



EDMONTON PUBLIC SCHOOLS

KATHY MUHLETHALER
ASSISTANT SUPERINTENDENT OPERATIONAL AND LEARNING 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	CASS Conference	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>				
1-May-26	Meeting with Guest	Meals	\$ 31.32	Attachment II
1-May-26	Meeting with Guest	Meals	\$ 44.10	Attachment III
	Sub-Total: Hospitality		\$ 75.42	
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			\$ 2,221.72	

- 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 #15564)

Order Items

Registrant: Kathy Muhlethaler [REDACTED]

Item	Subtotal	GST	Total
<ul style="list-style-type: none"> Pre-conference CEP Hybrid Course - Supporting Effective Governance: Hacks and Heuristics 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

Transaction Details

Transaction ID:	[REDACTED]
Credit Card:	[REDACTED]
Card #:	[REDACTED]
Authorization Code:	[REDACTED]
Order Timestamp:	Jan 28, 2026 (10:23 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

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>

TOAST BREAKFAST & LUNC
11 BELLEROSE DR UN T8N5C9
ST. ALBERT, AB

SALE

Batch #: 522 RRN: 0015220160
01/29/26 09:39:39
Invoice #: 16 REF#: 00000016

██████████ Chip
██████████ **/**

AMOUNT \$52.19
TIP \$10.44
TOTAL \$62.63

001 APPROVED

Retain this copy for your records

CUSTOMER COPY

Off site Meeting with Guest

11 Belrose Drive
Toast
Table #10

Trans #: 268921 Serv: ██████████
/29/2026 9:21 AM # Cust:2

Quan	Descript	Cost
1	Latte	\$5.50
1	Signature Benny	\$19.95
1	Upcharge GF Bread	\$1.75
1	Waffles	\$19.50
1	Side Egg	\$3.00

Net Total: \$49.70
GST \$2.49

TOTAL: \$52.19
Amount Due: \$52.19

Food: \$44.20

Average: \$5.50

Watch for New
Daily Specials ..

Off site Meeting with Guest

Bodega
101 1 Herbert Rd

Table #32

Trans #: 9790 Serv: Griffen
1/28/2026 6:46 PM # Cust: 1

Item	Cost
1 House Marinated Olives	\$8.00
1 Brussel Sprouts	\$9.00
1 Spanish Meatballs	\$16.00
1 Seared Scallops	\$24.00
1 Bacon-Wrapped Dates	\$13.00

Net Total: \$70.00
GST 9 \$3.50

Amount Due: \$73.50
TOTAL: \$73.50

Thank-You for Dining
With Us