

RAY MARTIN
BOARD OF TRUSTEES - WARD D
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>				
	Nothing to report this period		\$ -	
	Sub-Total: Business Travel		\$ -	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
1-Jun-14	Alberta School Boards Association (ASBA) Spring General Meeting - Red Deer - Jun. 1-2, 2014	Accommodations	\$ 138.70	Attachment 1
5-Jun-14	Canadian School Boards Association (CSBA) Congress 2014 - Return flight from Edmonton to Toronto	Air Fare	\$ 643.70	Attachment 2
5-Jun-14	CSBA Congress 2014 - Return flight from Edmonton to Toronto (Seat Selection)	Other Cost	\$ 20.33	Attachment 2
16-Jun-14	CSBA Congress 2014 - Bus shuttle from Toronto airport to Sheraton Hotel (Niagara Falls)	Transportation	\$ 88.38	Attachment 3
23-Jun-14	ASBA Spring General Meeting 2014 (S. Hoffman, N. Ip, S. Adams, M. Janz, R. Martin)	Conference fees	\$ 584.11	Attachment 4
2-Jul-14	Taxi from home to airport - CSBA Congress 2014	Transportation	\$ 62.30	Attachment 5
2-Jul-14	CSBA Congress 2014 - Jul. 2-6, 2014 - Niagara Falls	Accommodations	\$ 1,004.73	Attachment 6
3-Jul-14	Ontario Public School Boards' Association (OPSBA) - CSBA Congress 2014 & OPSBA's AGM	Conference fees	\$ 798.07	Attachment 7
22-Jul-14	Trustee Reimbursement - ASBA Spring General Meeting - Transportation - Red Deer	Kilometrage	\$ 155.87	Attachment 8
8-Aug-14	REIMBURSEMENT for Guests at Bids for Kids event	Reimbursement	\$ (50.00)	Attachment 9
	Sub-Total: Conferences		\$ 3,446.19	
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	\$ 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	
1-Aug-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
15-Aug-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
27-Aug-14	Trustee's 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) (See S. Hoffman for receipt)	Meals	\$ 25.96	
29-Aug-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
	Sub-Total: Working Sessions		\$ 931.69	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 4,377.88	

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



2

21

06-02-14

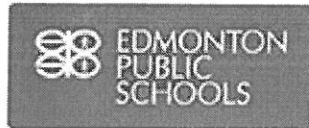
Ray Martin	Folio No. :	124093	Room No. :	
Centre for Education One	A/R Number :		Arrival :	06-01-14
Kingsway	Group Code :	EDM	Departure :	06-02-14
Edmonton AB T5H 4G9	Company :		Conf. No. :	67344267
Canada	Membership No. :		Rate Code :	
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
06-01-14	*Accommodation	129.99	
06-01-14	GST	6.50	
06-01-14	AHT	5.20	
06-01-14	DMF	1.30	
06-01-14	GST	0.06	
06-01-14	AHT	0.05	
06-02-14	Visa XXXXXXXXXXXXX5481		143.10
Total		143.10	143.10
Balance		0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

(5) & (6)


*Airfare***Fwd: Reservation Confirmation**

1 message

Ray Martin

Thu, Jun 5, 2014 at 8:49 AM

To:

CSBA Congress 2014

- 3 days :1b

Sent from my iPhone

Begin forwarded message:

From: WestJet Airlines <noreply@itinerary.westjet.com>
Date: June 3, 2014 at 12:21:14 PM MDT
To: Raymond Martin
Subject: Reservation Confirmation



WestJet
22 Aerial Place N.E.
Calgary, Alberta,
Canada
Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary.

Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight.

