

**ANDREA COOPER**  
**ASSISTANT SUPERINTENDENT OF SCHOOLS AND LEARNING SERVICES**  
**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-Dec-25	Professional Learning (Assistant Superintendents: K. Pharis, A. Cooper, M. Fechner and L. Yule ) <i>See Assistant Superintendent M. Fechner for receipt</i>	Registration fees	\$ 35.93	
	<b>Sub-Total: Conferences</b>		<b>\$ 35.93</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>				
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	\$ 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>\$ 1,434.02</b>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>			<b>\$ 1,469.95</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.