

Select From List Do not enter in "Grey" cells

Name:

Cathy Heron

Date Submitted 03-03-20

Month February

2020

eneral Council R	telated Business	In-Region Mileage C	laim based on Chart	One Way /Return	Mileage Claim km's (From Chart)		ge Claim (or In-Region, mileage)		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	1220	1225	1226	1221	1222	1222		ACCT	Cost Ctr	CAT 2 Project CAT4
4/02/2020	CHEBA-ER Economic Forecast Dinner	St. Albert	Edmonton-North	Return	24.00				12.12							12.12	6140	1010	#N/A
5/02/2020	ParityYeg	St. Albert	Edmonton- Downtown	Return	30.00				15.15							15.15	6140	1010	#N/A
2/02/2020	Valentine Gala - Guest of Melcor	St. Albert	Edmonton- Downtown	Return	30.00				15.15							15.15	6140	1010	#N/A
	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
9/02/2020	Coffee Meeting - Mayor Gale Katchur/Mayor Cathy Heron	Edmonton-Downtown	Fort Sask	One Way	31.00				15.66							15.66	6140	1010	#N/A
	Coffee Meeting - Mayor Gale Katchur/Mayor Cathy Heron	Fort Sask	St. Albert	One	36.00				18.18							18.18		1010	#N/A
	CHAIR: SISB Task Force Meeting	St. Albert	Edmonton-North	One	12.00				6.06								6140	1010	#N/A
2/20/2020	of Park Clob Task Force Meeting			1				Property land								0.00		,,,,,	
		1			75.72												1		
		TOTAL	7 17						-								1		
									-						1				

Professional Development	In-Region Mileage	Claim based on Char	One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mile speci	eage Claim (or In-Region, fic mileage)	One Way	Mileage Claim- Specific	Amount @	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Conference or Course Registration /Event Ticke		otal		GL Coding
Date (DD/MM/YY) Nature of Event/Meeting	From	To			From	To	CAT7		1221	122	1 1222	122	6 12	27 122	25 1224		ACCT	CAT 2 Cost Ctr Project CAT
Date (DD/WWV11) Nature of Everiorized and	11011	10				1.0		T	1	1	1	1 122	1	1	1224		7001	Cost Ca Troject CAT
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Sub-Total

5-3



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"Grey" cells

Name:

Courthy Heron

			I C E		
Date Submitted	03-03-20	Month	February	Year	2020

NUMA or FCM Convention or Board Expenses	In-Region Mileag	e Claim based on Chart			Out-of-Regio	on Mileago	e Claim (or In-Region, mileage)	One Way	Claim-	Amount @	Other Transportation & Parking *	Accommodations *	Airfare*		Conference or Course Registration /Event Ticket	General Expenses	Total		GL	Coding
ate (DD/MM/YY) Nature of Event/Meeting	From	То			From	18	То	CAT7_		122	1 122	1 122	2 1226	5 1227	7 1225	1224	4	ACCT	Cost Ctr	CAT 2 Project CAT4
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Sub-Total

\$ -

Office of the Mayor (Official Events & Duties)	In-Region Mile:	age Claim based on Ch		Out-of-Region Mil	eage Claim (or In-Region,	One Way /Return	Claim-	Amount @	Other Transportation & Parking *	Accommodations *	Airfare*		Registration /Event Ticket	General Expenses •	Total		GL Coding	
Date (DD/MM/YY) Nature of Event/Meeting	From	То	110	From	То	CAT7_		1220	1220	1225	1226	1221	1222	1222		ACCT	Cost Ctr CAT3	CAT4
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Sub-Total

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Select From List Do not enter in "Grey" cells

Year

Name:

Cathy Heron

Date Submitted

03-03-20

February

Month

2020

Operating Supplie	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		GI	. Coding	
Date (DD/MM/YY)	Detailed Description			ACCT	Cost Ctr	CAT 2 Project CAT7	Expens Type
21/02/2020	Telus Mobility - Mobile Device Charges		55.00	#N/A	1010	#N/A N/A	6
	Shaw - Home Office Internet (Mayor to charge one third of the allotted maximum)		23.00		1010	#N/A N/A	9

