



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted 05-02-20 Month January Year 2020

General Council Related Business		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim km's (From Chart)	Out-of-Region Mileage Claim (or In-Region.. specific mileage)		One Way /Return	Mileage Claim km's- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total	GL Coding			
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1220	1220	1225	1226	1221	1222	1222		ACCT	Cost Ctr	CAT 2 Project	CAT4
09-01-20	RTSC Pre-Brief	St. Albert	Edmonton-Downtown	One Way	15.00					7.58							7.58	6140	1010	516104	A10 General Council Busiess
09-01-20	EMRB Audit Finance Committee Meeting	Edmonton-Downtown	St. Albert	One Way	15.00					7.58							7.58	6140	1010	516104	A10 General Council Busiess
16-01-20	Strategic Planning Session	St. Albert	Edmonton-West	Return	40.00					20.20							20.20	6140	1010	516104	A10 General Council Busiess
17-01-20	Strategic Planning Session	Edmonton-West	St. Albert	Return	40.00					20.20							20.20	6140	1010	516104	A10 General Council Busiess
22-01-20	RTSC Media Conference	St. Albert	Edmonton-Downtown	Return	30.00					15.15				50.10			65.25	6140	1010	516104	A10 General Council Busiess
23-01-20	RTSC Transition Team Meeting	St. Albert	Edmonton-Downtown	Return	30.00					15.15							15.15	6140	1010	516104	A10 General Council Busiess
29-01-20	Alberta Prime Time Intervie	St. Albert	Edmonton-West	Return	40.00					20.20							20.20	6140	1010	516104	A10 General Council Busiess
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				
Sub-Total																	\$ 156.15				

Professional Development		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region.. specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Conference or Course Registration /Event Ticket *	General Expenses *	Total	GL Coding			
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1221	1221	1222	1226	1227	1225	1224		ACCT	Cost Ctr	CAT 2 Project	CAT4
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				
Sub-Total																	\$ -				



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted 05-02-20

Month January Year

2020

AUMA or FCM Convention or Board Expenses		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region, specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Conference or Course Registration /Event Ticket *	General Expenses *	Total	GL Coding		
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7_		1221	1221	1222	1226	1227	1225	1224		ACCT	Cost Ctr	Project CAT2
										-							-			A8 AUMA
										-							-			
										-							-			
										-							-			
										-							-			

Sub-Total \$ -

Office of the Mayor (Official Events & Duties)		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region, specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total	GL Coding		
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7_		1220	1220	1225	1226	1221	1222	1222		ACCT	Cost Ctr	CAT3 CAT4
										-							-			
										-							-			
										-							-			
										-							-			
										-							-			

Sub-Total \$ -



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted 05-02-20 Month January Year 2020

Operating Supplies/Telephone/Internet/Sponsorships		Total	GL Coding				Expense Type
Date (DD/MM/YY)	Detailed Description		ACCT	Cost Ctr	CAT 2 Project	CAT7	
25-01-19	Bell Mobility - Office Mobile	55.00	6404	1010	516104	N/A	Mobile Device Charge
18-01-19	Shaw - Home Office Internet	70.00	6404	1010	516104	N/A	Office/Operating Supp

Sub-Total \$ 125.00

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
16-01-20	WestJet Flight for FCM purchased			472.43				472.43
20-01-20	Registration for FCM purchased					1,024.91		1,024.91
20-01-20	FCM Hotel Accomodation Deposit		327.88					327.88
13-01-20	Bruderheim Mayor's Supper (As Deputy Mayor)					53.48		53.48
								-
								-
								-
								-

Sub-Total \$ 1,878.70



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted 05-02-20 Month January Year 2020

Expenses Paid Directly by the City (eg. Petty Cash)		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
								-
								-
								-
								-
								-
								-
								-

Sub-Total \$ -

- Claim Reminders:
** See Council Policy C-CC-03 Council Remuneration and Expense Reimbursement for detailed provisions of allowable expenses**
- Detailed receipts must be provided for all expenses. Credit Card slips are NOT an acceptable form of receipt.
 - Meter parking may be claimed without a receipt up to \$15. Clearly indicate (Meter) in the nature of event/meeting section.
 - A standard mileage chart is available for use. All kilometers are based on St. Albert Place (SAP) as the base location
 - For meal expenses, the event/description section should clearly indicate the nature of the meeting and indicate the # of people in attendance. The full names of the participants should be listed on the back of the receipt.
 - It is recommended to claim mileage based on the standard mileage chart. If you choose to claim specific mileage you must provide a Google map printout with the detailed to and from locations identified (i.e. Street Address)
 - Expense claims must be submitted within 10 days of the following month
 - Incomplete expense claims will not be processed

