

NANCY PETERSEN
MANAGING DIRECTOR - STRATEGIC DIVISION SUPPORTS
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>				
	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-Aug-24	CASS Summer Conference 2024	Registration Fees	\$ 869.15	Attachment I
	Sub-Total: Conferences		\$ 869.15	
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>				
6-Aug-24	District Support Team Offsite Meeting, Lunch (Superintendent. D.Robertson, Assistant Sup: K.Muhlethaler, A.Cooper, A.Anderson, G.Cooke, L.Yule, K.Pharis, N.Petersen, R.thompson, T.Burnstad and 1 EPSB staff). <i>See A.Cooper for receipt</i>	Meals	\$ 36.26	
13-Aug-24	District Support Team Offsite Meeting, Lunch (Superintendent D.Robertson, K.Muhlethaler, A.Cooper, A.Anderson, L.Yule, K.Pharis, R.thompson, N.Petersen, G.Cooke, T.Burnstad, C.Rosa and 1 EPSB staff). <i>See T. Burnstad for receipt.</i>	Meals	\$ 37.52	
13-Aug-24	District Support Team Offsite Meeting, Lunch (Superintendent D.Robertson, K.Muhlethaler, A.Cooper, A.Anderson, L.Yule, K.Pharis, R.thompson, N.Petersen, G.Cooke, T.Burnstad, C.Rosa and 1 EPSB staff). <i>See T. Burnstad for receipt.</i>	Meals	\$ 27.47	
7-Jun-24	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
21-Jun-24	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
5-Jul-24	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
19-Jul-24	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
2-Aug-24	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
16-Aug-24	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
30-Aug-24	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
	Sub-Total: Working Sessions		\$ 1,001.40	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,870.55	

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.



Fwd: Transaction Receipt from College of Alberta School Superintendents Society for \$892.50 (CAD)

1 message

Nancy Petersen <nancy.petersen@epsb.ca>

Tue, Jun 18, 2024 at 12:41 PM

To:

For your records...

Nancy Petersen (she/her)
Managing Director, Strategic Division Supports
Edmonton Public Schools

Email: nancy.petersen@epsb.ca
Phone: 780-498-8716

----- Forwarded message -----

From: **Auto-Receipt** <noreply@mail.authorize.net>
Date: Tue, Jun 18, 2024 at 10:23 AM
Subject: Transaction Receipt from College of Alberta School Superintendents Society for \$892.50 (CAD)
To: <nancy.petersen@epsb.ca>

Order Information

Description: 2024 Summer Conference
Invoice Number CASS-11330

Billing Information

nancy.petersen@epsb.ca

Shipping Information

Total: \$892.50 (CAD)

Payment Information

Date/Time: 18-Jun-2024 9:23:19 PDT
Transaction ID: 80494850496
Payment Method:
Transaction Type: Purchase
Auth Code:

Merchant Contact Information

College of Alberta School Superintendents Society
Edmonton, AB T5J3S9
CA