

**CHRISTOPHER WRIGHT**  
**MANAGING DIRECTOR - INFRASTRUCTURE**  
**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>				
2-Oct-24	Infrastructure Team Lunch Meeting Lunch (C. Wright with 29 EPSB Employees)	Meal	\$ 16.30	<a href="#">Attachment I</a>
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>\$ 1,180.96</b>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>			<b>\$ 1,180.96</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 expended to an EPSB Official. Net Amount does not reflect a portion of the receipt that is attributed to another EPSB official's expense report.

Event Date: 10/02/24  
 Invoice #: E203241

**A Cappella Fine Foods Ltd.**  
 12105-120 Avenue  
 Edmonton, Alberta T5L 4K4  
 Phone: 780.454.2642 Fax: 780.454.2748  
 Emergency Pager: 780.901.5053  
 GST Registration #R133907790

Attendees:

C. Wright  
 29 EPSB Employees

**Sold To:**Edmonton Public Schools  
**Contact Name:** Joan Laventure  
**Phone Number:** (780)429-8533  
**Email Address:** joan.laventure@epsb.ca

**DELIVERY ADDRESS**

**Site Name:** Donald Ross School  
**Site Address:** 10125 - 97 Avenue, Edmonton, Alberta

**DESCRIPTION**

**Guest Count:**30

**Type:**Breakfast Cont.

1	Coffee, 56 cups @ \$112.00	\$112.00
15	Assorted Tea (28 Cup), Um @ \$1.75	\$26.25
30	Continental Breakfast A, 12+ guests @ \$6.50	\$195.00
30	Fruit Kebab @ \$3.00	\$90.00
30	Continental Disposable Setting @ \$0.90	\$27.00
30	Disposable Cup Coffee @ \$0.12	\$3.60
1	Delivery/Set-Up/Retrieval Fee, Tier 1 @ \$27.50	\$27.50
	Subtotal	\$481.35
5%	Taxes	\$24.07
	Total	\$505.42
	Paid	\$0.00
	Balance	\$505.42

**Payment Terms:**Please Provide Payment  
**Payment Due Date:** 9/30/24

**P.O. Number:**  
**Meeting Organizer:**  
**Expenditure Type:**