

ANDREA COOPER
ASSISTANT SUPERINTENDENT OF SCHOOLS AND LEARNING SERVICES
FOR THE PERIOD: MARCH 2024 to MAY 2024

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>				
	Nothing to report for this period		\$ -	
	Sub-Total: Business Travel		\$ -	
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>				
1-Mar-24	Division Night of Music (T.Burnstad with Superintendent D. Robertson; Assistant Superintendents: R.Thompson and A.Cooper; A.Anderson and N.Petersen) <i>See. T. Burnstad for receipt</i>	Meal	\$ 30.56	
1-Mar-24	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
15-Mar-24	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
29-Mar-24	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
12-Apr-24	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
26-Apr-24	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
10-May-24	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
24-May-24	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
	Sub-Total: Working Sessions		\$ 1,389.33	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,389.33	

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.