

**ELK ISLAND PUBLIC SCHOOLS
CANDACE COLE**

EXPENSES SUBMITTED FOR THE REPORTING PERIOD: March 1, 2020 TO May 31, 2020

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 Amount ¹	Notes
March 5, 2020	Budget Meeting with Supports for Students	Meal	2	\$14.65	
March 28, 2020	Working Meal	Meal	3,4	\$12.42	
May 20, 2020	Working Meal	Meal	5,6	\$24.90	
April 8, 2020	Meeting with the Superintendent	Meal	7	\$11.27	
Sub-Total Working Sessions				\$63.24	
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 Amount ¹	Notes
	Nothing to report this period				
Sub-Total Business Travel				\$0.00	
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 Amount ¹	Notes
December 4 -5, 2019	Association of School Business Officials of Alberta 2019 Issues Forum	Mileage	8,9	\$322.51	
Sub-Total Professional Development				\$322.51	
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 Amount ¹	Notes
	Nothing to report this period				
Sub-Total Professional Membership Dues				\$0.00	
TOTAL EXPENSES REPORTED FOR THE PERIOD				\$385.75	

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.



Invoice No: **61055**
Invoice Date: Thu, Mar 05, 2020
 Store Code: **EH2**
 Store: **Emerald Hills (JDong)**

Catering - INVOICE

Billing/Client Information

Elk Island Public Schools
 683 Wye Rd
 Central Administration Building
 Sherwood Park, AB T8B 1N2

Client: Tanya Borchers
 Client Phone: (780) 417-8200

Delivery Information

Delivery: **03/05/2020 (11:15 - 11:30 AM)**

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

Tanya Borchers
 Phone: (780) 417-8200

Number of Guests: 7

Order entered by: Online

Printed: 03/05/2020 09:25 AM MST

	Price	Amount
--	-------	--------

Sandwiches & Wraps - Assorted Sandwiches & Wraps

6 Assorted Wraps	10.09	60.54
------------------	-------	-------

Entree Salads - Single Portion Entree Salads

1 Southwest Crunch (With Chicken) <i>Note: gluten free</i>	11.69	11.69
---	-------	-------

1 Southwest Crunch (With Chicken)	11.69	11.69
-----------------------------------	-------	-------

Side Salads - Individual Side Salads

6 Broccoli Crunch Salad	3.89	23.34
-------------------------	------	-------

Disposables - Disposables

7 Disposables (plates, napkins, utensils)	0.35	2.45
---	------	------

House Account Remit Address: Press'd The Sandwich Company PO BOX 487 Edmonton Main Edmonton, AB T5J 2K1	Thank you for ordering from Press'd! Cancellation Policy: 24-hour notice required for cancellation. If cancelling/adjusting a weekend order, and it's after 430pm MST on Friday or it's the weekend, our office is closed so please contact the store directly.	Subtotal: 109.71 Delivery Fee: 10.00 Tax (5%): 5.99 Gratuity: 10.00 Total: 135.70
If you have any questions or would like to provide credit card information please contact (780) 782 8177		

Your order provided by Press'd Emerald Hills | # 510, 5000 Emerald Hills | Sherwood Park, AB T8H 0P5
 (Legal Name: 2062988 Alberta Ltd. GST# 789096880) (If paying by cheque please refer to 'House Account Remit Address' information above)

Powered by MSI

Tanya Borchers FIN

From: Carmine von Tettenborn FIN
Sent: Thursday, May 21, 2020 8:36 AM
To: Tanya Borchers FIN
Subject: Skip the Dishes - May 20, 2020

Hi Tanya, this is for Candace, Christine and I for last night.

Thanks,



Carmine von Tettenborn, MBA, CPA, CMA, CIA
Director | Financial Services
Elk Island Public Schools (EIPS)

www.eips.ca | Twitter: [@eips](https://twitter.com/eips) | Facebook: [elkislandpublicschools](https://facebook.com/elkislandpublicschools)

SKIP^{THE}
DISHES

Order Placed

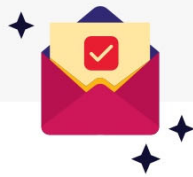
Your order has been placed with Earls Kitchen + Bar - License 716269-1 for delivery
ASAP.

