



# EDMONTON PUBLIC SCHOOLS

SUNITA SAS  
MANAGING DIRECTOR INSTRUCTIONAL SUPPORTS  
FOR THE PERIOD: SEPTEMBER 2024 to NOVEMBER 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>                              |                                    |              |                                 |             |
|   | Nothing to report for this period. |              | \$ -                            |             |
|   | <b>Sub-Total: Conferences</b>      |              | <b>\$ -</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> |                                    |              |                                 |             |
| 13-Sep-24   | Bi-Weekly Car Allowance            | Other Costs  | \$ 194.11                       |             |
| 27-Sep-24   | Bi-Weekly Car Allowance            | Other Costs  | \$ 194.11                       |             |
| 11-Oct-24   | Bi-Weekly Car Allowance            | Other Costs  | \$ 194.11                       |             |
| 25-Oct-24   | Bi-Weekly Car Allowance            | Other Costs  | \$ 194.11                       |             |
| 8-Nov-24  | Bi-Weekly Car Allowance            | Other Costs  | \$ 194.11                       |             |
| 22-Nov-24   | Bi-Weekly Car Allowance            | Other Costs  | \$ 194.11                       |             |
|   | <b>Sub-Total: Working Sessions</b> |              | <b>\$ 1,164.66</b>              |             |
| <b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>   |                                    |              | <b>\$ 1,164.66</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.