

**SUNITA SAS**  
**MANAGING DIRECTOR INSTRUCTIONAL SUPPORTS**  
**FOR THE PERIOD: DECEMBER 2025 to FEBRUARY 2026**

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-Jan-26	CASS Conference - Accomodations	Accomodations	\$ 369.04	<a href="#">Attachment I</a>
1-Feb-26	CASS Conference - Registration Fees	Registration Fees	\$ 572.62	<a href="#">Attachment II</a>
	<b>Sub-Total: Conferences</b>		<b>\$ 941.66</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>				
5-Dec-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
19-Dec-25	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
2-Jan-26	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
16-Jan-26	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
30-Jan-26	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
13-Feb-26	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
27-Feb-26	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
	<b>Sub-Total: Working Sessions</b>		<b>\$ 1,358.77</b>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>			<b>\$ 2,300.43</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.

# Deerfoot Inn & Casino

1000, 11500 35 Street S.E  
 Calgary, AB T2Z 3W4

Phone: (403)236-7529  
 Fax: (403) 236-7104  
 E-mail: frontdesk@dfic.ca  
 Website: www.deerfootinn.com



## Guest Charges

Folio #: [REDACTED]	<b>Guest : Sas-Evans, Sunita</b>	Conf #: [REDACTED]
Room #: [REDACTED]		CRS #: [REDACTED]
Payment Method : [REDACTED]	Billing Reference :	
Rate :	Company : College of Alberta School Superintendents	Arrival: 11/5/2025
11/5/2025	\$164.00	Departure: 11/7/2025

Date	Department	Reference	Voucher	Room	Charge	Credit	Balance
11/5/2025	Guest Room	Auto Posted Rate: ASOC		[REDACTED]	\$164.00		\$164.00
11/5/2025	DMF	Auto Posted Rate: ASOC		[REDACTED]	\$9.84		\$173.84
11/5/2025	GST Room	Auto Posted Rate: ASOC		[REDACTED]	\$8.20		\$182.04
11/5/2025	Tourism Levy	Auto Posted Rate: ASOC		[REDACTED]	\$6.56		\$188.60
11/5/2025	Tourism Levy	Auto Posted Rate: ASOC		[REDACTED]	\$0.39		\$188.99
11/5/2025	GST Other	Auto Posted Rate: ASOC		[REDACTED]	\$0.49		\$189.48
11/6/2025	Guest Room	Auto Posted Rate: ASOC		[REDACTED]	\$164.00		\$353.48
11/6/2025	DMF	Auto Posted Rate: ASOC		[REDACTED]	\$9.84		\$363.32
11/6/2025	GST Room	Auto Posted Rate: ASOC		[REDACTED]	\$8.20		\$371.52
11/6/2025	Tourism Levy	Auto Posted Rate: ASOC		[REDACTED]	\$6.56		\$378.08
11/6/2025	Tourism Levy	Auto Posted Rate: ASOC		[REDACTED]	\$0.39		\$378.47
11/6/2025	GST Other	Auto Posted Rate: ASOC		[REDACTED]	\$0.49		\$378.96
11/7/2025	Manual Mastercard	Check Out		[REDACTED]		\$378.96	\$0.00
<b>Balance</b>							<b>\$0.00</b>

GST # 888210101 RT0008

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

DISCLAIMER: Group must notify Hotel of any disputes within 5 business days of Group's receipt of invoice from Hotel or disputes will be considered waived.

## Invoice/Receipt (Order #14827)

### Transaction Details

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

### Event Details

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

### Order Items

**Registrant #1:** Sunita Sas (sunita.sas@epsb.ca)

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>