

NANCY PETERSEN
MANAGING DIRECTOR - STRATEGIC DIVISION SUPPORTS
FOR THE PERIOD: SEPTEMBER 2025 to NOVEMBER 2025

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>				
1-Oct-25	DST Offsite Meeting - Hotel (T. Burnstad, R. Thompson, N. Petersen, A. Cooper, A. Anderson, 1 EPSB employee and 1 Guest) <i>See. T. Burnstad for receipt</i>	Accommodations	\$ 352.42	
1-Oct-25	DST Offsite Meeting (T. Burnstad, A. Cooper, A. Anderson, C. Rosa, C. Richard, K. Muhlethaler, K. Pharis, L. Yule, N. Petersen, R. Thompson, 2 EPSB employees and 1 Guest) <i>See. T. Burnstad for receipt</i>	Facility Rentals and Meals	\$ 141.79	
1-Oct-25	DST Offsite Meeting (T. Burnstad, A. Cooper, A. Anderson, C. Rosa, C. Richard, K. Muhlethaler, L. Yule, N. Petersen, R. Thompson, 2 EPSB employees and 1 Guest) <i>See. T. Burnstad for receipt</i>	Meals	\$ 27.01	
1-Oct-25	DST Offsite Meeting (T. Burnstad, A. Cooper, A. Anderson, C. Rosa, C. Richard, K. Muhlethaler, L. Yule, N. Petersen, R. Thompson, 1 EPSB employee) <i>See. T. Burnstad for receipt</i>	Meals	\$ 30.11	
1-Oct-25	DST Offsite Meeting (T. Burnstad, A. Cooper, A. Anderson, C. Rosa, C. Richard, K. Muhlethaler, K. Pharis, L. Yule, N. Petersen, R. Thompson, 2 EPSB employees and 1 Guest) <i>See. T. Burnstad for receipt</i>	Meals	\$ 23.33	
1-Oct-25	DST Offsite Meeting (T. Burnstad, A. Cooper, A. Anderson, C. Rosa, C. Richard, K. Muhlethaler, L. Yule, N. Petersen, R. Thompson, 2 EPSB employees and 1 Guest) <i>See. T. Burnstad for receipt</i>	Meals	\$ 26.32	
Sub-Total: Business Travel			\$ 600.98	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
1-Nov-25	CASS Conference	Registration Fees	\$ 613.52	Attachment 1
7-Nov-25	CASS Conference - Mileage	Transportation	\$ 347.49	
7-Nov-25	CASS Conference - Dinner (K. Pharis, R. Thompson, A.Cooper, M. Fechner, S.Sas, N. Petersen and 2 EPSB staff) <i>See Assistant Sup. K. Pharis for receipt</i>	Meals	\$ 39.05	
Sub-Total: Conferences			\$ 959.17	
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>				
12-Sep-25	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
26-Sep-25	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
10-Oct-25	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
24-Oct-25	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
7-Nov-25	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
21-Nov-25	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
Sub-Total: Working Sessions			\$ 776.34	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 2,336.49	

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.

Invoice/Receipt (Order #14996)

Transaction Details

Transaction ID:	██████████
Credit Card:	MasterCard
Card #:	██████████
Authorization Code:	091560
Order Timestamp:	Oct 16, 2025 (10:39 am)
Subtotal:	\$600.00
GST:	\$30.00
Amount Paid:	\$630.00 (CAD)

Event Details

Event Title:	2025 Fall Conference
Location:	Deerfoot Inn and Conference Centre 11500 35 St SE Calgary, AB

Order Items

Registrant #1: Nancy Petersen (nancy.petersen@epsb.ca)

Item	Subtotal	GST	Total
CONFERENCE (3-day event) <ul style="list-style-type: none">• Day 1 - Evening Opening Nov 05, 2025 (7:00 pm-10:00 pm)• Day 2 - Full Day Nov 06, 2025 (8:00 am-3:00 pm)• Day 3 - Morning Nov 07, 2025 (8:00 am-12:30 pm)	\$600.00	\$30.00	\$630.00

Cancellation Policy

Cancellation should be received in writing to admin@cass.ab.ca per the following guidelines.

If cancellation notice has been received:

- More than 14 days before = Full refund
- 7-14 days = 85% refund
- Less than 7 days = 50% refund
- No notice = No refund

We appreciate your registration and look forward to seeing you!

Sincerely,

CASS Events Administrator
Email: admin@cass.ab.ca
Website: <https://cass.ab.ca>