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Name:	Councillor MacKay										Date Submitted	10-05-20		Month	April	Year	2020				
General Council R	Related Business	In-Region Mileage Cla	aim based on Chart	One Way	Mileage Claim km's (From Chart)	Out-of-Region Mileage	e Claim (or In-Region,	One Way	km's-	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*		Registration /Event Ticket	General Expenses * To	tal		GL Coding		
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SENGER City of Cultivate Life

St	City of City of Caldivaste Life					Council N	lember	Monthl	y Expen	se Claim F	orm				Select From List  Do not enter in "Grey" cells				
Name:	Councillor MacKay									Date Submitted	10-05-20		Month	April	Year	202	0		
AUMA or FCM Cor	nvention or Board Expenses	In-Region Mileage Cl	aim based on Chart //	Mileage One Way Claim (I Return Chart)	rom Out-of-Region Miles	ige 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	
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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Office of the Mayo	or (Official Events & Duties)	In-Region Mileage C	aim based on Chart //	One Way Claim (I Return Chart)	From Out-of-Region Miles	ge Claim (or In-Region, c mileage)	One Way /Return	Claim-	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare* I	Meals *	Registration /Event Ticket *	General Expenses *	Total		GL Coding	
Date (DD/MM/YY)	Nature of Event/Meeting	From	То		From	То	CAT7_		1220	1220	1225	1226	1221	1222	1222		ACCT	Cost Ctr CAT3 CAT4	
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ST	Albert Calcone Life	Council Member Monthly Expe	nse Claim F	Form				Select From List  Do not enter in  "Grey" cells						
Name:	Councillor MacKay	]	Date Submitted	10-05-20		Month	April	Year	21	020				
Operating Supplie	es/Telephone/Internet/Sponsorships	Mobile Device (Max \$55Month) Home Internet (Max \$70Month), Sponsorship (Max \$1,000Year see policy C-CC-21 Council Sponsorship)							Total			3L Coding		
Date (DD/MM/YY)	Detailed Description									ACCT	Cost C	CAT 2 tr Project CAT7	Expense Type	
26/01/2019	Home Office Internet								70.	.00	6404 1010	516109 N/A	Mobile De	vice Charge
													Office/Ope	erating Supp
							Sub-Total		\$ 70.	.00				
BMO MasterCard	Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket	General Expenses *	Total					
Date (DD/MM/YY)														
16/03/20	UDI Luncheon Refund						- 54.97		- 54.	97				

04-01-20 FCM Hotel Deposit Refund

173.25

327.88

Sub-Total

173.25

-\$ 649.55

St	Council Member Monthly Expert Colleges Life	ense Claim F	orm				Select From List		
Name:	Councillor MacKay	Date Submitted	10-05-20		Month	April	enter in "Grey" cells Year	2020	)
Expenses Paid Dir	actly 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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	cy C-C-03 Council Remuneration and Expense Reimbursement for detailed provisions of allowable expenses** must be provided for all expenses. Credit Card slips are NOT an acceptable form of receipt.					Sub-Total		\$ -	<u> </u>
A standard miles     For meal expens	y be claimed without a receipt up to \$15. Clearly indicate (Meter) in the nature of event/meeting section. ge chart is available for use. All kilometers are beed on St. Albert Place (SAP) as the base location s, the event/description section should clearly indicate the matter of the meeting and indicate the #6 of people in attendance. The full names of the participants should be listed on the back of the receipt				Total Exp BMO Mas				-\$ 579.55 \$ 649.55 \$ -
	d 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 Advaust be submitted within 10 days of the following month	iress)		Net to b	e paid to	: Councillor	MacKay		\$ 70.00
7. Incomplete expe	se claims will not be processed								
Training and Deve	opment Activities								]
Activity Name	Description of Activity Content and any learning/information worth sharing								
1									

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

Name of Meeting

Inter-City Framework with Sturgeon County Pre-15/04/20 Brief

16/04/20 Emergency Advisory Committee

21/04/20 Emergency Advisory Committee

Sŧ	Albert Colorac las	Council Member Monthly Expense Claim Form	Select From List Do not enter in "Grey" cells	
Name:	Councillor MacKay	Date Submitted 10-05-20 Month April	Year 2021	
23/04/20	Emergency Advisory Committee			
30/04/20	Emergency Advisory Committee			