Grand Total Expenses	\$ 2,159.85
Less: BMO MasterCard	-\$ 1,878.70
Less: Expenses Paid	\$ -
Net to be paid to Councillor Brodhead	\$ 281.15

Training and Development Activities		
Activity Name	Description of Activity Content and any learning/information worth sharing	
16/01/19-17/01/19	Council Strategic Planning Session	
2020-01-27	Priority Based Budgeting Workshops	
Board, Committee, Agency meetings attended (Includes both Council appointed and other approved committees)		
Date	Meeting	Updates
2020-01-29	Intermunicipal Affairs Committee Meeting	



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name:

Councillor Brodhead

Date Submitted

05-02-20

Month

January

Year

2020



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted 05-02-20 Month January Year 2020

Authorizations & Approvals Councillor Brodhead January 2020

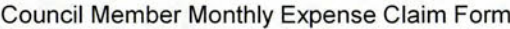
	Member at the time of submission. 30/01/2020 Date (DD/MM/YY)
--	--

	half of the City of St. Albert. I understand that submitting a fraudulent claim is a very serious matter. I understand that I am solely responsible for the details of the claim even if the form Feb 3, 2020 Date (DD/MM/YY)
--	---

	<div></div> FEB 04 2020 Date (DD/MM/YY)
--	--

	documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement Feb 05/2020 Date (DD/MM/YY)
--	---

	documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement Feb 5/20 Date (DD/MM/YY)
--	--



	Select From List
	Do not enter in "Grey" cells

Name:	Councillor Brodhead
-------	---------------------

Date Submitted 02/03/2020

Month	February	Year	2020
-------	----------	------	------

General Council Related Business		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim km's (From Chart)	Out-of-Region Mileage Claim (or In-Region, specific mileage)		One Way /Return	Mileage Claim km's-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total	GL Coding				
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1220	1220	1225	1226	1221	1222	1222		ACCT	Cost Ctr	CAT 2 Project	CAT4	
13-02-20	RTSC Team and Project Team Pre-Brief	St. Albert	Edmonton-Kingsway	Return	26.00					13.13							13.13	6140	1010	516104	A10 General Council Business	
										-							-					
										-							-					
										-							-					
										-							-					
										-							-					
										-							-					
										-							-					
										-							-					
										-							-					
										-							-					
										-							-					
										-							-					
Sub-Total																	\$	13.13				

Professional Development		In-Region Mileage Claim based on Chart				Out-of-Region Mileage Claim (or In-Region, specific mileage)		Conference or Course Registration /Event Ticket *										General Expenses *		Total		GL Coding		
Date (DD/MM/YY)	Nature of Event/Meeting	From	To	One Way /Return	Mileage Claim (From Chart)	From	To	One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	1225	1224		ACCT	Cost Ctr	Project				
								CAT7		1221	1221	1222	1226	1227										
										-							-							
										-							-							
										-							-							
										-							-							
										-							-							
										-							-							
Sub-Total																		\$	-					



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted02/03/2020

MonthFebruary

Year2020

AUMA or FCM Convention or Board Expenses		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region, specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Conference or Course Registration /Event Ticket *	General Expenses *	Total	GL Coding			
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1221	1221	1222	1226	1227	1225	1224		ACCT	Cost Ctr	Project	CAT4
										-							-				A8 AUMA
										-							-				
										-							-				
										-							-				
										-							-				

Sub-Total \$ -

Office of the Mayor (Official Events & Duties)		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region, specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total	GL Coding			
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1220	1220	1225	1226	1221	1222	1222		ACCT	Cost Ctr	CAT3	CAT4
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				

Sub-Total \$ -



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted 02/03/2020

Month February Year 2020

Operating Supplies/Telephone/Internet/Sponsorships			GL Coding			
		Mobile Device (Max \$55/Month) Home Internet (Max \$70/Month), Sponsorship (Max \$1,000/Year see policy C-CC-21 Council Sponsorship)	Total	ACCT	Cost Ctr	Expense Type
Date (DD/MM/YY)	Detailed Description			CAT 2 Project	CAT7	
25-01-19	Bell Mobility - Office Mobile		55.00	6404 1010	516104	N/A Mobile Device Charge
18-01-19	Shaw - Home Office Internet		70.00	6404 1010	516104	N/A Office/Operating Supp

