

KATHY MUHLEHALER
ASSISTANT SUPERINTENDENT OPERATIONAL AND LEARNING 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-Jul-24	2024 CASS/ASBOA Summer Learning Conference	Registration Fees	\$ 869.15	Attachment 1
	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 (D. Robertson, 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 (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 - Dinner (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	\$ 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		\$ 1,460.02	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 2,329.17	

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: CASSAlberta Registration (Order #:11282)**

1 message

Kathy Muhlethaler <[REDACTED]>

Wed, Jun 12, 2024 at 2:29 PM

To: [REDACTED]

Kathy Muhlethaler, MEd, RPsych, CEC, ACC (she/her)
Assistant Superintendent, Instructional and Strategic Division Supports
Edmonton Public Schools|Centre for Education|1 Kingsway, Edmonton, AB T5H 4G9
T: [REDACTED] / E: [REDACTED] | W: www.epsb.ca

Enhancing Pathways for Student Success

----- Forwarded message -----
From: **CASSAlberta.ca** <admin@cass.ab.ca>
Date: Wed, Jun 12, 2024 at 2:28 PM
Subject: CASSAlberta Registration (Order #:11282)
To: [REDACTED]

Dear Kathy Muhlethaler,
Thank you for registering for **2024 CASS/ASBOA Summer Learning Conference**.

Order Summary

Order #:	11282
Transaction ID:	[REDACTED]
Credit Card:	MasterCard
Card #:	[REDACTED]
Authorization Code:	[REDACTED]
Subtotal:	\$850.00
GST:	\$42.50 (CASS GST No. 106967052)
Amount Paid:	\$892.50
Order Timestamp:	Jun 12, 2024 (02:28:25)

Event Details

Title:	2024 CASS/ASBOA Summer Learning Conference (Conference Registration)
Date(s):	<ul style="list-style-type: none">• August 14, 2024• August 15, 2024• August 16, 2024
Location:	JW Marriott, ICE District, Edmonton

Registrant Information

First Name:	Kathy
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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/ASBOA Member?:	Yes (CASS)
Registrant Total:	\$892.50

Breakout Sessions

- **Sharing Stone Keeper's Wisdom** -- Aug 15, 2024 (Starts at 9:00 a.m.)

Order Items

Item	Cost	GST
<i>CONFERENCE (3-day Event)</i>		
Day 1 <i>Aug 14, 2024 (7:00 pm-10:00 am)</i>		
Day 2 <i>Aug 15, 2024 (9:00 am-4:00 pm)</i>	\$850.00	\$42.50
Day 3 <i>Aug 16, 2024 (9:00 am-12:00 pm)</i>		

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/>