



EDMONTON PUBLIC SCHOOLS

**SHERRY ADAMS
BOARD OF TRUSTEES - WARD I
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>				
	Nothing to report this period		\$ -	
	Sub-Total: Business Travel		\$ -	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
31-May-15	Dinner in Red Deer for ASBA Conference (C. Johner, M. Janz, N. Ip and S. Adams)(see C. Johner for receipt)	Meals	\$ 28.51	
15-Jun-15	Alberta School Board Association (ASBA) Spring General Meeting 2015	Registration Fees	\$ 600.00	Attachment 1
19-Jun-15	Edwin Parr Awards Banquet	Event	\$ 55.87	Attachment 2
2-Jul-14	Expense Claim for ASBA Spring General Meeting 2015 - Personal Vehicle KM (Red Deer - Edmonton Return)	Transportation	\$ 217.15	Attachment 3
2-Jul-14	Expense Claim for ASBA Spring General Meeting 2015 - Meal Per Diem	Meals	\$ 23.50	Attachment 3
	Sub-Total: Conferences		\$ 925.03	
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	
26-Jun-15	Bargaining Exchange Luncheon CUPE 3550 (A. Anderson, D. Robertson, S. Adams, and 7 EPSB Employees)(see A. Anderson for receipt)	Meals	\$ 20.15	
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		\$ 925.88	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,850.91	

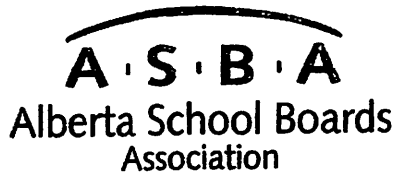
Notes:

(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.



1200, 9925 - 109 Street Edmonton, Alberta T5K 2J8
 Phone: 1.780.482.7311 Fax: 1.780.482.5659
 www.asba.ab.ca Email: hrogers@asba.ab.ca Business #: 10669 4268

INVOICE

NUMBER 0000034853
DATE June 15, 2015

BILL TO:

Edmonton School District No. 7
 One Kingsway Avenue
 Edmonton AB T5H 4G9

(780) 429-8000 Ext.

Customer Number	P.O. NUMBER	TERMS		
EDM02		Due on Receipt		
DESCRIPTION	REQ.	UNIT PRICE	EXTENDED PRICE	
Spring General Meeting 2015 Attendee(s): S.Adams, N.Ip, M.Janz, C.Johner	4	600.00	2,400.	
		RECEIVED		
		JUN 23 2015		
		ACCOUNT TO PAYABLE		
			NET AMOUNT	2,400
			FREIGHT G.S.T.	120
			TOTAL DUE	\$2,520

ASBA Zone 23

1200, 9925 - 109 Street NW
Edmonton AB T5K 2J8

Invoice

Date	Invoice #
19/06/2015	110

Invoice To
Edmonton Public Schools Centre for Education One Kingsway Edmonton AB T5H 4G9

Description	Amount	
Edwin Parr Awards Banquet - 3 tickets May 22, 2015 <i>Michael, Cheryl Therese</i>	165.00	
Please make cheques payable to "ASBA Zone 23" and remit to the address above.	Total \$165.00	
Phone #	E-mail	Web Site
780.451.7129	tergezinger@asba.ab.ca	http://www.asba.ab.ca/people/zone23.asp

19175513

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:	2-Jul-15
Name	ADAMS, Sherry	School/Dept/DU#:	0320 - Board of Trustees
Purpose of Trip/Conference Name	ASBA 2015	Destination:	Red Deer, AB
Departure and Return Dates:	May 30 - June 3		

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	600.00			600.00
Accommodation				0.00
Travel Costs				
Airfare				0.00
Taxi/Shuttle/Car Rental				0.00
Personal Vehicle @ \$0.505/km <u>430 km</u>		217.15		217.15
Parking				0.00
Meals (Including Tips)				
Per diem without receipts = \$47/day or \$23.50/half day of travel		23.50		23.50
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	600.00	240.65		840.65
Cash Advance (If any ref# _____)				0.00
Personal expense not covered by EPSB**				
Net Amount due to Claimant*		\$ 240.65		\$ 240.65
GST Breakout (Net 4/104) for accounting purposes only				9.26

I certify that the above claim is correct:

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 Paya.

** If monies are owed to the district please attach a cheque made out to Edmont