Sub-Total \$ 125.00

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
								-
								-
								-
								-
								-
								-
								-
								-
								-

Sub-Total \$ -



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted02/03/2020

MonthFebruary

Year2020

Expenses Paid Directly by the City (eg. Petty Cash)		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
								-
								-
								-
								-
								-
								-
								-

Sub-Total\$ -

- Claim Reminders:
** See Council Policy C-CC-03 Council Remuneration and Expense Reimbursement for detailed provisions of allowable expenses**
- Detailed receipts must be provided for all expenses. Credit Card slips are NOT an acceptable form of receipt.
 - Meter parking may be claimed without a receipt up to \$15. Clearly indicate (Meter) in the nature of event/meeting section.
 - A standard mileage chart is available for use. All kilometers are based on St. Albert Place (SAP) as the base location
 - For meal expenses, the event/description section should clearly indicate the nature of the meeting and indicate the # of people in attendance. The full names of the participants should be listed on the back of the receipt.
 - It is recommended to claim mileage based on the standard mileage chart. If you choose to claim specific mileage you must provide a Google map printout with the detailed to and from locations identified (i.e. Street Address)
 - Expense claims must be submitted within 10 days of the following month
 - Incomplete expense claims will not be processed

Grand Total Expenses	\$	138.13
Less: BMO MasterCard	\$	-
Less: Expenses Paid	\$	-
Net to be paid to Councillor Brodhead	\$	138.13

Training and Development Activities		
Activity Name	Description of Activity Content and any learning/information worth sharing	
Board, Committee, Agency meetings attended (Includes both Council appointed and other approved committees)		
Date	Meeting	Updates
2020-02-05	Youth Advisory Committee	



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name:

Councillor Brodhead

Date Submitted 02/03/2020

Month

February

Year

2020



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted: 02/03/2020 Month: February Year: 2020

Authorizations & Approvals

Councillor Brodhead February 2020

	Member at the time of submission. 02/03/2020 Date (DD/MM/YY)
--	--

	half of the City of St. Albert. I understand that submitting a fraudulent claim is a very serious matter. I understand that I am solely responsible for the details of the claim even if the form March 2, 2020 Date (DD/MM/YY)
--	---

	 4 Mar. 3, 2020 Date (DD/MM/YY)
--	---

	documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement 4 Mar 5/2020 Date (DD/MM/YY)
--	--

	documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement Mar 16/2020 Date (DD/MM/YY)
--	---

From: [Rayann Laforce](#)
To: [Lynda Lavallee](#)
Subject: FW: Councillor Brodhead March Expenses
Date: April 22, 2020 5:13:19 PM
Attachments: [Brodhead - Council Expense Claim.xlsm](#)
[Shaw and Bell Invoices for Wes Brodhead.msg](#)

Hi Lynda:

Please see Kevin's approval below.

Rayann

Rayann Laforce
Executive Assistant | Office of the Mayor and Council
P: 780-459-1605 | rlaforce@stalbert.ca

Bringing Our Best to Cultivate An Amazing Community

From: Kevin Scoble <kscoble@stalbert.ca>
Sent: April 22, 2020 1:55 PM
To: Alayna Yarmuch <ayarmuch@stalbert.ca>
Cc: Rayann Laforce <rLaforce@stalbert.ca>
Subject: RE: Councillor Brodhead March Expenses

Approved

Kevin Scoble
Chief Administrative Officer
P: 780-459-1502 | kscoble@stalbert.ca

Bringing Our Best to Cultivate An Amazing Community

From: Alayna Yarmuch <ayarmuch@stalbert.ca>
Sent: Wednesday, April 15, 2020 10:26 AM
To: Kevin Scoble <kscoble@stalbert.ca>
Cc: Rayann Laforce <rLaforce@stalbert.ca>
Subject: FW: Councillor Brodhead March Expenses

Please review and assign your electronic approval and email back to Rayann and I.

