

KATHY MUHLETHALER
ASSISTANT SUPERINTENDENT OPERATIONAL AND LEARNING SUPPORTS
FOR THE PERIOD: DECEMBER 2022 to FEBRUARY 2023

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>				
20-Jan-23	High School Principal - Offsite Meeting	Mileage	\$ 330.98	
Sub-Total: Business Travel			\$ 330.98	
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>				
9-Dec-22	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
23-Dec-22	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
6-Jan-23	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
20-Jan-23	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
3-Feb-23	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
17-Feb-23	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
Sub-Total: Working Sessions			\$ 1,164.66	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,495.64	

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.