



EDMONTON PUBLIC SCHOOLS

NATHAN IP
BOARD OF TRUSTEES - WARD H
FOR THE PERIOD: SEPTEMBER to NOVEMBER 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,</i>				
6-Jun-14	Trustee Reimbursement - Transportation - ASBA Spring General Meeting 2014 - Red Deer	Kilometrage	\$ 157.99	Attachement 1
29-Oct-14	We Day - Calgary - Nov. 2-3, 2014	Accomodations	\$ 131.04	Attachement 2
1-Nov-14	We Day - Bus from Edmonton to Calgary - Nov. 2, 2014	Transportation	\$ 71.60	Attachement 3
	Sub-Total: Conferences		\$ 360.63	
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>				
12-Sep-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
26-Sep-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
10-Oct-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
24-Oct-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
7-Nov-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
21-Nov-14	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
	Sub-Total: Working Sessions		\$ 776.34	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,136.97	

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.

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

Travel Expense Claim

A. Details of Trip			
Employee's Name:	Nathan Ip	Date:	6-Jun-14
School/Department/DU#	Board of Trustees - DU 320		
Purpose of Trip / Name of Conference	ASBA Spring General Meeting 2014		
Departure and Return Dates:	May 30 - June 2, 2014	Destination:	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 4	572.40		572.40
Flight			0.00
Taxi/Shuttle			0.00
Car Rental			0.00
Parking			0.00
Personal Vehicle 320.3 Km @ \$0.505/km		161.75	161.75

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
*all meals included in conference fees			0.00
			0.00

TOTAL COST OF TRIP	1176.15	161.75	1337.90
CASH ADVANCE (IF ANY REF #)			
NET AMOUNT DUE TO CLAIMANT			\$161.75
GST Breakout (NET X 4/104)			6.22

I certify that the above claim is correct:

[Redacted Signature]

Claimant's Signature

[Redacted 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*



Fwd: Expedia travel confirmation - Nov 2, 2014 - (Itin# 189865240002)

1 message

Nathan Ip [redacted]
To: [redacted]

Wed, Nov 26, 2014 at 10:26 AM

Sorry for the delay [redacted].

----- Forwarded message -----

From: **Expedia Travel Confirmation** <Confirmation@expediaconfirm.com>

Date: Wednesday, October 29, 2014

Subject: Expedia travel confirmation - Nov 2, 2014 - (Itin# 189865240002)

To: [redacted]



N. Ip - attended We Day in Calgary

Thank you for booking with Expedia! Your booking is confirmed.

You can [manage your reservation](#) or [review your itinerary online](#) for the most up-to-date information.



Access your itinerary anywhere.

GET THE FREE APP



Sandman Hotel Calgary City Centre, Calgary

2 Nov 2014 - 3 Nov 2014 | Itinerary # 189865240002

Sandman Hotel Calgary City Centre

Sun 2/Nov/2014 - Mon 3/Nov/2014 , 1 room | 1 night

BOOKED

Your reservation is booked. No need to call us to reconfirm this reservation.



[View hotel details](#)

888 7th Ave SW, Calgary, AB, T2P 3J3 Canada

Tel: 1 (403) 237-8626, Fax: 1 (403) 290-1238

Check-in

Price Summary

Total \$144.83

Collected by Expedia

Room Price \$144.83

1 night \$129.00

Taxes & Fees \$15.83

- Check-in time starts at 4 PM
- A credit card must be presented at check-in.
- Your room will be guaranteed for late arrival.

Important Hotel Information

Although Expedia does not charge a fee to change or cancel your booking, **Sandman Hotel Calgary City Centre** may still charge a fee in accordance with its own rules & regulations.

- Cancellations or changes made after 4:00 PM (Mountain Daylight Time (US & Canada)) on 01 November, 2014 or no-shows are subject to a hotel fee equal to 100% of the total amount paid for the reservation.
- View your [online itinerary](#) for additional rules and restrictions.

For residents of Québec, prices include a contribution to the Indemnity Fund of C\$1.00 per C\$1,000 of travel services purchased.

All prices quoted in CAD.

Additional Hotel Services

The below fees and deposits only apply if they are not included in your selected room rate.

The following fees and deposits are charged by the property at time of service, check-in, or check-out.

- Pet fee: CAD 50 per pet, per night

The above list may not be comprehensive. Fees and deposits may not include tax and are subject to change.

Room **Standard Room, 1 King Bed**

Reserved for Nathan Ip
2 adults

Requests 1 king, non-smoking room

Need help with your reservation?

- Visit our [Customer Support](#) page.
- Call us at [1-866-307-7601](tel:1-866-307-7601).
- For faster service, mention itinerary # **189865240002**

Complete Your Trip

Get there
Add a Flight

Get around
Add a Car

Get out and explore
Add an activity

Travel Industry Council of Ontario

In accordance with the *Ontario Travel Industry Act, 2002*, this page contains detailed information on the names, addresses and registration numbers applicable to the providers of travel and ticket fulfillment services. Ticket fulfillment services provided by Tour East Holidays (Canada) Inc., 15 Kern Road, Suite 9, Toronto, Ontario M3B 1S9. TICO Registration No.: 50015827

You are receiving this transactional email based on a recent booking or account-related update on [Expedia.ca](#) .

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(EMID: ETM_ENSPC_4.0_2_01_M_en)(MD: 20141029104447)(EPID: X)(ETID: 936356)

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Nathan Ip
Trustee, Ward H
Edmonton Public School Board

Tel: [REDACTED]

www.epsb.ca

[REDACTED]
Facebook, Twitter



Fwd: Invoice

1 message

Nathan Ip

Wed, Nov 26, 2014 at 10:26 AM

To: [Redacted]

----- Forwarded message -----

From: **Red Arrow Reservations** <itinerary@redarrow.ca>

Date: Saturday, November 1, 2014

Subject: Invoice

To: [Redacted]



Date: 2014-11-01

Bill To: You can reach us at:

Website User

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
1312905	2014-11-01	139230	-	-	2014-11-02	2014-11-02	-	Website User

Travellers:

Ip/Nathan

Product	Details	Duration	Price Basis	Qty	Each	Billed
ECEXP 12:30	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2014-11-02 at 12:30	3 hrs 20 mins	Adult	1	70.48	74.00
Assigned to: 04A	Arrives Calgary (CALTO / Calgary Ticket Office) 2014-11-02 at 15:50					

Payments Received:

Base Price: 70.48 CAD
 Discounts: 0.00 CAD

Date	From	Reference	Amount		
2014-11-01	Website User	[REDACTED]	74.00 CAD	Service Charges:	0.00 CAD
				GST	3.52 CAD
				Invoice Total:	74.00 CAD
				Received:	74.00 CAD
				Balance:	0.00 CAD

TERMS: DUE UPON RECEIPT

GST# BN139981476

If you wish to time change, date change, or cancel for a full refund - 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change.

Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. If you wish to change or cancel your booking, please contact our Central Reservation line at [1-800-232-1958](tel:1-800-232-1958).

Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices

Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time

CORPORATE BILLING ACCOUNTS - PLEASE PAY OFF OF YOUR MONTHLY STATEMENT & NOT OFF OF INDIVIDUAL INVOICES.

Thank you for choosing Red Arrow.

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication

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Nathan Ip
Trustee, Ward H
Edmonton Public School Board

Tel: [REDACTED]

[REDACTED]
www.epsb.ca
 [REDACTED]

Facebook, Twitter