

**KATHY MUHLETHALER**  
**ASSISTANT SUPERINTENDENT - SCHOOLS**  
**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>				
18-Mar-15	uLead 2015 - The Summit of Educational Leadership (March 15-18, 2015)	Accommodations	\$ 975.46	<a href="#">Attachment 1</a>
25-Mar-15	Employee Expense Claim - uLead 2015 - The Summit of Educational Leadership (March 15-18, 2015)	Kilometrage	\$ 412.29	<a href="#">Attachment 2</a>
		Meals	\$ 68.92	<a href="#">Attachment 2</a>
		Incidentals	\$ 28.74	<a href="#">Attachment 2</a>
	<b>Sub-Total: Conferences</b>		<b>\$ 1,485.41</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>				
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	
8-May-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
22-May-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
	<b>Sub-Total: Working Sessions</b>		<b>\$ 1,164.66</b>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>			<b>\$ 2,650.07</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.

THE *Fairmont*  
BANFF SPRINGS

405 SPRAY AVENUE  
P.O. BOX 960  
BANFF, ALBERTA CANADA T1L 1J4  
T 403 762 2211 F 403 762 5755  
G.S.T. [REDACTED]

Alberta Teacher's Association (The)  
MS Kathy Muhlethaler  
[REDACTED]

INFORMATION INVOICE

Room : 1912  
Folio # :  
Cashier # : [REDACTED]  
Page # : 1 of 2

Group Name : uLead Council for School Leadership

Arrival : 03-15-15  
Departure : 03-18-15

Fairmont President's Club  
[REDACTED]

Date	Description	Additional Information	Charges	Credits
03-15-15	Package Charge		271.00	
03-15-15	Tourism Improvement Fee (2%)		5.18	
03-15-15	Alberta Tourism Levy (4%)		10.57	
03-15-15	Room GST (5%)		13.21	
03-15-15	Valet Parking		35.00	
03-15-15	Package GST (5%)		0.60	
03-16-15	Package Charge		271.00	
03-16-15	Tourism Improvement Fee (2%)		5.18	
03-16-15	Alberta Tourism Levy (4%)		10.57	
03-16-15	Room GST (5%)		13.21	
03-16-15	Valet Parking		35.00	
03-16-15	Package GST (5%)		0.60	
03-17-15	Package Charge		271.00	
03-17-15	Tourism Improvement Fee (2%)		5.18	
03-17-15	Alberta Tourism Levy (4%)		10.57	
03-17-15	Room GST (5%)		13.21	
03-17-15	Valet Parking		35.00	
03-17-15	Package GST (5%)		0.60	
03-17-15	Visa	[REDACTED]		1,006.68

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[www.fairmont.com](http://www.fairmont.com) or call Fairmont Hotels & Resorts from:  
United States or Canada 1 800 441 1414  
Pour information et réservations visitez notre web au  
[www.fairmont.com](http://www.fairmont.com) ou téléphoner au Hôtels Fairmont de:  
États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.) I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année) J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit de mon compte de 1,00\$ par jour (du Lundi au Vendredi) et de 2,00\$ le Samedi (Dans les hôtels participants.)

Thank you for choosing to stay with Fairmont Hotels & Resorts  
Merci d'avoir choisi les Hôtels Fairmont

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 Page # : 2 of 2

Group Name : uLead Council for School Leadership

Arrival : 03-15-15  
 Departure : 03-18-15

Fairmont President's Club  
 [REDACTED]

Date	Description	Additional Information	Charges	Credits
		<b>Total</b>	<b>1,006.68</b>	<b>1,006.68</b>
		<b>Balance Due</b>		<b>0.00</b>
<b><u>GST Summary</u></b>				
	<b>Room</b>		<b>39.63</b>	
	<b>F&amp;B</b>		<b>0.00</b>	
	<b>Other</b>		<b>6.80</b>	
	<b>Total</b>		<b>46.43</b>	

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay please contact David Roberts, General Manager, at David.Robertsgm@fairmont.com.  
 We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

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# Travel Expense Claim

*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:	25-Mar-15
Name	Kathy Muhlethaler	School/Dept/DU#:	DU357
Purpose of Trip/Conference Name	uLead-Professional Learning Activity for Lee Destination: Banff, Alberta		
Departure and Return Dates:	March 15 - 18, 2015		

Description of Expenses <small>attach receipts)</small>	<small>(Please</small>	<b>Amount Paid by EPSB Invoice/Visa Including GST</b>	<b>Amount by Claimant for out of pocket expenditures Including GST</b>	<b>Exchange Rate</b>	<b>Total Cost</b>
Registration/Conference Fees		425.00			425.00
Accommodation		1006.68			1006.68

<b>Travel Costs</b>					
Airfare					0.00
Taxi/Shuttle/Car Rental					0.00
Personal Vehicle @ \$0.505/km	836		422.18		422.18
Parking					0.00

<b>Meals (Including Tips)</b>					
Per diem without receipts = \$47/day or \$23.50/half day of travel			70.50		70.50
Actual expenses (attached itemized receipts)					0.00

<b>Other - provide details &amp; receipts</b>					
<i>please use page 2 for additional details</i>					
			29.4		29.40

<b>Total Cost of Trip</b>	1431.68	522.08	<b>1953.76</b>
Cash Advance (if any ref# _____)			0.00
<b>Personal expense not covered by EPSB**</b>			
<b>Net Amount due to Claimant*</b>		\$ 522.08	<b>\$ 522.08</b>
<small>GST Breakout (Net 4/104) for accounting purposes only</small>			

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 Edmont

**SUPPORTING INFORMATION**

**Registration/Conference Fees**

Registration fee was paid by [redacted] originally as he was attending, Kathy took his place registration fee was reimbursed to [redacted]

[redacted]

**Travel Costs**

**Meals (including tips)**

Claiming for 1/2 day per diem as evening meals were not included in conference fee

**Other - provide details & receipts**

Required to purchase Parks Canada pass to attend conference (receipt attached)



parkscanada.gc.ca  
 parcscanada.gc.ca

Banff East Gate  
 12149 1807 RT  
 Alberta  
 #10040



**Expires:**  
**2015/03/18**  
**at 4pm**



**Sales Receipt**

Transaction #: [REDACTED]  
 Date: 3/15/2015 3:22:31 PM  
 Cashier: [REDACTED] Register: [REDACTED]

Item	Description	Amt/Mnt
20000	NP A Day/PN A par jour 3 @ \$9.60	\$29.40
2015/03/18		
Sub Total/Sous-Total		\$28.00
GST/TPS		\$1.40
<b>Total</b>		<b>\$29.40</b>

Argent/Cash Tendered [REDACTED]  
 Change/Argent Remis Argent/Cash

Thank-you for visiting  
 Merci de votre visite