

**LORNE PARKER
EXECUTIVE DIRECTOR - INFRASTRUCTURE
FOR THE PERIOD: JUNE to AUGUST 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>				
29-May-15	Off-Site Meeting Room Deposit (<i>Credit was applied to final invoice for this deposit</i>)(D. Robertson, S. Stoddard, R. MacNeil, K. Muhlethaler, J. Lempogo, A. Anderson, H. Raymond, L. Austin, J. Davies, L. Parker and 2 other EPSB Employees)(see D. Robertson for receipt)	Facility Rental	\$ 34.13	
20-Jul-15	Facility/Planning Reorganization Meeting in Calgary	Accommodations	\$ 221.72	Attachment 1
		Transportation	\$ 297.95	Attachment 1
19-Aug-15	Off-Site Meeting - Lunch (D. Robertson, S. Stoddard, R. MacNeil, K. Muhlethaler, J. Lempogo, A. Anderson, H. Raymond, L. Austin, J. Davies, L. Parker and 2 other EPSB Employees)(see S. Stoddard for receipt)	Meals	\$ 20.07	
19-Aug-15	Off-Site Meeting - Dinner (D. Robertson, S. Stoddard, R. MacNeil, K. Muhlethaler, J. Lempogo, A. Anderson, H. Raymond, L. Austin, J. Davies, L. Parker and 2 other EPSB Employees)(see S. Stoddard for receipt)	Meals	\$ 23.27	
20-Aug-15	Off-Site Meeting - 1 Night Stay at Village Creek Country Inn (Aug. 19 - 20, 2015)	Accommodations	\$ 129.71	Attachment 2
20-Aug-15	Off-Site Meeting at Village Creek Country Inn (D. Robertson, S. Stoddard, R. MacNeil, K. Muhlethaler, J. Lempogo, A. Anderson, H. Raymond, L. Austin, J. Davies, L. Parker and 2 other EPSB Employees)(see D. Robertson for receipt)	Facility Rental	\$ 67.87	
Sub-Total: Business Travel			\$ 794.71	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
2-Jun-15	UDI Luncheon Meeting (C. Wright, L. Parker & 1 EPSB Employee)(see C. Wright for receipt)	Registration Fees	\$ 46.94	
Sub-Total: Conferences			\$ 46.94	
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>				
5-Jun-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
19-Jun-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
3-Jul-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
17-Jul-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
31-Jul-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
14-Aug-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
28-Aug-15	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
Sub-Total: Working Sessions			\$ 1,358.77	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 2,200.42	

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.

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		Date:	20-Jul-15
Name	Lorne Parker	School/Dept/DU#:	
Purpose of Trip/Conference Name	Meeting with Stack'd Consulting	Destination:	Calgary
Departure and Return Dates:	July 9-10, 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
Registration/Conference Fees				0.00
Accommodation		234.08		234.08

Travel Costs	Amount Paid by EPSB	Amount by Claimant	Exchange Rate	Total Cost
Airfare				0.00
Taxi/Shuttle/Car Rental				0.00
Personal Vehicle @ \$0.505/km	590	297.95		297.95
Parking				0.00

Meals (Including Tips)	Amount Paid by EPSB	Amount by Claimant	Exchange Rate	Total Cost
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
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Total Cost of Trip	0.00	532.03		532.03
Cash Advance (If any ref# _____)				0.00
Personal expense not covered by EPSB**				
Net Amount due to Claimant*		\$ 532.03		\$ 532.03
GST Breakout (Net 4/104)				20.46

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



Hotel Clique Calgary Airport, Calgary

9 Jul 2015 - 10 Jul 2015 | Itinerary # [REDACTED]

Hotel Clique Calgary Airport

Thu 9/Jul/2015 - Fri 10/Jul/2015 , 1 room | 1 night

COMPLETED

Confirmation # [REDACTED]

This reservation is complete. We hope you had a great trip.



24 Aero Crescent NE, Calgary, AB, T2E 8Z9 Canada

Tel: 1 (403) 4609588, Fax: 1 (587) 3495939

Check-in

- Check-in time starts at 3:00 PM
- Minimum check-in age is 18
- If a late check-in is planned, contact this hotel directly for their late check-in policy.

Important Hotel Information

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

- Cancellations or changes made after 6:00 PM (Mountain Daylight Time (US & Canada)) on 08 July, 2015 or no-shows are subject to a hotel fee equal to 100% of the total amount paid for the reservation.

Noise-free rooms not guaranteed

- [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.

Room **Standard Room, 1 King Bed**

Confirmation #: [REDACTED]

Reserved for **Dr. Lorne Edward Parker**
1 adult

Price Summary

Total **C\$234.08**
Collected by the hotel

Room Price	C\$234.08
1 night	C\$209.00
Taxes	C\$25.08

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.

- Fee for in-room wireless Internet: CAD 0.00 per stay (rates may vary)
- Fee for in-room high-speed Internet (wired): CAD 0.00 per stay (rates may vary)
- Crib (infant bed) fee: CAD 0.00 per stay

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

Requests 1 king bed, non-smoking room

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.: [REDACTED]

15 Village Drive, RR2
Westrose, AB T0C 2V0
Ph1(877)688-0006 Fax1(780)586-3520
info@villagecreekcountryinn.com

TAX ID: 850794207

Lorne Parker

Room	Folio	CheckIn	CheckOut	Balance
[REDACTED]	[REDACTED]	19/08/2015	20/08/2015	-129.71

Master Folio

Direct Bill: EDMONTON PUBLIC SCHOOLS

Date	Room	Description / Voucher	Charges	Credits	Balance
19/08/2015	[REDACTED]	Visa	0.00	129.71	-129.71

VILLAGE CREEK COUNTRY INN
15 VILLAGE DR
WESTROSE, AB

Term ID: 28446145

Purchase

[REDACTED]

VISA

Entry Method: [REDACTED]

Total: \$ 129.71

2015/08/19

15:21:00

Seq #: [REDACTED]

Appr Code: [REDACTED]

Resp Code: [REDACTED]

VISA CREDIT

[REDACTED]

APPROVED
Thank You

Customer Copy

IMPORTANT -
retain this copy for your records