

**SHERRI O'KEEFE**  
**BOARD OF TRUSTEES - WARD A**  
**FOR THE PERIOD: JUNE 2024 to AUGUST 2024**

DATE <sup>(1)</sup>	DESCRIPTION OF EVENT	EXPENSE TYPE	NET AMOUNT <sup>(2)(3)(4)</sup>	ATTACHMENTS
<b>1) BUSINESS TRAVEL</b>				
<i>meetings outside the Division and associated costs including transportation, accommodations, meals, incidentals, parking, etc.</i>				
	Nothing to report for this period		\$ -	
	<b>Sub-Total: Business Travel</b>		<b>\$ -</b>	
<b>2) CONFERENCES</b>				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
1-Jun-24	Edmonton Chamber of Commerce State of City Address (S. O'Keefe, T. Estabrooks, S. Sumar, D. Hancock, J. Kusiek and J. Sawyer) <i>See Trustee J. Sawyer for receipt.</i>	Registration Fees	\$ 112.48	
1-Jun-24	2024 Edmonton Prayer Breakfast (S. O'Keefe, T. Estabrooks, D. Hancock, J. Kusiek and J. Sawyer) <i>See Trustee J. Sawyer for receipt.</i>	Registration Fees	\$ 63.26	
1-Jun-24	ASBA Spring General Meeting - Bus fare	Transportation	\$ 93.10	<a href="#">Attachment 1</a>
1-Jun-24	ASBA Spring General Meeting - Hotel	Accommodation	\$ 582.88	<a href="#">Attachment 2</a>
12-Jun-24	ASBA Spring General Meeting (S. O'Keefe, D. Hancock and J. Sawyer)	Registration Fees	\$ 685.80	<a href="#">Attachment 3</a>
	<b>Sub-Total: Conferences</b>		<b>\$ 1,537.52</b>	
<b>3) HOSPITALITY (Hosting)</b>				
<i>cost of food, beverage, transportation and other amenities on behalf of the guests of EPSB</i>				
	Nothing to report for this period		\$ -	
	<b>Sub-Total: Hospitality</b>		<b>\$ -</b>	
<b>4) WORKING SESSIONS</b>				
<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-Jun-24	Infrastructure Meeting - Lunch (S. O'Keefe, M. Nelson, M. Hole, T. Estabrooks, D. Hancock, J. Kusiek, J. Sawyer and D. Robertson) <i>See Trustee M. Nelson for receipt</i>	Meals	\$ 12.78	
1-Jun-24	Winter Planning Meeting (Day 1) - Breakfast & Lunch (All Trustees with D. Robertson and 1 EPSB employee) <i>See Trustee M. Nelson for receipt</i>	Meals	\$ 53.28	
1-Jun-24	Winter Planning Meeting (Day 2) - Breakfast & Lunch (All Trustees with D. Robertson and 1 EPSB employee) <i>See Trustee M. Nelson for receipt</i>	Meals	\$ 55.32	
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	
	<b>Sub-Total: Working Sessions</b>		<b>\$ 1,027.11</b>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>			<b>\$ 2,564.63</b>	

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.



Passenger  
Sherri O'keefe

Travel Date / Time  
Sat 01 Jun, 2024 12:15

From  
**EDMONTON - 5359 CALGARY TRAIL  
(OFFICE ON NW SIDE OF THE  
RAMADA HOTEL)**

RED ARROW AB

To  
**CALGARY DOWNTOWN TICKET  
OFFICE 606 5 AVE SW**



Issued: Sat 25 May, 2024 14:48

Arrival date/time: : Sat 01 Jun, 2024 16:00

Journey: Edmonton - 5359 Calgary Trail (Office on NW side of the Ramada Hotel) / Calgary Downtown Ticket Office 606 5 Ave SW

**ADULT - STANDARD - ONE WAY**

Ages 18

Fare:	\$	79.50	CAD
Fees:	\$	11.55	CAD
Other fees:	\$	0.00	CAD
Taxes:	\$	4.55	CAD
<b>Total:</b>	<b>\$</b>	<b>95.60</b>	<b>CAD</b>

**Section: Single 10A**

**Row: 10    Seat: A**

Payments:

SSR Codes: BAGS-1

CASH PAYMENT: PLEASE BE ADVISED THAT EFFECTIVE 1-JANUARY, 2024, CASH PAYMENTS WILL NO LONGER BE ACCEPTED.

