

**KATHY MUHLEHALER**  
**ASSISTANT SUPERINTENDENT OPERATIONAL AND LEARNING SUPPORTS**  
**FOR THE PERIOD: JUNE 2023 to AUGUST 2023**

DATE <sup>(1)</sup>	DESCRIPTION OF EVENT	EXPENSE TYPE	NET AMOUNT <sup>(2) (3) (4)</sup>	ATTACHMENTS
<b>1) BUSINESS TRAVEL</b>				
<i>meetings outside the Division and associated costs including transportation, accommodations, meals, incidentals, parking, etc.</i>				
16-Aug-23	DST Offsite Meeting - Mileage Per Diem	Transportation	\$ 94.24	
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 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	
<b>Sub-Total: Business Travel</b>			<b>\$ 828.42</b>	
<b>2) CONFERENCES</b>				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
	Nothing to report for this period		\$ -	
<b>Sub-Total: Conferences</b>			<b>\$ -</b>	
<b>3) HOSPITALITY (Hosting)</b>				
<i>cost of food, beverage, transportation and other amenities on behalf of the guests of EPSB</i>				
	Nothing to report for this period		\$ -	
<b>Sub-Total: Hospitality</b>			<b>\$ -</b>	
<b>4) WORKING SESSIONS</b>				
<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	\$ 194.11	
23-Jun-23	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
7-Jul-23	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
21-Jul-23	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
4-Aug-23	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
18-Aug-23	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
<b>Sub-Total: Working Sessions</b>			<b>\$ 1,164.66</b>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>			<b>\$ 1,993.08</b>	

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.