

ANDREA COOPER
ASSISTANT SUPERINTENDENT OF SCHOOLS AND LEARNING SERVICES
FOR THE PERIOD: SEPTEMBER 2024 to NOVEMBER 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>				
3-Oct-24	CASS Conference (K. Pharis, L. Yule, A. Cooper and R. Thompson) <i>See K. Pharis for receipt</i>	Registration fees	\$ 572.62	
	Sub-Total: Conferences		\$ 572.62	
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>				
1-Sep-24	Division Leadership Meeting (DLM) - Breakfast (D. Robertson, A. Anderson, T. Burnstad, G. Cooke, A. Cooper, K. Muhlethaler, N. Petersen, K. Pharis, C. Richard, R. Thompson, L. Yule and 339 EPSB employees) <i>See Sup. D. Robertson for receipt</i>	Meals	\$ 16.42	
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	
	Sub-Total: Working Sessions		\$ 1,181.08	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,753.70	

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.