

NANCY PETERSEN
MANAGING DIRECTOR - STRATEGIC DIVISION SUPPORTS
FOR THE PERIOD: MARCH 2026 to MAY 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>				
1-Mar-26	Edmonton CASS Conference 2026	Registration Fees	\$ 981.64	Attachment I
	Sub-Total: Conferences		\$ 981.64	
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>				
13-Mar-26	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
27-Mar-26	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
10-Apr-26	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
24-Apr-26	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
8-May-26	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
22-May-26	Bi-Weekly Car Allowance	Other Costs	\$ 129.39	
	Sub-Total: Working Sessions		\$ 776.34	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,757.98	

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.

Invoice/Receipt (Order #16071)

Transaction Details

Transaction ID:	[REDACTED]
Credit Card:	MasterCard
Card #:	[REDACTED]
Authorization Code:	[REDACTED]
Order Timestamp:	Feb 26, 2026 (10:43 am)
Subtotal:	\$960.00
GST:	\$48.00
Amount Paid:	\$1,008.00 (CAD)

Event Details

Event Title:	2026 Annual Learning Conference
Location:	Double Tree by Hilton, West Edmonton 16615 109th Ave Edmonton

Order Items

Registrant #1: Nancy Petersen ([REDACTED])

Item	Subtotal	GST	Total
<ul style="list-style-type: none"> Pre-conference [REDACTED] [REDACTED] Mar 18, 2026 (10:00 am-4:00 pm) 	\$400.00	\$20.00	\$420.00
<ul style="list-style-type: none"> Day 1 - Evening Opening Mar 18, 2026 (7:00 pm-10:00 pm) Day 2 - Full Day Mar 19, 2026 (8:00 am-3:30 pm) Day 3 - Morning Mar 20, 2026 (8:00 am-12:00 pm) 	\$560.00	\$28.00	\$588.00

Cancellation Policy

Cancellation should be received in writing to 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
 Website: <https://cass.ab.ca>