

**ELK ISLAND PUBLIC SCHOOLS
CANDACE COLE**

EXPENSES SUBMITTED FOR THE REPORTING PERIOD: SEPTEMBER 1 TO NOVEMBER 30, 2019

WORKING SESSIONS: Costs associated with meetings with internal departments or schools including travel, meals, parking, etc.					
Date	Description of Working Session	Expense Type	Page Reference	Net Amount¹	Notes
September 13, 2019	Castle Colony School Budget Meeting	Mileage	2,3	\$43.00	
September 27, 2019	Management Team Meeting	Meal	4	\$29.48	
Sub-Total Working Sessions				\$72.48	
BUSINESS TRAVEL: Costs associated with attending external meetings including travel, meals, parking, business insurance on a private vehicle, etc.					
Date	Business Reason for Travel	Expense Type	Page Reference	Net Amount¹	Notes
November 30, 2019	Sherwood Park Chamber of Commerce Luncheon	Meal	5	\$30.48	
Sub-Total Business Travel				\$30.48	
PROFESSIONAL DEVELOPMENT: Costs associated with attending formal courses, conferences, seminars and other professional learning events including registration, airfare, accommodations, meals, etc.					
Date	Professional Learning Event Name	Expense Type	Page Reference	Net Amount¹	Notes
November 18, 2019	Association of School Business Officials of Alberta 2019 Issues Forum	Registration	6	\$320.04	
Sub-Total Professional Development				\$320.04	
PROFESSIONAL MEMBERSHIP DUES: Costs paid to a professional association on behalf of an individual Board member, the Superintendent, Treasurer, or Corporate Secretary.					
Date	Description of Professional Membership	Expense Type	Page Reference	Net Amount¹	Notes
September 2019	Association of School Business Officials of Alberta Zone 3 Annual Membership	Fee	7	\$848.36	
September 2019	College of Alberta School Superintendents Annual Membership	Fee	8	\$411.48	
September 2019	College of Alberta School Superintendents Zone 2/3 Membership	Fee	9	\$125.00	
Sub-Total Professional Membership Dues				\$1,384.84	
TOTAL EXPENSES REPORTED FOR THE PERIOD				\$1,807.84	

Note:

(1) Attached receipts may include expenses for all parties who attended. Only expenses for the individual named on this report have been included above.

Elk Island Public Schools receives a GST rebate for 68% of the 5% GST. Amounts above include the net GST only.

Employee Expense Reimbursement Request

Employee Name: Candace Cole

Prepared by: Tanya Borchers
Print Name

Vendor No: 25666 Employee No: _____

Employee: Candace Cole
Print Name

School/Dept: _____

Authorized by: Mark Liguori
Print Name

Date:	September 17, 2019		
Invoice No:	BUS	EE	SEP 17 19

(XXX = School/Dept Code)

Note: Employee signature must be obtained prior to reimbursement.

TRS

MILEAGE					
Summary as per Mileage Worksheet	Kms.	Fund	GL Code	GST	Total incl. GST
Round Trip School Mileage	80.80		510-501-520-6520	2.12	44.44
School to School Mileage	-		XXX-XXX-XXX-6520	-	-
Other Mileage	-		XXX-XXX-XXX-6520	-	-
Staff Development Mileage	-		XXX-XXX-XXX-7332	-	-

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km*

EXPENSES						
Date	Business Name	Description of Expense (e.g. Classroom Supplies)	Fund	GL Code	GST	Total incl. GST
TOTAL MILEAGE & EXPENSES					\$ 2.12	\$ 44.44

RECEIVED
 SEP 19 2019
 FINANCE

PROCESSED
 SEP 24 2019

DATE mm/dd/yy	ROUND TRIP MILEAGE FROM CENTRAL SERVICES Location: to School	TOTAL		
		Kms.	Incl. GST	GST
13-Sep	CASTLE re: School Budget Cdony	80.8	44.44	2.12
		-	0	-
		-	0	-
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TOTAL		80.8	\$ 44.44	\$ 2.12

