Debit Card [REDACTED] - Amount paid: \$806.23 (personal expense) :lb

The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$806.23 (Airfare - per ticket)

Ticket number(s) [REDACTED]

Fare Rules**Flight 1:** Edmonton (YEG) To Toronto (YYZ) - **Tango****Flight 2:** Toronto (YYZ) To Halifax (YHZ) - **Tango****Flight 3:** Halifax (YHZ) To Edmonton (YEG) - **Tango**

- **Changes:**

- Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- **Same-day confirmed changes at check-in or at the airport** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger.
- **Same-day standby** is available **only** to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.

17 Sep, 2014 1:20 pm

Cash Receipt No 9531

Date: 2 Jul, 2014

Reimbursed personal
expense for airfare
- CSBA Congress 2014

Customer No:

Depositor Name: Sandra [REDACTED] Stoddard

Location: 0315 Governance and Strategic Support Service

Cheque Amount: \$37.47 Cheque No: 049

Cash Amount: \$0.00 Currency: CAN

Total: \$37.47 Description: Personal Expense - CSBA - Jun/14

Fnd-Object-Loc-Pgm-Subp	Invoice No	Debit	Credit
01-006403-0315-0505-0105		.00	37.47
01-000121-0900-0000-0000		37.47	.00
		37.47	37.47

Attached is my electronic receipt for my airfare to CSBA. I extended my trip to Halifax and will pay the difference. As such I have included a print off from Air Canada on what the flight from Edmonton to Toronto return would have been, in order to calculate the amount I need to reimburse the District.

Air Canada Flight - Edmonton to Halifax Return \$806.23

Air Canada Flight - Edmonton to Toronto Return \$768.76

Owe – \$37.47

Review Flight Details

Time remaining to complete this page: 9:12 . [Learn more](#)

The grand total shown includes all taxes, fees, fuel surcharges where applicable and other charges. Fares shown are the best available uniform rates at this time for the number of tickets requested and the selected travel times and dates. Prices are not guaranteed until payment has been processed, and tickets have been issued.

Review your itinerary

Flight	From	To	Date	Depart	Arrive	Stops	Duration	Aircraft	Fare Type	Meal Service
AC106	Edmonton, Edmonton Int'l (YEG)	Toronto, Pearson Int'l (YYZ) Terminal 1	Wed 02-Jul	07:00	12:34	0	3hr34	320	Tango, T	F
AC177	Toronto, Pearson Int'l (YYZ) Terminal 1	Edmonton, Edmonton Int'l (YEG)	Sun 06-Jul	16:50	19:03	0	4hr13	320	Flex, G	F

F: Food for purchase on board All Onboard Café purchases made on board Air Canada flights are payable only with Visa, MasterCard and American Express credit cards.

[Modify your search](#)

Review final quote details

Fare Summary

Total charge for 1 adult

265.00

Air Transportation Charges

396.00

Departing Flight (Tango)
(including surcharges)

Return Flight (Flex)
(including surcharges)

107.76

Taxes, Fees and Charges

\$768.76

Grand Total - Canadian dollars

Details

Convert currency for informational purpose only

Review the fare rules and the general conditions of carriage

Departing Flight Edmonton (YEG) To Toronto (YYZ) - Tango

- **Changes:**
 - Prior to day of departure - Change fee per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
 - Same-day confirmed changes at check-in or at the airport are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger.
 - Same-day standby is available only to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are non-refundable and non-transferable.
 - Cancellations can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - Customers who no-show their flight will forfeit the fare paid.
- **Paid Advance Seat Selection** is available on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Up to 24 hours after the purchase of a new ticket, Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 25% Aeroplan Miles (Altitude Qualifying Miles) for flights within Canada and 50% Aeroplan Miles (Altitude Qualifying Miles) for flights between Canada and the U.S.
- Read complete fare rules applicable to this fare.

Return Flight Toronto (YYZ) To Edmonton (YEG) - Flex

- **Changes:**
 - Prior to day of departure - Change fee per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
 - Same-day confirmed changes at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
 - Same-day standby is available only to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are non-refundable and non-transferable.
 - Cancellations can be made up to 45 minutes prior to departure.



