

Select From List Do not enter in "Grey" cells

Name:

Councillor Watkins

Date Submitted 04-02-20 Month January Year 2020

eneral Council R	elated Business	In-Region Mileage Ci	laim based on Chart	One Way /Return	Mileage Claim km's (From Chart)		e Claim (or In-Region, mileage)	One Way		Amount @	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket	General Expenses*	Total		Gl	- Coding	
ate (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_	,	1220	122	1225	1226	1221	1222	1222		ACCT	Cost Ctr	CAT 2 Project CAT4	i
16-01-20	Council Strategic Planning Session	St. Albert	Edmonton-West	Return	40.00					20.20							20.20	6140	1010	516111 A10	General C
17-01-20	Council Strategic Planning Session	St. Albert	Edmonton-West	Return	40.00					20.20							20.20	6140	1010	516111 A10	General C
14-01-20	CHBA Economic Forum	St. Albert	Edmonton-South	Return	72.00					36.36							36.36	6140	1010	516111 A10	General C
	Realtors Association of Edmonton 2020 Housing Economic Forecast		Edmonton- Downtown	Return	30.00					15.15							15.15	6140	1010	516111 A10	General C
15-01-20	Edmonton Global Strategy Session	St. Albert	Spruce Grove	Return	58.00					29.29							29.29	6140	1010	516111 A10	General C
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Professional Development	In-Region Milear	re Claim based on Chart	One Way	Mileage Claim (From Chart)	Out-of-Region Mil	eage Claim (or In- ific mileage)	Region, One Wa	Mileage Claim- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*		Conference or Course Registration /Event Ticke		Total	GL Coding
Date (DD/MM/YY) Nature of Event/Meeting	From	То			From	То	CAT7_	-	1221			2 1226	1227				ACCT Cost Ctr Project CAT4
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Select From List Do not enter in "Grey" cells

Name:

Councillor Watkins

Date Submitted

04-02-20 Month

January Yea

2020

AUMA or FCM Convention or Board Expenses		In-Region Mileage C	laim based on Chart	Mileage Claim (From Chart)	Out-of-Re	gion Mileag specific	e Claim (or In-Region, 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		From			CAT7_		122			2 122	6 1227	1225	1224	1	ACCT	Cost Cfr	CAT 2 Project CAT4
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Sub-Total

Office of the Mayor	(Official Events & Dutles)	ln	n-Region Mileage	Claim ba	sed on Chart	One Way /Return	Mileage Claim (From Chart)	Out-of-Re	egion Mileag specific	ge Claim (or In-Region, mileage)	One Way /Return		Other Transportation & Parking *	Accommodations *	Airfare*		Registration /Event Ticket *	General Expenses	* Total		GL Coding	,
te (DD/MM/YY)	Nature of Event/Meeting	Fro	om	То		•		From		То	CAT7_	 1220) 122	20 122	5 122	6 122	1 1222	1222	2	ACCT	Cost Ctr CAT3	CAT4
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Sub-Total:

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Councillor Watkins

Date Submitted 04-02-20 Month January Year 2020

Operating Supplic	es/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	
Date (DD/MM/YY)	Detailed Description			ACCT	CAT 2 Cost Ctr Project CAT7	Expense Type
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				-		

Sub-Total \$

BMO MasterCard	Expenses	13.4			Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket	General Expenses *	Total
Date (DD/MM/YY)				 							
07-01-20	Taste of Africa - Celebrating Black History Month								11.62		11.62
16-01-20	FCM WestJet Flight	· 					472.43				472.43
20-01-20	CHBA Economic Forecast Dinner								90.13		90.13
20-01-20	FCM Event Registration								1,024.91		1,024.91
27-01-20	FCM Hotel Accomodation Deposit		•	 		327.88					327.88
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Sub-Total

\$ 1,926.97

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Select From List Do not enter in "Grey" cells