TRACK ORDER

ORDER #165457251

Earls Kitchen + Bar - License 716269-1 (Ordze Ave.)
Placed for Delivery ASAP

x3	Number of Plastic Cutlery	\$0.00	
x1	Teriyaki Chicken Rice Bowl	\$20.50	CC
x1	Cajun Chicken Cheddar Sandwich <ul style="list-style-type: none">• Add Avocado Slices• Side Caesar Salad	\$22.00	
x1	Cajun Chicken Cheddar Sandwich <ul style="list-style-type: none">• Gluten-Friendly Bun• Cream of Tomato Soup	\$22.25	
	Food/Beverage Total	\$64.75	
	Delivery Fee	\$3.49	1.16 CC
	GST	\$3.41	1.03 CC
	Tip the Food Courier	\$9.71	2.21 CC
	Total (CAD)	\$81.36	
	Paid with Credit Card.		



We want to hear from you!

Complete our survey and tell us about
your experience with SkipTheDishes

TAKE THE SURVEY ||



From: [Carmine von Tettenborn FIN](#)
To: [Tanya Borchers FIN](#)
Subject: FW: Your order has been placed!
Date: Saturday, March 28, 2020 4:53:34 PM

----- Forwarded message -----

From: **Skip Team** <orders@skipthedishes.com>

Date: Sat, Mar 28, 2020 at 11:32 AM

Subject: Your order has been placed!



Order Placed

Your order has been placed with The Chopped Leaf for delivery ASAP.

[TRACK ORDER](#)

ORDER #149619594

The Chopped Leaf (Baseline Rd.)
Placed for Delivery ASAP

- | | | |
|----|-----------------------|---------|
| x1 | Southwest Salad | \$15.75 |
| | • Full | |
| | • Add Grilled Chicken | |
| x1 | Southwest Salad | \$17.48 |
| | • Full | |
| | • Add Wild Salmon | |
| x1 | BBQ Chicken | \$11.44 |
| | Quesadilla | |
| x1 | Tuna Melt Sandwich | \$10.29 |

Candace

• Multigrain Bread

x2 Bottled Pop (500 ml)	\$3.19	Candace
• Diet Coke		

x4 Number of Plastic Cutlery	\$0.00
------------------------------	--------

Food/Beverage Total	\$61.34
---------------------	---------

Delivery Fee	\$0.00
--------------	--------

GST	\$3.07
-----	--------

Tip the Food Courier	\$9.20
----------------------	--------

Total (CAD)	\$73.61
-------------	---------

Paid with Credit Card.

200 Sherwood Park
590 Baseline Road
Sherwood Park AB T8H 1Y4
Tel#: 780-417-2801

Store#: 20919
TRANS#: 04KDXLVKVY

We are HIRING all positions!
Apply to mcdonalds.ca/hiring

KS# 4

04/08/2020 05:24:54 PM

Order 60

QTY ITEM

TOTAL

1 Habanero McChicken EVM

9.49

1 M BluePom Smoothie

1.60

1 M French Fries

2 M Coke Zero

4.58

1 Big Mac EVM

9.19

1 M Mango Smoothie

1.60

1 M French Fries

Subtotal

26.46

GST

1.32

Take-Out Total

27.78

CREDIT CARD

27.78

Change

0.00

GST # 841785454

===== TRANSACTION RECORD =====

TYPE: PURCHASE

ACCT:

\$ 27.78

CARD NUMBER: *****

DATE/TIME: 08-Apr-2020 17:25:53

REFERENCE #: 66167372 0013325380 C

AUTHOR. #: 010065

TRANS #: 04KDXLVKVY

APP:

PLEASE TURN THIS OVER!

PLEASE TURN THIS OVER!

PLEASE TURN THIS OVER!

PLEASE TURN THIS OVER!

Employee Expense Reimbursement Request

Employee Name: Candace Cole

Vendor No: 2566 Employee No: -----

School/Dept: BUS

Prepared by: Tanya Borchers
Print Name

Employee: Candace Cole
Print Name

Authorized by: Mark Liguori
Print Name

Date:	Jan. 8 2020		
Invoice No:	BUS	EE	JAN 08 20 (XXX = School/Dept Code)

Note: Employee signature must be obtained prior to reimbursement.

MILEAGE					
Summary as per Mileage Worksheet	Kms.	Fund	GL Code	GST	Total incl. GST
Round Trip School Mileage	-		XXX-XXX-XXX-6520	-	-
School to School Mileage	-		XXX-XXX-XXX-6520	-	-
Other Mileage	606.00		510-501-520-6520	15.87	333.30
Staff Development Mileage	-		XXX-XXX-XXX-7332	-	-

EXPENSES						
Date	Business Name	Description (e.g. Classroom Supplies)	Fund	GL Code	GST	Total incl. GST
TOTAL MILEAGE & EXPENSES					\$ 15.87	\$ 333.30

RECEIVED

MAR - 9 2020

FINANCE

PROCESSED

MAR - 9 2020

