

KATHY MUHLETHALER
ASSISTANT SUPERINTENDENT OPERATIONAL AND LEARNING SUPPORTS
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>				
1-Mar-24	CASS Annual 2024 Learning Conference	Registration fees	\$ 585.00	Attachment 1
	Sub-Total: Conferences		\$ 585.00	
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	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		\$ 1,358.77	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,943.77	

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.

CASSAlberta Registration (Order #: [REDACTED])

1 message

CASSAlberta.ca <admin@cass.ab.ca>

Mon, Feb 12, 2024 at 1:28 PM

Reply-To: "CASSAlberta.ca" [REDACTED]

Dear Kathy Muhlethaler,

Thank you for registering for the **2024 Annual Learning Conference** details, including the program at a glance, are available at:
<https://cass.ab.ca/2024-annual-learning-conference/>

Order Summary

Order #:	[REDACTED]
Transaction ID:	[REDACTED]
Credit Card:	MasterCard
Card #:	[REDACTED]
Authorization Code:	[REDACTED]
Amount Paid:	\$585.00
Order Timestamp:	Feb 12, 2024 (01:28:05)

Event Details

Title:	2024 Annual Learning Conference (Conference Registration)
Date(s):	<ul style="list-style-type: none"> • March 20, 2024 • March 21, 2024 • March 22, 2024
Location:	Fantasyland Hotel (Edmonton)

Registrant Information

First Name:	Kathy
Last Name:	Muhlethaler
Email Address:	[REDACTED]
Primary Phone:	[REDACTED]
School Authority:	Edmonton Public Schools
Jurisdiction Type:	Public School Authority
Zone:	2/3
Position:	Assistant Superintendent
Dietary Restriction:	[REDACTED]
Are you a CASS Member?:	Yes
Registrant Cost:	\$585.00

Breakout Sessions

- **Shifting the Mental Health Trajectory in School Systems from Surviving to Thriving** -- Mar 21, 2024 (10:00 a.m. - 12:00 p.m.)
- **Modernizing Apprenticeship Education: New Apprenticeship Credentials and Pathways** -- Mar 21, 2024 (1:00 p.m. - 3:00 p.m.)
- **CASS Mentorship Program - Its role in Alberta and in local school divisions** -- Mar 22, 2024 (9:30 a.m. - 10:30 a.m.)
- **Not attending** -- Mar 22, 2024 (10:45 a.m. - 12:15 p.m.)

Order Items

Item	Cost
<i>CONFERENCE (3 day event)</i> Day 1 <i>Mar 20, 2024 (7:00 pm-10:00 pm)</i> Day 2 <i>Mar 21, 2024 (8:30 am-3:00 pm)</i> Day 3 <i>Mar 22, 2024 (8:30 am-12:30 pm)</i>	\$585.00

To support your learning prior to and after this learning opportunity, please visit the [CASS Resource Library](#). The resource library, designed for system leader's needs, provides searchable access to CASS resources and tools, conference presentations and supports for implementation for professional practice.

We appreciate your registration and look forward to seeing you!

Sincerely,

admin@cass.ab.ca

Website: <https://www.cass.ab.ca/>

Professional Learning and Resources: <https://cass.ab.ca/resources/>

Transaction Receipt from College of Alberta School Superintendents Society for \$585.00 (CAD)

1 message

Auto-Receipt <noreply@mail.authorize.net>

Mon, Feb 12, 2024 at 1:28 PM

Reply-To: [REDACTED]
[REDACTED]

Order Information

Description: 2024 Annual Conference

Invoice Number CASS-9737

Billing Information**Shipping Information**

Total: \$585.00 (CAD)

Payment Information

Date/Time: 12-Feb-2024 12:28:04 PST

Transaction ID: [REDACTED]

Payment Method: MasterCard [REDACTED]

Transaction Type: Purchase

Auth Code: [REDACTED]

Merchant Contact Information

College of Alberta School Superintendents Society
Edmonton, AB T5J3S9
CA
[REDACTED]