



# Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name:

Cathy Heron

Date Submitted 03-03-20

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	
04/02/2020	CHEBA-ER Economic Forecast Dinner	St. Albert	Edmonton-North	Return	24.00					12.12							12.12	6140	1010	#N/A		
05/02/2020	ParityYeq	St. Albert	Edmonton-Downtown	Return	30.00					15.15							15.15	6140	1010	#N/A		
12/02/2020	Valentine Gala - Guest of Melcor	St. Albert	Edmonton-Downtown	Return	30.00					15.15							15.15	6140	1010	#N/A		
13/02/2020	Edmonton Metropolitan Region Board Meeting/EMRB Board/CAOs Strategic Planning: Follow-up Session #4	St. Albert	Edmonton-North	Return	24.00					12.12							12.12	6140	1010	#N/A		
19/02/2020	Coffee Meeting - Mayor Gale Katchur/Mayor Cathy Heron	Edmonton-Downtown	Fort Sask	One Way	31.00					15.66							15.66	6140	1010	#N/A		
19/02/2020	Coffee Meeting - Mayor Gale Katchur/Mayor Cathy Heron	Fort Sask	St. Albert	One Way	36.00					18.18							18.18	6140	1010	#N/A		
02/20/2020	CHAIR: SISB Task Force Meeting	St. Albert	Edmonton-North	One Way	12.00					6.06							6.06	6140	1010	#N/A		
										-							-					
										-							-					
										-							-					
										-							-					
										-							-					
Sub-Total																	\$	94.44				

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

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Name: Cathy Heron

Date Submitted03-03-20

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
										-							-			
										-							-			
										-							-			
										-							-			
										-							-			

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: Cathy Heron

Date Submitted 03-03-20 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	CAT 2 Project CAT7 Expense Type
Date (DD/MM/YY)	Detailed Description					
21/02/2020	Telus Mobility - Mobile Device Charges		55.00	#N/A	1010	#N/A N/A
01/02/2020	Shaw - Home Office Internet (Mayor to charge one third of the allotted maximum)		23.00		1010	#N/A N/A

Sub-Total \$ 78.00

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
01/20/2020	RIVER CREE RESORT & CA ENOCH - Council Strategic Retreat Dinner		407.50					407.50
01/21/2020	FCM - FED.OF CDN MUN OTTAWA - Mayor FCM Registration					1,024.91		1,024.91
01/21/2020	FCM - FED.OF CDN MUN OTTAWA - Watkins FCM Registration					1,024.91		1,024.91
01/21/2020	FCM - FED.OF CDN MUN OTTAWA - MacKay FCM Registration					1,024.91		1,024.91
01/21/2020	FCM - FED.OF CDN MUN OTTAWA - Hansen FCM Registration					1,024.91		1,024.91
01/21/2020	FCM - FED.OF CDN MUN OTTAWA - Brodhead FCM Registration					1,024.91		1,024.91
01/23/2020	TORONTO MARRIOTT CITY TORONTO - Mayor FCM Hotel Deposit		327.88					327.88
01/23/2020	TORONTO MARRIOTT CITY TORONTO - Hansen FCM Hotel Deposit		327.88					327.88
02/04/2020	EVENTBRITE/DEVONSTATEO - Devon - state of the town address					40.00		40.00
02/06/2020	TICKETSCENE - Mayor & MacKay - PPL Ticket					213.98		213.98
02/12/2020	CITY OF EDM - WEB AR EDMONTON					300.00		300.00
								-

Sub-Total \$ 6,741.79





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Name: Cathy Heron

Date Submitted 03-03-20 Month February 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	\$ 6,914.23
Less: BMO MasterCard	-\$ 6,741.79
Less: Expenses Paid	\$ -
Net to be paid to 0	\$ 172.44

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 of Meeting	Updates
03/02/2020	Regular Council Meeting	
10/02/2020	Community Living Standing Committee	
10/02/2020	Community Growth and Infrastructure	
11/02/2020	Agenda Planning	
12/02/2020	Homelessness Task Force Meeting	
13/02/2020	Edmonton Metropolitan Region Board Meeting	



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Cathy Heron

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14/02/2020	Annexation Negotiation Committee	
18/02/2020	Regular Council Meeting	
19/02/2020	Municipal Governance Committee Meeting	
20/02/2020	CHAIR: SISB Task Force Meeting	



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Name:

Cathy Heron

Date Submitted

03-03-20

Month

February

Year

2020

Authorizations & Approvals

0

February

2020

I am a Council Member at the time of submission.

