

KATHY MUHLETHALER
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 | |
| 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 | |
| 10-Sep-19 | Employee Expense Claim - DST Off Site Meetings - Mileage | Transportation | \$ 103.28 | |
| 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-Nov-19 | Catchment Conversations (K.Muhlethaler with approximately 59 EPSB staff) | Meal | \$ 13.48 | Attachment 1 |
| 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 | | | \$ 1,383.52 | |
| TOTAL EXPENSES REPORTED FOR THE PERIOD | | | \$ 2,327.53 | |

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.