Shuttle Bus

Sandra Stoddard <sandra.stoddard@epsb.ca>

(1)

Niagara Airbus Confirmation #805268

1 message

Reservations <support@niagaraairbus.com>

Tue, Jun 24, 2014 at 11:02 PM

To: Sandra.stoddard@epsb.ca



Niagara Airbus Inc.
8626 Lundy's Lane
Niagara Falls, ON Canada
L2H 1H4
Local: 905-374-8111
Toll Free: 1-800-268-8111

[Click Here to Edit Your Reservation](#)

Confirmation [REDACTED]

Dr. Sandra Stoddard

Airport Shuttle Service - Internet Booking

Date Booked: Wed Jun 25, 2014 01:02

Reference #:

Local Phone #: [REDACTED]

Email: Sandra.stoddard@epsb.ca

Mobile Phone #: [REDACTED]

Conference Number: 129

Toronto International Airport to Niagara Region

2 x Adults

Flight: Air Canada#114 (Edmonton) arrives at Terminal 1 on 02/Jul/14 11:34 (11:34 AM).
Terminal 1 Please check in at Ground Transportation Desk – on Ground Transportation Level, Area R.

Pickup: Wednesday, July 2, 2014 between 12:35 and 12:55 (12:35 PM - 12:55 PM).

Travelling from: Toronto International Airport

Arrive at: Sheraton on the Falls - 5875 Falls Avenue, Niagara Falls, ON, L2G3K7

Niagara Region to Toronto International Airport

2 x Adults

Pickup: Sunday, July 6, 2014 between 11:50 and 12:10 (11:50 AM - 12:10 PM).

Travelling from: Sheraton on the Falls - 5875 Falls Avenue, Niagara Falls, ON, L2G3K7

Arrive at: Toronto International Airport

Flight: Air Canada#614 (Halifax) Terminal 1 on 06/Jul/14 16:05 (4:05 PM).

Fare Summary

2 x Adults - Round Trip \$154.00

HST (13%) \$20.02

Total (CDN)	\$174.02
Payments Received	(\$174.02)
Net Due To Driver	\$0.00

Your savings: \$192.10

HST Registration #: 121581334RT0001

Terms & Conditions

CUSTOMER FLIGHT & SERVICE GUARANTEE

Our Customer Flight guarantee applies to bookings made 72 hours or more in advance. Bookings made Under 72 hours-GUARANTEE – NOT applicable. 5% Online Early Bird Discount or Seat Sale discounted fares apply to reservations made 72 hours or more in advance.

AIRPORT CHECK-IN INFORMATION

Toronto International Airport Terminal 1: Terminal 1 Please check in at Ground Transportation Desk – on Ground Transportation Level, Area R.

EXTRA CHARGES: Extra Pick ups/Drop offs are \$15.00 each way per stop + HST and fuel surcharge (when applicable). Bicycles, Skis, and Golf Clubs \$10.00 extra each way + HST and fuel surcharge(when applicable). Baggage (after 1 suitcase & 2 Carry-on) \$10.00 per bag each way + HST and fuel surcharge(when applicable).

CANCELLATION POLICY: Reservations must be cancelled 24 Hours or more in advance to qualify for a refund. Cancellation under 24 hours result in a service charge of 15% of the fare paid, and will be credited 85% of the fare paid for future use up to one year. No Shows are Null & Void.

CONTACT US

Contact Niagara Airbus by email at airsales@niagaraairbus.com or call us 905-374-8111

No matter your transportation requirements, check with Niagara Airbus first for excellent service.

paid 87.01 to cover guest expense

Total for EPSB ~~\$~~ 87.01

Centre for Education
One Kingsway
Edmonton, Alberta
T5H 4G9
(780)-429-8152

CASH RECEIPT
C O P Y

Reimbursed expense for
guest - CSBA Congress 2014
Niagara Air Bus.

3 July, 2014

Received from: **Sandra**  **-Stoddard**

CAN

\$87.01

Cheque # 050

For: PD Reimbursement CSBA - Jun/14.