Name:	Councillor Watkin	ns]						Date Submitted	04-02-2		Month	January	Year	202
Expenses Paid Di	rectly by the City (eg. Pet	ty Cash)							Other Transportation & Parking *	Accommodations *	Alrfare*	Meals *	Registration /Event Ticket	General Expenses *	Total
ate (DD/MM/YY)				*			+ 21	· .							
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Claim Reminders:

** See Council Policy C-CC-03 Council Remuneration and Expense Relmbursement 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

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rand Total Expenses	\$	2,048.17	
ess: BMO MasterCard	-\$	1,926.97	
ess: Expenses Paid	\$	-	
et to be paid to Councillor Watkins	\$	121.20	
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Training and Deve	elopment Activities		
Activity Name	Description of Activity Content and any learning/ir	nformation worth sharing	
January 16, 2020 -			
January 17, 2020	Council Strategic Planning Session		
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2020-01-27	Priority Based Budget Workshop		
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	•		
Board Committee	Agency meetings attended (Includes both Cou	uncil appointed and other approved committees)	-
Doura, committee	Agono y moonings attended (morades both ook	and appointed and other approved committees	
Date of Meeting	Name of Meeting	Updates	
2020-01-07	Agenda Planning		
2020-01-14	Agenda Planning		



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Name:	Councillor Watkins			Date Submitted 04-02-2	20 Month January	Year 2020
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2020-01-21	Policing Committee			·		
2020-01-23	Senior's Advisory Committee			MARKET BLACK		
2020-01-27	Annexation Committee	· · · · · · · · · · · · · · · · · · ·				
2020 01 28	Agenda Planning					
	Intermunicipal Affairs Committee - Sturgeon			·		
2020-01-29	County				,	
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Name:

Councillor Watkins

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te Submitted	04-02-20	Month	January	Year	2020	

Member at the time of submission. 05/02/2020 Date (DD/MM/YY) Shalf 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	
ehalf 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	
30/01/2020 Date (DD/MMYY)	
03/02/2020 Date (DD/MMYY)	
cumentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement	
FCL 5/2000 Date (DDMMMY)	
umentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement Feb 5/20 Date (DD/MMYY)	





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Date Submitted 10-03-20 Month February Year 2020

General Council F	telated Business	In-Region Mileage Cl	laim based on Chart	One Way /Return	Mileage Claim km's (From Chart)		age Claim (or In-Region, ic mileage)	One Way	Mileage Claim km's- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket	General Expenses *	rotal		GL	Coding	
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1220			1226	5 122°	1222	1222		ACCT	Cost Ctr	CAT 2 Project CAT	4
	Canadian Homebuilders' Association		Edmonton- Downtown	Return	30.00					15.15			-				15.15	6140	1010	516111 A10	General Co
13-02-20	2020 Emerging Trends in Municipal Law		Edmonton- Downtown	Return	30.00					15.15							15.15	6140	1010	516111 A10	General Co
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rofessional Deve	plopment	In-Region Mileage C	laim based on Chart	One Way /Return	Mileage Claim (From Chart)	Out-of-Region Milea	ge Claim (or In-Region c 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 CAT 2
ate (DD/MM/YY)	Nature of Event/Meeting	From	To			From	То	CAT7_		1221	1221	1222	1226	1227	1225	1224		ACCT	Cost Ctr Project CAT4
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Name:

Councillor Watkins

Date Submitted 10-03-20 Month February Year 2020

AUMA or FCM Convention or Board Expenses	In-Region Milea	ge Claim based on Chart		Mileage Claim (From Chart)	Out-of-Region Mile	age Claim (or In-Region, fic mileage)	One Way	Claim-	Amount @	Other Transportation & Parking *	Accommodations *	Airfare* I		Conference or Course Registration /Event Ticket *	General Expenses*	Total		GL Coding CAT 2	
Date (DD/MM/YY) Nature of Event/Meeting	From	То			From	То	CAT7_		122		21 1222	1226	1227	1225	1224		ACCT	CAT 2 Cost Ctr Project	CAT4
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Sub-Total

