

**GRACE COOKE
LEGAL COUNSEL
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) <i>See T. Burnstad for receipt</i>	Meals	\$ 31.43	
16-Aug-23	DST Offsite Meeting - Meals (T. Burnstad with K. Pharis; R. Thompson; A. Cooper; G. Cooke; A. Anderson and C. Richard) <i>See T. Burnstad for receipt</i>	Meals	\$ 27.48	
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 employees and 1 Guest) <i>See T. Burnstad for receipt</i>	Meals	\$ 26.89	
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 employees and 1 Guest) <i>See T. Burnstad for receipt</i>	Meals	\$ 25.56	
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 employees and 1 Guest) <i>See T. Burnstad for receipt</i>	Meals	\$ 23.90	
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>	Accommodation	\$ 423.00	
Sub-Total: Business Travel			\$ 761.66	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
1-Aug-23	CACE Conference	Registration fee	\$ 861.66	Attachment 1
1-Aug-23	CACE Conference	Transportation	\$ 513.57	Attachment 2
Sub-Total: Conferences			\$ 861.66	
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			\$ 2,399.66	

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 expended to an EPSB Official. Net Amount does not reflect a portion of the receipt that is attributed to another EPSB official's expense report.



Grace Cooke <[redacted]>

Thank you for your purchase!

CACE <[redacted]>
Reply-To: CACE <[redacted]>
To: "[redacted] G. Cooke" <[redacted]>

Thu, Jun 8, 2023 at 11:43 AM

Thank you for your purchase from CACE. Below is your receipt.

Order ID: [redacted] - Please use this ID to reference this order.

Order Details

Quantity	Item	Price
1	2023 CACE 20th Annual Conference ([redacted] Cooke, Grace)	\$ 790.00

Tax: \$ 94.80
Shipping: \$ 0
Total: \$ 884.80

Billing Details

[redacted] G. Cooke
Edmonton Public Schools, Centr
Edmonton, Alberta T5H 4G9 CA
Account: [redacted]
Email: [redacted]

Shipping Details

[redacted] G. Cooke
Edmonton Public Schools, Centr
Edmonton, Alberta T5H 4G9 CA

GST/HST #: [redacted]



eTicket Receipt

Prepared For

COOKE [REDACTED] G MRS

RESERVATION CODE	[REDACTED]
ISSUE DATE	20 Jun 23
TICKET NUMBER	[REDACTED]
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJe [REDACTED]

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
20 Sep 23	WESTJET WS 171	EDMONTON INTL AB, CANADA Time 15:20	VANCOUVER BC, CANADA Time 15:58 Terminal MAIN TERMINAL	Cabin ECONOMY Seat Number 10B Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis LAVF4LFK Not Valid After 30 SEP 24
[REDACTED]				
24 Sep 23	WESTJET WS 172	VANCOUVER BC, CANADA Time 15:00 Terminal MAIN TERMINAL	EDMONTON INTL AB, CANADA Time 17:11	Cabin ECONOMY Seat Number 09D Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis TARD0LFK Not Valid After 20 SEP 24
[REDACTED]				

Allowances

Baggage Allowance

YEG to YVR - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

1. 60.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters**

YVR to YEG - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

1. 60.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters****bag fees apply at each check in location

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

YEG to YVR , YVR to YEG - 1 Piece (WS - WESTJET) carry on hand baggage

Carry On Charges

YEG to YVR , YVR to YEG - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : [REDACTED]
Fare Calculation	YEA WS YVR155.00WS YEA241.00CAD396.00END
Fare	CAD 396.00
Taxes/Fees/Carrier-Imposed Charges	CAD 32.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 22.11 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 60.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 3.00 XG9 (GOODS AND SERVICES TAX (GST))
Total	CAD 527.36

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

**Checked baggage dimensions can be within 158 total centimeters (62 total inches) and not weighing more than 23 kilograms (50 pounds). Baggage exceeding the size or weight allowance is subject to applicable oversized weight and size restrictions and fees.

Baggage fees are charged in Canadian (CAD) dollars; for flight departures outside of Canada, baggage fees will be converted and charged

in the local currency of the departure country. GST is charged on a temporary basis that originates in Canada. Please see <https://www.westjet.com/en-ca/faqs/fees> for more information.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to the entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.atatracecenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifics, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage)

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