

AUGUST 2025 EXPENSES
DEPUTY SUPERINTENDENT

	<u>Amount</u>
EXPENDITURES	
210 Certified Salaries Regular	17,802.17
310 Certified Benefits	2,330.49
460 Travel/Subsistence	381.28
461 Mileage Exp	326.05
550 Dues & Fees	1,675.38

Total For EXPENDITURES	22,515.37



Registration Invoice for 2025-26 System Leaders Matter: A Short Course & Cohort

Invoice Recipient

Myranda Shepherd mshepherd@clearview.ab.ca
Clearview Public Schools

Invoice Details

Project: System Leaders Matter
Invoice #: 1 (For 2025-26 Course)
Issued: August 8, 2025

Invoice Details	Participants	Rate	Total
Registration - System Leaders Matter: A Short Course & Cohort	1	\$749.00	\$749.00
Participant - Single Reg: Myranda Shepherd			
Details - Registration in three half-day seminars and four 90-minute online sessions facilitated by system leaders with 35 years of experience supporting Alberta jurisdictions. All additional resources or administrative costs are included in this one-time registration fee.			
		Subtotal	\$749.00
		GST	\$37.45
		Subtotal	\$786.45

Notes for Accounts Payable

Payable To: Hoppins People Services Inc.
Due: September 8, 2025

Method: Electronic Funds Transfer (EFT) or e-transfer ray@hoppins.ca

Direct Deposit Form: Attached. If additional information is required, please email services@hoppins.ca.

EFT Confidential: EFT Information: Transit 25739, Institution 001, Account 1994003

Please contact us at 403-507-1617 with any questions regarding this invoice. Thank you for your business.

ACCOUNTS PAYABLE DIRECT DEPOSIT INFORMATION

Prepared For: Clearview Public Schools

Company Name: Hoppins People Services Inc.

GST #: 793196163 RT0001

Company Address: 43 Lake Ridge, Olds, AB, T4H 1W6

Contact Person: Ray Hoppins

Contact Phone #: 403-507-1617

Email: services@hoppins.ca

Authorized Signature:



Name of Bank: BMO

Bank Address: 100, 6900-46 Street, Olds, AB, T4H 0A2

Account Information: Transit 25739, Institution 001, Account 1994003

Printout from BMO: See below

Copy the required information or attach a "VOID" Cheque.

Your name:

Hoppins People Services Inc.

Address:

43 Lake Ridge

Olds, AB T4H 1W6

-----VOID-----

\$

BMO Bank of Montreal

(if applicable)

Your Branch address:

100, 6900 46 Street

OLDS, AB T4H0A2

25739

001

1994-003

Transit Number

Institution Number

Account Number

Order Summary

Order #:	14371
Transaction ID:	81126340427
Credit Card:	Visa
Card #:	XXXX2090
Authorization Code:	091853
Subtotal:	\$900.00
GST:	\$45.00 (CASS GST No. 106967052)
Amount Paid:	\$945.00
Order Timestamp:	Jul 16, 2025 (10:03:53)

Event Details

Title:	2025 CASS/ASBOA Summer Learning Conference (Conference Registration)
Date(s):	- August 13, 2025 - August 14, 2025 - August 15, 2025
Location:	JW Marriott, ICE District, Edmonton

Registrant Information

First Name:	Myranda
Last Name:	Shepherd
Email Address:	mshepherd@clearview.ab.ca
Primary Phone:	403-740-4972
School Authority:	Clearview Public Schools
Jurisdiction Type:	Public School Authority
Zone:	4
Position:	Associate Superintendent of Learning Services
Are you a CASS/ASBOA Member?:	Yes (CASS)
Registrant Total:	\$945.00

Clearview Public Schools
EXPENSE CLAIM FORM

Name:Shepherd, Myranda B (10718) Location: Central Office Month: August

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	13-Aug-2025			☐			
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	13-Aug-2025	CASS Conference	Residence to Downtown Edmonton	396	☐	396.00	0.72 285.12	☐ 0.00	☐ 0.00	☐ 0.00	
2					☐	0.00	0.00	☐ 0.00	☐ 0.00	☐ 0.00	
3					☐	0.00	0.00	☐ 0.00	☐ 0.00	☐ 0.00	
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						396.00	285.12	0.00	0.00	0.00	

For Office Use
Only:

