

MELANIE HOFFMAN
BOARD OF TRUSTEES - WARD H
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>				
	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>				
25-Nov-25	ASBA Fall General Meeting (Trustees: N. Anderson, S. Doll, M. Hoffman, J. Kusiek, L. Lindsay, H. Nichol, J. Sawyer, S. Sumar and Superintendent R. Thompson) <i>See Trustee L. Lindsay for receipt</i>	Registration fees	\$ 762.00	
	Sub-Total: Conferences		\$ 762.00	
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>				
21-Nov-25	Bi-Weekly Car Allowance	Other Costs	\$ 207.02	
	Sub-Total: Working Sessions		\$ 207.02	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 969.02	

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.