We reserve the right to cancel or postpone scheduled travel based on weather conditions, road conditions or for any other safety-related reason. In such event any and all liability of Red Arrow/Ebus/PWT or their affiliated entities shall be expressly limited to a refund of the purchase price paid for this ticket.

IDENTIFICATION: We require all passengers 18 and over to travel with Government Issued photo I.D. or two (2) pieces of valid government-issued non-photo identification with matching names. Passengers without the correct forms of I.D. will be refused travel.

CHECK-IN: Please note that a paper ticket is not required for check-in. Please check in 15 minutes prior to departure.

PAYMENT TERMS: DUE UPON RECEIPT. Corporate Billing Accounts: Payment due 30 days after completion of the trip. GST# BN139981476

LUGGAGE ALLOWANCE: Please note that the luggage allowance per person included in your fare is 3 pieces including one carry-on bag and luggage stowed underneath the coach. Carry-on items include purses, backpacks, and laptop bags. Additional luggage is \$15 per piece up to a maximum of 6 pieces total. We will not be responsible for the loss of or damage to checked or carry-on luggage in excess of stated maximum liability. For the full policy, please your carrier for details: Red Arrow [www.redarrow.ca](http://www.redarrow.ca) || Ebus [www.myebus.ca](http://www.myebus.ca) || Thompson Valley Charters <https://tvcbus.ca/>

CHANGE AND CANCELLATION POLICY: If you wish to change time, change the date, or cancel for a full refund – you must provide us with the 24 hr notice prior to departure. Failure to provide proper notice makes the trip non-refundable & will result in an additional change fee. Red Arrow changes within the 24-hour period are permitted for a fee of \$25.00. || Please note that Ebus Alberta tickets are non-refundable and cannot be canceled. Changes are permitted for a fee of \$15.75. || If you would like to request a change for a lower-priced ticket, we will not reimburse the price difference. || Tickets are non-transferable. || If you wish to change or cancel your booking, please contact a Passenger Experience Representative by phone: Red Arrow: 1-800-232-1958 || Ebus and Partners: 1-877-769-3287

NO SHOWS: Not showing up for your departure or failure to arrive on time will result in the forfeit of full fare. We reserve the right to perform carry-on baggage checks at any time.

ZERO TOLERANCE DRUG AND ALCOHOL POLICY: For the comfort, safety, and positive experience for all passengers, we're pleased to have a Zero Tolerance policy when it comes to intoxication, so rest assured that any signs of intoxicated passengers will be handled appropriately and refused service.

UNACCOMPANIED MINORS: Please note that passengers MUST be 16 years of age or older to travel on their own. They must be accompanied by a passenger 16 years of age or above.

Thank you for traveling with us. We appreciate your business!

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication

Standard

The Westin Calgary  
 320 Fourth Ave SW  
 Calgary, AB T2P 2S6  
 Canada  
 Tel: 403-266-1611



sherri okeefe  
 Alberta School Boards Association  
 Xxx  
 Edmonton, NE, T5Z 2Z6  
 United States Of America  
 AL5482 - ALBERTA SCHOOL BOARDS ASSOCIAT

Page Number : 1 Invoice Nbr : [REDACTED]  
 Guest Number : [REDACTED]  
 Folio ID : A  
 Arrive Date : 01-JUN-24 16:20  
 Depart Date : 04-JUN-24 12:03  
 No. Of Guest : 1  
 Room Number : [REDACTED]  
 Marriott Bonvoy Number :

