

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Hansen

Date Submitted	02-03-20	Month	February	Year	2020
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[illegible][illegible]



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name:

Councillor Hansen

Date Submitted

02-03-20

Month

February

Year

2020

Sub-Total

\$ -



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Hansen

Date Submitted 02-03-20 Month February 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 CAT4
										-							-			
										-							-			
										-							-			
										-							-			
										-							-			

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 Hansen

Date Submitted 02-03-20 Month February Year 2020

Operating Supplies/Telephone/Internet/Sponsorships		Total	GL Coding				Expense Type
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	CAT 2 Project	CAT7	
Date (DD/MM/YY)	Detailed Description						
10-01-19	Telus Mobility - Councillor Mobile Device	55.00	6404	1010	516110	N/A	Mobile Device Charge
17-01-18	Shaw Cable - Councillor Home Office Internet	70.00	6404	1010	516110	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)								
01/17/2020	RECYCLING COUNCIL OF A BLUFFTON - Waste to Energy Symposium - Hansen					250.00		250.00
01/20/2020	WESTJET 883821546553765 CALGARY - Hansen repurchased flight ticket			472.43				472.43
02/04/2020	EVENTBRITE/DEVONSTATEO					40.00		40.00
								-
								-
								-
								-
								-
								-

Sub-Total \$ 762.43



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Hansen

Date Submitted02-03-20

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	\$	887.43
Less: BMO MasterCard	-\$	762.43
Less: Expenses Paid	\$	-
Net to be paid to Councillor Hansen	\$	125.00

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
02/03/2020	Council Meeting - Skype February	
02/10/2020	Community Growth and Infrastructure	
02/18/2020	Council Meeting - Skype February	



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name:

Councillor Hansen

Date Submitted

02-03-20

Month

February

Year

2020



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name:

Councillor Hansen

Date Submitted

02-03-20

Month

February

Year

2020

Authorizations & Approvals

Councillor Hansen

February

2020

Council Member at the time of submission.

02/03/2020
Date (DD/MM/YY)

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

05/03/2020
Date (DD/MM/YY)

Mar. 6/2020.
Date (DD/MM/YY)

documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

Mar 6/2020
Date (DD/MM/YY)

documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

March 16/2020
Date (DD/MM/YY)



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Hansen

Date Submitted 02/03/2020 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	CAT 2 Project CAT4
										-							-			
										-							-			
										-							-			
										-							-			
										-							-			

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 Hansen

Date Submitted 02/03/2020

Month January 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	CAT 2 Project CAT7 Expense Type
Date (DD/MM/YY)	Detailed Description					
10-01-19	Telus Mobility - Councillor Mobile Device	55.00		6404 1010	516110	N/A Mobile Device Charge
17-01-18	Shaw Cable - Councillor Home Office Internet	70.00		6404 1010	516110	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
								-
								-
								-
								-
								-
								-

Sub-Total \$ 1,825.22



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Hansen

Date Submitted 02/03/2020 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	\$ 1,990.62
Less: BMO MasterCard	-\$ 1,825.22
Less: Expenses Paid	\$ -
Net to be paid to Councillor Hansen	\$ 165.40

Training and Development Activities		
Activity Name	Description of Activity Content and any learning/information worth sharing	
09/01/2020	Fair Deal consultation	
16-01-2020 to 17-01-2020	Council Strategic Planning	
2020-01-27	Priority Based Budget Workshop	
Board, Committee, Agency meetings attended (Includes both Council appointed and other approved committees)		
Date	Meeting	Updates
2020-01-14	Heritage Advisory Committee	
2020-01-15	Library Board Meeting	



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Hansen

Date Submitted 02/03/2020

Month January

Year 2020

2020-01-31	Inter-City Forum on Social Policy	



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name:

Councillor Hansen

Date Submitted 02/03/2020

Month

January

Year

2020

Authorizations & Approvals

Councillor Hansen

January

2020

Signature of Council Member at the time of submission.

04/02/2020
Date (DD/MM/YY)

Signature of Council Member 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

05/03/20
Date (DD/MM/YY)

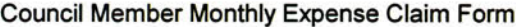
Mar 6/2020
Date (DD/MM/YY)

Documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

Mar 16/2020
Date (DD/MM/YY)

Documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

Mar 16 2020
Date (DD/MM/YY)



Select From List
Do not enter in "Grey" cells

Name: Councillor Hansen

Date Submitted 04/07/2020 Month March Year 2020

[illegible]

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											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 Hansen

Date Submitted 04/07/2020 Month March 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	CAT 2 Project CAT4
										-							-			
										-							-			
										-							-			
										-							-			
										-							-			
										-							-			

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 Hansen

Date Submitted 04/07/2020

Month

March

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		
10-01-19	Telus Mobility - Councillor Mobile Device	55.00	6404	1010	516110	N/A		Mobile Device Charge
17-01-18	Shaw Cable - Councillor Home Office Internet	70.00	6404	1010	516110	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)								
03/09/2020	Ticket 2020 Provincial Budget Breakfast					93.45		93.45
								-
								-
								-
								-
								-
								-
								-
								-

Sub-Total \$ 93.45

Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Hansen

Date Submitted 04/07/2020

Month

March

Year

2020

Expenses Paid Directly by the City (eg. Petty Cash)

