

ANDREA COOPER
ASSISTANT SUPERINTENDENT OF SCHOOLS AND LEARNING SERVICES
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	CASS Conference	Registration fees	\$ 572.62	Attachment 1
13-Mar-26	CASS Pre Conference (Assistant Sup. K. Pharis and A. Cooper) See Assistant Sup. K. Pharis for receipt	Registration fees	\$ 409.02	
	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	\$ 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	
	Sub-Total: Working Sessions		\$ 1,164.66	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 2,146.30	

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 #15740)

Transaction Details

Transaction ID:	[REDACTED]
Credit Card:	[REDACTED]
Card #:	[REDACTED]
Authorization Code:	[REDACTED]
Order Timestamp:	Feb 10, 2026 (03:24 pm)
Subtotal:	\$560.00
GST:	\$28.00
Amount Paid:	\$588.00 (CAD)

Event Details

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

Order Items

Registrant #1: Andrea Cooper [REDACTED]

Item	Subtotal	GST	Total
<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>