

SEPTEMBER 2024 EXPENSES
DEPUTY SUPERINTENDENTAmount

EXPENDITURES

210 Certified Salaries Regular	13,950.33
310 Certified Benefits	1,625.25
460 Travel/Subsistence	0.00
461 Mileage Exp	157.48
550 Dues & Fees	1,524.00

Total For EXPENDITURES	17,257.06



CASS

College of Alberta School Superintendents

1300, 10665 Jasper Avenue NW
Edmonton, Alberta T5J 3S9
Canada

INVOICE

Invoice No.: 167775
Date: 09/17/2024
Ship Date:
Page: 1
Re: Order No. Membership 2024-2025

Sold to:

Clearview School Division
2nd Floor, 5031-50 Street
Stettler, AB T0C 2L0

Ship to:

Clearview School Division
2nd Floor, 5031-50 Street
Stettler, AB T0C 2L0

Business No.: 10696 7052

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			CASS Membership 2024-2025			
			Regular Members:			
			Candace Hodder	G		1,500.00
			Scot Leys	G		1,500.00
			Mark Siemens	G		1,500.00
			Daram Van Oers	G		1,500.00
			Please Remit To:			
			College of Alberta School Superintendents			
			1300, 10665 Jasper Ave			
			Edmonton, AB T5J 3S9			
			G - GST 5.00%			
			GST			300.00
College of Alberta School Superintendents GST: #10696 7052 RT						
Shipped By: Tracking Number:					Total Amount	6,300.00
Comment:					Amount Paid	0.00
Sold By:					Amount Owing	6,300.00

Clearview Public Schools
EXPENSE CLAIM FORM

Name: Van Oers, Daram S (10451) Location: Central Office Month: September

NOTE: Please enter information in the order it is scanned.

1. Other Expenses (Please Attach Receipts):

	Date (YYYYMMDD)	Vendor	Particulars	Books	Enter GST on Invoice	Total Invoice Amount	Coding or Dept
1	27-Sep-2024			☐			
2				☐			
3				☐			
4				☐			
5				☐			
6				☐			
7				☐			
8				☐			
9				☐			
10				☐			
Subtotals					0.00	0.00	

REGULAR BUSINESS EXPENSES

NOTE: Please enter information in the order it is scanned.

2. Mileage and Meal Information:

	Date (YYYYMMDD)	Purpose	From/To Destination	Km's Round Trip	One Way Only	Total KMs	Total Mileage Expense	Breakfast \$15	Lunch \$20	Dinner \$40	Coding or Dept
1	27-Sep-2024	CASS Zone 4 meeting	Stettler to Ponoka	184	☒	92.00	0.70 64.40	☐ 0.00	☐ 0.00	☐ 0.00	1-461-07-206-99
2	27-Sep-2024	Dual Credit - Fob device	Ponoka - Red Deer Poly	114	☒	57.00	0.70 39.90	☐ 0.00	☐ 0.00	☐ 0.00	1-461-02-029-99
3	27-Sep-2024	Dual Credit	Stettler to Red Deer (Downtown)	167	☒	83.50	0.70 58.45	☐ 0.00	☐ 0.00	☐ 0.00	1-461-02-029-99
4					☐	0.00	0.00	☐ 0.00	☐ 0.00	☐ 0.00	
5					☐	0.00	0.00	☐ 0.00	☐ 0.00	☐ 0.00	
6					☐	0.00	0.00	☐ 0.00	☐ 0.00	☐ 0.00	
7					☐	0.00	0.00	☐ 0.00	☐ 0.00	☐ 0.00	
8					☐	0.00	0.00	☐ 0.00	☐ 0.00	☐ 0.00	
9					☐	0.00	0.00	☐ 0.00	☐ 0.00	☐ 0.00	
10					☐	0.00	0.00	☐ 0.00	☐ 0.00	☐ 0.00	

Subtotals	232.50	162.75	0.00	0.00	0.00
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For Office Use
Only:

Total Mileage	7.75
GST Auto Calculation	

Total Mileage 162.75

Total Subsistence	0.00
GST Auto Calculation	

Total Subsistence 0.00

Total Other Expense GST Entered	0.00
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Total Other Expenses 0.00

Grand Total GST	7.75
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Total Claim 162.75

Additional Comments:

I certify that the above expenses were paid by me in the course of my work for Clearview School Division No. 71.
Note: Lodging expenses at cost of government or corporate rate for hotels. No charge accommodation (staying with a friend or relative) at \$40/night.
Administrative Procedure 418 will reimburse all employee travel costs incurred while on authorized Board business, in accordance with the regulations.
[Click here to view Administrative Procedure 418.](#)

GL DISTRIBUTION ENTRY WITH CODING

Task ID: 0000068836 - Created: 08-Oct-2024 09:48.25 AM - By: Daram Van Oers - Processed: 08-Oct-2024 10:08.57 AM - By: Malena Kieser

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
14610720699		162.75	1	7.75
Total Without Taxes:				155.00
Tax Total:				<u>7.75</u>
Total With Taxes:				162.75

Comment:

MILEAGE

GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID: 0000068836 - Created: 08-Oct-2024 10:08.57 AM - By: Malena Kieser - Processed: 08-Oct-2024 01:58.27 PM - By: D. Scot Leys

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
14610720699		162.75	1	7.75
Total Without Taxes:				155.00
Tax Total:				<u>7.75</u>
Total With Taxes:				162.75

Comment:

MILEAGE

▼ FINAL APPROVAL SECTION

Task ID: 0000068836 - Created: 08-Oct-2024 01:58.28 PM - By: D. Scot Leys - Processed: 09-Oct-2024 08:48.07 AM - By: Malena Kieser

Action Taken: Approve Expense

Period: 202501

Vendor Number: EM10451 - Van Oers, Daram S

Invoice Number: EEW-SEP/24

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
14610720699		162.75	1	7.75
Total Without Taxes:				155.00
Tax Total:				<u>7.75</u>
Total With Taxes:				162.75

Comment:

MILEAGE