DATE mm/dd/yy	STAFF DEVELOPMENT MILEAGE Description and Location of Trip	Kms.	TOTAL	
			Incl. GST	GST
			-	-
			-	-
			-	-
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			-	-
TOTAL		-	\$ -	\$ -

DATE mm/dd/yy	TRIP MILEAGE WITHIN EIPS (SCHOOL TO SCHOOL)		Kms.	TOTAL	
	Location: from School	Location: to School		Incl. GST	GST
			-	-	-
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			-	-	-
TOTAL			-	\$ -	\$ -

DATE mm/dd/yy	TRIP MILEAGE OUTSIDE OF EIPS (NOT STAFF DEVELOPMENT) Description and Location of Trip	Kms.	TOTAL	
			Incl. GST	GST
			-	-
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			-	-
TOTAL			-	-

EARLS - 10208
194 Ordze Avenue
Sherwood Park AB T8B 1M6
780-449-2575

** TRANSACTION RECORD **
Tran. #: 26343
RUC: Restaurant
Table #: 50
Check #: 7983
Group #: 2
Employee #: 80
Employee: ROBIN

Purchase
xxxxxxxxxxxx2830 C
AID: A0000000041010
APP Name:

Amount \$26.15
Tip \$4.18
=====

TOTAL CAD\$30.33

APPROVED 020864
00-001 (001) 020864
EA72CS11/EA72CC11
080001001004
09/27/2019 1:06:57 PM

TUR: 0000008000
TSI: E800

No signature required

Customer Copy

THANK YOU
Come Again

EARLS RESTAURANTS

Earls

194 Ordze Ave
Sherwood Park, AB
T8B-1M6

80 ROBIN

Tbl 50/2 Chk 7983 Gst 1
27Sep'19 12:19PM

1 POP 3.90
1 POP REFILL 0.00
1 HUNAN/CHK 21.00

Subtotal 24.90
GST Tax 1.25
01:04PM Total 26.15

Please Pay Your Server
GST# R128877446

Happy Hour!
Everyday!
3pm-6pm&9pm-close
Lounge&Patio

Sherwood Park & District Chamber of Commerce INVOICE

100 Ordze Avenue
 Sherwood Park, AB T8B 1M6

Invoice No.: 62989
 Date: 11/26/19
 Ship Date:
 Page: 1
 Re: Order No.

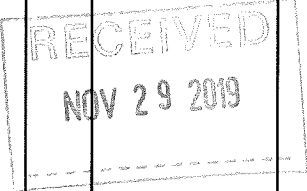
Sold to:

Elk Island Public Schools
 Laura McNabb
 683 Wye Road
 Sherwood Park, AB T8B 1N2

Ship to:

Elk Island Public Schools
 Laura McNabb
 683 Wye Road
 Sherwood Park, AB T8B 1N2

Business No.: 10797 7159

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
		2	Luncheon Ticket - November 20 2019 Superintendent Mark Liguori Candace Cole	G	30.00	60.00
			G - GST 5.00% GST			3.00
						
<p><i>GL 1,220.501.520,6650.</i></p>						
<p><i>Candace Cole</i></p> <p>Printed Name</p>			<p>_____ Authorization Signature</p>			
<p><i>L. 510 501 520 6650</i></p> <p>GL Code</p>			<p><i>NOV 27, 2019.</i></p> <p>Date</p>			
<p><i>Nov 27/19.</i></p> <p>Date</p>						
Sherwood Park & District Chamber of Commerce GST: #10797 7159						
Shipped By: _____ Tracking Number: _____					Total Amount 63.00	
Comment: PAYABLE ON RECEIPT * PLEASE MARK INVOICE NUMBER ON CHEQUE					Amount Paid 0.00	
Sold By: _____					Amount Owing 63.00	

INVOICE



BILLED TO
Candace Cole
Elk Island Public Schools
683 Wye Road
Sherwood Park AB T8B 1N2

INVOICE NO. 1000268
DATE Nov 18, 2019
AMOUNT \$330.75

Please note that amounts are inclusive of 5% GST
GST Registration Number: 77448 0891 RT0001

2019 Issues Forum Registration Fee	\$330.75
Subtotal	\$330.75
Total	\$330.75



GST 15.75

Total: \$330.75

Association of School Business Officials of Alberta
Please remit your payment to ASBOA, #1200, 9925 - 109 Street, Edmonton, AB T5K2J8 Phone: (780) 451-7103



1-510-501-520-7331

Nov. 20, 2019.