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

I am submitting this claim 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

03/03/20<sup>th</sup>  
Date (DD/MM/YY)

Mar. 4 2020.  
Date (DD/MM/YY)

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

Mar 5/2020  
Date (DD/MM/YY)

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

Mar 16/20  
Date (DD/MM/YY)

**From:** [Rayann Laforce](#)  
**To:** [Lynda Lavallee](#)  
**Subject:** FW: Mayor Heron Expenses  
**Date:** April 22, 2020 5:11:06 PM  
**Attachments:** [Mayor - Council Expense Claim.xlsm](#)  
[Mayor-Shaw-March.pdf](#)  
[Mayor Heron-TELUS-March.pdf](#)

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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](mailto:rlaforce@stalbert.ca)

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**From:** Kevin Scoble <[kscoble@stalbert.ca](mailto:kscoble@stalbert.ca)>  
**Sent:** April 22, 2020 1:53 PM  
**To:** Alayna Yarmuch <[ayarmuch@stalbert.ca](mailto:ayarmuch@stalbert.ca)>  
**Cc:** Rayann Laforce <[rLaforce@stalbert.ca](mailto:rLaforce@stalbert.ca)>  
**Subject:** RE: Mayor Heron Expenses

Approved

**Kevin Scoble**  
*Chief Administrative Officer*  
P: 780-459-1502 | [kscoble@stalbert.ca](mailto:kscoble@stalbert.ca)

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**From:** Alayna Yarmuch <[ayarmuch@stalbert.ca](mailto:ayarmuch@stalbert.ca)>  
**Sent:** Wednesday, April 15, 2020 8:21 AM  
**To:** Kevin Scoble <[kscoble@stalbert.ca](mailto:kscoble@stalbert.ca)>  
**Cc:** Rayann Laforce <[rLaforce@stalbert.ca](mailto:rLaforce@stalbert.ca)>  
**Subject:** FW: Mayor Heron Expenses

Morning,

Please review and send your approval by email back to Rayann and I.

Thanks,

**Alayna Yarmuch**

Senior Executive Assistant  
Office of the Chief Administrative Officer  
P: 780-459-1593 | [ayarmuch@stalbert.ca](mailto:ayarmuch@stalbert.ca)

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**From:** Diane McMordie <[dmcordie@stalbert.ca](mailto:dmcordie@stalbert.ca)>  
**Sent:** Tuesday, April 14, 2020 4:46 PM  
**To:** Alayna Yarmuch <[ayarmuch@stalbert.ca](mailto:ayarmuch@stalbert.ca)>  
**Cc:** [REDACTED]  
**Subject:** Fw: Mayor Heron Expenses

Hi Alayna

I have approved.

Please arrange for Kevin's approval, then back to Lynda.

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](mailto:dmcordie@stalbert.ca) | [www.stalbert.ca](http://www.stalbert.ca)

---

**From:** [REDACTED]  
**Sent:** April 14, 2020 4:26 PM  
**To:** Diane McMordie <[dmcordie@stalbert.ca](mailto:dmcordie@stalbert.ca)>  
**Subject:** Mayor Heron Expenses

Diane

I have reviewed. Could you please approve and forward to Alayna.

If you want these to go to Brenda Barclay while you are at EOC, please let me know.

[REDACTED]



[REDACTED]

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

[REDACTED] | [www.stalbert.ca](http://www.stalbert.ca)

[www.facebook.com/cityofstalbert](https://www.facebook.com/cityofstalbert) | [www.twitter.com/cityofstalbert](https://www.twitter.com/cityofstalbert)



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## Lynda Lavallee

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**From:** Rayann Laforce  
**Sent:** April 1, 2020 1:27 PM  
**To:** [REDACTED]  
**Subject:** FW: Mayor Heron - March Expenses  
**Attachments:** Mayor-Shaw-March.pdf; Mayor Heron-TELUS-March.pdf; Mayor - Council Expense Claim.xlsm

Hi ladies:

As per the highlighted email below, attached is the approved expense claim form for Mayor Heron.