Thanks

Alayna Yarmuch
Senior Executive Assistant
Office of the Chief Administrative Officer

From: [Rayann Laforce](#)
To: [Lynda Lavallee](#); [Barb Marrese](#); [Danielle Parsons](#)
Subject: FW: Councillor Brodhead - March Expenses
Date: April 7, 2020 1:45:11 PM
Attachments: [Brodhead - Council Expense Claim.xlsm](#)
[Shaw and Bell Invoices for Wes Brodhead.msg](#)

Hi ladies:

As per the email below, Councillor Brodhead has approved these expenses for processing.

Kind Regards,

Rayann

Rayann Laforce
Executive Assistant | Office of the Mayor and Council
P: 780-459-1605 | rlaforce@stalbert.ca

Bringing Our Best to Cultivate An Amazing Community

From: Wes Brodhead <wbrodhead@stalbert.ca>
Sent: April 7, 2020 1:36 PM
To: Rayann Laforce <rLaforce@stalbert.ca>
Subject: Re: Councillor Brodhead - March Expenses

Approved

Wes

From: Rayann Laforce <rLaforce@stalbert.ca>
Sent: Tuesday, April 7, 2020 1:16:46 PM
To: Wes Brodhead <wbrodhead@stalbert.ca>
Subject: FW: Councillor Brodhead - March Expenses

Hi Cllr Brodhead:

Unfortunately the receipts are at the office, and we don't currently have access to get them. We will have to submit those receipts once we are back at the office. I have removed those expenses from the form.

Let me know via email if you approve this, and I will forward it on to Finance.

Many thanks!

Rayann

Rayann Laforce

Executive Assistant | Office of the Mayor and Council

P: 780-459-1605 | rlaforce@stalbert.ca

Bringing Our Best to Cultivate An Amazing Community

From: Lynda Lavallee <llavallee@stalbert.ca>

Sent: April 7, 2020 12:33 PM

To: Rayann Laforce <rlaforce@stalbert.ca>

Subject: RE: Councillor Brodhead - March Expenses

Hi Rayann

Unfortunately, we will require the receipts before we can process.

(working from home)

Lynda Lavallee

Accounts Payable Coordinator | Financial Services

P: 780-459-1626 | F: 780-459-1734

City of St. Albert | 5 St. Anne Street | St. Albert, AB | T8N 3Z9

llavallee@stalbert.ca | www.stalbert.ca

www.facebook.com/cityofstalbert | www.twitter.com/cityofstalbert



NOTICE -

This communication is intended only for the addressee and may contain information that is confidential, protected, or legally privileged. If you are not the addressee, any use, distribution, or copying of this communication or the information contained in it is strictly prohibited. If you have received this communication in error, please notify the sender immediately by telephone and then destroy or delete this communication, or return it by mail as the sender requests.

From: Rayann Laforce

Sent: April 7, 2020 10:57 AM

To: Lynda Lavallee <llavallee@stalbert.ca>; Barb Marrese <bmarrese@stalbert.ca>; Danielle Parsons <dparsons@stalbert.ca>

Subject: FW: Councillor Brodhead - March Expenses

Hi Ladies:

Further to the below. The original receipts for two of Councillor Brodhead's expenses are at the office.

How should we proceed? Can I submit his expenses without the receipts?

Bringing Our Best to Cultivate An Amazing Community

From: Wes Brodhead <wbrodhead@stalbert.ca>
Sent: April 6, 2020 6:52 PM
To: Rayann Laforce <rLaforce@stalbert.ca>
Subject: RE: Councillor Brodhead - March Expenses

Rayann,

The Rotary Gala and the whole CUTA conference and expenses attached to it have been cancelled and appropriate refunds received – at least as far as I know. Hopefully, if you touch base with Brittany she can confirm this.

Wes

From: Rayann Laforce <rLaforce@stalbert.ca>
Sent: April 6, 2020 4:57 PM
To: Wes Brodhead <wbrodhead@stalbert.ca>
Subject: Councillor Brodhead - March Expenses

Cllr Brodhead:

Please review the attached, and let me know via email if you approve this, or advise of the needed edits. I noted that there are expenses in the “Expenses Paid Directly by the City” section of the form. Do you know if there were receipts for these expenses? You’ll have to excuse my lack of knowledge – our lovely Brittany was way a head of the game and filled in that section, though I don’t know the background.

Kind Regards,

Rayann

Rayann Laforce
Executive Assistant | Office of the Mayor and Council
P: 780-459-1605 | rlaforce@stalbert.ca

Bringing Our Best to Cultivate An Amazing Community

Please advise.