This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

Booking Confirmation

Your reservation code is:

Main contact: **Mr Raymond James Martin**

E-mail:

Phone Number:

For more information on flying with WestJet, including baggage fees, please visit Travel Info

Guest

2

**Mr. Raymond James
Martin**

Flight

**Edmonton (YEG)-Toronto (YYZ), Toronto (YYZ)-
Edmonton (YEG)**

WestJet FF 117972374

Ticket
Number

Seat YEG-YYZ: 8C;YYZ-YEG: *

Air Itinerary Details

WS436 WestJet	Edmonton, CA Wed 02 Jul, 2014 12:50 PM	Toronto, CA Wed 02 Jul, 2014 06:24 PM	Fare type: Flex Non-stop
WS437 WestJet	Toronto, CA Mon 07 Jul, 2014 02:15 PM	Edmonton, CA Mon 07 Jul, 2014 04:24 PM	Fare type: Econo Non-stop

Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 586.00	CAD 46.00	CAD 106.31	CAD 738.31	x 1	CAD 738.31
Total airfare: CAD 738.31						

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 33.81
RC	Harmonized Sales Tax (HST)	CAD 3.25
CA	Air Travellers Security Charge (ATSC)	CAD 14.25
SQ	Airport Improvement Fee (AIF)	CAD 55.00
Total taxes: CAD 106.31		

Fare family benefits

YEG-YYZ: Flex Seat Sale Benefits

- One complimentary checked bag *
- Fully refundable if cancelled within 24 hours of booking **
- Advanced seat selection - \$5-34.50 *
- \$50-57.50 itinerary change fee + applicable fare difference
- \$50-57.50 name change fee
- \$50-57.50 cancellation fee, balance credited toward future WestJet flight purchases ~
- * Not applicable on flights operated by our airline partners
- ** Excluding flights departing within 24 hours of booking
- ~ Non-refundable to original form of payment

2

Fare family benefits

YYZ-YEG: Econo Seat Sale Benefits

- One complimentary checked bag *
- Fully refundable if cancelled within 24 hours of booking **
- Advanced seat selection - \$5-34.50 *
- \$75-86.25 itinerary change fee + applicable fare difference
- \$75-86.25 name change fee
- \$75-86.25 cancellation fee, balance credited toward future WestJet flight purchases ~
- * Not applicable on flights operated by our airline partners
- ** Excluding flights departing within 24 hours of booking
- ~ Non-refundable to original form of payment

Seats

Regular seat WS 436 YEG - YYZ Seat 8C Mr Raymond Martin CAD 20.00 + CAD 1.00 Tax
Total Seats: CAD 21.00

Total

Charged to VISA		CAD 738.31
Charged to VISA		CAD 21.00
Total		CAD 759.31

WestJet offers**Rent a car**

Reserve a car in three easy steps, compare side by side pricing at a glance and earn WestJet dollars® when you make your rental car reservation with WestJet. **Reserve now**

Book a hotel

Whether it's a weekend getaway or a last minute business trip, WestJet has a hotel for you. Choose from over 155,000 hotels worldwide and earn WestJet dollars® when you book your hotel with WestJet. **Book now**

Get travel insurance

Don't forget to include travel insurance as part of your trip. WestJet has partnered with RBC Insurance® to provide you with the right coverage for your travel experience. **Get a quote**

Important Information

Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our airlines partners ; it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our code-share baggage



CSBA Congress 2014

-3 days :lb

(3) & (4)

Niagara Airbus Confirmation #801234

1 message

Reservations <support@niagaraairbus.com>

Tue, Jun 3, 2014 at 1:49 PM

To: ray.martin@epsb.ca



There will
be a cheaper
rate roughly
\$81.00 because
this is for
a home

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

Confirmation #801234

Mr. ray martin

Airport Shuttle Service

NOTE:

Date Booked: Tue Jun 03, 2014 15:47

Reference #:

Credit of \$43.96

Local Phone #: 905-374-4444

was applied to Justice
Martin's VISA

Mobile Phone #: 780-966-9411

Toronto International Airport to Niagara Region

1 x Seniors

Final cost for Airbus = \$89.01

Flight: WestJet#ws436 (edmonton) arrives at Terminal 3 on 02/Jul/14 18:24 (6:24 PM).
Terminal 3 Please check in at Ground Transportation Desk – on Arrivals Level beside Door "C"

Pickup: **Wednesday, July 2, 2014 between 18:35 and 18:55 (6:35 PM - 6:55 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

1 x Seniors

Pickup: **Monday, July 7, 2014 between 10:20 and 10:40 (10:20 AM - 10:40 AM).**

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

Arrive at: Toronto International Airport

Flight: WestJet#ws437 (edmonton) Terminal 3 on 07/Jul/14 14:15 (2:15 PM).

