

**JIM DAVIES  
LEGAL COUNSEL  
FOR THE PERIOD: MARCH to MAY 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>				
	Nothing to report this period		\$ -	
	<b>Sub-Total: Business Travel</b>		<b>\$ -</b>	
<b>2) CONFERENCES</b>				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
9-Mar-15	National School Boards Association (NSBA) - Annual Conference & School Law Seminar March 18-22, 2015	Accommodations (Deposit)	\$ 340.24	<a href="#">Attachment 1</a>
22-Mar-15	NSBA - Annual Conference & School Law Seminar March 18-22, 2015	Accommodations	\$ 1,015.81	<a href="#">Attachment 1</a>
22-Mar-15	NSBA - Annual Conference & School Law Seminar March 18-22, 2015	Taxi	\$ 161.00	<a href="#">Attachment 2</a>
26-Mar-15	Employee Expense Claim - NSBA - Annual Conference & School Law Seminar March 18-22, 2015	Taxi	\$ 75.18	<a href="#">Attachment 3</a>
		Meals	\$ 188.00	<a href="#">Attachment 3</a>
	<b>Sub-Total: Conferences</b>		<b>\$ 1,780.23</b>	
<b>3) HOSPITALITY (Hosting)</b>				
<i>cost of food, beverage, transportation and other amenities on behalf of the guests of EPSB</i>				
16-Apr-15	Business Lunch (J. Davies & 1 External Guest)	Hosting	\$ 29.99	<a href="#">Attachment 4</a>
	<b>Sub-Total: Hospitality</b>		<b>\$ 29.99</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>				
13-Mar-15	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
27-Mar-15	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
10-Apr-15	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
24-Apr-15	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
8-May-15	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
22-May-15	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
	<b>Sub-Total: Working Sessions</b>		<b>\$ 776.34</b>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>			<b>\$ 2,586.56</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.

**RENAISSANCE NASHVILLE HOTEL**

<b>2029</b>	<b>DAVIES/WILLIAM</b>	<b>225.00</b>	<b>03/22/15</b>	<b>12:00</b>	<b>4918</b>	<b>15506</b>
Room	Name	Rate	Depart	Time	ACCT#	GROUP
<b>VQ</b>	<b>NATIONAL SCHOOL BOAR</b>		<b>03/18/15</b>	<b>18:33</b>		
Type			Arrive	Time		
<b>140</b>						

Room	Address	Payment	MRW#:
CLERK			

DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
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03/09	ADVP-VS			261.81
PAYMENT RECEIVED BY: VISA BK				
03/18	ROOM	2029, 1	225.00	
03/18	STATE TX	2029, 1	20.81	
03/18	OCC TAX	2029, 1	13.50	
03/18	CITY TAX	2029, 1	2.50	
03/19	ROOM	2029, 1	225.00	
03/19	STATE TX	2029, 1	20.81	
03/19	OCC TAX	2029, 1	13.50	
03/19	CITY TAX	2029, 1	2.50	
03/20	ROOM	2029, 1	225.00	
03/20	STATE TX	2029, 1	20.81	
03/20	OCC TAX	2029, 1	13.50	
03/20	CITY TAX	2029, 1	2.50	
03/21	BRIDGE	12772029	24.27	
03/21	ROOM	2029, 1	225.00	
03/21	STATE TX	2029, 1	20.81	
03/21	OCC TAX	2029, 1	13.50	
03/21	CITY TAX	2029, 1	2.50	
03/22	VS CARD			809.70

PAYMENT RECEIVED BY: VISA BK      CURRENT BALANCE .00

AS A HOTEL, WE ARE DELIGHTED TO PROVIDE EXCEPTIONAL SERVICE TO EACH AND EVERY GUEST. WE HOPE YOU ENJOYED YOUR STAY IN MUSIC CITY AND LOOK FORWARD TO YOUR NEXT VISIT.

