

**DARREL ROBERTSON**  
**SUPERINTENDENT OF SCHOOLS**  
**FOR THE PERIOD: SEPTEMBER to NOVEMBER 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>				
15-Aug-14	District Support Team (DST) Retreat (D. Robertson, D. Fraser, S. Stoddard, K. Muhlethaler, R. MacNeil, M. Liguori, D. Bolan, M. Michailides, A. Anderson, J. Davies & 1 EPSB Employee) (August 14-15, 2014)	Facility Rental	\$ 36.02	<a href="#">Attachment 1</a>
		Meals	\$ 55.82	<a href="#">Attachment 1</a>
		Deposit	\$ (409.50)	<a href="#">Attachment 1</a>
6-Oct-14	Employee Reimbursement - ASBA Board Chair/Superintendent Session (October 6, 2014)	Kilometrage	\$ 283.14	<a href="#">Attachment 2</a>
	<b>Sub-Total: Business Travel</b>		<b>\$ (34.52)</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>				
12-Sep-14	Bi-Weekly Car Allowance	Other Costs	\$ 384.62	
26-Sep-14	Bi-Weekly Car Allowance	Other Costs	\$ 384.62	
10-Oct-14	Bi-Weekly Car Allowance	Other Costs	\$ 384.62	
14-Oct-14	ATA Liaison Meeting (M. Liguori, S. Hoffman, D. Robertson, D. Bolan & M. Michailides) ( <i>see M. Liguori for receipt</i> )	Meals	\$ 15.85	
14-Oct-14	City of Edmonton Consultation Meeting	Meals	\$ 14.79	<a href="#">Attachment 3</a>
24-Oct-14	Bi-Weekly Car Allowance	Other Costs	\$ 384.62	
7-Nov-14	Bi-Weekly Car Allowance	Other Costs	\$ 384.62	
21-Nov-14	Bi-Weekly Car Allowance	Other Costs	\$ 384.62	
	<b>Sub-Total: Working Sessions</b>		<b>\$ 2,338.36</b>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>			<b>\$ 2,303.84</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 official's expense report.

District Support Team Retreat

Attendees: D. Robertson, D. Fraser, S. Stoddard,  
K. Muhlethaler, R. MacNeil, M. Liguori, D. Bolan.  
M. Michailides, A. Anderson, J. Davies + 1 EPSB Employee

Village Creek Country Inn

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

TAX ID: 850794207

Edmonton Public Schools

Folio ID	Folio	CheckIn	CheckOut	Balance
CORP	95035	08/15/2014		631.61
Master Folio				

Date	Room	Description / Voucher	Charges	Credits	Balance
08/14/2014	FSAM	Deposit Transfer - From Conf #: 75753	0.00	409.50	-409.50
08/14/2014	FSAM	Meeting Room - Rental - Fireside - Aug. 14	195.00	0.00	-214.50
08/14/2014	FSAM	GST - 5.000%	9.75	0.00	-204.75
08/14/2014	FSAM	Meeting Room - Catering - Breakfast	176.00	0.00	-28.75
08/14/2014	FSAM	GST - 5.000%	8.80	0.00	-19.95
08/14/2014	FSAM	Meeting Room - Catering - Fruit Tray	30.00	0.00	10.05
08/14/2014	FSAM	GST - 5.000%	1.50	0.00	11.55
08/14/2014	FSAM	Meeting Room - Refreshment - 1 Carafe Coffee&Tea	15.00	0.00	26.55
08/14/2014	FSAM	GST - 5.000%	0.75	0.00	27.30
08/14/2014	FSAM	Meeting Room - Refreshment - Bev Serv&Cookies	71.50	0.00	98.80
08/14/2014	FSAM	GST - 5.000%	3.58	0.00	102.38
08/15/2014	FSAM	Meeting Room - Rental - Fireside - Aug. 15	195.00	0.00	297.38
08/15/2014	FSAM	GST - 5.000%	9.75	0.00	307.13
08/15/2014	FSAM	Meeting Room - Catering - Breakfast	176.00	0.00	483.13
08/15/2014	FSAM	GST - 5.000%	8.80	0.00	491.93
08/15/2014	FSAM	Meeting Room - Catering - Fruit Tray	30.00	0.00	521.93
08/15/2014	FSAM	GST - 5.000%	1.50	0.00	523.43
08/15/2014	FSAM	Meeting Room - Refreshment - Coffee Service	15.00	0.00	538.43
08/15/2014	FSAM	GST - 5.000%	0.75	0.00	539.18
08/15/2014	FSAM	Meal Gratuity - Thank You	92.43	0.00	631.61