Sub-Total

\$ 78.00

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

SE	NUBERT Cultivate Life	Council Member Monthly Ex	pense Claim F	Form				Select From List		
								Do not enter in "Grey" cells		
Name:	Cathy Heron		Date Submitted	03-03-20		Month	February	Year	2020	
xpenses Paid D	Directly by the City (eg. Petty Cash)		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticke	t General Expenses *	Total	
te (DD/MM/YY)				1	T	1				
									2	
		182	-							
			3						-	
		······································								
Detailed receip Meter parking r A standard mile For meal exper	olicy C-CC-03 Council Remuneration and Expense its must be provided for all expenses. Credit Card slip may be claimed without a receipt up to \$15. Clearly in eage chart is available for use. All kilometers are bas inses, the event/description section should clearly indi	ndicate (Meter) in the nature of event/meeting section. ed on St. Albert Place (SAP) as the base location cate 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			Less:	Total Ex BMO Ma Expense	asterCard		\$ -	\$ 6 -\$ 6
Expense claims	ded to claim mileage based on the standard mileage is must be submitted within 10 days of the following more claims will not be processed	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. Streen that the detailed to and from locations identified (i.e. Streen that the detailed to and from locations identified (i.e. Streen that the detailed to and from locations identified (i.e. Streen that the detailed to and from locations identified (i.e. Streen that the detailed to and from locations identified (i.e. Streen that the detailed to and from locations identified (i.e. Streen that the detailed to and from locations identified (i.e. Streen that the detailed to and from locations identified (i.e. Streen that the detailed to and from locations identified (i.e. Streen that the detailed to and from locations identified (i.e. Streen that the detailed to and from locations identified (i.e. Streen that the detailed to and from locations identified (i.e. Streen that the detailed to and from locations identified (i.e. Streen that the detailed to an identified (i.e. Streen that the	et Address)		Net to	be paid t	to 0			\$
raining and Dev	velopment Activities]
ctivity Name	Description of Activity Content and any learning/inf	ormation worth sharing								
oard, Committe	ee, Agency meetings attended (Includes both Cour	ncil appointed and other approved committees)								
()	Date of Meeting	Updates								1
3/02/2020	Regular Council Meeting									-
0/02/2020	Community Living Standing Committee									-
0/02/2020	Community Growth and Infrastructure					25	3			

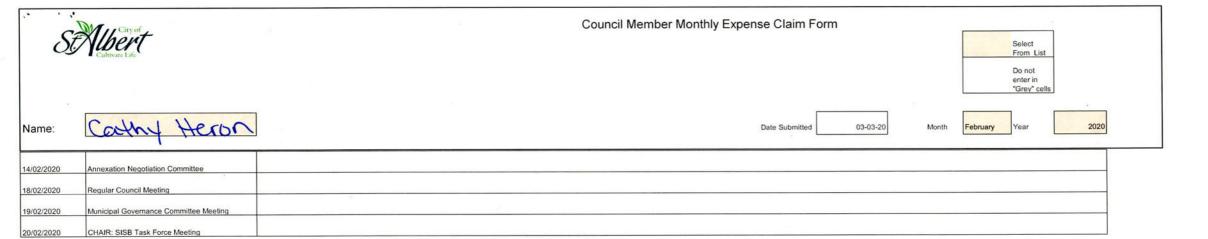
Agenda Planning

Homelessness Task Force Meeting

Edmonton Metropolitan Region Board Meeting

11/02/2020

13/02/2020





Select From List Do not enter in "Grey" cells

carthy Heron

Date Submitted

03-03-20

Month

February Y

2020

Authorizations & Approvals		0	February	20
	Member at the time of submission. O3/03/20 Date (DD/MMYY)			
	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 det O3/03/68 CH Date (DD/NM/YY)	tals of the claim even if the form		
	7161. 42020. Date (DD/MMYY)			
	Date (DD/MMYY)			
	cumentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement Mculfus Date (DD/MMYY)			

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

<u>Mayor-Shaw-March.pdf</u> <u>Mayor Heron-TELUS-March.pdf</u>

Hi Lynda:

Please see Kevin's approval below.

Rayann

Rayann Laforce

Executive Assistant | Office of the Mayor and Council

P: 780-459-1605 | <u>rlaforce@stalbert.ca</u>

Bringing Our Best to Cultivate An Amazing Community

From: Kevin Scoble <kscoble@stalbert.ca>

Sent: April 22, 2020 1:53 PM

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

Subject: RE: Mayor Heron Expenses

Approved

Kevin Scoble

Chief Administrative Officer

P: 780-459-1502 | kscoble@sta bert.ca

Bringing Our Best to Cultivate An Amazing Community

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

Sent: Wednesday, April 15, 2020 8:21 AM **To:** Kevin Scoble < kscoble@stalbert.ca **Cc:** Rayann Laforce < 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

P: 780-459-1593 | <u>ayarmuch@stalbert.ca</u>

Bringing Our Best to Cultivate An Amazing Community

From: Diane McMordie < dmcmordie@stalbert.ca>

Sent: Tuesday, April 14, 2020 4:46 PM

To: Alayna Yarmuch ayarmuch@stalbert.ca

Cc:

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. A bert | 5 St. Anne Street | St. Albert, AB | T8N 3Z9

dmcmordie@stalbert.ca www.stalbert.ca

From:

Sent: April 14, 2020 4:26 PM

To: Diane McMordie < dmcmordie@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.