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ffice of the Mayo	or (Official Events & Dutles)	In-Region Milea	ge Claim I	based on Chart	Mileage Claim (From Chart)	Out-of-Region M	fileage Claim (or In-Region. ecific mileage)	One Way /Return	Claim-		Other Transportation & Parking *	Accommodations *	Airfare*		Registration /Event Ticket	General Expenses *	Total		GL Coding	
ate (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1220	1220	1225	1226	6 1221	1222	2 1222	<u> </u>	ACCT	Cost Ctr CAT3	CAT4
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Sub-Total

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Councillor Watkins

Date Submitted

Month

10-03-20

February Year

2020

Operating Supplies/Telephone/Internet/Sponsorships	Mobile Device (Max \$55/Month) Home Int	ornat (May \$70/Month) Spansorship (May	\$1 000 Near see policy C-CC-21 Cau	ncii Snonsorshin)		Total		GL Coding	
Date (DD/MM/YY) Detailed Description	(Wobile Device (Wax \$55/Month) Home Inc	GITHEL (IMAX #1 OTHIOTHIT), OPOIISOISHIP (MAX	ψη,ουσ, τear see policy 0-00-21 cour	non oponioriant/	''''; *		ACCT	CAT 2 Cost Ctr Project CAT7	Expens Type
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BMO MasterCard	Expenses					Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket	General Expenses *	Total
Date (DD/MM/YY)										_		
	St. Albert Business Breakfast					 				30.00		30,00
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Sub-Total

\$ 30.00



Select From List Do not enter in "Grey" cells

Name:	Councillor Watkins Date Submitted 10-03	20	Month	February	Year	202	20
Expenses Paid D	rectly by the City (eg. Petty Cash) Other Transportation 8. Parking * Accommodations	* Airfare*	Meals *	Registration /Event Ticket	General Expenses *	Total	
Date (DD/MM/YY)							
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Claim Reminders ** See Council P 1. Detailed receip	ulicy C-CC-03 Council Remuneration and Expense Reimbursement for detailed provisions of allowable expenses** s must be provided for all expenses. Credit Card slips are NOT an acceptable form of receipt.			Sub-Total		\$	=
	hay be claimed without a receipt up to \$15. Clearly indicate (Meter) in the nature of event/meeting section.		Total Ex				\$ 60.
3. A standard mile	age chart is available for use. All kilometers are based on St. Albert Place (SAP) as the base location ses, 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.		BMO Ma Expense	sterCard s Paid			-\$ 30. \$
 For meal expel It is recommen 	ed 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)						\$ 30.
•	must be submitted within 10 days of the following month	Net to	be paid t	o Councillor	Watkins		\$ 30.
7. Incomplete exp	ense claims will not be processed	L		····			
Training and De	elopment Activities				•		\exists
Activity Name	Description of Activity Content and any learning/information worth sharing				•		
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					·	
Board, Committe	e, Agency meetings attended (includes both Co	ouncil appointed and other approved committees)				
Date of Meeting	Name of Meeting	Updates		<u> </u>		
2020-02-04	4 Agenda Planning					 <u> </u>
2020-02-11	1 Agenda Planning		 			



Select From List Do not enter in "Grey" cells

Name:	Councillor Watkins					Date Submitted	10-03-20	Month F	ebruary	2020
2020-02-11	Heritage Advisory Committee				 					
	Annexation Pre-Brief									
2020-02-12	Youth Advisory Committee			,						
2020-02-14	Annexation Negotiation Committee	·		<u> </u>						
2020-02-20	Policing Committee					· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·			
2020-02-25	Agenda Planning			•	,					
	Seniors' Advisory Committee		,					-		
2020-02-21	Seniors Advisory Committee							-		



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Name:

Councillor Watkins

Date Submitted

Month

10-03-20

February Yes

2020

Authorizations & Approvals	Councillor Watkins	February
If Member at the time of submission. Object (DDI/MM/YY)		• ,
ehalf 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	e for the details of the claim even if the form	
C) 2 / 0 3 / 3 0 3 0 Date (DD/MM/YY),		
63/03/2020. Date (DDIMMYY)		
cumentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement		
4 <u>Man 5/2</u> 020 Date (DD/MMYY)		
cumentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement Only (DD)(MMYY)		

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Name:

Councillor Watkins

Date Submitted 01/04/2020 Month March Year 2020

eneral Council Related Business	In-Region Mileage C	laim based on Chart	One Way	Mileage Claim km's (From Chart)	Out-of-Region Milea specifi	ige Claim (or In-Region, c mileage)	One Way	Mileage Claim km's- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket	General Expenses *	Total		GL	Coding
ate (DD/MM/YY) Nature of Event/Meeting	From	То			From	То	CAT7_		1220			1226	1221	1222	1222	2	ACCT	Cost Ctr	CAT 2 Project CAT4
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Professional Development	In-Region Mileage C	laim based on Chart	One Way Mil	eage Claim om Chart)	Out-of-Region Mile	eage Claim (or In-Region, fic mileage)	One Way	Mileage Claim- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	or Course Registration /Event Ticket	General Expenses *	Total		Gl	Coding
vate (DD/MM/YY) Nature of Event/Meeting	From	То			From	То	CAT7_	T	1221			1226	122	7 1225	1224		ACCT	Cost Ctr	Coding CAT 2 Project CAT4
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Name:

Councillor Watkins

Date Submitted 01/04/2020

March Year

2020

NUMA or FCM Co	evention or Board Expenses	In-Region Mileage C	aim based on Chart	One Way Mileage Cla	im Out-of-Region Mi	leage Claim (or In-Region, cific mileage)	One Way	Mileage Claim- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*		or Course Registration /Event Ticket	General Expenses *	Total		GL Coding
ate (DD/MMYY)	Nature of Event/Meeting	From	То		From	То	CAT7_	State -	1221	122	1 122	1226	1227	7 1225	1224	E.	ACCT	CAT 2 Cost Ctr Project CAT4
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Sub-Total

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Office of the Mayor (Official Events & Duties)	In-Region Mileage Cla	aim based on Chart	One Way Mileage Clai	Out-of-Region Mile spec	eage Claim (or In-Region, ific mileage)	One Way	Mileage Claim- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*		Registration /Event Ticket	General Expenses *	Total		GL Coding
Date (DD/MM/YY) Nature of Event/Meeting	From	То		From	То	CAT7_		1220	122	0 1225	1226	1221	1 1222	1222		ACCT	Cost Ctr CAT3 CAT4
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Sub-Total



Select From List Do not enter in "Grey" cells

Name:

Councillor Watkins

Date Submitted	01/04/2020	Month	March	Year	2020

Operating Suppli	es/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	Territory
Date (DD/MM/YY)	Detailed Description			ACCT	CAT 2 Cost Ctr Project CAT7	Expense Type

Sub-Total

\$ -

BMO MasterCard	Expenses	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket	General Expenses	Total
Date (DD/MM/YY)								
03/03/2020	EVENTBRITE/UDIERMARCH					54.97		54.97
								4-1-1
								Park .

Sub-Total

\$ 54.97

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ne: Councillor Watkins	Date Submittee	01/04/2020		Month	March	"Grey" cells	2020
uses Paid Directly by the City (eg. Petty Cash)	Other Transportation & Parking *	Accommodations	* Airfare*	Meals *	Registration /Event Ticket	t General Expenses *	Total
DD/MM^Y)		_					

- 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

Grand Total Expenses 54.97 Less: BMO MasterCard 54.97 Less: Expenses Paid Net to be paid to Councillor Watkins

