

**LORNE PARKER**  
**EXECUTIVE DIRECTOR (ACTING) - INFRASTRUCTURE**  
**FOR THE PERIOD: DECEMBER to FEBRUARY 2015**

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>				
11-Feb-15	High School Principals Meeting (February 11-13, 2015)	Transportation	\$ 75.15	<a href="#">Attachment 1</a>
13-Feb-15	High School Principals Meeting (February 11-13, 2015)	Accommodations	\$ 221.45	<a href="#">Attachment 2</a>
23-Feb-15	Employee Reimbursement - High School Principals Meeting (February 11-13, 2015)	Fuel	\$ 94.98	<a href="#">Attachment 3</a>
<b>Sub-Total: Business Travel</b>			<b>\$ 391.58</b>	
<b>2) CONFERENCES</b>				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
3-Dec-14	CASS Building Capacity for Student Centered Leadership	Registration	\$ 30.00	<a href="#">Attachment 4</a>
6-Jan-15	UDI Luncheon Meeting ( <i>see C. Wright for receipt</i> )	Registration	\$ 45.49	
<b>Sub-Total: Conferences</b>			<b>\$ 75.49</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>				
5-Dec-14	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
12-Dec-14	Planning Supervisors Meeting (C. Wright, L. Parker, K. Erickson, and 15 EPSB Employees) ( <i>see C. Wright for receipt</i> )	Other Incidentals	\$ 1.93	
16-Dec-14	Student Transportation and Planning Meeting (C. Wright, L. Parker, and 2 EPSB Employees) ( <i>see C. Wright for receipt</i> )	Meals	\$ 15.92	
19-Dec-14	Professional Development Meeting (C. Wright, L. Parker, 24 EPSB Staff) ( <i>see C. Wright for receipt</i> )	Meals	\$ 28.21	
19-Dec-14	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
2-Jan-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
16-Jan-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
30-Jan-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
13-Feb-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
27-Feb-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
<b>Sub-Total: Working Sessions</b>			<b>\$ 1,404.83</b>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>			<b>\$ 1,871.89</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.



# RENTAL RECORD



HERTZ CANADA LIMITED AS AGENT FOR  
HERTZ CANADA VEHICLES PARTNERSHIP

RENTAL RECORD: 939827873  
FORM# 939827873-02

LORNE PARKER

RENTAL: 02-11-15 1256 DOWNTOWN  
RETURN: 02-13-15 1434 DOWNTOWN

081 /  
0812110

OWN/VEH: [REDACTED]	MODEL: 13 JETTA 4DR	LIC: [REDACTED]
VIN#: [REDACTED]	VEH CLASS: YC	DL: [REDACTED]
CDP: [REDACTED]	FT:	

LDW	ACCEPTED	MILEAGE IN:	46097	INITIAL CHARGES	
P&P	DECLINED	MILEAGE OUT:	45227	DAYS	\$ 56.00/DAY @ 2 DAYS (G) \$ 112.00
N/A	DECLINED	MILES DRIVEN:	870	EX HOURS	\$ 2.00/HOUR @ 2 HOURS (G) \$ 4.00
FPO	DECLINED - FUEL & SVC APPLIED	TR-X MILES DRIVEN:		EXTRA KM	\$ /KM \$ 0.00
	\$ 1.99 Litre TK CAP: 55.0	MILES ALLOWED:	870	DISCOUNT	10% \$ -11.60
	FUEL OUT: 8/8 FUEL IN: 8/8	MILES CHARGED:		SUBTOTAL LESS DISCOUNTS	\$ 104.40
PLAN IN: REZ-D	\$2.00 / EX HOUR			CHARGES ADDED DURING RENTAL	
PLAN OUT: REZ-D	\$56.00 / DAY			LDW	\$ 31.99/DAY (G) \$ 95.97
RATE CLASS: D				SERVICE CHARGES/TAKES	
	\$56.00 / EX DAY			VLCR	\$ .41/DAY (G) \$ 1.23
	\$0.00 / KM			ENERGY SRG	\$ .88/ITEM (G) \$ 0.88
				ACSRG	\$ 1.00/DAY (G) \$ 3.00
				HCFR	8.000% (G) \$ 16.44
				GST 5.000%	
				ON TAXABLE TT	\$221.92 (N) \$ 11.10
				TOTAL AMOUNT DUE	\$ 233.02
				CHARGED ON VISA	(233.02) \$ 233.02

RENTAL FORM OF PAYMENT: VISA [REDACTED] AUTH : \$487.00 [REDACTED]  
 RETURN FORM OF PAYMENT: VISA [REDACTED]