Total Mileage GST Auto Calculation	13.58
Total Subsistence GST Auto Calculation	0.00
Total Other Expense GST Entered	0.00
Grand Total GST	13.58

Total Mileage 285.12

Total Subsistence 0.00

Total Other Expenses 0.00

Total Claim 285.12

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: 0000078414 - Created: 21-Aug-2025 08:18.03 AM - By: Myranda Shepherd - Processed: 21-Aug-2025 09:46.40 AM - By: Malena Kieser

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
			Total Without Taxes:	0.00
			Tax Total:	0.00
			Total With Taxes:	0.00

Comment:

EXPENSE CLAIM - 2018

Task ID: 0000078414 - Created: 21-Aug-2025 09:46.40 AM - By: Malena Kieser - Processed: 21-Aug-2025 09:47.00 AM - By: Malena Kieser

Clearview Public Schools EXPENSE CLAIM FORM

Name:Shepherd, Myranda B
(10718)

Location: Central Office

Month: August

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
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1 13-Aug-2025

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	13-Aug-2025	CASS Conference	Stettler to Edmonton (Downtown)	372		372.00	0.72 267.84	0.00	0.00	0.00	
2						0.00	0.00	0.00	0.00	0.00	
3						0.00	0.00	0.00	0.00	0.00	
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						372.00	267.84	0.00	0.00	0.00	

For Office Use
Only:

Total Mileage 12.75
GST Auto
Calculation

Total Subsistence 0.00
GST Auto
Calculation

Total Other
Expense GST
Entered 0.00

Grand Total GST 12.75

Total Mileage 267.84

Total Subsistence 0.00

Total Other Expenses 0.00

Total Claim 267.84

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: 0000078414 - Created: 21-Aug-2025 09:47.00 AM - By: Malena Kieser - Processed: 21-Aug-2025 09:47.33 AM - By: Malena Kieser

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
14610220699		267.84	1	12.75
Total Without Taxes:				255.09
Tax Total:				<u>12.75</u>
Total With Taxes:				267.84
Comment:				
MILEAGE				

▼ GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID: 0000078414 - Created: 21-Aug-2025 09:47.40 AM - By: Malena Kieser - Processed: 21-Aug-2025 12:56.49 PM - By: D. Scot Leys

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
14610220699		267.84	1	12.75
Total Without Taxes:				255.09
Tax Total:				<u>12.75</u>
Total With Taxes:				267.84
Comment:				
MILEAGE				

▼ FINAL APPROVAL SECTION

Task ID: 0000078414 - Created: 21-Aug-2025 12:56.49 PM - By: D. Scot Leys - Processed: 22-Aug-2025 10:49.27 AM - By: Malena Kieser

Action Taken: Approve Expense

Period: 202512

Vendor Number: EM10718 - Shepherd, Myranda B

Invoice Number: EEW-AUG/25

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
14610220699		267.84	1	12.75
Total Without Taxes:				255.09
Tax Total:				<u>12.75</u>
Total With Taxes:				267.84
Comment:				
MILEAGE				

Task ID: 0000078926 - Created: 09-Sep-2025 10:19.17 AM - By: Myranda Shepherd - Processed: 09-Sep-2025 10:19.17 AM - By: Myranda Shepherd

Clearview Public Schools EXPENSE CLAIM FORM

Name: Shepherd, Myranda B
(10718)

Location: Central Office

Month: August

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				☐			
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	28-Aug-2025	Meeting with Principal	Stettler to Byemoor	96	☐	96.00	0.72	69.12	☐ 0.00	☐ 0.00	☐ 0.00
2				☐	☐	0.00		0.00	☐ 0.00	☐ 0.00	☐ 0.00
3				☐	☐	0.00		0.00	☐ 0.00	☐ 0.00	☐ 0.00
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						96.00		69.12	0.00	0.00	0.00

For Office Use
Only:

Total Mileage GST Auto Calculation	3.29
Total Subsistence GST Auto Calculation	0.00
Total Other Expense GST Entered	0.00
Grand Total GST	3.29

Total Mileage 69.12

Total Subsistence 0.00

Total Other Expenses 0.00

Total Claim 69.12

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.
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▼ GL DISTRIBUTION ENTRY WITH CODING

Task ID: 0000078926 - Created: 09-Sep-2025 10:19.18 AM - By: Myranda Shepherd - Processed: 09-Sep-2025 11:22.33 AM - By: Malena Kieser