Kind Regards,

Rayann

**Rayann Laforce**  
**Executive Assistant | Office of the Mayor and Council**  
P: 780-459-1605 | [rlaforce@stalbert.ca](mailto:rlaforce@stalbert.ca)

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**From:** Mayor Cathy Heron <[mayorheron@stalbert.ca](mailto:mayorheron@stalbert.ca)>  
**Sent:** April 1, 2020 12:08 PM  
**To:** Rayann Laforce <[rLaforce@stalbert.ca](mailto:rLaforce@stalbert.ca)>  
**Subject:** RE: Mayor Heron - March Expenses

Looks good to me

Stay healthy

Warmly,

**Mayor Cathy Heron**  
City of St. Albert, The Botanical Arts City  
P: [780-459-1606](tel:780-459-1606) | T: [www.twitter.com/CathyHeron](https://www.twitter.com/CathyHeron)

City of St. Albert | 5 St. Anne Street | St. Albert, AB | T8N 3Z9  
[mayorheron@stalbert.ca](mailto:mayorheron@stalbert.ca) | [www.stalbert.ca](http://www.stalbert.ca)

[www.facebook.com/cityofstalbert](https://www.facebook.com/cityofstalbert) | [www.twitter.com/cityofstalbert](https://www.twitter.com/cityofstalbert)



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**From:** Rayann Laforce <[rLaforce@stalbert.ca](mailto:rLaforce@stalbert.ca)>  
**Sent:** April 1, 2020 9:33 AM  
**To:** Mayor Cathy Heron <[mayorheron@stalbert.ca](mailto:mayorheron@stalbert.ca)>  
**Subject:** Mayor Heron - March Expenses

Morning Mayor! 😊

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@st Albert.ca](mailto:rlaforce@st Albert.ca)

***Bringing Our Best to Cultivate An Amazing Community***



	Select From List
	Do not enter in "Grey" cells

Name: Mayor Heron Date Submitted: 31-03-19 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	Project CAT4	
10/03/2020	Devon - Mayors State of the Town Address	St. Albert	Devon	Return	86.00					43.43							43.43	6140	1010	516112	
																	-				
																	-				
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				
Sub-Total																		\$	43.43		

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		
																	ACCT	Cost Ctr	CAT 2 Project CAT4
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7	1221	1221	1222	1226	1227	1225	1224				
										-						-			
										-						-			
										-						-			
										-						-			
										-						-			
										-						-			
										-						-			
Sub-Total																\$	-		





Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted31-03-19

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
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				

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: Mayor Heron

Date Submitted31-03-19

MonthMarch

Year2020

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
21-01-19	Telus Mobility - Mobile Device Charges	55.00				
01-01-19	Shaw - Home Office Internet (Mayor to charge one third of the allotted maximum)	23.00	6404 1010	516112	N/A	Mobile Device Charge
			6404 1010	516112	N/A	Office/Operating Supp

Sub-Total\$78.00

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
02/27/2020	EVENTBRITE UDI ER MARCH2					109.94		109.94
03/09/2020	PAYPAL CITYSTALBER					60.00		60.00
								-
								-
								-
								-
								-
								-
								-
								-

Sub-Total\$169.94



Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name:

Mayor Heron

Date Submitted

31-03-19

Month

March

Year

2020



Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted31-03-19MonthMarchYear2020

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\*\***
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. t 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	\$291.37
Less: BMO MasterCard	-\$169.94
Less: Expenses Paid	\$-
Net to be paid to Mayor Heron	\$121.43

Training and Development Activities		
Date	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 of Meeting	Board, Committee, Agency Name	Updates
03/02/2020	Regular Council Meeting	
03/03/2020	Agenda Planning	
03/09/2020	Community Living Standing Committee	
03/09//2020	Community Growth and Infrastructure	
03/10/2020	Homelessness Task Force Sub Committee Meeting	
03/10/2020	Agenda Planning	
03/13/2020	Special Council Meeting	





