

NANCY PETERSEN
MANAGING DIRECTOR - STRATEGIC DIVISION SUPPORTS
FOR THE PERIOD: JUNE 2022 to AUGUST 2022

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>				
18-Aug-22	DST Offsite Meeting - Mileage	Transportation	\$ 95.31	
29-Aug-22	DST Offsite Meeting - Meals (T. Burnstad with D. Robertson; A.Anderson; N. Petersen; G. Cooke; K.Pharis; L. Yule and 4 EPSB employees) See T.Burnstad for receipt.	Meals	\$ 41.26	
29-Aug-22	DST Offsite Meeting - Meals (T. Burnstad with D. Robertson; A.Anderson; N. Petersen; G. Cooke; K.Pharis; L. Yule and 4 EPSB employees) See T.Burnstad for receipt.	Meals	\$ 55.27	
30-Aug-22	DST Offsite Meeting (Superintendent D. Robertson with K. Pharis; T. Burnstad; G. Cooke; A.Anderson; N. Petersen; L. Yule and 4 EPSB employees) See Superintendent D. Robertson for receipt.	Meals	\$ 26.40	
31-Aug-22	DST Offsite Meeting (Superintendent D. Robertson with K. Pharis; T. Burnstad; G. Cooke; A.Anderson; N. Petersen; L. Yule; 4 EPSB employees and 1 guest) See Superintendent D. Robertson for receipt.	Accommodations	\$ 410.68	
Sub-Total: Business Travel			\$ 628.92	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
30-Aug-22	Africa Day Gala (Assistant Sup. K. Pharis with N. Petersen and 2 guests) See Assistant Sup. K. Pharis for receipt.	Registration Fees	\$ 73.31	
Sub-Total: Conferences			\$ 73.31	
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>				
17-Aug-22	DST Offsite Meeting - Meals (T. Burnstad with D. Robertson; K. Muhlethaler; G. Cooke; A.Anderson; N. Petersen; L. Yule; L. Morrison; 2 EPSB employees) See T. Burnstad for receipt.	Meals	\$ 36.04	
10-Jun-22	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
24-Jun-22	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
8-Jul-22	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
22-Jul-22	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
5-Aug-22	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
19-Aug-22	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
Sub-Total: Working Sessions			\$ 1,164.66	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,866.89	

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.