Training and Dev	relopment Activities	
Activity Name	Description of Activity Content and any learning/in	nformation worth sharing
03/02/2020	MDP Workshop	
		No.
Board Committee	Access were thought the budge beth Co	uncil appointed and other approved committees)
	Name of Meeting	Updates
	Regular Council Meeting	Updates
	Agenda Planning	
03/04/2020	Youth Council	
03/09/2020	Community Growth and Infrastructure	



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Name:	Councillor Watkins	Date Submitted 01/04/2020 Month Warch Year	2020
03/10/2020	Agenda Planning		
03/13/2020	Special Council Meeting	a y	
03/23/2020	City of St. Albert Council Meeting		
03/24/2020	Agenda Planning		
03/31/2020	Agenda Planning		



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Councillor Watkins

Date Submitted 01/04/2020 Month March Year 2021

Pasatric I date from 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 Council Member Council Member Council Member's Signature Date (DD/MMYY) Date (DD/MMYY) Date (DD/MMYY) Date (DD/MMYY) Council Member's Signature Date (DD/MMYY)	e details of the claim even if the form	¥2	
Council Member Council Member's Signature Date (DD/MMYY) Date (DD/MMYY) Council Member's Signature Date (DD/MMYY) Date (DD/MMYY) Council Member's Signature Date (DD/MMYY)	e details of the claim even if the form	**	
Preparer's Signature Council Member Lourdity 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 class completed by another individual. All applicable receipts have been attached. Council Member's Signature Council Member's Signature Date (DD/MMYY) Accounts Payable I have reviewed this claim for mathematical accuracy and documentation support. Accounts Payable Personnel Signature Date (DD/MMYY) Date (DD/MMYY)	e details of the claim even if the form	97	
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 owns completed by another individual. All applicable receipts have been attached. Council Member's Signature Date (DD/MMYYY) Accounts Payable I have reviewed this claim for mathematical accuracy and documentation support. Chief Financial Officer Council Member's Signature Date (DD/MMYYY)	e details of the claim even if the form) 	
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Chief Financial Officer Signature Date (DD/MMYY)		15	
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/MMYY)			

From:

Rayann Laforce

To: Subject:

FW: Councillor Watkins - March Expenses

Date:

April 2, 2020 2:52:20 PM

Attachments:

Watkins - Council Expense Claim,xlsm

Hi ladies:

As per the highlighted email below, attached is the approved expense claim form for Cllr Ray Watkins.

Kind Regards,

Rayann

Rayann Laforce

Executive Assistant | Office of the Mayor and Council

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

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From: Ray Watkins < rwatkins@stalbert.ca>

Sent: April 2, 2020 2:45 PM

To: Rayann Laforce <rLaforce@stalbert.ca>

Subject: FW: Councillor Watkins - March Expenses

Approved.

Ray Watkins

Councillor

P: 780-459-1697 | F: 780-459-1591

C: 780-863-2391

City of St. Albert | 5 St. Anne Street | St. Albert, AB | T8N 3Z9 watkins@stalbert.ca | www.stalbert.ca

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



From: Rayann Laforce < rLaforce@stalbert.ca>

Sent: April 1, 2020 4:51 PM

To: Ray Watkins < rwatkins@stalbert.ca>

Subject: Councillor Watkins - March Expenses

Cllr Watkins:

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.

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:

Rayann Laforce

To:

Alayna Yarmuch;

Subject:

RE: Councillor Watkins - March Expenses

Date: Attachments: April 14, 2020 1:49:57 PM

Watkins - Council Expense Claim,xlsm

This has already been approved by Kevin. This one appears to be done. See below.

From: Alayna Yarmuch <ayarmuch@stalbert.ca>

Sent: April 14, 2020 1:48 PM

To: Kevin Scoble <kscoble@stalbert.ca> **Cc:** Rayann Laforce <rLaforce@stalbert.ca>

Subject: FW: Councillor Watkins - March Expenses

Please review and send your electronic approval back to Rayann and I.

