

**KENT PHARIS**  
**ASSISTANT SUPERINTENDENT OF SCHOOLS AND LEARNING SERVICES**  
**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>				
1-Mar-26	CASS Conference	Registration fees	\$ 572.62	<a href="#">Attachment 1</a>
13-Mar-26	CASS Pre Conference (Assistant Sup. K. Pharis and A. Cooper)	Registration fees	\$ 409.02	<a href="#">Attachment 2</a>
	<b>Sub-Total: Conferences</b>		<b>\$ 981.64</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>\$ 2,146.30</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 #15741)

### Transaction Details

<b>Transaction ID:</b>	██████████
<b>Credit Card:</b>	██████████
<b>Card #:</b>	██████████
<b>Authorization Code:</b>	025750
<b>Order Timestamp:</b>	Feb 10, 2026 (03:27 pm)
<b>Subtotal:</b>	\$560.00
<b>GST:</b>	\$28.00
<b>Amount Paid:</b>	\$588.00 (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:** Kent Pharis ██████████

Item	Subtotal	GST	Total
<ul style="list-style-type: none"> <li><b>Day 1 - Evening Opening</b> Mar 18, 2026 (7:00 pm-10:00 pm)</li> <li><b>Day 2 - Full Day</b> Mar 19, 2026 (8:00 am-3:30 pm)</li> <li><b>Day 3 - Morning</b> Mar 20, 2026 (8:00 am-12:00 pm)</li> </ul>	\$560.00	\$28.00	\$588.00

### 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>

## Invoice/Receipt (Order #16310)

### Transaction Details

<b>Transaction ID:</b>	██████████
<b>Credit Card:</b>	██████████
<b>Card #:</b>	██████████
<b>Authorization Code:</b>	██████
<b>Order Timestamp:</b>	Mar 12, 2026 (11:47 am)
<b>Subtotal:</b>	\$800.00
<b>GST:</b>	\$40.00
<b>Amount Paid:</b>	<b>\$840.00 (CAD)</b>

### 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:** Kent Pharis ██████████

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

**Registrant #2:** Andrea Cooper ██████████

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

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