



# EDMONTON PUBLIC SCHOOLS

**SUNITA SAS**  
**MANAGING DIRECTOR INSTRUCTIONAL SUPPORTS**  
**FOR THE PERIOD: MARCH 2026 to MAY 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>				
2-Mar-26	Edmonton CASS Conference 2026	Registration Fees	\$ 409.02	<a href="#">Attachment I</a>
	<b>Sub-Total: Conferences</b>		<b>\$ 409.02</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>				
13-Mar-26	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
27-Mar-26	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
10-Apr-26	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
24-Apr-26	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
8-May-26	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
22-May-26	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
	<b>Sub-Total: Working Sessions</b>		<b>\$ 1,164.66</b>	
<b>TOTAL EXPENSES REPORTED FOR THE PERIOD</b>			<b>\$ 1,573.68</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.

## Invoice/Receipt (Order # [REDACTED])

### Transaction Details

<b>Transaction ID:</b>	[REDACTED]
<b>Credit Card:</b>	MasterCard
<b>Card #:</b>	[REDACTED]
<b>Authorization Code:</b>	[REDACTED]
<b>Order Timestamp:</b>	Mar 02, 2026 (04:04 pm)
<b>Subtotal:</b>	\$400.00
<b>GST:</b>	\$20.00
<b>Amount Paid:</b>	\$420.00 (CAD)

### Event Details

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

### Order Items

**Registrant #1:** Sunita Sas- Evans [REDACTED]

Item	Subtotal	GST	Total
<ul style="list-style-type: none"> <li><b>Pre-conference CEP Hybrid Course - Supporting Effective Governance: Hacks and Heuristics</b> Mar 18, 2026 (10:00 am-4:00 pm)</li> </ul>	\$400.00	\$20.00	\$420.00

### 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>