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
14610720699		69.12	1	3.29
Total Without Taxes:				65.83
Tax Total:				<u>3.29</u>
Total With Taxes:				69.12

Comment:

MILEAGE

▼ GL DISTRIBUTION ENTRY WITH APPROVAL

Task ID: 0000078926 - Created: 09-Sep-2025 11:22.40 AM - By: Malena Kieser - Processed: 09-Sep-2025 08:10.01 PM - By: D. Scot Leys

Action Taken: No Objection

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
14610720699		69.12	1	3.29
Total Without Taxes:				65.83
Tax Total:				<u>3.29</u>
Total With Taxes:				69.12

Comment:

MILEAGE

▼ FINAL APPROVAL SECTION

Task ID: 0000078926 - Created: 09-Sep-2025 08:10.01 PM - By: D. Scot Leys - Processed: 10-Sep-2025 09:31.31 AM - By: Malena Kieser

Action Taken: Approve Expense

Period: 202512

Vendor Number: EM10718 - Shepherd, Myranda B

Invoice Number: EEW-AUG/25(2)

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
14610720699		69.12	1	3.29
Total Without Taxes:				65.83
Tax Total:				<u>3.29</u>
Total With Taxes:				69.12

Comment:

MILEAGE

INFORMATION INVOICE

Myranda Shepherd

 Print Date 8/16/25
 Page No. 1 of 2
 Room No. 2012
 Arrival 08/13/25
 Departure 08/15/25
 Conf. No. 588579827
 Folio No. EDT 126634
 GST No. 121767065 RT0001

Company Name: Expedia - Hotel Collect*

Date	Description	Charges CAD	Credits CAD
08/13/25	Room Charge	134.55	
08/13/25	Room - DMF	5.38	
08/13/25	Room - GST	7.00	
08/13/25	Room - Tourism Levy	5.60	
08/13/25	ECO Fees	2.00	
08/13/25	GST - ECO Fees	0.10	
08/13/25	Guest Self Parking	28.00	
08/13/25	GST	1.40	
08/14/25	Room Charge	134.55	
08/14/25	Room - DMF	5.38	
08/14/25	Room - GST	7.00	
08/14/25	Room - Tourism Levy	5.60	
08/14/25	ECO Fees	2.00	
08/14/25	GST - ECO Fees	0.10	
08/14/25	Guest Self Parking	28.00	
08/14/25	GST	1.40	
08/15/25	Visa XXXXXXXXXXXX2090		368.06

Total	368.06	368.06
Balance	0.00	CAD

Net Amount	325.10	CAD
Room - GST	17.00	CAD
Room - Tourism Levy	11.20	CAD
Room - DMF	10.76	CAD
ECO Fees	4.00	CAD
Total incl. vat	368.06	CAD

I agree to be personally liable should the indicated company or person fail to pay for any part of the total charges.

INFORMATION INVOICE

Myranda Shepherd

Print Date 8/16/25
Page No. 2 of 2
Room No. 2012
Arrival 08/13/25
Departure 08/15/25
Conf. No. 588579827
Folio No. EDT 126634
GST No. 121767065 RT0001

Company Name: Expedia - Hotel Collect*

Guest Signature

Merchant ID		Credit Card #	XXXXXXXXXXXX2090
Transaction ID	19406200	Credit Card Expiry	XX/XX
Approval Code	002290	Capture Method	Swiped
Approval Amount	368.06	Transaction Amount	368.06

JULIO'S BARRIO

Julio's Barrio
10416 82 Ave NW
Edmonton, AB T6E 2A2

Server: Ashlyn .

Check #157

Seats 1, 3, 4, 5

Ordered:

Table 83

2025-08-14 7:06 p.m.

2 Mexi Bowl - Chicken

1 Shrimp Tacos

1 Fajitas - Shrimp

1 Fajitas - Chix

\$39.00

\$19.00

\$26.50

\$24.50

\$109.00

Subtotal

\$5.45

GST

\$17.16

Tip

\$131.61

Total

Input Type

C (EMV Chip Read)

VISA

xxxxxxxx4694

Time

8:32 p.m.

Transaction Type

Sale

Authorization

Approved

Approval Code

003863

Payment ID

RpbKqgbWdzqH

Application Label

VISA

Terminal ID

a4679c73f33ad7fb

Card Reader

CASTLES

GST#: R136819547