

JAN SAWYER
VICE CHAIR - BOARD OF TRUSTEES - WARD I
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-Apr-24	ASBA Fall General Meeting (Attendees: Trustees T. Estabrooks; D. Hancock; J. Kusiek and J. Sawyer)		\$ 685.80	Attachment 1
	Sub-Total: Conferences		\$ 685.80	
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	\$ 129.39	
15-Mar-24	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
19-Mar-24	Business Lunch (Trustees J. Kusiek, T.Estabrooks, D.Hancock, M.Nelson, J.Sawyer, and S.O'Keefe) <i>See Trustee J. Kusiek for receipt</i>	Meal	\$ 29.15	
29-Mar-24	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
12-Apr-24	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
26-Apr-24	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
10-May-24	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
24-May-24	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
	Sub-Total: Working Sessions		\$ 934.88	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,620.68	

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.



Suite 1200, 9925 - 109 Street Edmonton, AB T5K 2J8
 Phone: 780.482.7311 Fax: 780.482.5659
 www.asba.ab.ca email: finance@asba.ab.ca

Invoice

Date	Invoice #
11/30/2023	2023066

INVOICE TO

Edmonton School Division
 Centre for Education
 One Kingsway Avenue
 Edmonton, AB T5H 4G9

Attendees (Trustees Estabrooks, Hancock, Kusiek and Sawyer)

Terms - Net 30 days

Business No. 10669 4268 RT0001

Quantity	Item	Description	Net	Amount
	000-51000-10	Registration as attached - ASBA Fall General Meeting	2,700.00	2,700.00
		GST on sales	5.00%	135.00
Electronic Funds Transfer (EFT) Option: Bank of Nova Scotia Beneficiary: Alberta School Boards Association Transit #: 12989 Bank #: 002 Account #: 0386014 Send payment notifications to finance@asba.ab.ca			Subtotal GST 5% Total	CAD 2,700.00 CAD 135.00 CAD 2,835.00

Alberta School Boards Association
Fall General Meeting
November 19-21, 2023

School Board	Acctg Code	First Name	Last Name	Title	Reg Type	Reg Fee	Discount	Total
Edmonton Public	edm02	Trisha	Estabrooks	Trustee	Regular	\$675.00	\$0.00	\$675.00
Edmonton Public	edm02	Dawn	Hancock	Trustee	Regular	\$675.00	\$0.00	\$675.00
Edmonton Public	edm02	Julie	Kusiek	Board Chair	Regular	\$675.00	\$0.00	\$675.00
Edmonton Public	edm02	Jan	Sawyer	Vice-Chair	Regular	\$675.00	\$0.00	\$675.00
Edmonton Public Total							\$0.00	\$2,700.00