Tax Invoice

Tax ID : [REDACTED]  
 The Westin Cal YYCWI JUN-04-2024 12:10 [REDACTED]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
01-JUN-24	4489	In Room Dining	33.60	
01-JUN-24	RT508	Room Chrg - Grp - Association	159.00	
01-JUN-24	RT508	Goods And Services Tax	8.19	
01-JUN-24	RT508	Destination Marketing Fee	4.77	
01-JUN-24	RT508	Tourism Levy	6.55	
02-JUN-24	RT508	Room Chrg - Grp - Association	159.00	
02-JUN-24	RT508	Goods And Services Tax	8.19	
02-JUN-24	RT508	Destination Marketing Fee	4.77	
02-JUN-24	RT508	Tourism Levy	6.55	
03-JUN-24	4540	In Room Dining	29.40	
03-JUN-24	RT508	Room Chrg - Grp - Association	159.00	
03-JUN-24	RT508	Goods And Services Tax	8.19	
03-JUN-24	RT508	Destination Marketing Fee	4.77	
03-JUN-24	RT508	Tourism Levy	6.55	
04-JUN-24	[REDACTED]	[REDACTED]		-598.53

Approve EMV Receipt for [REDACTED]  
 TC [REDACTED]  
 IAD [REDACTED] TVR [REDACTED]  
 AID [REDACTED]

Continued on the next page

The Westin Calgary  
320 Fourth Ave SW  
Calgary, AB T2P 2S6  
Canada  
Tel: 403-266-1611



sherri okeefe  
Alberta School Boards Association  
Xxx  
Edmonton, NE, T5Z 2Z6  
United States Of America  
ALS482 - ALBERTA SCHOOL BOARDS ASSOCIAT

Page Number : 2 Invoice Nbr : [REDACTED]  
Guest Number : [REDACTED]  
Folio ID : A  
Arrive Date : 01-JUN-24 16:20  
Depart Date : 04-JUN-24 12:03  
No. Of Guest : 1  
Room Number : [REDACTED]  
Marriott Bonvoy Number :

\*\* Total 598.53 -598.53  
\*\*\* Balance 0.00

GST Summary	Amount (CAD)
Room	24.57
Food & Beverage	3.00
Telephone	0.00
Other Revenue	0.00
Total	27.57

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Signature\_\_\_\_\_

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Alberta School Boards Association  
Spring General Meeting  
June 2-4, 2024

School Board	Acctg Code	First Name	Last Name	Title	Reg Type	Reg Fee	Discount	Total
Edmonton Public	edm02	Dawn	Hancock	Trustee	in-person	\$675.00	\$0.00	\$675.00
Edmonton Public	edm02	mary	O'Keefe	Trustee	in-person	\$675.00	\$0.00	\$675.00
Edmonton Public	edm02	Jan	Sawyer	Vice-Chair	in-person	\$675.00	\$0.00	\$675.00
<b>Edmonton Public Total</b>						<b>\$2,025.00</b>	<b>\$0.00</b>	<b>\$2,025.00</b>

**ALBERTA SCHOOL BOARDS  
ASSOCIATION**

Suite 1200, 9925 - 109 Street  
Edmonton AB T5K 2J8  
7804517129  
finance@asba.ab.ca  
asba.ab.ca

GST Registration No.: 106694268RT0001



**INVOICE**

**BILL TO**  
Edmonton School Division  
Centre for Education  
One Kingsway Avenue  
Edmonton AB T5H 4G9

INVOICE 2023198  
DATE 06/12/2024  
TERMS Net 30  
DUE DATE 07/12/2024

DATE	ACTIVITY	DESCRIPTION	TAX	QTY	AMOUNT
06/12/2024	000-51000-30	Registration as attached - ASBA Spring General Meeting	G	1	2,025.00

SUBTOTAL	2,025.00
GST @ 5%	101.25
TOTAL	2,126.25

BALANCE DUE **CAD 2,126.25**

**TAX SUMMARY**

RATE	TAX	NET
GST @ 5%	101.25	2,025.00

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