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

Village Creek Country Inn  
15 Village Drive, RR2  
Westeros, AB T0C 2V0

## Invoice Memo

Page 1

Attn: [REDACTED]  
Edmonton Public Schools  
Centre For Education  
One Kingsway  
Edmonton  
AB T5H 4G9

Invoice Date:	08/18/2014
CheckIn:	08/15/2014
CheckOut:	
Reference:	Edmonton Public Schools
Invoice:	95035
TAX ID:	850794207

### Invoice Summary

Total Invoices:	631.61
Finance Charges:	0.00
Total Adjustments:	0.00
Total Payments:	-631.61
<b>Open Invoice Amount:</b>	<b>0.00</b>

### Invoice Detail

<i>Date</i>	<i>Description</i>	<i>Charges</i>	<i>Credits</i>	<i>Balance</i>
08/18/2014	95035 - Edmonton Public Schools	631.61	0.00	631.61

### Payment Detail

<i>Date</i>	<i>Description</i>	<i>Batch Amt</i>	<i>Applied</i>	<i>Total Paid</i>
09/26/2014	Visa - DARREL ROBERTSON THANK YOU	-631.61	-631.61	-631.61

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

# Travel Expense Claim

<b>A. Details of Trip</b>	
Employee's Name: Darrel Robertson	Date: 6-Oct-14
School/Department/DU#: Superintendent's Office	
Purpose of Trip / Name of Conference: ASBA Board Chair/Superintendent Session	
Departure and Return Dates: 6-Oct-14	Destination: Calgary

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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<b>Registration/Conference Fees</b>			0.00
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<b>Travel Costs</b>			
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
<b>Personal Vehicle</b>   <input type="text"/> 574 Km			
@ \$0.505/km			<b>289.87</b>

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

<b>Other - provide details &amp; receipts</b>			
			0.00
			0.00
			0.00

<b>TOTAL COST OF TRIP</b>	0.00	0.00	289.87
<b>CASH ADVANCE (IF ANY REF # )</b>			
<b>NET AMOUNT DUE TO CLAIMANT</b>			<b>\$289.87</b>
<b>GST Breakout (NET X 4/104)</b>			11.15

I certify that this information 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*

D. Robertson  
Dinner on route from the Edmonton  
Public School Board office to the City of  
Edmonton Consulation Meeting

**Albert's Family  
Restaurant**  
1101 5004 98Ave  
(780)469-5580  
G.S.T.#131548943  
**Table #40**  
Trans#: 955019 Serv: [REDACTED]  
10/21/2014 5:07:08 PM # Cust:1

Quan	Descript	Cost
1	Bacn 'n Eggs	\$9.89
1	Coffee	\$2.69
Net Total:		\$12.58
GST		\$0.63
<b>TOTAL:</b>		<b>\$13.21</b>

Food: \$12.58  
Please Pay Cashier  
Have a Great Day!

ALBERTS FAMILY RESTAUR  
1101-5004 101 AVENUE  
EDMONTON, AB T6A 0A1  
Merchant ID: 000000003552370  
Term ID: 05398520  
Clerk ID: 2  
11402390017

**Purchase**

VISA CREDIT

[REDACTED]  
AID: A0000000031010  
Entry Method: Chip  
Batch#: 000420  
10/21/14 17:10:48  
Ref#:000049035427  
Inv #: 005142 Appr Code: 002151  
Amount: \$ 13.21  
Tip: \$ 1.98  
Total: \$ 15.19

Customer Copy