

Select From List

Do not enter in
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Name:

Councillor Hansen

Date Submitted

02-03-20

February Year

Month

2020

Seneral Council R	telated Business	In-Region Mileage C	Claim based on Chart	One Way /Return	Mileage Claim km's (From Chart)	Out-of-Region Milea specific	ge Claim (or In-Region,	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 CAT 2
ate (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		122	0 1220	1225	1226	1221	1222	1222	POSECIT.	ACCT	Cost Ctr Project CAT4
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Sub-Total

Professional Deve	elopment	In-Region Mile	eage Claim based on Chart	One Way /Return	Mileage Claim (From Chart)	Out-of-Region M	illeage Claim (or In-Region,	One Way	Mileage Claim- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*		Conference or Course Registration /Event Ticket	General Expenses * To	otal		GL	Coding
ate (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1221	1221	1222	1226	1227	1225	1224		ACCT	Cost Ctr	CAT 2 Project CAT4
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Councillor Hansen

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02-03-20

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February Year

2020

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Name:

Councillor Hansen

Date Submitted

02-03-20

February Yea

Month

2020

UMA or FCM Con	vention or Board Expenses	In-Region Mileag	ge Claim based on Chart	One Way /Return	Mileage Claim (From Chart)	Out-of-Region	Mileage Claim (or In-Region, pecific mileage)	One Way	Mileage Claim- Specific		Other Transportation & Parking *	Accommodations *	Airfare*		Conference or Course Registration /Event Ticket	General Expenses	* Total		GL Coding
te (DD/MM/YY)	Nature of Event/Meeting	From	То	No.		From	То	CAT7_		122	1 122	1 1222	1226	122	1225	122	4	ACCT	CAT 2 Cost Ctr Project CAT4
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Office of the Mayor (Official Events & Duties)	In-Region Mile	age Claim based on Chart	One Way /Return	Mileage Claim (From Chart)	Out-of-Region	Mileage Claim (or In-Region, pecific mileage)	One Way /Return	Vay Claim- Specific	Amount @ 0.505/km	Other Transportation & Parking * Accommodation		* Airfare* Meals *		Registration /Event Ticket General Expenses * Total				GL Coding
Pate (DD/MM/YY) Nature of Event/Meeting	From	То	z jit		From	То	CAT7_		1220	1220	1225	1226	1221	1222	1222		ACCT	Cost Ctr CAT3 CAT
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Name:

Councillor Hansen

Date Submitted 02-03-20 Month February Year 2020

	Mobile Device (Max \$55/Month) Home Internet (Max \$70/Month), Sponsorship (Max \$1,000/Year see policy C-CC-21 Council Sponsorship)	Total		GL	Coding	THE .	NEW COS
te (DD/MM/YY)	Detailed Description		ACCT	Cost Ctr	CAT 2 Project CA	AT7 1	Expense Type
10-01-19	Telus Mobility - Councillor Mobile Device	55.00	ref (6404 1010	516110	N/A	Mobile Device C
17-01-18	Shaw Cable - Councillor Home Office Internet	70.00		6404 1010	516110	N/A	Office/Operating
			-				

Sub-Total

\$ 125.00

BMO MasterCard	I 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		14	472.43				472.43
02/04/2020	EVENTBRITE/DEVONSTATEO					40.00		40.00
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Sub-Total

\$ 762.43

City of
Stalbert
Cultivate Life

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Councillor Hansen

Date Submitted 02-03-20 February

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

Claim Reminders:

** See Council Policy C-CC-03 Council Remuneration and Expense Reimbursement for detailed provisions of allowable expenses**

- 1. Detailed receipts must be provided for all expenses. Credit Card slips are NOT an acceptable form of receipt.
- 2. Meter parking may be claimed without a receipt up to \$15. Clearly indicate (Meter) in the nature of event/meeting section.
- 3. A standard mileage chart is available for use. All kilometers are based on St. Albert Place (SAP) as the base location
- 4. 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.
- 5. 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)
- 6. Expense claims must be submitted within 10 days of the following month
- 7. Incomplete expense claims will not be processed

