



EDMONTON PUBLIC SCHOOLS

**JIM DAVIES
LEGAL COUNSEL
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	
18-Aug-15	Off-Site Meeting - 1 Night Stay at Village Creek Country Inn (Aug. 19 - 20, 2015)	Accommodations	\$ 129.71	Attachment 1
18-Aug-15	Expense Claim - Off-Site Meeting (Aug. 19 - 20, 2015) - Personal Vehicle KM	Transportation	\$ 96.46	Attachment 2
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 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	Facility Rental	\$ 67.87	
Sub-Total: Business Travel			\$ 371.50	
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>				
5-Jun-15	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
19-Jun-15	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
3-Jul-15	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
17-Jul-15	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
31-Jul-15	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
14-Aug-15	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
28-Aug-15	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
Sub-Total: Working Sessions			\$ 905.73	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,277.23	

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.

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

TAX ID: 850794207

Jim Davies

Room	Folio	CheckIn	CheckOut	Balance
[REDACTED]	99862	19/08/2015	20/08/2015	-129.71
Master Folio				

Direct Bill: EDMONTON PUBLIV SCHOOLS

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

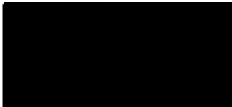
VILLAGE CREEK COUNTRY INN
15 VILLAGE DR
WESTEROSE, AB

Term ID: 28446145

Purchase

[REDACTED]
VISA Entry Method: C
Total: \$ 129.71
2015/08/19 17:12:04
Seq #: 001-317016-0
Appr Code: 061375
Resp Code: 01/027

VISA CREDIT



APPROVED
Thank You

Customer Copy

- IMPORTANT -
retain this copy for your records

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: <i>Aug 31, 2015</i>
Name: Jim Davies	School/Dept/DU#: General Counsel / DU 314	
Purpose of Trip/Conference Name: DST Off-Site Meeting	Destination: Village at Pigeon Lake	
Departure and Return Dates: August 19-20, 2015		

Description of Expenses <i>(Please attach receipts)</i>	Amount Paid by EPSB Invoice/Visa <i>including GST</i>	Amount by Claimant for out of pocket expenditures <i>including GST</i>	Exchange Rate	Total Cost
Registration/Conference Fees				0.00
Accommodation	129.71			129.71

Travel Costs				
Airfare				0.00
Taxi/Shuttle/Car Rental				0.00
Personal Vehicle @ \$0.505/km	191km			
		96.46		96.46
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	129.71	96.46		226.17
Cash Advance (If any ref# _____)				0.00
Personal expense not covered by EPSB**				
Net Amount due to Claimant*		\$ 96.46		\$ 96.46
GST Breakout (Net 4/104)				

I certify that the above 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 Payal
 ** If monies are owed to the district please attach a cheque made out to Edmont

*1947614
 Entered
 Aug 31/15*