

TODD BURNSTAD
CHIEF FINANCIAL OFFICER
FOR THE PERIOD: JUNE 2023 to AUGUST 2023

DATE ⁽¹⁾	DESCRIPTION OF EVENT	EXPENSE TYPE	NET AMOUNT ⁽²⁾ ⁽³⁾ ⁽⁴⁾	ATTACHMENTS
1) BUSINESS TRAVEL				
<i>meetings outside the Division and associated costs including transportation, accommodations, meals, incidentals, parking, etc.</i>				
16-Aug-23	DST Offsite Meeting - Meals (T. Burnstad with D. Robertson; K. Muhlethaler; K. Pharis; L. Yule; R. Thompson; A. Cooper; G. Cooke; A. Anderson; C. Richard; N. Petersen and 2 EPSB employees)	Meals	\$ 31.43	Attachment I
16-Aug-23	DST Offsite Meeting - Meals (T. Burnstad with K. Pharis; R. Thompson; A. Cooper; G. Cooke; A. Anderson and C. Richard)	Meals	\$ 27.48	Attachment II
16-Aug-23	DST Offsite Meeting - Meals (T. Burnstad with D. Robertson; K. Muhlethaler; K. Pharis; L. Yule; R. Thompson; A. Cooper; G. Cooke; A. Anderson; C. Richard; N. Petersen; 2 EPSB employee and 1 Guest)	Meals	\$ 26.89	Attachment III
16-Aug-23	DST Offsite Meeting - Meals (T. Burnstad with D. Robertson; K. Muhlethaler; K. Pharis; L. Yule; R. Thompson; A. Cooper; G. Cooke; A. Anderson; C. Richard; N. Petersen; 2 EPSB employee and 1 Guest)	Meals	\$ 25.56	Attachment IV
16-Aug-23	DST Offsite Meeting - Meals (T. Burnstad with D. Robertson; K. Muhlethaler; K. Pharis; L. Yule; R. Thompson; A. Cooper; G. Cooke; A. Anderson; C. Richard; N. Petersen; 2 EPSB employee and 1 Guest)	Meals	\$ 23.90	Attachment V
16-Aug-23	DST Offsite Meeting - Mileage	Transportation	\$ 107.23	
24-Aug-23	DST Offsite Meeting - Marvin Washington Workshop . <i>See C.Richard for receipt</i>	Registration Fees	\$ 203.39	
30-Aug-23	DST Offsite Meeting <i>See Sup. D. Robertson for receipt</i>	Accomodations	\$ 423.00	
Sub-Total: Business Travel			\$ 868.89	
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 Division business</i>				
9-Jun-23	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
23-Jun-23	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
7-Jul-23	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
21-Jul-23	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
4-Aug-23	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
18-Aug-23	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
Sub-Total: Working Sessions			\$ 776.34	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,645.23	

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 Division 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.

