

**SUNITA SAS
MANAGING DIRECTOR INSTRUCTIONAL SUPPORTS
FOR THE PERIOD: JUNE 2026 to AUGUST 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>				
13-Aug-26	DST Offsite Meeting (T. Burnstad with A. Cooper, A. Anderson, C. Rosa, C. Wright, G. Cooke, K. Muhlethaler, K. Pharis, L. Yule, M. Fechner, N. Petersen, R. Thompson, S. Sas, and 1 EPSB employee) <i>See. T. Burnstad for receipt</i>	Meal	\$ 35.71	
13-Aug-26	DST Offsite Meeting (T. Burnstad with A. Cooper, A. Anderson, C. Rosa, C. Wright, G. Cooke, K. Muhlethaler, K. Pharis, L. Yule, M. Fechner, N. Petersen, R. Thompson, S. Sas, 1 EPSB employee and 2 Guests) <i>See. T. Burnstad for receipt</i>	Meal	\$ 30.74	
13-Aug-26	DST Offsite Meeting (T. Burnstad with A. Cooper, A. Anderson, C. Rosa, C. Wright, G. Cooke, K. Muhlethaler, K. Pharis, L. Yule, M. Fechner, N. Petersen, R. Thompson, S. Sas, 1 EPSB employee and 2 Guests) <i>See. T. Burnstad for receipt</i>	Meal	\$ 28.01	
13-Aug-26	DST Offsite Meeting (T. Burnstad with A. Cooper, A. Anderson, C. Rosa, C. Wright, G. Cooke, K. Muhlethaler, K. Pharis, L. Yule, M. Fechner, N. Petersen, R. Thompson, S. Sas, 1 EPSB employee and 2 Guests) <i>See. T. Burnstad for receipt</i>	Meal	\$ 26.19	
13-Aug-26	DST Offsite Meeting (T. Burnstad with A. Cooper, A. Anderson, C. Rosa, C. Wright, G. Cooke, K. Muhlethaler, K. Pharis, L. Yule, M. Fechner, N. Petersen, R. Thompson, S. Sas, 1 EPSB employee and 2 Guests) <i>See. T. Burnstad for receipt</i>	Accommodations	\$ 444.37	
14-Aug-26	DST Off Site Meeting - Snacks (M. Fechner with A. Cooper, A. Anderson, C. Rosa, C. Wright, G. Cooke, K. Muhlethaler, K. Pharis, L. Yule, T. Burnstad, N. Petersen, R. Thompson, S. Sas, 1 EPSB employee and 2 Guests). <i>See Assistant Superintendent. M. Fechner for receipt</i>	Meal	\$ 16.69	
Sub-Total: Business Travel			\$ 581.71	
2) CONFERENCES				
<i>costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.</i>				
	Nothing to report for this period		\$ -	
Sub-Total: Conferences			\$ -	
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>				
1-Aug-26	Instructional Supports Team - Working Lunch (S. Sas with 2 EPSB employees)	Meal	\$ 25.55	Attachment I
1-Aug-26	DST Working Lunch (T. Burnstad with A. Cooper, A. Anderson, C. Rosa, C. Richard, G. Cooke, K. Muhlethaler, K. Pharis, L. Yule, M. Fechner, N. Petersen, R. Thompson, S. Sas, and 2 EPSB employees) <i>See. T. Burnstad for receipt</i>	Meal	\$ 31.32	
5-Jun-26	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
19-Jun-26	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
3-Jul-26	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
17-Jul-26	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
31-Jul-26	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
14-Aug-26	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
28-Aug-26	Bi-Weekly Car Allowance	Other Costs	\$ 194.11	
Sub-Total: Working Sessions			\$ 1,415.64	
TOTAL EXPENSES REPORTED FOR THE PERIOD			\$ 1,997.36	

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.

In Attendance:

Sunita Sas

2 EPSB Employees

TRANSACTION RECORD
CHIANTI CAFE AND RESTAURANT
500 RIVERBEND SQ NW
EDMONTON AB
T6R2E3

Purchase

Jul 16, 2026

12:34:07

MASTERCARD

Entry: Chip (C)

Ref#: 00000000000000000000

Auth#: 000000 Response: 01-027

Order: MGO1784226822148

Username: server

Amount \$ 66.65

Tip \$ 10.00

Total \$ 76.65

TVR 0000008000 TSI E800

Approved
VERIFIED BY PIN

Important: Retain this copy for
your record