Sub-Total

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

Training and De	velopment Activities	
Activity Name	Description of Activity Content and any learning	ng/information worth sharing
Board, Committ	ee, 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	

St	City of Cultivate Life	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	

Stalbert

Council Member Monthly Expense Claim Form

Select From Ust

Do not enter in
"Grey" cells

Name: Councillor Hansen

Date Submitted

02-03-20

February Ye

2020

authorizations & Approvals		Councillor Hansen	February	20
	cil Member at the time of submission. Calo3 2020 Date (DD/MM/YY)			
	pehalf of the City of St. Albert. I understand that submitting a fraudulent claim is a very serious matter. I understand that I am solely Date (DD/MM/YY)	y responsible for the details of the claim even if the form		
	Than 6/200. Date (DD/MMYY)			
	ocumentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement March 20 20 Date (DD/MM/YY)			
	mentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement Muhab (b/www.) Date (DD/MMYY)			



Select From List

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"Grey" cells

Name:

Councillor Hansen

Date Submitted 02/03/2020 Month January Year 2020

General Council R	elated Business	In-Region Mileage (Claim based on Chart	One Way /Return	Mileage Claim km's (From Chart)	Out-of-Region Milea specific	ge Claim (or In-Region,	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 CAT 2	
ate (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1220	1220	1225	1226	1221	1222	1222		ACCT Cost Ctr Project	CAT4
16-01-20	Council Strategic Planning Session	St. Albert	Edmonton-West	Return	40.00			WEI		20.20							20.20	6140 1010 516110	
17-01-20	Council Strategic Planning Session	St. Albert	Edmonton-West	Return	40.00			No.		20.20					32		20.20		
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Professional Development		In-Region Mile	In-Region Mileage Claim based on Chart		n-Region Mileage Claim based on Chart		In-Region Mileage Claim based on Chart /F		Mileage Claim (From Chart)	Out-of-Region I	Mileage Claim (or In-Re	egion, One Way	Mileage Claim- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*		Conference or Course Registration /Event Ticket Ge	eneral (penses * Total		GL Coding
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1221	1221	1222	1226	1227	1225	1224	ACCT	CAT 2 Cost Ctr Project CAT4				
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Sub-Total

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Name:

Councillor Hansen

Date Submitted 02/03/2020 Month January

NUMA or FCM Convention or Board Expenses	In-Region Mileage C	laim based on Chart	One Way /Return	Mileage Claim (Fron Chart)	Out-of-Region Miles	age Claim (or In-Region, ic mileage)	One Way	Mileage Claim- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*		Conference or Course Registration /Event Ticket	General Expenses	Total		GL Coding
Date (DD/MM/YY) Nature of Event/Meeting	From	То	1		From	То	CAT7_		1221	122	1 122	2 1226	122	7 1225	1224	4	ACCT	CAT 2 Cost Ctr Project CAT4
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Sub-Total

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ate (DD/MMYY)	Nature of Event/Meeting	From		То			From	То	CAT7_		1220	1220	0 1225	1226	1221	1222	1222		ACCT	Cost Ctr CAT3	CAT4
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Sub-Total

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Select From List

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Name:

Councillor Hansen

Date Submitted 02/03/2020 Month January Year 2020

ording cupping	/Telephone/Internet/Sponsorships Mobile Device (Max \$55/Month) Home Internet (Max \$70/Month), Sponsorship (Max \$1,000/Year see policy C-CC-21 Council Sponsorship)	Total		GL	Coding	
ate (DD/MM/YY)	Detailed Description		ACCT	Cost Ctr	CAT 2 Project CAT7	Expense Type
10-01-19	Telus Mobility - Councillor Mobile Device	55.00		6404 1010	516110 N/	A Mobile Device
17-01-18	Shaw Cable - Councillor Home Office Internet	70.00		6404 1010	516110 N/	A Office/Operation
			-			

Sub-Total

\$ 125.00

BMO MasterCard	Expenses	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket	General Expenses • T	otal
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	Mambar	Monthly	Evnonce	Claim	Form
Council	Member	MINITORN	Expense	Clailli	FOIIII



