



# EDMONTON PUBLIC SCHOOLS

SUNITA SAS  
MANAGING DIRECTOR INSTRUCTIONAL SUPPORTS  
FOR THE PERIOD: SEPTEMBER 2025 to NOVEMBER 2025

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>				
1-Nov-25	CASS Fall Conference	Registration Fees	\$ 572.62	<a href="#">Attachment 1</a>
7-Nov-25	CASS Conference - Dinner ( K. Pharis, R. Thompson, A.Cooper, M. Fechner, S.Sas, N. Petersen and 2 EPSB staff) See Assistant Sup. K. Pharis for receipt	Meals	\$ 39.05	
	<b>Sub-Total: Conferences</b>		<b>\$ 611.67</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>				
12-Sep-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
26-Sep-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
10-Oct-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
24-Oct-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
7-Nov-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
21-Nov-25	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>\$ 1,776.33</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.

## Invoice/Receipt (Order #14827)

### Transaction Details

Transaction ID:	██████████
Credit Card:	██████████
Card #:	██████████ .
Authorization Code:	██████████
Order Timestamp:	Oct 07, 2025 (01:26 pm)
Subtotal:	\$560.00
GST:	\$28.00
Amount Paid:	\$588.00 (CAD)

### Event Details

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

### Order Items

**Registrant #1:** Sunita Sas ██████████

Item	Subtotal	GST	Total
CONFERENCE (3-day event) <ul style="list-style-type: none"><li>• <b>Day 1 - Evening Opening</b> Nov 05, 2025 (7:00 pm-10:00 pm)</li><li>• <b>Day 2 - Full Day</b> Nov 06, 2025 (8:00 am-3:00 pm)</li><li>• <b>Day 3 - Morning</b> Nov 07, 2025 (8:00 am-12:30 pm)</li></ul>	\$560.00	\$28.00	\$588.00

### Cancellation Policy

Cancellation should be received in writing to [admin@cass.ab.ca](mailto: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](mailto:admin@cass.ab.ca)  
Website: <https://cass.ab.ca>