

LORNE PARKER
EXECUTIVE DIRECTOR (ACTING) - INFRASTRUCTURE
FOR THE PERIOD: MARCH to MAY 2015

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>				
20-May-15	Employee Expense Claim - Edmonton Joint Use Meeting (May 13-15, 2015)	Accommodations	\$ 401.92	Attachment 1
		Kilometrage	\$ 419.15	Attachment 1
Sub-Total: Business Travel			\$ 821.07	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
	Nothing to report this period		\$ -	
Sub-Total: Conferences			\$ -	
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>				
13-Mar-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
27-Mar-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
10-Apr-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
24-Apr-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
29-Apr-15	Lunch for Interview Committee (Anderson, Janz, Bolan and Parker) (see A. Anderson for receipt)	Meals	\$ 16.63	
8-May-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
22-May-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
Sub-Total: Working Sessions			\$ 1,181.29	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 2,002.36	

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 expended to an EPSB Official. Net Amount does not reflect a portion of the receipt that is attributed to another EPSB official's expense report.

Travel Expense Claim

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

CWA.AR

Details of Trip

Name	Lorne Parker	School/Dept/DU#:	310	Date:	20-May-15
Purpose of Trip/Conference Name	Edmonton Joint Use Meeting		Destination: Banff AB		
Departure and Return Dates:	Wednesday May 13, 2015 - Friday May 15, 2015				

Description of Expenses <i>attach receipts</i>	(Please	Amount Paid by EPSB Invoice/Visa Including GST	Amount by Claimant for out of pocket expenditures Including GST	Exchange Rate	Total Cost
Registration/Conference Fees					0.00
Accommodation			429.52		429.52

Travel Costs					
Airfare					0.00
Taxi/Shuttle/Car Rental					0.00
Personal Vehicle @ \$0.505/km	830 kil		419.15		419.15
Parking					0.00

Meals (Including Tips)					
Per diem without receipts = \$47/day or \$23.50/half day of travel					0.00
Actual expenses (attached itemized receipts)					0.00

Other - provide details & receipts <i>please use page 2 for additional details</i>					
					0.00

Total Cost of Trip					
Cash Advance (If any ref# _____)		0.00	848.67		848.67
Personal expense not covered by EPSB**					0.00
Net Amount due to Claimant*					
GST Breakout (Net 4/104) for accounting purposes only		\$	848.67	\$	848.67

I certify that the above claim is correct:



Claimant's Signature



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 Edmonton

Guest Name: **Lorne Parker**

., AB . CA

Room #: [REDACTED]

Folio #: [REDACTED]

Group #: [REDACTED]

Guests: 1

Clerk: [REDACTED]

CL #: [REDACTED]

CC #: *****

Arrive: 05/13/15

Time: 07:08 PM

Depart: 05/15/15

Time: 11:04:06

Status: [REDACTED]

Date	Description	Reference	Comment	Charges	Credits
05/13/2015	PACKAGE	[REDACTED]	Pkg: Joint Use Executive Meeting	\$214.76	\$0.00
05/14/2015	PACKAGE	[REDACTED]	Pkg: Joint Use Executive Meeting	\$214.76	\$0.00
05/15/2015	PAY VISA	[REDACTED]		\$0.00	(\$429.52)

Folio Balance: \$0.00

Package Taxes

Only applies if you paid for package

Alberta Tourism Levy	\$14.60
GST Other Tax	\$1.50
GST Tax (Room)	\$18.26
Tourism Improvement Fee	\$7.16

THE GREAT OUTDOORS
187 TUNNEL MOUNTAIN LAR
BANFF, AB T1L1H5
BOX 1020 STR 18 TILLH5
1-403-762-6188

Purchase

VISA

Entry Method: C

Total: \$ 429.52

2015/05/15 11:03:12

Seq #: [REDACTED]

Appr Code: [REDACTED]

Resp Code: [REDACTED]

Visa Credit: [REDACTED]

APPROVED
Thank You

Customer Copy

IMPORTANT -
retain this copy for your records