Rayann

Rayann Laforce
Executive Assistant | Office of the Mayor and Council
P: 780-459-1605 | rlaforce@stalbert.ca

Bringing Our Best to Cultivate An Amazing Community

From: Wes Brodhead <wbrodhead@stalbert.ca>
Sent: April 7, 2020 10:52 AM
To: Rayann Laforce <rLaforce@stalbert.ca>
Subject: Re: Councillor Brodhead - March Expenses

Yes I did. Hopefully, she still has them as I gave her the originals :=)

Wes

From: Rayann Laforce <rLaforce@stalbert.ca>
Date: Tuesday, April 7, 2020 at 8:38 AM
To: Wes Brodhead <wbrodhead@stalbert.ca>
Subject: RE: Councillor Brodhead - March Expenses

Hi Cllr Brodhead:

Indeed those Mastercard charges have been refunded, and the refunds will show up on next months expense claim form. I do have to note the expenses on this claim.

The expenses I was wondering about are:

Glasshouse Bistro Meeting with MLA Searle Turton
Parking for EMRB Audit & Finance Committee Meeting

Did you submit receipts to Brittany for those expenses?

Kind Regards,

Rayann

Rayann Laforce
Executive Assistant | Office of the Mayor and Council
P: 780-459-1605 | rlaforce@stalbert.ca

P: 780-459-1593 | ayarmuch@stalbert.ca

Bringing Our Best to Cultivate An Amazing Community

From: Diane McMordie <dmcordie@stalbert.ca>

Sent: Wednesday, April 15, 2020 10:21 AM

To: Alayna Yarmuch <ayarmuch@stalbert.ca>

Cc: Lynda Lavallee <llavallee@stalbert.ca>

Subject: Fw: Councillor Brodhead March Expenses

I approve.

Please forward to Kevin for his approval, then back to Lynda.

:)

Diane McMordie, CPA, CMA

Director of Financial Services

P 780-459-1758 | **C** 780-862-1348 | **F** 780-459-1734

City of St. Albert | 5 St. Anne Street | St. Albert, AB | T8N 3Z9

dmcordie@stalbert.ca | www.stalbert.ca

From: Lynda Lavallee <llavallee@stalbert.ca>

Sent: April 15, 2020 9:57 AM

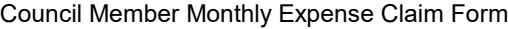
To: Diane McMordie <dmcordie@stalbert.ca>

Subject: Councillor Brodhead March Expenses

Hi Diane

Attached is Councillor Brodhead's March expenses. I have reviewed. Could you please approve and forward to Alayna.

Thank you



	Select From List
	Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted	07-04-20	Month	March	Year	2020
----------------	----------	-------	-------	------	------

General Council Related Business		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim km's (From Chart)	Out-of-Region Mileage Claim (or In-Region specific mileage)		One Way /Return	Mileage Claim km's-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total	GL Coding						
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1220	1220	1225	1226	1221	1222	1222		ACCT	Cost Ctr	CAT 2 Project	CAT4			
03/03/2020	Town of Bruderheim Mayors Supper	St. Albert	Bruderheim	Return	120.00					60.60							60.60	6140	1010	516104	A10	General Council Business		
										-							-							
										-							-							
										-							-							
										-							-							
										-							-							
										-							-							
										-							-							
										-							-							
										-							-							
										-							-							
										-							-							
Sub-Total																		\$	60.60					

Professional Development		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Conference or Course Registration /Event Ticket *	General Expenses *	Total	GL Coding		
						From	To											From	To	ACCT
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1221	1221	1222	1226	1227	1225	1224			CAT 2	
										-							-		Project CAT4	
										-							-			
										-							-			
										-							-			
										-							-			
										-							-			
										-							-			
Sub-Total																		\$	-	



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted07-04-20

MonthMarch

Year2020

AUMA or FCM Convention or Board Expenses		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0 505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Conference or Course Registration /Event Ticket *	General Expenses *	Total	GL Coding			
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1221	1221	1222	1226	1227	1225	1224		ACCT	Cost Ctr	CAT 2 Project	CAT4
										-							-			A8	AUMA
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				

Sub-Total\$ -

Office of the Mayor (Official Events & Duties)		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0 505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total	GL Coding			
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1220	1220	1225	1226	1221	1222	1222		ACCT	Cost Ctr	CAT3	CAT4
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				

Sub-Total\$ -



Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name:

Councillor Brodhead

Date Submitted:

07-04-20

Month:

March

Year:

2020

Operating Supplies/Telephone/Internet/Sponsorships		Total	GL Coding			
Mobile Device (Max \$55/Month) Home Internet (Max \$70/Month), Sponsorship (Max \$1,000/Year see policy C-CC-21 Council Sponsorship)						
Date (DD/MM/YY)	Detailed Description		ACCT	Cost Ctr	CAT 2 Project CAT7	Expense Type
25-03-20	Bell Mobility - Office Mobile	55.00				
18-03-20	Shaw - Home Office Internet	70.00	6404 1010	516104	N/A	Mobile Device Charge
			6404 1010	516104	N/A	Office/Operating Supp

Sub-Total \$ 125.00

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
06-03-20	St. Albert Rotary Gala Ticket					160.15		160.15
12-03-20	CUTA Hotel Accomodation		1,897.94					1,897.94
12-03-20	CUTA Airfar			591.00				591.00
12-03-20	CUTA Conference Registration					819.25		819.25
								-
								-
								-
								-
								-

Sub-Total \$ 3,468.34



Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name:

Councillor Brodhead

Date Submitted:

07-04-20

Month:

March

Year:

2020

Expenses Paid Directly by the City (eg. Petty Cash)		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
								-
								-
								-
								-
								-
								-
								-
								-

Sub-Total \$ -

- Claim Reminders:
- ** See Council Policy C-CC-03 Council Remuneration and Expense Reimbursement for detailed provisions of allowable expenses****
- Detailed receipts must be provided for all expenses. Credit Card slips are NOT an acceptable form of receipt.
 - Meter parking may be claimed without a receipt up to \$15. Clearly indicate (Meter) in the nature of event/meeting section.
 - A standard mileage chart is available for use. All kilometers are based on St. Albert Place (SAP) as the base location
 - For meal expenses, the event/description section should clearly indicate the nature of the meeting and indicate the # of people in attendance. The full names of the participants should be listed on the back of the receipt.
 - It is recommended to claim mileage based on the standard mileage chart. If you choose to claim specific mileage you must provide a Google map printout with the detailed to and from locations identified (i.e. Street Address)
 - Expense claims must be submitted within 10 days of the following month
 - Incomplete expense claims will not be processed

Grand Total Expenses	\$ 3,653.94
Less: BMO MasterCard	-\$ 3,468.34
Less: Expenses Paid	\$ -
Net to be paid to Councillor Brodhead	<u>\$ 185.60</u>

Training and Development Activities		
Date	Description of Activity Content and any learning/information worth sharing	
2020-03-02	MDP Workshop	
Board, Committee, Agency meetings attended (Includes both Council appointed and other approved committees)		
Date	Meeting	Updates
2020-03-12	EMRB Audit & Finance Committee Meeting	
03/03/2020	Regular Council Meeting	
09/03/2020	Community Growth and Infrastructure	
13/03/2020	Special Council Meeting	
23/03/2020	RTSC Transition Team Planning Meeting	
23/03/2020	City of St. Albert Council Meeting	



Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name:

Councillor Brodhead

Date Submitted:

07-04-20

Month:

March

Year:

2020

27/03/2020	RTSC Transition Team Meeting	
31/03/2020	RTSC next steps discussion	



Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name:

Councillor Brodhead

Date Submitted:

07-04-20

Month:

March

Year:

2020

Authorizations & Approvals

Councillor Brodhead

March

2020

Preparer

If claim form was prepared by an individual other than the Council Member, sign and date below
This expense claim form was prepared in accordance with all information provided by the Council Member at the time of submission.

Rayann Laforce

Preparer's Signature

Date (DD/MM/YY)

Council Member

I certify that the expenditures claimed on this form were incurred while conducting business on behalf of the City of St. Albert. I understand that submitting a fraudulent claim is a very serious matter. I understand that I am solely responsible for the details of the claim even if the form was completed by another individual. All applicable receipts have been attached.

Council Member's Signature

Date (DD/MM/YY)

Accounts Payable

I have reviewed this claim for mathematical accuracy and documentation support.

Accounts Payable Personnel Signature

Date (DD/MM/YY)

Chief Financial Officer

I have reviewed this claim and am satisfied that the expenses listed and the information and documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

Chief Financial Officer Signature

Date (DD/MM/YY)

Chief Administrative Officer (City Manager)

I have reviewed this claim and am satisfied that the expenses listed and the information and documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

City Manager Signature

Date (DD/MM/YY)