WANT YOUR FINAL HOTEL BILL BY EMAIL? JUST ASK THE FRONT DESK!  
 SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM

**NSBA Conference**

Paid \$1,071.51 in US Funds Converted to \$1,387.44 CDN.  
 Less \$31.39\* personal expense = \$1,356.05

Deposit \$261.81 US = \$340.24 CDN  
 Balance \$809.70 - 24.27\* = \$785.43 US = \$1,015.81 CDN

\*NOTE - \$24.27 US was a personal expense, therefore

**\$31.39 CAD** was deducted from Employee Expense Claim dated March 26/15



ATS GROUP  
4608 101 ST NW 7809897099  
EDMONTON, AB  
T6E-5G9

Term ID: [REDACTED]

**Purchase**

XXXXXXXXXX [REDACTED]

VISA

Entry Method: F  
CHIP CARD SWIPE

Invoice #: [REDACTED]

Amount: \$	146.00
Tip: \$	15.00
Total: \$	<u>161.00</u>

2015/03/22

17:55:18

Seq #: [REDACTED]

Appr Code: [REDACTED]

Resp Code: [REDACTED]

**APPROVED**  
**Thank You**

Customer Copy

- IMPORTANT -  
retain this copy for your records

GST [REDACTED]

**NSBA Conference**  
Taxi to & from Edmonton Airport



# 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:	26-Mar-15
Name	Jim Davies	School/Dept/DU#:	General Counsel/DU 314
Purpose of Trip/Conference Name	NSBA COSA School Law Seminar 2015	Destination:	Nashville, Tennessee
Departure and Return Dates:	March 18 - 22, 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	735.45			735.45
Accommodation	1387.44			1387.44

Travel Costs				
Airfare	670.78			670.78
Taxi/Shuttle/Car Rental	161.00	75.18		236.18
Personal Vehicle @ \$0.505/km                      Km _____				0.00
Parking				0.00

Meals (Including Tips)				
Per diem without receipts = \$47/day or \$23.50/half day of travel		188.00		188.00
Actual expenses (attached itemized receipts)				0.00

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

<b>Total Cost of Trip</b>	2954.67	263.18		<b>3217.85</b>
Cash Advance (If any ref# _____)				0.00
<b>Personal expense not covered by EPSB**</b>		31.39		
<b>Net Amount due to Claimant*</b>		\$ 231.79		<b>\$ 231.79</b>
GST Breakout (Net 4/104) for accounting purposes only				

I certify that the information is correct:

\_\_\_\_\_  
Claimant

\_\_\_\_\_  
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

1912736  
Entered  
Mar 31/15

**CASH RECEIPT**

DATE: March 18/15 AMOUNT: 30.-

DRIVER: [REDACTED]

FROM: Airport

TO: City

Transportation Receipt

To \_\_\_\_\_ From \_\_\_\_\_

Amt. 30.00 Date 3-22-15

Driver [REDACTED] Car # 31

**AMERICAN MUSIC CITY TAXI**

729 Calhoun Avenue  
Nashville, TN 37210  
musiccitycab.com

(615) 865-4100

**NSBA Conference**

Taxi Service in USD Funds = \$75.18

DOVETAIL  
 10721 124 ST T5M0H2  
 EDMONTON AB  
 20834051  
 \*\*\*\* PURCHASE \*\*\*\*  
 04-16-2015 11:51:57  
 Acct # [REDACTED] C  
 Exp Date [REDACTED] Card Type VI  
 Name: WILLIAM J DAVIES  
 A0000000031010 VISA CREDIT  
 Trace # 050005  
 FS2083405101  
 Inv. # 53  
 Auth # 046783 RRN 001004005  
 TVR 0000000000 TSI F000  
 TC 1FA318469EDD2ADE

Purchase \$26.78  
 Tip \$4.02  
**Total \$30.80**

(00) APPROVED-THANK YOU  
 (PIN VERIFIED)

Retain this copy for your records  
 Merchant copy



Order #1-134 Apr 16, 2015, 11:52 AM  
 Sale Served by [REDACTED]  
 Transaction #1337060104161510124

1 x To-Stay (6)	0.00
1 x Daily Roast (grain salad)	13.00 T
1 x Veggie Tart (grain salad)	10.00 T
1 x Soda (san pell - blood orange)	2.50 T

Subtotal	25.50
Tax	1.28
<b>Total</b>	<b>26.78</b>

External Credit	26.78
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10721-124 street  
 Edmonton, AB t5m 0h2  
 hello@lovethedove.ca

www.lovethedove.ca

Powered by ShopKeep

Business lunch - Jim & 1 External  
 Guest