

MIKE SUDERMAN
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	
11-Sep-19	Employee Expense Claim - DST Off Site Meetings - Mileage	Transportation	\$ 94.43	
Sub-Total: Business Travel			\$ 935.16	
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	
20-Nov-19	Catchment Conversations (M.Suderman 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			\$ 2,318.68	

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 CO.

INVOICE

Event Date: 11/01/19

Invoice #: E142766

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

Sold To: Edmonton Public School Board

Contact Name: [REDACTED]

Phone Number: [REDACTED]

Email Address: [REDACTED]

Catchment Conversations (M.Suderman with approximately 59 EPSB staff)

DELIVERY ADDRESS

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

DESCRIPTION

Guest Count: 75

Type: Breakfast Cont.

1	Coffee 100 Cup @ \$90.00	\$90.00
1	Coffee 50 Cup @ \$47.50	\$47.50
36	Asst. Teas (36 Cup), Um @ \$1.35	\$48.60
50	Continental Breakfast Package B for 12+ guests @ \$5.60	\$280.00
75	Fruit 3oz @ \$1.85	\$138.75
75	Bottled Water @ \$1.75	\$131.25
75	Disposable Cup Coffee @ \$0.12	\$9.00
75	Continental Disposable Setting. @ \$0.28	\$21.00
1	Custom Delivery/Retrieval @ \$30.00	\$30.00
	Subtotal	\$796.10
	Gratuuity	\$0.00
5%	Taxes	\$39.81
	Total	\$835.91
	Paid	\$0.00
	Balance	\$835.91

Payment Terms: 30 Days
Payment Due Date: 12/1/2019

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

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