Thanks,

Alayna Yarmuch

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

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From:

Sent: Tuesday, April 14, 2020 1:42 PM

To: Alayna Yarmuch <a yarmuch@stalbert.ca>

Cc:

Subject: FW: Councillor Watkins - March Expenses

Hi,

This is approved and will also require Kevin's approval by email.

Please then forward to Barb M once approved. .

Thanks

Brenda Barclay CPA, CMA

Manager | Financial Operations and Reporting

Cell: 780-224-0852

P: 780-418-6047 | F: 780-459-1734

City of St. Albert | 5 St. Anne Street | St. Albert, AB | T8N 3Z9 bbarclay@stalbert.ca | www.stalbert.ca



From:

Sent: April-14-20 12:06 PM

To: Brenda Barclay < BBarclay@stalbert.ca>

Subject: FW: Councillor Watkins - March Expenses

Hi Brenda,

AP approved! Please send your approval on to the CMO office once reviewed.

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

Sent: April 14, 2020 11:29 AM

To:

Subject: FW: Councillor Watkins - March Expenses

Below is the approval chain for this expense claim.

Kind Regards,

Rayann

Rayann Laforce

Executive Assistant | Office of the Mayor and Council

P: 780-459-1605 F: 780-459-1591

City of St. Albert | 5 St. Anne Street | St. Albert, AB | T8N 3Z9 rlaforce@stalbert.ca www.stalbert.ca





From: Kevin Scoble < kscoble@stalbert.ca>

Sent: April 11, 2020 10:07 AM

To: Alayna Yarmuch <a > ayarmuch@stalbert.ca > Cc: Rayann Laforce < rLaforce@stalbert.ca >

Subject: RE: Councillor Watkins - March Expenses

Approved

Kevin Scoble

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

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From: Alayna Yarmuch <a yarmuch@stalbert.ca>

Sent: Tuesday, April 7, 2020 11:22 AM

To: Kevin Scoble < kscoble@stalbert.ca>

Cc: Rayann Laforce < rLaforce@stalbert.ca>

Subject: FW: Councillor Watkins - March Expenses

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

Thanks,

Alayna Yarmuch

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

Bringing Our Best to Cultivate An Amazing Community

From: Diane McMordie < dmcmordie@stalbert.ca>

Sent: Tuesday, April 7, 2020 11:08 AM

To: Alayna Yarmuch <a yarmuch@stalbert.ca>

Subject: Fw: Councillor Watkins - March Expenses

This is approved by myself.

For Kevin's electronic approval. Once done he should forward the email string to whoever will be posting on the website

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 4, 2020 11:21 AM

To: Diane McMordie < dmcmordie@stalbert.ca Subject: FW: Councillor Watkins - March Expenses

Hi Dianne,

I have reviewed this claim and will now submit to you for your approval.



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

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

From: Rayann Laforce < rLaforce@stalbert.ca>

Sent: April 2, 2020 2:50 PM

Subject: FW: Councillor Watkins - March Expenses

Hi ladies:

As per the highlighted email below, attached is the approved expense claim form for Cllr Ray Watkins.

Kind Regards,

Rayann

Rayann Laforce

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

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From: Ray Watkins < rwatkins@stalbert.ca>

Sent: April 2, 2020 2:45 PM

To: Rayann Laforce <r Laforce@stalbert.ca>

Subject: FW: Councillor Watkins - March Expenses

Approved.

Ray Watkins Councillor

P: 780-459-1697 | F: 780-459-1591

C: 780-863-2391

City of St. Albert | 5 St. Anne Street | St. Albert, AB | T8N 3Z9 watkins@stalbert.ca | www.stalbert.ca

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



From: Rayann Laforce < rLaforce@stalbert.ca>

Sent: April 1, 2020 4:51 PM

To: Ray Watkins < rwatkins@stalbert.ca Subject: Councillor Watkins - March Expenses

Cllr Watkins:

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.

Kind Regards,

Rayann

Rayann Laforce

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

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