INVOICE



BILLED TO
Candace Cole
Elk Island Public Schools
683 Wye Road
Sherwood Park AB T8B 1N2

INVOICE NO. 1334
DATE Aug 07, 2019
AMOUNT \$876.75

Please note that amounts are inclusive of 5% GST
GST Registration Number: 77448 0891 RT0001

ITEM	TOTAL	
Regular Membership - Annual	850.50	810.00
Zone 3 (Membership)	26.25	25.00
		GST 41.75
TOTAL	\$876.75	

Association of School Business Officials of Alberta
Please remit your payment to ASBOA, #1200, 9925 - 109 Street, Edmonton, AB T5K2J8 Phone: (780) 451-7103

Authorization Signature L. SIO SOL 520 7110
GL Code _____
Date Aug 1/19

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AUG 13 2019

RECEIVED
AUG 07 2019
FINANCE



CASS

College of Alberta School Superintendents

1200, 9925 - 109 Street
Edmonton, Alberta T5K 2J8

INVOICE

Invoice No.: 165517
Date: 08/28/2019
Ship Date:
Page: 1
Re: Order No. Membership 2019-2020

Sold to:

Elk Island PS Regional Division
683 Wye Road
Sherwood Park, AB T8B 1N2

Ship to:

Elk Island PS Regional Division
683 Wye Road
Sherwood Park, AB T8B 1N2

Business No.: 10696 7052

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			CASS Membership 2019-2020			
		160	Regular Membership:			
	1.220.502.520, 7110		Dave Antymniuk	G		1,210.00
	1.455.500.520, 7110		Brent Billey	G		1,210.00
	1.220.501.520, 7110		Mark Liguori	G		1,210.00
	1.310.500.520, 7110		Sandra Stoddard	G		1,210.00
	1.510.501.520, 7110		Affiliate Membership: Candace Cole	G		405.00
			G - GST 5.00% GST			262.25
College of Alberta School Superintendents GST: #10696 7052 RT						
Shipped By: Tracking Number:					Total Amount	5,507.25
Comment:					Amount Paid	0.00
Sold By:					Amount Owing	5,507.25

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SEP 09 2019

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SEP 03 2019
FINANCE

V# 31385

Inv# 20190906EIPS

September 6, 2019

CASS Zone 2/3 Membership Fees

(Please Note, this is different than the CASS Provincial Fees)

2019 – 2020 School Year

Listed below are all CASS Zone 2/3 members from your Division and their contact information. Please indicate any changes below and mail back with payment. Verify your school division's total charge and then you can print it off as an invoice. The fee per member is \$125.00 for the school year. These fees are used to cover meals for the Zone 2/3 meetings, and meeting incidentals.

Please make your cheque payable to: **CASS Zone 2/3 c/o Elk Island Catholic Schools**

Please mail this form along with your cheque to:

Lisa Wispinski, Executive Services Coordinator
Elk Island Catholic Separate School Division
310 Broadview Road, Sherwood Park, AB T8H 1A4

Name of School Division: Elk Island Public Schools

Name	Title	Email	Fee
Mark Liguori	1. 820. 501. 520. 7110 Superintendent	mark.liguori@eips.ca	\$125.00
Sandra Stoddard	1. 310. 500. 520. 7110 Associate Superintendent	Sandra.stoddard@eips.ca	\$125.00
Brent Billey	1. 455. 500. 520. 7110 Associate Superintendent	brent.billey@eips.ca	\$125.00
Dave Antymniuk	1. 220. 502. 140. 7110 Division Principal	dave.antymniuk@eips.ca	\$125.00
Candace Cole	1. 510. 501. 500. 7110. Secretary - Treasurer	candace.cole@eips.ca	\$125.00
Total for school division			\$625.00

Thank-you.



PROCESSED
SEP 10 2019