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



NOTICE -

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

Lynda Lavallee

From: Rayann Laforce Sent: April 1, 2020 1:27 PM

To:

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@sta bert.ca

Bringing Our Best to Cultivate An Amazing Community

From: Mayor Cathy Heron <mayorheron@stalbert.ca>

Sent: April 1, 2020 12:08 PM

To: Rayann Laforce <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 | T: www.twitter.com/CathyHeron

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

mayorheron@stalbert.ca | www.stalbert.ca

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



From: Rayann Laforce <rLaforce@stalbert.ca>

Sent: April 1, 2020 9:33 AM

To: Mayor Cathy Heron < 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@sta bert.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 R	elated Business	In-Region Mileage (Claim based on Chart	One Way	Mileage Claim km's (From Chart)	Out-of-Region Mileag	e Claim (or In-Region 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 Co	ding
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7		1220			1226	1221	1 1222	1222		ACCT	Cost Ctr F	
0/03/2020	Devon - Mayors State of the Town Address	St. Albert	Devon	Return	86.00					43.43							43.43	6140	1010 5	16112
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Sub-Total \$ 43.43

Professional De		In-Region Mileage Cl		One Way	Out-of-Region Mileag	e Claim (or In-Region mileage)	One Way	Claim-	Amount @	Other Transportation & Parking *	Accommodations *	Airfare*		or Course Registration /Event Ticket	General Expenses *	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	4
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Sub-Total \$ -



Select From List Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted 31-03-19 Month March Year 2020

AUMA or FCM Convention or Board Expenses	In-Region Mileage Cl	aim based on Chart	One Way	Mileage Claim (From Chart)	Out-of-Region Mileac	ge Claim (or In-Region mileage)	One Way /Return	Mileage Claim- Specific	Mileage Amount @ 0 505/km	Other Transportation & Parking *	Accommodations *	Airfare*		or Course Registration /Event Ticket C	General Expenses *	Total		GL Coding	
Date (DD/MM/YY) Nature of Event/Meeting	From	То			From	То	CAT7		1221	1221	1222	1226	5 1227	1225	1224		ACCT	CAT 2 Cost Ctr Project CAT4	
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Sub-Total \$ -

Office of the Mayor (Official Events & Duties)	In-Region Mileag	In-Region Mileage Claim based on Chart		In-Region Mileage Claim based on Cha		In-Region Mileage Claim based on Cha		In-Region Mileage Claim based on Cha		in-Region Mileage Claim based on Cha		n-Region Mileage Claim based on Char		n-Region Mileage Claim based on Char		Region Mileage Claim based on Charl		In-Region Mileage Claim based on Cha		n-Region Mileage Claim based on Char		In-Region Mileage Claim based on Cha		Mileage y Claim (From Chart)	Out-of-Region Mileag	ge Claim (or In-Region : mileage)	One Way /Return	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	1220	0 1225	1220	6 122 ⁻	1 1222	1222		ACCT	Cost Ctr CAT3	CAT4																				
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Sub-Total \$



Select From List
Do not enter in "Grey" cells

Name:

Mayor Heron

Date Submitted 31-03-19 Month March Year 2020

Operating Supplies/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 Cost	CAT 2 Ctr Project CAT	Expens 7 Type	e
21-01-19 Telus Mobility - Mobile Device Charges		55.00	6404 1010	516112	I/A Mobile	Device Charg
Shaw - Home Office Internet (Mayor to charge 01-01-19 one third of the allotted maximum)		23.00	6404 1010	516112	I/A Office/C	Operating Sur

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
								-
								-
								-
								-
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Sub-Total

\$ 169.94



Select From List

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"Grey" cells

Name:

Mayor Heron

Date Submitted

Mo

31-03-19

March Year

2020

- 0	City of
SPX	Ubert
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Select From List
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Name:	Mayor Heron	Date Submitted	31-03-19	7	March	Year	2020	
				_		•		

xpenses 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)								
								-
								-
								_
								-
								-
								-
								-

<u>Claim Reminders:</u>
*** 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