01-000721-000-0900-0000-0000 GST Payable

3.85

01-006403-000-0315-0505-0105 Professional Development Travel

83.16

Reference number 9593

With thanks


Authorized signature

SHERATON ON THE FALLS HOTEL
5875 Falls Avenue
Niagara Falls, ON L2E 6W7
t — 905 374 4445
f — 905 371 0157

(3)



GUEST / CLIENT

TRAVEL AGENT / CHARGE TO

Sandra Stoddard
4nts Grp Rate 152/152/165/1

EDMONTON, AB
Canada

SGOPS4

ROOM
RATE 185.00
PERS. 2
FOLIO 3304644 B
PAGE 1
ARRIVE 02-JUL-14 14:37
DEPART 06-JUL-14 10:39
PAYMENT VI

DATE	REFERENCE	DESCRIPTION	CHARGES / CREDITS
02-JUL-14	RT2190	Association	152.00
02-JUL-14	RT2190	HST Rooms	20.51
02-JUL-14	RT2190	PF Rooms	5.78
03-JUL-14	RT2190	Association	152.00
03-JUL-14	RT2190	HST Rooms	20.51
03-JUL-14	RT2190	PF Rooms	5.78
04-JUL-14	RT2190	Association	165.00
04-JUL-14	RT2190	HST Rooms	22.27
04-JUL-14	RT2190	PF Rooms	6.27
05-JUL-14	RT2190	Association	185.00
05-JUL-14	RT2190	HST Rooms	24.96
05-JUL-14	RT2190	PF Rooms	7.03
06-JUL-14	VI	Visa	767.11-

Balance Due

0.00-

Thank you for choosing Starwood Hotels We look forward to welcoming you back soon!
** continued on the next page **

SIGNATURE I agree to remain personally liable for the payment of this account if the corporation or other third party billed fails to pay part or all of these charges.

Sandra Stoddard
FOLIO 3304644 02-JUL-14

ROOM
DEPART 06-JUL-14

AGENT

HST# R134740422

17 Sep, 2014 1:20 pm

Reimbursed Expense of Guest
Costs Attending CSBA Niagara
July 2014

Cash Receipt No 10154

Date: 29 Jul, 2014

Customer No:

Depositor Name: Sandra [REDACTED] Stoddard

Location: 0315 Governance and Strategic Support Service

Cheque Amount: \$219.51 Cheque No: 027

Cash Amount: \$0.00 Currency: CAN

Total: \$219.51 Description: Reimbure. of Guest Cost - CSBA

Fnd-Object-Loc-Pgm-Subp	Invoice No	Debit	Credit
01-006403-0315-0505-0105		.00	219.51
01-000121-0900-0000-0000		219.51	.00
		219.51	219.51

Travel Expense Claim

A. Details of Trip

Employee's Name:	Sandra Stoddard	Date:	18-Jul-14
School/Department/DU#	Board Governance and Strategic Support Services		
Purpose of Trip / Name of Conference	CSBA Conference		
Departure and Return Dates:	July 2 - 6, 2014	Destination:	NIAGRA FALLS

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	1,218.74		1,218.74
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Travel Costs

Accommodations			
\$ <input type="text"/> # of Nights <input type="text"/> 4	767.11		767.11
Flight	806.23		806.23
Taxi/Shuttle	174.02		174.02
Car Rental			0.00
Parking		75.00	75.00
Personal Vehicle <input type="text"/> 112 Km @ \$0.505/km	Drove to airport	56.56	56.56

Meals (including tips)

Per diem without receipts = \$47/day or \$23.50/half day of travel or Actual Expense (attach itemized receipts)		141.00	141.00
			0.00

Other - provide details & receipts

Reimbursement of Guest Conference Cost	(219.51)		(219.51)
Reimbursement of Personal Flight Cost	(37.47)		(37.47)
Reimbursement of Guest Taxi/Shuttle Cost	(87.01)		(87.01)

TOTAL COST OF TRIP	2,622.11	272.56	2,894.67
CASH ADVANCE (IF ANY REF #)			
NET AMOUNT DUE TO CLAIMANT			272.56
GST Breakout (NET X 4/104)			10.48

I 

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

:1b

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JUNE 3, 2014