

CLIFF RICHARD
CHIEF INFRASTRUCTURE AND TECHNOLOGY OFFICER
FOR THE PERIOD: JUNE 2024 to AUGUST 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>				
14-Jun-24	Meeting at Calgary Board of Education - Lunch Per Diem	Meals	\$ 16.56	
14-Jun-24	Meeting at Calgary Board of Education - Mileage Per Diem	Transportation	\$ 323.51	
Sub-Total: Business Travel			\$ 340.07	
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 district business</i>				
7-Jun-24	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
21-Jun-24	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
5-Jul-24	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
19-Jul-24	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
2-Aug-24	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
16-Aug-24	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
30-Aug-24	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
Sub-Total: Working Sessions			\$ 1,358.77	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,698.84	

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.