

LEONA MORRISON
ASSISTANT SUPERINTENDENT OF SCHOOLS AND LEARNING SERVICES
FOR THE PERIOD: SEPTEMBER 2019 to NOVEMBER 2019

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>				
3-Sep-19	DST Off Site Meetings -Hotel (Superintendent D.Robertson with A. Anderson; L.Austin; T.Burnstad; G.Cooke; R.MacNeil; L.Morrison; K.Muhlethaler; L.Parker; N.Petersen; K.Pharis; M.Suderman; L.Yule and 2 EPSB staff)See Superintendent D.Robertson for receipt.	Accommodation	\$ 358.42	
4-Sep-19	Employee Expense Claim - DST Off Site Meetings - Mileage	Transportation	\$ 103.28	
5-Sep-19	DST Off Site Meetings (Superintendent D.Robertson with A. Anderson; L.Austin; T.Burnstad; G.Cooke; R.MacNeil; L.Morrison; K.Muhlethaler; L.Parker; N.Petersen; K.Pharis; M.Suderman; L.Yule and 1 EPSB staff)See Superintendent D.Robertson for receipt.	Facilitation cost	\$ 482.31	
Sub-Total: Business Travel			\$ 944.01	
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>				
31-Aug-19	DLM meeting (Superintendent D.Robertson with M.Suderman; L.Yule; R.MacNeil; K.Pharis; K.Muhlethaler; L.Morrison; L.Parker; T.Burnstad; C.Wright; L.Austin; M.Proulx; N.Petersen; D.Martin; A.Anderson and 344 EPSB Staff)See Superintendent D.Robertson for receipt.	Meal	\$ 11.27	
6-Sep-19	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
20-Sep-19	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
4-Oct-19	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
18-Oct-19	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
1-Nov-19	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
15-Nov-19	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
29-Nov-19	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
Sub-Total: Working Sessions			\$ 1,370.04	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 2,314.05	

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.