

CARRIE ROSA
MANAGING DIRECTOR - COMMUNICATIONS
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	Accommodations	\$ 295.10	Attachment I
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 Rental 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			\$ 543.66	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
	Nothing to report for this period		\$ -	
Sub-Total: Conferences			\$ -	
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-Nov-25	Meeting with TEBA (T. Burnstad with A. Anderson, C. Rosa, K. Muhlethaler, R. Thompson and G. Cooke) <i>See. T. Burnstad for receipt</i>	Meals	\$ 19.28	
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			\$ 795.62	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,339.28	

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.

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Carrie Rosa

Folio	CheckIn	CheckOut	Balance
142750	08/11/2025	08/13/2025	0.00

Master Folio

Date	Description / Voucher	Charges	Credits	Balance
08/11/2025	Room Taxable	139.00	0.00	139.00
08/11/2025	GST - 5%	6.95	0.00	145.95
08/11/2025	Tourism Levy - 4%	5.56	0.00	151.51
08/12/2025	Room Taxable	139.00	0.00	290.51
08/12/2025	GST - 5%	6.95	0.00	297.46
08/12/2025	Tourism Levy - 4%	5.56	0.00	303.02
08/12/2025	Mastercard - Thank You Rosa	0.00	303.02	0.00
				0.00

VILLAGE CREEK COUNTRY
INN
15 VILLAGE DR RR2
WESTEROSE AB

and Taxes
iles 278.00
13.90
evy - 4% 11.12

DATE 2025/08/13
TIME 5290 07:56:02
RECEIPT NUMBER
C84020925-001-540-689-0

PURCHASE
TOTAL

\$303.02

APPROVED

01-027

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Thank you for staying with us
We appreciate your business