Sub-Total

Grand Total Expenses Less: BMO MasterCard	\$ 291 37 169 94
Less: Expenses Paid Net to be paid to Mayor Heron	\$ 121.43

Training and Dev	elopment Activities	
Date	Description of Activity Content and any learning/ir	nformation worth sharing
03/02/2020	MDP Workshop	
Board, Committe	e, Agency meetings attended (Includes both Cou	uncil 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	



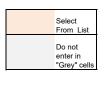
	Select From List	
	Do not enter in "Grey" cells	
March	Year	2020

Name:	Mayor Heron						Date Sub	mitted	31-03-19	Mon	th Ma	ırch	Year	2020
	T													
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													



Date Submitted

31-03-19



Name:	Mayor Heron

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	r at the time of submission.			
Rayann Laforce Preparer's Signature	01-04-20 Date (DD/MM/YY)			
Council Member I certify that the expenditures claimed on this form were incurred while conducting business on behalf of the was completed by another individual. All applicable receipts have been attached.	he 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 detail	is of the claim even if the form		
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	on 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	on provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement			
City Manager Signature	Date (DD/MM/YY)			

P:\Financial Services\Accounts Payable\Invoices\To be Keyed\Lynda\[Mayor - Council Expense Claim.xlsx]Claim Form



Select From List Do not enter in "Grey" cells

Name:

Mayor Heron

Date Submitted 05/02/2020

January

General Council I	Related Business	In-Region Mileage Cl	aim based on Chart	One Way /Return	Mileage Claim km's (From Chart)	Out-of-Region Mileac	e Claim (or In-Region, mileage)	One Way /Return	Mileage Claim km's- Specific	Mileage Other Amount @ Transportatio 0.505/km & Parking *		Airfare*	Meals *	Registration /Event Ticket	General Expenses *	l'otal		GL Coding
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7		1220 12	220 1225	1226	1221	1222			ACCT C	CAT 2 ost Ctr Project CAT4
15/01/2020	Edmonton Global Strategy Session	St. Albert	Spruce Grove	Return	58.00					29.29						29.29		010 516112
6/01/2020	Strategic Planning Session	St. Albert	Edmonton-West	Return	40.00					20.20						20.20		010 516112
	Strategic Planning Session	St. Albert	Edmonton-West	Return	40.00					20.20	,					20.20	6140 1	010 516112
0/01/2020	Alberta's New Approach to Agencies, Boards, and Commissions	St. Albert	Edmonton- Downtown	Return	30.00					15.15						15.15	6140 10	010 516112
2/01/2020	Breakfast Regional Urban Mayors	St. Albert	Edmonton-West	Return	40.00		-			20.20						20.20	6140, 10	010 516112
1/27/2020	Annexation Negotiation Committee	St. Albert	Morinville	One Way	19.00					9.60						9.60	6140 1	010 516112
1/27/2020	Regional Mayors Supper	Morinville	Gibbons	One Way	26.00					13.13						13.13	6140 1	010 516112
1/27/2020	Regional Mayors Supper	Gibbons	St. Albert	One Way	42.00					21.21						21.21	6140 1	010 516112
1/31/2020	EMRB Board Governance Session	St. Albert	Strathcona (County)	Return	66.00	,				33.33 10.	00					43.33	6140 1	010 516112
																_		

rofessional Dev	elopment			In-Region Milea	ge Claim I	based on Charl	One Way /Return	Mileage Claim (From Chart)	Out-of-	Region Milead	ge Claim (o mileage)	r In-Region,	One Way	Mileage Claim- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Conference or Course Registration /Event Ticket	General Expenses * 1	Fotal .		GL Coding
Date (DD/MM/YY)	Nature of Event/Meeting			From	То				From		То		CAT7_		122								ACCT	CAT 2 Cost Ctr Project CAT4
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Sub-Total



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Name:

Mayor Heron

Date Submitted 05/02/2020 Month January Year 2020

MA or FCM Convention or Board Expenses te (DD/MM/YY) Nature of Event/Meeting	In-Region Mileage C	Claim based on Chart	One Way /Return	Mileage Clalm (From Chart)		n Mileag specific	mileage)	/Return	Claim-	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodation	ıs* Airfa	ıre* Meal	or Re /E	onference Course egistration vent Ticket	General Expenses *	Total	-	GL Coding
					From		10	CAT7_		122	1 122	1	1222	1226	1227	1225	1224		ACCT	CAT 2 Cost Ctr Project CAT4
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ffice of the Mayor (Official Events & Dutles)	In-Region M	lleage Cla	aim based on C	One Way hart /Return	Mileage Clalm (From Chart)	Out-of-Region Mil	eage Claim (or In-Region, ific mileage)	One Way	Mileage Claim- Specific	Mileage Amount @					Registration /Event Ticket	General			1.
te (DD/MM/YY) Nature of Event/Meeting	From		То			From	То	CAT7_	<u>, , , , , , , , , , , , , , , , , , , </u>	1220		Accommodations *			4005	Expenses * Total		GL Coding	
											122,	122	.5 1226	122	1222	1222	ACCT	Cost Ctr CAT3	CAT4
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Date Submitted 05/02/2020 Month January Year 2020