I REPRESENT THAT I AM SPECIFICALLY AUTHORIZED TO RECEIVE THE BENEFITS  
 EXTENDED TO EMPLOYEES/MEMBERS OF ALBERTA MOTOR ASSOCIATION



**Save up to \$25**  
 on your next rental  
 by taking a brief survey:

[hertzsurvey.ca](http://hertzsurvey.ca)

or 1-800-408-4116

Enter access code: [REDACTED]

FOR EXPLANATION OF THE ABOVE CHARGES,  
 PLEASE ASK A REPRESENTATIVE OR GO TO  
[WWW.HERTZ.CA/CHARGEEXPLAINED](http://WWW.HERTZ.CA/CHARGEEXPLAINED)

\* A MESSAGE FROM HERTZ \*  
 CHECK OUT OUR GREAT RATES ON HERTZ.COM! Enjoy great deals and fast  
 reservations to meet all your needs... work or pleasure! Visit  
[www.Hertz.com!](http://www.Hertz.com!)

\* WE LOOK FORWARD TO YOUR NEXT VISIT! \*

Expenses relating to High School Principals  
 Meeting in Jasper Alberta Feb 11-13, 2015

\*L. Parker & 2 EPSB Employees shared the  
 drive to Jasper in the rental car

RESERVATION INFORMATION: [REDACTED]  
 PREPARED BY: [REDACTED] COMPLETED BY: [REDACTED]  
 STATEMENT OF CHARGES - NOT VALID FOR RENTAL

GST REGISTRANT NUMBER [REDACTED]

Printed by: 02-13-15 1436 R6863 812110

THANK YOU FOR RENTING FROM HERTZ

CUSTOMER SERVICE: 1-800-654-4173

RENTAL LOCATION: 780-423-3431

## Reservation Confirmation



Pyramid Lake Resort  
KM 5.7 Pyramid Lake Road  
Jasper, Alberta, Canada T0E 1E0  
Toll Free: 1-888-852-7737

Confirmation #	43126
Arrival	
Departure	
Nights	
Room Type	Whistlers
Adults	1
Teens	0
Children	0

Lorne Parker

*We look forward to seeing you on:*



Thank you for choosing Mountain Park Lodges. **Please note our Check-In time is 4:00PM** and all cancellations must be received 48 hours prior to your arrival date.

### Charge Summary

Total Charges	\$218.00
Taxes	24.20
Payments	242.20
<b>Total Due</b>	<b>\$0.00</b>

### Room Rate Detail

<u>Description</u>	<u>Charge</u>	<u>Quantity</u>	<u>Total Charge</u>
Nightly Chg. - Room 070	109.00	2	\$242.20
Guest Payment Credit Card	-242.20	1	(\$242.20)
<b>Total Room Charge</b>			<b>\$0.00</b>

Expenses related to High School Principal Meeting in  
Jasper Alberta Feb 11 - 13, 2015

Mountain Park Lodges ~ P.O. Box 1200 ~ Jasper, Alberta Canada T0E 1E0 ~ 1-888-852-7737

Confirmation Printed On: 2/23/2015

Last Revised: 2/23/2015 1:54PM

# Travel Expense Claim

An expense claim must be completed upon return for both business and professional development as per Administrative Regulation CWA.AR

<b>Details of Trip</b>		Date:	23-Feb-15
Name	Lorne Parker	School/Dept/DU#:	Planning DU 310
Purpose of Trip/Conference Name	High School Principals Meeting	Destination:	Jasper Alberta
Departure and Return Dates:	Depart Feb 11, 2015 Return Feb 13, 2015		

Description of Expenses <i>(Please attach receipts)</i>	Amount Paid by EPSB Invoice/Visa Including GST	Amount by Claimant for out of pocket expenditures Including GST	Exchange Rate	Total Cost
<b>Registration/Conference Fees</b>				0.00
<b>Accommodation</b>	242.00			242.00
<b>Travel Costs</b>				
Airfare				0.00
Taxi/Shuttle/Car Rental	233.02			233.02
Personal Vehicle @ \$0.505/km                      Km				0.00
Parking				0.00
<b>Meals (Including Tips)</b>				
Per diem without receipts = \$47/day or \$23.50/half day of travel				0.00
Actual expenses (attached itemized receipts)				0.00
<b>Other - provide details &amp; receipts</b>				
<i>please use page 2 for additional details</i>		98.27		98.27
<b>Total Cost of Trip</b>	475.02	98.27		<b>573.29</b>
Cash Advance (if any ref# _____)				0.00
<b>Personal expense not covered by EPSB**</b>				
<b>Net Amount due to Claimant*</b>		\$ 98.27		<b>\$ 98.27</b>
GST Breakout (Net 4/104) for accounting purposes only				

I certify that the above claim is correct.  
  