Fare Summary

VISA Credits were applied :lb

1 x Seniors - Round Trip	\$122.00
Early Bird Booking Discount (5%)	(\$6.10)
HST (13%)	\$15.07
Total (CDN)	\$130.97
Payments Received	(\$130.97)

3

Net Due To Driver	\$0.00
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Your savings: \$52.09

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 3: Terminal 3 Please check in at Ground Transportation Desk – on Arrivals Level beside Door "C".

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.

A · S · B · A
Alberta School Boards
Association

1200, 9925 - 109 Street Edmonton, Alberta T5K 2J8
 Phone: 1.780.482.7311 Fax: 1.780.482.5659
 www.asba.ab.ca Email: hrogers@asba.ab.ca Business #: 10669 4268

INVOICE

NUMBER 0000033782

DATE June 23, 2014

BILL TO:

Edmonton School District No. 7
 One Kingsway Avenue
 Edmonton AB T5H 4G9

(780) 429-8000 Ext.

Customer Number	P.O. NUMBER	TERMS		
EDM02		Due on Receipt		
DESCRIPTION	REQ.	UNIT PRICE	EXTENDED PRICE	
Spring General Meeting 2014 Attendee(s): S.Hoffman, N.Ip, S.Adams, M.Janz, R.Martin	5	575.00	2,875.00	
<div>RECEIVED JUN 26 2014 ACCOUNTS PAYABLE</div>				
NET AMOUNT			2,875.00	
FREIGHT G.S.T.			143.75	
TOTAL DUE			\$3,018.75	

CSBA Congress 2014
Ontario

CSBA

R. Martin

①

Home to airport

YELLOW CAB
10135 31 AVENUE NW
EDMONTON AB T6N-1G2
780-462-3456

Driver Id. 4782335
M #15
SA CREDIT
PURCHASE
Id: 292226
Id #: [REDACTED]

0:0000000031010

APPROVED

AMOUNT	CAD\$56.00
TIP	CAD\$8.40
=====	
TOTAL	CAD\$64.40

Call # 0
Card # 099464
P. Code: 00
4000200000
000000

BOOK ON LINE AT EDMTAXI.COM
THANK YOU FOR BEING OUR GUEST

GST 100403000

2014/07/02 Time: 10:53:32
Case: AUTH 099464

AT 10:53:32 099464

CSBA Congress 2014
Ontario :lb

Sheraton On The Falls
5875 Falls Ave
5875 Falls Ave
Niagara Falls, ON L2E-6W7
Canada
Tel: 905-374-4445 Fax: 905-371-0157

Ray Martin
4nts Grp Rate 152/152/165/185/
One Kingsway
Edmonton, AB T5H 4G9
Canada

Page Number : 1
Guest Number : 3304642
Folio ID : EX-A
Arrive Date : 02-JUL-14 20:48
Depart Date : 07-JUL-14
No. Of Guest : 2
Room Number :
Room Rate : 199.00
Club Account :

Email :
SGOPs4 - Ontario Public
School Boards

Tax ID : R134740422

Sheraton On The Fall 07-JUL-14 03:09

Date	Reference	Description	Amount
02-JUL-14	RT1089	Association	152.00
02-JUL-14	RT1089	HST Rooms	20.51
02-JUL-14	RT1089	PF Rooms	5.78
03-JUL-14	7615	Fallsview Restaurant	26.75
03-JUL-14	RT1089	Association	152.00
03-JUL-14	RT1089	HST Rooms	20.51
03-JUL-14	RT1089	PF Rooms	5.78
04-JUL-14	RT1089	Association	165.00
04-JUL-14	RT1089	HST Rooms	22.27
04-JUL-14	RT1089	PF Rooms	6.27
05-JUL-14	RT1089	Association	185.00
05-JUL-14	RT1089	HST Rooms	24.96
05-JUL-14	RT1089	PF Rooms	7.03
06-JUL-14	RT1089	Association	199.00
06-JUL-14	RT1089	HST Rooms	26.85
06-JUL-14	RT1089	PF Rooms	7.56
06-JUL-14	RT1089	Resort Fee	9.95
06-JUL-14	RT1089	HST	1.29
07-JUL-14	VI	Visa	-1,038.51
		*** Balance	0.00