						en	o not iter in irey" cells		
Name:	Councillor MacKay			Date Submitted	10-05-20 Month	April Ye	ear	2020	
Authorizations &	Approvals				Councillor MacKay		April		202
	orepared by an individual other than the Council Memb in form was prepared in accordance with all information	ber, sign and date below in provided by the Council Member at the time of submission	ı						
Rayann Laforce Preparer's Signatu	ure	20-05-06 Date (DD/MM	<u>w</u>						
	expenditures claimed on this form were incurred while c another individual. All applicable receipts have been		erstand that submitting a fraudulent claim is a very serious matter. I undersi	tand that I am solely responsible for the details	s of the claim even if the form				
Council Member's	Signature	Date (DD/MN	γ)						
Accounts Payable have reviewed th	e is claim for mathematical accuracy and documentation	n support.							
Accounts Payable	Personnel Signature	Date (DD/MM)	m)						
Chief Financial O	<del></del>								
have reviewed th	is claim and am satisfied that the expenses listed and	the information and documentation provided are in according	nce with Council policy C-CC-03 Council Remuneration and Expense Reiml	bursement					
Chief Financial Of	ficer Signature	Date (DD/MN	γ)						
Chief Administrat	tive Officer (City Manager)								
have reviewed th	is claim and am satisfied that the expenses listed and	the information and documentation provided are in accordance.	nce with Council policy C-CC-03 Council Remuneration and Expense Reimb	bursement					

SENGERT Cultivate Life

6 of 6

From:
To:
Cc:

Subject: FW: Cllr MacKay - April Expenses

Date: Friday, May 15, 2020 9:21:57 AM

Attachments: MacKay - Council Expense Claim.xlsx

MacKay Shaw Bill.pdf

## approved by Kevin below

Senior Executive Assistant
Office of the Chief Administrative Officer

## Bringing Our Best to Cultivate An Amazing Community

From: Kevin Scoble

**Sent:** Monday, May 11, 2020 1:31 PM

To:

**Subject:** RE: Cllr MacKay - April Expenses

Approved.

#### **Kevin Scoble**

Chief Administrative Officer

## Bringing Our Best to Cultivate An Amazing Community

From:

**Sent:** Monday, May 11, 2020 8:13 AM

**To:** Kevin Scoble

**Subject:** FW: Cllr MacKay - April Expenses

Hi,

For your review and email approval.

Thanks,

Senior Executive Assistant
Office of the Chief Administrative Officer

Bringing Our Best to Cultivate An Amazing Community

From: Diane McMordie

Sent: Friday, May 8, 2020 12:08 PM

To:

To: Cc:

Subject: Fw: Cllr MacKay - April Expenses

Approved by me. Please forward to Kevin for approval then back to Danielle.

**Thanks** 

#### Diane McMordie, CPA, CMA

Director of Finance & Assessment/CFO



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

www.stalbert.ca

From:

**Sent:** May 7, 2020 1:36 PM

**To:** Diane McMordie

**Subject:** FW: Cllr MacKay - April Expenses

Hi Diane.

I hope you and your family are doing well and enjoying the sunshine!

I have reviewed Councillor Mackay's April 2020 expenses for back up and mathematical accuracy. The calculations are correct, but there may be an issue with the Shaw invoices for back up. There are two attached dated March 26 and Apr. 26. Neither have been claimed, but neither service periods are within April 2020 either. The invoice that was used for his March expenses, dated Feb 26/20, covered this service period (March 26-Apr 25/20).

Please let me know how you would like to proceed with this when you get a chance. Thanks,



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www.stalbert.ca



Select From List

Do not enter in
"Grey" cells

Name:

Councillor MacKay

Date Submitted 01-06-20 Month May Year 2020

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Select From List

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"Grey" cells

Name:

Councillor MacKay

Date Submitted 01-06-20 Month May 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 Mi	eage Claim (or In-Region, ific mileage)	One Way /Return	Claim-		Other Transportation Parking *	& Accommodations *	Airfare*		conference or Course Registration /Event Ticket *	General Expenses *	Total		GL Co	ding	
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Sub-Total

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Office of the Mayor (Official Events & Duties)	In-Region Mileage C		One Way	Mileage Claim (From Chart)	Out-of-Region Milea	ge Claim (or In-Region,	One Way /Return	Claim-	Amount @	Other Transportation Parking *	& Accommodations *	Airfare*		Registration /Event Ticket	General Expenses *	Total		GL Coding	
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Sub-Total

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Select From List
Do not enter in "Grey" cells

Name:

Councillor MacKay

Date Submitted 01-06-20 Month May Year 2020

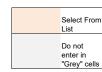
CCT Cost Ctr Project CAT7	Expense Type
6404 1010 516109 N/A	Mobile Device Charge
	Office/Operating Supp

Sub-Total \$ 70.00

	1		1	_			
BMO MasterCard Expenses	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)				_			
					- 54.97		- 54.97
					- 93.45		- 93.45
					- 173.25		- 173.25
					- 327.88		- 327.88
							-
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Sub-Total -\$ 649.55





Name:	Councillor MacKay	Date Sul	01-06-20	Month	May	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)						ı	
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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

