

LEONA MORRISON
ASSISTANT SUPERINTENDENT OF SCHOOLS AND LEARNING SERVICES
FOR THE PERIOD: SEPTEMBER 2018 TO NOVEMBER 2018

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>				
20-Sep-18	DST Offsite Meeting -Hotel Accommodation and Meal (D.Robertson with T.Burnstad;K.Pharis;L.Parker;N.Petersen;A.Anderson;L.Austin;G.Cooke;L.Morris on;K.Muhlethaler;M.Suderman;L.Yule;R.MacNeil, 1 EPSB Employee and 1 Guest)(See D.Robertson for receipt)	Accommodations/ Meal	\$ 288.26	
Sub-Total: Business Travel			\$ 288.26	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
	Nothing to report for 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 for 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>				
	United Way Kickoff Luncheon - (N. Petersen; L.Morrison; M. Suderman; L.Yule; G.Cooke and 5 EPSB employees) (See N.Petersen for receipt)	Meal	\$ 73.04	
10-Oct-18				
19-Nov-18	Catchment conversations (L.Morrison with 7 EPSB employees and Guests)	Meal	\$ 27.62	Attachment 1
7-Sep-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
21-Sep-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
5-Oct-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
19-Oct-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
2-Nov-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
16-Nov-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
30-Nov-18	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
Sub-Total: Working Sessions			\$ 1,459.43	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,747.69	

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 (1.6% 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.

A Cappella Catering

12105-120 Avenue
Edmonton, Alberta T5L 4K4
Phone: 780.454.2642 Fax: 780.454.2748
Emergency Pager: 780.901.5053
GST Registration #R133907790

INVOICE

Event Date: 11/02/18
Invoice #: E126768

Sold To: Edmonton Public School Board

Contact Name:

Phone Number:

Email Address:

DELIVERY ADDRESS

Site Name: Amiskwacy Academy
Site Address: One Airport Road, Edmonton, Alberta

DESCRIPTION

Guest Count: 15

Type: Breakfast Cont.

1	Coffee 30 Cup @ \$28.55	\$28.55
15	Continental Breakfast Package A for 12+ guests @ \$5.45	\$81.75
15	Fruit 3oz @ \$1.75	\$26.25
15	Assorted Juice AM @ \$1.75	\$26.25
15	Bottled Water @ \$1.75	\$26.25
35	Disposable Cup Coffee @ \$0.12	\$4.20
15	Continental Disposable Setting. @ \$0.28	\$4.20
1	Edmonton Core Delivery/Retrieval @ \$20.00	\$20.00
	Subtotal	\$217.45
	Gratuity	\$0.00
5%	Taxes	\$10.87
	Total	\$228.32
	Paid	\$0.00
	Balance	\$228.32

Payment Terms: 30 Days
Payment Due Date: 12/02/18

P.O. Number:
Meeting Organizer:
Expenditure Type:

11/01/18 - 12:54:45 PM

Page 1 of 1

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