Continued on the next page



ONTARIO PUBLIC
SCHOOL BOARDS'
ASSOCIATION

Leading Education's Advocates

CSBA Congress 2014 and OPSBA's AGM

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

Sheraton on the Falls Hotel

5875 Falls Avenue
Niagara Falls, Ontario L2E 6W7
Canada
905-374-4444
Phone: (416) 340-2540 [Email Us](#)

Personal Info

Registration ID: [REDACTED]

Registrant: Ray Martin
Edmonton Public Schools
One Kingsway Avenue
Edmonton, AB T5H4G9

Registration Date: 02/06/2014 4:47 PM

Registrant Type: OPSBA / CSBA MEMBER

Status: Confirmed

Work Phone: 780- [REDACTED]

Email: ray.martin@epsb.ca

Title: Trustee

Agenda

OPSBA Board Meeting



CSBA Board Meeting and AGM



CONGRESS Registration opens



Opening Ceremonies and Keynote Speaker:

CHRIS HADFIELD Canadian Astronaut / Commander of the International Space Station



OPSBA's Past Presidents' Lunch**2:00 p.m.****OPSBA MEMBERS****OPSBA Executive Officer Elections****WORKSHOPS CONCURRENT WITH OPSBA ELECTIONS ([Details](#))**

Selection: A New Educational Partnership: Manitoba

3:00 p.m.**OPSBA MEMBERS****OPSBA Regional Council Elections: CONCURRENT WITH WORKSHOPS**

Selection: Not attending regional elections

6:30 p.m.**President's Reception****7:30 p.m.****CSBA Annual Banquet****Attending the banquet:**

Selection: Yes

Choices for dinner:

Selection: Salmon

Would you like to invite a guest/spouse?

Selection: No

8:30 - 10:00 a.m.**OPSBA Organizational Board Meeting**

7


Fees

Fee	Quantity	Unit Price	Amount
Fee			
OPSBA / CSBA ME Event Fee	1	CDN\$730.00	CDN\$730.00
Subtotal:			CDN\$730.00
HST:			CDN\$94.90

Total:

CDN\$824.90

Transactions

Transaction Type	Date	Amount	Balance
Transaction Amount	02/06/2014	CDN\$824.90	CDN\$824.90
Online Credit Card Payment  Details	02/06/2014	CDN\$824.90	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.

Travel Expense Claim

A. Details of Trip			
Employee's Name:	RAY MARTIN		Date: 22-Jul-14
School/Department/DU#	BOARD OF TRUSTEES		
Purpose of Trip / Name of Conference	ASBA ~ SPRING GENERAL MEETING 2014		
Departure and Return Dates:	JUNE 2 & 3, 2014		Destination: SHERATON HOTEL, RED DEER

B. Description of Expenses <i>(Please attach receipts)</i>	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	603.75		603.75
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Travel Costs

Accommodations			
\$ 143.1 # of Nights 1	143.10		143.10
Flight			0.00
Taxi/Shuttle			0.00
Car Rental			0.00
Parking			0.00
Personal Vehicle 316 Km @ \$0.505/km		159.58	159.58

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	746.85	159.58	906.43
CASH ADVANCE (IF ANY REF #)			
NET AMOUNT DUE TO CLAIMANT			\$159.58
GST Breakout (NET X 4/104)			6.14

I certify that the above claim is correct:

Claimant's Signature
(RAY MARTIN)

Designated Signing Authority
(Sandra Stoddard)

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

19 Sep, 2014 12:44 pm

Cash Receipt No 10347

Date: 8 Aug, 2014

Customer No:

Depositor Name: Raymond Martin

Location: 0320 Board of Trustees

Cheque Amount: \$50.00 Cheque No: 095

Cash Amount: \$0.00 Currency: CAN

Total: \$50.00 Description: Reimburse. for Guest at Bids for Kids

Fnd-Object-Loc-Pgm-Subp	Invoice No	Debit	Credit
01-006464-0320-0515-0644		.00	50.00
01-000121-0900-0000-0000		50.00	.00
		50.00	50.00