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Councillor Hansen

Date Submitted 02/03/2020 Month

Expenses Paid Dir	ectly by the City (eg. Petty Cash)	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket	General Expenses *	Total
Date (DD/MM/YY)			Ī	1				
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Claim Reminders:

** See Council Policy C-CC-03 Council Remuneration and Expense Reimbursement for detailed provisions of allowable expenses**

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- 5. 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)
- 6. Expense claims must be submitted within 10 days of the following month
- 7. 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

Sub-Total

165.40

riaming and Dev	elopment Activities	
Activity Name	Description of Activity Content and any le	aming/information worth sharing
9/01/2020	Fair Deal consultation	
6-01-2020 to 17- 1-2020	Council Strategic Planning	
2020-01-27	Priority Based Budget Workshop	
		8
oard, Committe	e, Agency meetings attended (Includes	both Council appointed and other approved committees)
MANUE.	e, Agency meetings attended (Includes Meeting	Updates
Date		

SENGERT Cultivate Life	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	



Select From List Do not enter in "Grey" cells

Name:

Councillor Hansen

Date Submitted 02/03/2020 Month January Year 2020

Authorizations & Approvals	January	2020
Member at the time of submission. A 102/2020 Date (DD/MMYY)		
Dehalf 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 DS DS DO		- 6
May 6/2020. Date (DD/MMYY)		
cumentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement Man 6 200 Date (DD/MMYY)		
umentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement Northold 16 to 26 Date (DD/MMYY)		к



Select From List Do not enter in "Grey" cells

Name:

Councillor Hansen

Date Submitted 04/07/2020 Month March Year 2020

Seneral Council R	telated Business	In-Region Mileage C	laim based on Chart	One Way /Return C	lileage laim km's rom hart)	Out-of-Region Milea specific	ge Claim (or In-Region,	One Way	Mileage Claim km's- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket	General Expenses	Total	The state of	GL Coding CAT 2
Date (DD/MMYY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1220	0 122	1225	1226	122	1 1222	1222		ACCT	CAT 2 Cost Ctr Project CAT4
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Sub-Total \$

rofessional Development	In-Region Mile	age Claim based on Chart	One Way Claim (From /Return Chart)	Out-of-Region Mile	eage Claim (or In-Region,		Mileage Claim- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*		or Course Registration /Event Ticket	General Expenses • To	otal		GL Coding
rate (DD/MMYY) Nature of Event/Meeting	From	То		From	То	CAT7_		1221	1221	1222	1226	1227	1225	1224		ACCT	CAT 2 Cost Ctr Project CAT4
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Name:

Councillor Hansen

Date Submitted 04/07/2020

2020	

AUMA or FCM Co	nvention or Board Expenses	In-Region Mile	eage Claim based on Chart	One Way /Retum Mileage Claim (Chart)	From <u>Out-of-Re</u>	gion Mileage Claim (or In-Region, specific mileage)	One Way	Mileage Claim- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*		or Course Registration /Event Ticket	General Expenses * To	tal		GL Coding
Date (DD/MM/YY)	Nature of Event/Meeting	From	То		From	То	CAT7_	1	122	72-1-		1226	1227	1225	1224		ACCT	CAT 2 Cost Ctr Project CAT4
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Office of the Mayor (Official Events & Duties) In-Regio		In-Region Mileage Claim based on Chart //Return		Mileage Claim (From Chart)	n Out-of-Region Mileage Claim (or In- 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			
ate (DD/MMYY)	Nature of Event/Meeting	From		То			From	То	CAT7_	47.1	122	122	0 1225	1226	122	1 1222	1222		ACCT	Cost Ctr CAT3	CAT4
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Sub-Total



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Name:

Councillor Hansen

Date Submitted 04/07/2020 Month March Year 2020

	s/Telephone/Internet/Sponsorships Mobile Device (Max \$55/Month) Home Internet (Max \$70/Month), Sponsorship (Max \$1,000/Year see policy C-CC-21 Council Sponsorship)	Total		GL	Coding		
e (DD/MMYY)	Detailed Description		ACCT		CAT 2 Project C		Expense Type
10-01-19	Telus Mobility - Councillor Mobile Device	55.00		6404 1010	516110	N/A I	Mobile Device
17-01-18	Shaw Cable - Councillor Home Office Internet	70.00		6404 1010	516110	N/A	Office/Opera
			-				
			-				
]				

