

**GRACE COOKE
LEGAL COUNSEL
FOR THE PERIOD: DECEMBER 2025 to FEBRUARY 2026**

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>				
	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-Jan-26	Division Awards Recognition Evening (T. Burnstad, A. Cooper, C. Rosa, C. Richard, G. Cooke, K. Pharis, L. Yule, M. Fechner and R. Thompson) <i>See T. Burnstad for receipt</i>	Meal	\$ 36.05	
26-Feb-26	Night of Music (T. Burnstad, A. Cooper, A. Anderson, C. Rosa, C. Richard, G. Cooke, M. Fechner, N. Petersen, R. Thompson and two EPSB Staff) <i>See T. Burnstad for receipt</i>	Meal	\$ 39.20	
5-Dec-25	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
19-Dec-25	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
2-Jan-26	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
16-Jan-26	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
30-Jan-26	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
13-Feb-26	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
27-Feb-26	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
	Sub-Total: Working Sessions		\$ 980.98	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 980.98	

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.