



EDMONTON PUBLIC SCHOOLS

**KATHY MUHLETHALER
ASSISTANT SUPERINTENDENT - SCHOOLS
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	
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	Expense Claim - Off-Site Meeting (Aug. 19 - 20, 2015) - Personal Vehicle KM	Transportation	\$ 96.46	Attachment 1
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			\$ 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	\$ 194.11	

16-Jun-15	Retired Principals Luncheon (<i>D. Robertson, K. Muhlethaler, D. Bolan, R. MacNeil & 6 EPSB Employees</i>) (see <i>D. Robertson</i> for receipt)	Meals	\$	19.17
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

\$ 1,377.94



TOTAL EXPENSES REPORTED FOR THE PERIOD \$ 1,749.44

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:	
Name	Kathy Muhlethaler	School/Dept/DU#:	
Purpose of Trip/Conference Name	District Support Team off site meeting	Destination:	Pigeon Lake
Departure and Return Dates:	Depart Aug. 19, 2015 Return Aug. 20, 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				0.00

Travel Costs				
Airfare				0.00
Taxi/Shuttle/Car Rental				0.00
Personal Vehicle @ \$0.505/km	191.8	96.86		96.86
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>	129.71			129.71

Total Cost of Trip	129.71	96.86		226.57
Cash Advance (if any ref# _____)				0.00
Personal expense not covered by EPSB**				
Net Amount due to Claimant*		\$ 96.86		\$ 96.86
GST Breakout (Net 4/104)				

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

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

TAX ID: [REDACTED]

Kathy Muhlethaler

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
WESTEROSE, AB

Term ID: [REDACTED]

Purchase

[REDACTED]

VISA

Entry Method: [REDACTED]

Total: \$ 129.71

2015/08/19 15:29:01

Seq #: [REDACTED]

Appr Code: [REDACTED]

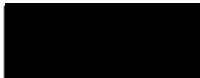
Resp Code: [REDACTED]

VISA CREDIT
[REDACTED]

APPROVED
Thank You

Customer Copy

- IMPORTANT -
retain this copy for your records



Thank you for staying with us
We appreciate your business