Sub-Total

\$ 125.00

BMO MasterCard	Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket	General Expenses *	Total
Date (DD/MMYY)									
03/09/2020	Ticket 2020 Provincial Budget Breakfast						93.45		93.45
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				- N		510			

ub-Total

\$ 93.45

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me: Councillor Hansen	Date Submitted 04/07/2020 Month Year	20
enses Paid Directly by the City (eg. Petty Cash)	Other Transportation & Parking * Accommodations * Airfare * Meals * Registration /Event Ticket General Experiments * Experiments * Registration /Event Ticket * Experiments * Experim	al ses * Total
(DD/MMYY)		
		-

- 2. Meter parking may be claimed without a receipt up to \$15. Clearly indicate (Meter) in the nature of event/meeting section.
- 3. A standard mileage chart is available for use. All kilometers are based on St. Albert Place (SAP) as the base location
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- 5. 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)
- 6. Expense claims must be submitted within 10 days of the following month
- 7. 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 De	velopment Activities		-,54				
Activity Name	Description of Activity Content and any learning/information worth sharing						
03/02/2020	MDP Workshop						
	VICEUT SO SOLVO SOLITO						
		i)					
Board, Committe	ee, 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						



Select From List

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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		
		er en	



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
reparer claim form was prepared by an individual other than the Council Member, sign and date be his expense claim form was prepared in accordance with all information provided by the Co			
eparer's Signature	Date (DD/MMYY)		
incil Member tify that the expenditures claimed on this form were incurred while conducting business completed by another individual. All applicable receipts have been attached.	on behalf of the City of St. Albert. I understand that submitting a fraudulent claim is a very serious matter. I understand the	hat I am solely responsible for the details of the claim even if the form	
uncil Member's Signature	Date (DD/MM/YY)		
counts Payable ave reviewed this claim for mathematical accuracy and documentation support.			
ccounts Payable Personnel Signature	Date (DD/MMYYY)		
ef Financial Officer ve 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 Reimbursen	ment	
hief Financial Officer Signature	Date (DD/MMYY)		
hief Administrative Officer (City Manager)			
rave 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 Reimbursen	nent	

P:\Shared\Councillor Expense Claims\2020\HANSEN\Q1\[Councillor Hansen-March 2020 Expense Claim.xlsm]Claim Form

From:

Alayna Yarmuch Barb Marrese

To: Cc:

Rayann Laforce

Subject: Date: FW: Councillor Hansen - March Expenses

Date: Attachments:

April 19, 2020 11:13:34 PM

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 dmcmordie@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

dmcmordie@stalbert.ca www.stalbert.ca

From:

Sent: April 8, 2020 10:15 AM

To: Diane McMordie <<u>dmcmordie@stalbert.ca</u>> **Subject:** FW: Councillor Hansen - March Expenses

Hi Diane,

I have reviewed this claim and approve for processing.

Thanks,

(Working from home)

From: Rayann Laforce <ru>
<ru>

rLaforce@stalbert.ca

Sent: April 7, 2020 4:08 PM

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 < ihansen@stalbert.ca>

Sent: April 7, 2020 3:44 PM

To: Rayann Laforce <ru>
<ru>

rLaforce@stalbert.ca

Subject: RE: Councillor Hansen - March Expenses

Looks great, thanks Rayann.

From: Rayann Laforce <ru>rLaforce@stalbert.ca></ru>

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

To: Jacquie Hansen < ihansen@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 | riaforce@stalbert.ca

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From: Jacquie Hansen < ihansen@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 <ru>
<ru>

rLaforce@stalbert.ca

Sent: Tuesday, April 7, 2020 12:03 PM

To: Jacquie Hansen < <u>jhansen@stalbert.ca</u>>

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 | riaforce@stalbert.ca