**Original signed by Lorne Parker**  
 Claimant's Signature

  
**Original signed by Darrel Robertson**  
 Supervisor'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  
 \*\* If monies are owed to the district please attach a cheque made out to Edmont



JASPER NP EAST GATE  
607 CONNAUGHT DR BOX 10  
JASPER, AB T0E 1E0  
780-852-6121

**SALE**

Clerk #: 000002  
MID: 17322722091  
TID: 506 REF#: 00000014  
Batch # 109  
02/13/15 17:01:58  
App: 06039r  
Visa Chip

**AMOUNT \$39.20**

APPROVED

Visa Credit

AID: [REDACTED]  
TVR: [REDACTED]  
TSt: [REDACTED]

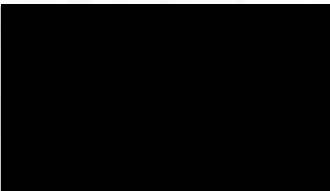
THANK YOU  
PLEASE COME AGAIN

Canadian Tire  
11839 Kingsway Ave.  
Edmonton, Alberta  
T5G 3J7

2015-02-13 14:11:34 TRANS #: 579949  
GST: R100773019  
Paypoint : 01K

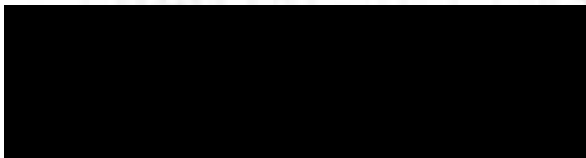
FUEL	(L)	(\$/L)	(\$)
Pump 2			
Regular	26.525	0.919	24.38
GST INCLUDED IN FUEL \$			1.16
<b>TOTAL</b>		<b>\$</b>	<b>24.38</b>
		<b>PURCHASE \$</b>	<b>24.38</b>

Interac \*\*\*\*\*  
ACCOUNT TYPE:  
REFERENCE #:  
AUTHORIZATION #:  
INVOICE #:  
SEQUENCE #:



Interac  
[REDACTED]

00/001 APPROVED - THANK YOU



Expense relating to High School  
Principal Meeting in Jasper Alberta  
Feb 11 - 13, 2015

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Tire 'Money' program today at  
[www.canadiantire.ca](http://www.canadiantire.ca). Collect e-CT  
'Money' to redeem at Canadian Tire.

PLEASE DO A SURVEY  
FOR A CHANCE TO WIN  
DAILY PRIZES  
[tellcdntiregas.com](http://tellcdntiregas.com)  
1-888-431-5596  
Station #1389

-- IMPORTANT --

Retain This Copy For Your Records

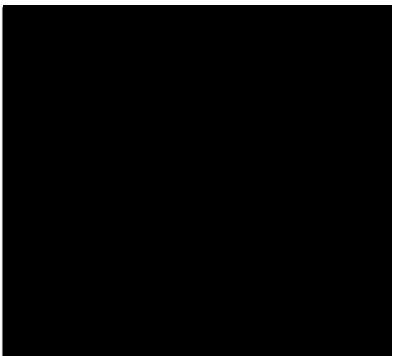
Customer's Copy

782 Connaught DR  
Jasper AB T0E1E0

ESSO EXPRESS PAY

AVALANCHE ESSO  
080302439  
782 CONNAUGHT DR  
JASPER, AB T0E 1E0  
URN:R121461107  
02/13/2015 119502850  
09:54:07 AM

PUMP# 12  
EREG 34.046L  
PRICE/L 1.019  
FUEL TOTAL \$ 34.69  
GST in fuel \$ 1.65  
INTERAC \$ 34.69



Thank you



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### Register a Program

**Your credit card was processed successfully. Thank you for registering.**

#### Purchase Information

Number of Registrants: 1

Payment Method: Credit Card

Program: CASS Building Capacity for Student Centred Leadership (Edmonton)

Program(s) Cost: \$30.00

Material Fee: \$0.00

Grand Total: \$30.00

Order ID: 449435

Receipt ID: 00021477

Authorization Code: 062801

ISO #: 01

Time of Transaction: 09:25:41

Lorne Parker attended the Calgary Regional Consortium.

[View Printable Receipt](#)