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Name: Mayor Heron

Date Submitted31-03-19MonthMarchYear2020

03/16/2020	Regular Council Meeting	
03/23/2020	Emergency Advisory Committee Briefing	
03/23/2020	Regular Council Meeting	
03/24/2020	Homeless sub committee	
03/24/2020	Agenda Planning	
03/27/2020	Emergency Advisory Committee Briefing	
03/31/2020	Emergency Advisory Committee Briefing	
03/31/2020	Agenda Planning	



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	Select From List
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Name: Mayor Heron

Date Submitted31-03-19MonthMarchYear2020

Authorizations & Approvals

Mayor Heron

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 Laforce01-04-20

Preparer's SignatureDate (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 SignatureDate (DD/MM/YY)

Accounts Payable

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

Accounts Payable Personnel SignatureDate (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 SignatureDate (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 SignatureDate (DD/MM/YY)



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Select From List

Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted05/02/2020

MonthJanuary

Year2020

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 @ 0.605/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	
15/01/2020	Edmonton Global Strategy Session	St. Albert	Spruce Grove	Return	58.00				29.29							29.29	6140	1010	516112		
16/01/2020	Strategic Planning Session	St. Albert	Edmonton-West	Return	40.00				20.20							20.20	6140	1010	516112		
17/01/2020	Strategic Planning Session	St. Albert	Edmonton-West	Return	40.00				20.20							20.20	6140	1010	516112		
20/01/2020	Alberta's New Approach to Agencies, Boards, and Commissions	St. Albert	Edmonton-Downtown	Return	30.00				15.15							15.15	6140	1010	516112		
22/01/2020	Breakfast Regional Urban Mayors	St. Albert	Edmonton-West	Return	40.00				20.20							20.20	6140	1010	516112		
01/27/2020	Annexation Negotiation Committee	St. Albert	Morinville	One Way	19.00				9.60							9.60	6140	1010	516112		
01/27/2020	Regional Mayors Supper	Morinville	Gibbons	One Way	26.00				13.13							13.13	6140	1010	516112		
01/27/2020	Regional Mayors Supper	Gibbons	St. Albert	One Way	42.00				21.21							21.21	6140	1010	516112		
01/31/2020	EMRB Board Governance Session	St. Albert	Strathcona (County)	Return	66.00				33.33	10.00						43.33	6140	1010	516112		
Sub-Total																	\$	192.31			

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 @ 0.605/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	CAT 2 Cost Ctr Project CAT4	
										-							-			
										-							-			
										-							-			
										-							-			
										-							-			
										-							-			
										-							-			
Sub-Total																	\$	-		

Reg. #59

Post #29 48314.7

Reg. #59

Post #29483147



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted 05/02/2020 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 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 \$ -





Select From List
Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted 05/02/2020

Month	January
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Year	2020
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[illegible]

Sub-Total	\$ 78.00
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[illegible]

Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name:

Date Submitted

Month  Year

Sub-Total \$ 155.45



Council Member Monthly Expense Claim Form

Select  
From List

Do not  
enter in  
"Grey" cells

Name: Mayor Heron

Date Submitted 05/02/2020 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)								
								-
								-
								-
								-
								-
								-
								-
								-
								-



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name:	Mayor Heron	Date Submitted	05/02/2020	Month	January	Year	2020
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01/14/2020	Agenda Planning	
01/15/2020	Edmonton Global Strategy Session	
01/21/2020	Policing Committee	
01/22/2020	AUMA President's Summit on Municipal Finances	
01/23/2020	AUMA President's Summit on Municipal Finances	
01/24/2020	AUMA Board of Directors' Meeting	
01/27/2020	Annexation Negotiation Committee	
01/28/2020	Agenda Planning	
01/29/2020	Intermunicipal Affairs Committee Meeting	
01/31/2020	EMRB Board Governance Session	
01/31/2020	EMRB Board/CAOs Strategic Planning	



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted 05/02/2020 Month January Year 2020

Authorizations & Approvals Mayor Heron January 2020

below Council Member at the time of submission.  
05/02/2020  
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  
05/02/2020  
Date (DD/MM/YY)

06/02/2020  
Date (DD/MM/YY)

documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement  
Feb 6/2020  
Date (DD/MM/YY)

documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement  
Feb 11/20  
Date (DD/MM/YY)