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

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	\$ 218.45
Less: BMO MasterCard	-\$ 93.45
Less: Expenses Paid	\$ -
Net to be paid to Councillor Hansen	\$ 125.00

Training and Development Activities

Activity Name	Description of Activity Content and any learning/information worth sharing
03/02/2020	MDP Workshop

Board, Committee, Agency meetings attended (Includes both Council appointed and other approved committees)

Date	Meeting	Updates
03/02/2020	Regular Council Meeting	
03/04/2020	Youth Council	
03/09/2020	Community Growth and Infrastructure	
03/10/2020	Heritage Advisory Committee Meeting	
03/11/2020	NSWA Board meeting	



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name:

Councillor Hansen

Date Submitted

04/07/2020

Month

March

 Year

2020

03/13/2020	Special Council Meeting	
03/16/2020	Regular Council Meeting	
03/23/2020	City of St. Albert Council Meeting	



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Hansen

Date Submitted 04/07/2020 Month March Year 2020

Authorizations & Approvals Councillor Hansen 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.

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) _____

From: [Alayna Yarmuch](#)
To: [Barb Marrese](#)
Cc: [Rayann Laforce](#)
Subject: FW: Councillor Hansen - March Expenses
Date: April 19, 2020 11:13:34 PM
Attachments: 

Hi Barb,

Here is his approval below from April 9.

Thanks,

Alayna Yarmuch
Senior Executive Assistant
Office of the Chief Administrative Officer
P: 780-459-1593 | ayarmuch@stalbert.ca

Bringing Our Best to Cultivate An Amazing Community

From: Kevin Scoble <kscoble@stalbert.ca>
Sent: Thursday, April 9, 2020 8:18 AM
To: Alayna Yarmuch <ayarmuch@stalbert.ca>
Cc: Rayann Laforce <rLaforce@stalbert.ca>
Subject: RE: Councillor Hansen - 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 8, 2020 10:37 AM
To: Kevin Scoble <kscoble@stalbert.ca>
Cc: Rayann Laforce <rLaforce@stalbert.ca>
Subject: FW: Councillor Hansen - March Expenses

Please review and approve and forward back to Rayann and I with your approval.

Thanks,

Alayna Yarmuch
Senior Executive Assistant
Office of the Chief Administrative Officer

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

Bringing Our Best to Cultivate An Amazing Community

From: Diane McMordie <dmcordie@stalbert.ca>

Sent: Wednesday, April 8, 2020 10:23 AM

To: Alayna Yarmuch <ayarmuch@stalbert.ca>

Cc: Barb Marrese <bmarrese@stalbert.ca>

Subject: Fw: Councillor Hansen - March Expenses

I approve.

Please forward for Kevin's electronic (ie email) approval, then forward email string with attachments back to Barb and to the person responsible for posting to the website.

Thanks

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: [REDACTED]

Sent: April 8, 2020 10:15 AM

To: Diane McMordie <dmcordie@stalbert.ca>

Subject: FW: Councillor Hansen - March Expenses

Hi Diane,

I have reviewed this claim and approve for processing.

Thanks,

(Working from home)

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

[REDACTED] www.stalbert.ca

From: Rayann Laforce <rlaforce@stalbert.ca>

Sent: April 7, 2020 4:08 PM

[REDACTED]

Subject: FW: Councillor Hansen - March Expenses

Hi ladies:

As per the email below, Councillor Hansen 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: Jacquie Hansen <jhansen@stalbert.ca>

Sent: April 7, 2020 3:44 PM

To: Rayann Laforce <rlaforce@stalbert.ca>

Subject: RE: Councillor Hansen - March Expenses

Looks great, thanks Rayann.

From: Rayann Laforce <rlaforce@stalbert.ca>

Sent: Tuesday, April 7, 2020 2:00 PM

To: Jacquie Hansen <jhansen@stalbert.ca>

Subject: RE: Councillor Hansen - March Expenses

Okay, perfect, thanks Cllr Hansen. I have removed those expenses. Note that the BMO Mastercard expenses will remain on the form, though the refund will be on the form next month.

Let me know if you approve the amendments.

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: Jacquie Hansen <jhansen@stalbert.ca>
Sent: April 7, 2020 1:52 PM
To: Rayann Laforce <rlaforce@stalbert.ca>
Subject: RE: Councillor Hansen - March Expenses

Hi Rayann,

I didn't go to the Devon State of the County, nor did I go to the Women in Politics and the Provincial Budget Breakfast was cancelled. Hopefully Brittany got a refund for those tickets

I didn't go anywhere in March because I was sick and was self isolating, all my meetings were remote, so no expenses.

Sorry about that.
Jacquie

From: Rayann Laforce <rlaforce@stalbert.ca>
Sent: Tuesday, April 7, 2020 12:03 PM
To: Jacquie Hansen <jhansen@stalbert.ca>
Subject: Councillor Hansen - March Expenses

Cllr Hansen:

Please review the attached, and let me know via email if you approve this, or advise of the needed edits. I will then forward it to Finance for processing.

Note that the BMO Mastercard expenses have to be noted this month, but the refund will show next month.

Kind Regards,

Rayann

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