

CARRIE ROSA
MANAGING DIRECTOR - COMMUNICATIONS
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>				
	CACE National Conference - October 2024 (C.Rosa with 2 EPSB Employees)	Registration Fees	\$ 818.03	Attachment I
	Sub-Total: Conferences		\$ 818.03	
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>				
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	
	Sub-Total: Working Sessions		\$ 64.99	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 883.02	

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.

CACE National Conference Registration

Carrie Rosa and two EPSB employees

Thank you for registering for the 2024 National CACE Conference. We look forward to seeing you in beautiful Calgary!

Purchaser Details / Détails de l'acheteur

Event: 2024 National CACE Conference / Congrès national 2024 de l'ACACÉ
Name: Carrie Rosa
Email: carrie.rosa@epsb.ca

Order Summary / Résumé de la commande

Quantity	Item	Price	Total
1	Full Conference (Group) / Congrès entier (Groupe) - Full Conference (Group - Member) / Congrès entier (Groupe - Membre)	\$2,400.00 \$800 per registration	\$2,400.00

Attendee 1 Details

Carrie Rosa

Full Conference (Group) / Congrès entier (Groupe) - Full Conference (Group - Member) / Congrès entier (Groupe - Membre) details for

Language / Langue: English

First-Time Attendee? / Première participation?:

No

Designations (i.e. APR) / Désignations (p. ex. ARP):

APR

Attendee 2 Details



Full Conference (Group) / Congrès entier (Groupe) - Full Conference (Group - Member) / Congrès entier (Groupe - Membre) details for

Dietary Requirements / Besoins alimentaires:

No dairy

Language / Langue: English

First-Time Attendee? / Première participation?:

Yes

Attendee 3 Details



Full Conference (Group) / Congrès entier (Groupe) - Full Conference (Group - Member) / Congrès entier (Groupe - Membre) details for

Language / Langue: English

First-Time Attendee? / Première participation?:

Yes

Sub Total:	\$2,400.00
GST #880656640:	\$120.00
Total:	\$2,520.00

Total per person \$840.00

Payment Information

Method of Payment: Credit Card

Receipt

Order ID: 2870

Date/Time: May 16, 2024

Sequence Number:

\$2,520.00