

# expense | monthly tracking report

claimant | Howell, Kevin  
position | Education Director  
level | Director  
reporting period | September 1 to October 31, 2025  
date of report | Friday, December 12, 2025



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
College of Alberta School Superintendents (CASS)	09/01/2025	Annual Membership Renewal 2025-2026	\$1,675.00	other disclosed	membership, due, fees
College of Alberta School Superintendents (CASS)	08/14/2025	Registration of Online CEP Course for Oct 08, 15, 22 & 29, 2025	\$315.00	other disclosed	PD course or registration fee

**Li-Ng, Miranda**

---

**Subject:** FW: [EXTERNAL] CASSAlberta Registration

**Subject:** [EXTERNAL] CASSAlberta Registration (Order #:14435)

**ATTENTION: This message came from outside of the CBE and could be Spam or Phishing.**  
Do not click links or open attachments unless you recognize the sender and you are certain that the content is safe. [\[Learn More\]](#)  
Forward suspicious messages to [phishing@cbe.ab.ca](mailto:phishing@cbe.ab.ca).

Dear Kevin Howell,

Thank you for registering for **Online CEP Course: Changing World, Changing Needs: Engaging the Age of Disruption.**

**Order Summary**

<b>Order #:</b>	
<b>Transaction ID:</b>	
<b>Credit Card:</b>	MasterCard
<b>Card #:</b>	
<b>Authorization Code:</b>	
<b>Subtotal:</b>	\$300.00
<b>GST:</b>	\$15.00 (CASS GST No. 106967052)
<b>Amount Paid:</b>	\$315.00
<b>Order Timestamp:</b>	Aug 14, 2025 (02:41:10)

**Event Details**

<b>Title:</b>	Online CEP Course: Changing World, Changing Needs: Engaging the Age of Disruption (Online Registration)
<b>Date(s):</b>	<ul style="list-style-type: none"><li>• October 08, 2025</li><li>• October 15, 2025</li><li>• October 22, 2025</li><li>• October 29, 2025</li></ul>

<b>Location:</b>	Online (Virtual)
------------------	------------------

**Registrant Information**

<b>First Name:</b>	Kevin
<b>Last Name:</b>	Howell
<b>Email Address:</b>	a
<b>Primary Phone:</b>	
<b>School Authority:</b>	Calgary Board of Education
<b>Jurisdiction Type:</b>	Public School Authority
<b>Zone:</b>	5
<b>Position:</b>	Director
<b>Are you a CASS Member?:</b>	Yes
<b>Registrant Total:</b>	\$315.00

**Order Items**

Item	Cost	GST
<i>Individuals registered for courses are expected to commit to the entire time of the scheduled course and participate in all activities.</i>		
<ul style="list-style-type: none"> <li>• <b>Day 1</b> Oct 08, 2025 (3:30 pm-6:00 pm)</li> <li>• <b>Day 2</b> Oct 15, 2025 (3:30 pm-6:00 pm)</li> <li>• <b>Day 3</b> Oct 22, 2025 (3:30 pm-6:00 pm)</li> <li>• <b>Day 4</b> Oct 29, 2025 (3:30 pm-6:00 pm)</li> </ul>	\$300.00	\$15.00

**Cancellation Policy**

Cancellation should be received in writing to [admin@cass.ab.ca](mailto:admin@cass.ab.ca) per the following guidelines.

If cancellation notice has been received:

- More than 14 days before - full refund
- 7-14 days - 85% refund
- Less than 7 days - 50%
- No notice - no refund



# CASS

## College of Alberta School Superintendents

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

### INVOICE

Invoice No.:  
Date: 09/01/2025  
Ship Date:  
Page: 1  
Re: Order No. Membership 2025-2026

**Sold to:**

Calgary Board of Education  
1221-8 Street SW  
Calgary, AB T2R 0L4

**Ship to:**

Calgary Board of Education  
1221-8 Street SW  
Calgary, AB T2R 0L4

Business No.: 10696 7052

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			CASS Membership 2025-2026			
			Kevin Howell	G		1,500.00
			G - GST 5.00% GST			75.00
College of Alberta School Superintendents GST: #10696 7052 RT						
Shipped By: Tracking Number:					<b>Total Amount</b>	\$1575.00
Comment: N					<b>Amount Paid</b>	0.00
Sold By:					<b>Amount Owing</b>	\$1575.00