

MICHELLE DRAPER
BOARD OF TRUSTEES - WARD B
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>				
19-Dec-19	HST REFUND: 2019 Healthy School Communities National Forum	Registration fees	\$ (48.75)	Attachment 1
8-Jan-20	REFUND: PSBAA Council Meeting	Registration fees	\$ (309.52)	Attachment 2
	Sub-Total: Conferences		\$ (358.27)	
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			\$ 418.07	

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.



Fwd: Receipt from PHE Canada

1 message

Michelle Draper <michelle.draper@epsb.ca>

Thu, Nov 21, 2019 at 9:32 PM

To: [REDACTED]

Hi [REDACTED]. Here is the receipt for the refund.

Sent from my iPhone

Begin forwarded message:

From: PHE Canada <noreply@hostedcheckout.com>**Date:** November 21, 2019 at 9:17:34 PM MST**To:** michelle.draper@epsb.ca**Subject:** Receipt from PHE Canada**Reply-To:** PHE Canada <info@phecanada.ca>

As per the email you received yesterday, this refund is in return of the HST on your 2019 Healthy School Communities National Forum registration.

Receipt follows:

===== TRANSACTION RECORD =====

PHE Canada
2451 Riverside Drive
Ottawa, ON K1H 7X7
Canada
www.phecanada.ca

TYPE: Refund

ACCT: Mastercard \$ 48.75 CAD

CARD NUMBER : [REDACTED]
21 Nov 19 23:14:16 REFERENCE
: 001 313872 M AUTHOR. # :
RETURN TRANS. REF. :
[REDACTED]

Approved - Thank You 000

Please retain this copy for your records.

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*** Duplicate ***

PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA

#12 10227 118 ST.
EDMONTON, AB T6K 2V4
Tel: (780) 479-8080

TD CANADA TRUST
EDMONTON WEST LINK CENTRE
10716 - 170 ST.
EDMONTON, AB T5P 0Y5

001106



DATE 1 2 1 7 2 0 1 9
M M D D Y Y Y Y

\$ **325.00

PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA

PER

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PAY *****Three Hundred Twenty-Five and 00/100

TO THE ORDER OF
Edmonton Public Schools
One Kingsway
Edmonton, AB T5H 4G9

MEMO Refund - Michelle Draper (August PSBC Event)

PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA

Edmonton Public Schools

12/17/2019

001106

Michelle Draper Rfnd Exception
GST

309.52
15.48

Chequing-TD

Refund - Michelle Draper (August PSBC Event)

325.00

DATE: 1/6/2020

COST CENTRE NAME: Board of Trustees Administration

COST CENTRE (DU): 6121



DESCRIPTION OF REMITTANCE	DESCRIPTION	COMPANY	ACCOUNT	COST CENTRE	SITE	PROGRAM	ACTIVITY	AMOUNT
DONATIONS: PROGRAM SUPPORT, SALARY RECOVERIES or CAPITAL EXPENDITURES (OVER \$5000 PER ITEM)								
DONATION (DESCRIBE PURCHASE):		9000	409001	0000	0000	00000	000000	
ALBERTA EDUCATION - OTHER		9000	401043					
CATERING SALES		9000	407014					
EMPLOYEE PARKING (CFE ACCOUNT)		9000	407018	5611				
EMPLOYEE PARKING (CFE LOST CARDS)		9000	407003	5611				
EMPLOYEE OVERPAYMENT		9000	102010	9999	6311	0000	0000	
EMPLOYEE OVERPAYMENT	Write off change from cash receipt	9000	900504	6271	0000	0000	0000	
FEDERAL GRANTS		9000	404001					
GST COLLECTED		9000	102012	6311	0000	00000	000000	15.48
LAPP - LOCAL AUTHORITES PENSION PLAN		9000	201121					
MAINTENANCE & SECURITY COSTS		9000	407019					
OTHER COMMISSIONS		9000	407003					
OTHER MATERIAL FEES		9000	406011					
OTHER NON GOVERNMENT GRANTS		9000	407004					
OTHER NON GOVERNMENT REVENUE		9000	407005					
OTHER PROVINCIAL GRANTS & REVENUE		9000	403002					
PRINT SHOP AND PHOTOCOPYING SERVICE		9000	407015					
SALE OF SURPLUS EQUIPMENT & FURNITURE		9000	407027					
WCB - WORKERS COMPENSATION BOARD	Teachers	9000	515101	6893	0000	69106	HLTHO1	
WCB - WORKERS COMPENSATION BOARD	X2	9000	515101	6893	0000	69106	HLTHO1	
WCB - WORKERS COMPENSATION BOARD	X4	9000	515101	6893	0000	69106	HLTHO1	
WCB - WORKERS COMPENSATION BOARD	Support staff	9000	615501	6893	0000	69106	HLTHO1	
WCB - WORKERS COMPENSATION BOARD	Custodial staff	9000	615801	6893	0000	69106	HLTHO1	
WCB - WORKERS COMPENSATION BOARD	Maintenance staff	9000	616202	6893	0000	69106	HLTHO1	
PERSONAL/THIRD PARTY EXPENSE RECOVERIES - CURRENT YEAR ATTACH BACKUP DOCUMENTATION								
REIMBURSE PERSONAL I-EXPENSE	I-Expense #	9000	102018					
THIRD PARTY EXPENSE RECOVERY		9000						
REIMBURSE - PRIOR YEAR		9000	407005					
OTHER: PLEASE DESCRIBE & ENTER CODING	Fee refund - Tr. Draper only attended a seminar, not whole event	9000	700103	6121	0000	61101	000000	309.52 325.00
		9000						
								\$ 325.00
TOTAL CHEQUES REMITTED		1		Cheque #: 001106				325.00
TOTAL CASH REMITTED								-
TOTAL								\$ 325.00

PLEASE MAKE CHEQUES PAYABLE TO EDMONTON PUBLIC SCHOOLS AND SEND TO FINANCE.

An Administration fee of \$20 will be applied to cheques returned by the bank with non-sufficient funds


Director Board and Superintendent Relations


AUTHORIZED SIGNATURE - PRINT NAME & SIGN

For Finance Use Only	AR staff
Approved by: 	Entered by: 
Date: 1/7/2020	Date: JAN 08 2020

COST CENTRE NAME: Board of Trustees Administration
DATE: 1/6/2020
COST CENTRE (DU): 6121
For Finance Use Only

DATE	CHEQUE NO	PAYEE NAME	CHEQUE AMOUNT	CASH AMOUNT	TOTAL REMITTED	GST	NET REVENUE - CALCULATED (before GST)
6-Dec-20	1106	Edmonton Public Schools	325.00		325.00	15.48 16.25	309.52 308.75 (P)
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					-	-	-
TOTAL REMITTANCE			325.00	-	325.00	15.48 16.25	309.52 308.75 (P)


 Director Board and Superintendent Relations
AUTHORIZED SIGNATURE - PRINT NAME & SIGN

<i>For Finance Use Only</i> Approved by:  Date: <u>1/7/20</u>	AR staff Entered by: _____ Date: _____
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