



EDMONTON PUBLIC SCHOOLS

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CHIEF HUMAN RESOURCE OFFICER
FOR THE PERIOD: DECEMBER 2019 to FEBRUARY 2020

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 for this period		\$ -	
	Sub-Total: Business Travel		\$ -	
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>				
13-Dec-19	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
27-Dec-19	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
10-Jan-20	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
24-Jan-20	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
7-Feb-20	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
21-Feb-20	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
	Sub-Total: Working Sessions		\$ 776.34	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 776.34	

- 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.