perating Supplies	/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)	T-4-1				
ate (DD/MM/YY)	Detailed Description		Total	ACCT		CAT 2 Project CAT7	Expense Type
	elus Mobility - Mobile Device Charges Shaw - Home Office Internet (Mayor to charge		55.00	6-			
01-01-19	one third of the allotted maximum)		23.00	64	404 1010	516112 N/A	Office/Operati

Sub-Total

\$ 78.00

BMO MasterCard	Expenses	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket	General Expenses * 1	Fotal
Date (DD/MM/YY)								
01/07/2020	INSTITUTE OF CORPORATE - Alberta's New Approach to Agencies, Boards, and Commissions - Mayor						99.75	99
01/08/2020	EVENTBRITE - Ticket to Taste of Africa						30.15	
12/18/2019	LUISA RISTORANTE - Lunch with Alan Murdock				44.08	11.62		1
						-		
						_		
		-						



Council Member Monthly Expense Claim Form

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Date Submitted 05/02/2020 Month January Year 2020

Sub-Total

\$ 155.45

Name:

Mayor Heron

4 of 7



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ame:	Mayor Heron		_						Date Submitt	o5/02/2020		Month	January	"Grey" cells Year	2020
nses Paid D	irectly by the City (eg. Petty Cash)								Other Transportatio & Parking *	n Accommodations	* Airfare*	Meals *	Registration /Event Ticket	General Expenses *	Total
DD/MM/YY)		· · · · · · · · · · · · · · · · · · ·				· · · · · · · · · · · · · · · · · · ·	·	 			7	T		1	I
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Reminders:	licv C-CC-03 Council Remuneration and Fx												Sub-Total		\$ -

- 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

Grand Total Expenses 425.76 Less: BMO MasterCard 155.45 Less: Expenses Paid Net to be paid to Mayor Heron 270.31

Training and Dev	velopment Activities		
Date	Description of Activity Content and any learning/inf	formation worth sharing	
01/09/2020	Fair Deal Panel - Fort Saskatchewan Town hall		
01/16/2020	Strategic Planning Session		
01/17/2020	Strategic Planning Session		
01/20/2020	Alberta's New Approach to Agencies, Boards, and Commissions		
01/27/2020	Priority Based Budge Workshop		
Board, Committe	e, Agency meetings attended (Includes both Cour	ncll appointed and other approved committees)	
Date of Meeting	Board, Committee, Agency Name	Updates	
01/07/2020	Alberta Recycling - G&A Meeting (2020/21 Budget Review)		
01/07/2020	Agenda Planning		
01/08/2020	AUMA Human Resources Committee Meeting		
01/09/2020	AUMA Executive Committee Meeting		



Select From List Do not enter in "Grey" cells

Name:	Mayor Heron				Date Submitted [5/02/2020	. Month	January	Year	20.	20
01/14/2020	Agenda Planning										7
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										1
01/28/2020	Agenda Planning							·			1
01/29/2020	Intermunicipal Affairs Committee Meeting										
01/31/2020	EMRB Board Governance Session										
01/31/2020	EMRB Board/CAOs Strategic Planning					,,,,,,			,		
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Mayor Heron

Date Submitted 05/02/2

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& Approvals			Mayor Heron	January
	Delow Council Member at the time of submission. Delow Council Member at the time of submission. Delow Council Member at the time of submission. Delow Council Member at the time of submission.			
	behalf of the City of St. Albert. I understand that submitting a traudulent claim is a	very serious matter. I understand that I am solely responsible for the	details of the daim even if the form	
	05/02/2020 Date (DDMM/Y)			
	06/02/2020 Date (DD/MMYY)			
	umentation provided are in accordance with Council policy C-CC-03 Council Remo	uneration and Expense Reimbursement		
	Febb/2020			
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P:Wayyr's ffice\Expenses - F00\Monthly Expense Claims\2020\1 -January\[Mayor - Cound! Expense Claim Jan.xism]Claim Form

Feb 11/20
Date (DD/MM/YY)