Grand Total Expenses	-\$	579.55
Less: BMO MasterCard	\$	649.55
Less: Expenses Paid	\$	-
Net to be paid to: Councillor MacKay	\$	70.00

Sub-Total

Training and Dev	velopment Activities	
Activity Name	Description of Activity Content and any learning/in	nformation worth sharing
05/06/2020	Public Open House - Range Road 260 ASP Ame	ndment
05/21/2020	City of St. Albert Council Workshop	
Board, Committe	ee, Agency meetings attended (Includes both Cou	incil appointed and other approved committees)
Date of Meeting	Name of Meeting	Updates
05/01/202	20 Special Board Meeting	
05/04/202	20 St. Albert City Council Meeting	
05/05/202	20 Agenda Planning	
05/07/202	20 Emergency Advisory Committee Briefing	
05/11/202	20 Special Council Meeting	
05/12/202	20 Agenda Planning	
05/14/202	Emergency Management Advisory Committee 20 Meeting	



Select From List
Do not enter in "Grey" cells

Name:	Councillor MacKay	Date Submitted	01-06-20	Month	Мау	Year	2020
05/15/2020	Special Council Meeting						
05/19/2020	City Council Meeting						
	Emergency Management Advisory Committee						
05/22/2020	Alberta Capital Region Wastewater Commission Meeting						
05/25/2020	Inaugural Recovery Task Force Meeting						
05/26/2020	Agenda Planning						
05/28/2020	Emergency Management Advisory Committee						



Name:

Councillor MacKay

# Council Member Monthly Expense Claim Form

Date Submitted

01-06-20

		Select From List		
		Do not enter in "Grey" cells		
ith	Мау	Year	202	0

Authorizations & Approvals		Councillor MacKay	May	
Preparer		Councillor macreay	may	
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 a	at the time of submission.			
Rayann Laforce Preparer's Signature	01-06-20 Date (DD/MM/YY)			
Council Member				
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.	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	s of the claim even if the form		
Council Member's Signature	Date (DD/MM/YY)			
Accounts Payable				
have reviewed this claim for mathematical accuracy and documentation support.				
Accounts Payable Personnel Signature	Date (DD/MM/YY)			
			_	
Chief Financial Officer				
have reviewed this claim and am satisfied that the expenses listed and the information and documentation	provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement			
Chief Financial Officer Signature	Date (DD/MM/YY)			
Chief Administrative Officer (City Manager)				
have reviewed this claim and am satisfied that the expenses listed and the information and documentation	provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement			
City Manager Signature	Date (DD/MM/YY)			

C:\Users\Bmarrese\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\2LNQLPOE\[MacKay - Council Expense Claim - Editable (002).xlsm]Claim Form

From: <u>Accounts Payable</u>

To:

**Subject:** FW: Cllr MacKay - May Expenses **Date:** June 3, 2020 10:29:11 AM

Attachments: MacKay - Council Expense Claim - Editable.xlsm

FW FOR APPROVAL - Cllr MacKay Expense Claim.msg

Cllr MacKay - unnamed document.pdf

From:

**Sent:** June 3, 2020 9:15 AM

To:

**Subject:** Cllr MacKay - May Expenses

## Good morning:

Further to the below email from Danielle – it seems as though we are one month ahead for Cllr MacKay's Shaw bill.

Please disregard the previous email I sent and note the attached expense claim form, the correct Shaw bill, and the approval email from Cllr MacKay.

Let me know if you have any questions.

Many thanks!

Rayann

Executive Assistant | Office of the Mayor and Council

Bringing Our Best to Cultivate An Amazing Community

From:

Sent: May 8, 2020 1:13 PM

To:

**Subject:** RE: Cllr MacKay - April Expenses

Okay, thanks for all your work on this Danielle. This month hasn't been an easy expense month. Lol

I appreciate all the help you have provided.

R

From:

**Sent:** May 8, 2020 12:52 PM

To:

**Subject:** FW: Cllr MacKay - April Expenses

#### Hi Rayann,

I have confirmed with Diane that we will be using the Shaw invoice dated March 26/20 for Councillor MacKay's April internet expenses. This did not end up being the invoice claimed for his March expenses. The Feb 26/20 bill was used for March. This means that the April 26/20 (Due May 26/20) bill will need to be used as back up for the Councillor's May expenses.

Have a good one.



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From:

**Sent:** Thursday, May 7, 2020 1:17 PM

To:

**Subject:** RE: Cllr MacKay - April Expenses

Thanks. I'll let Diane know and see what she'd like to do. I have feeling that maybe the Jan 26 invoice is the one that was required for March expenses, but I'll confirm what we'll need moving forward as we won't be able to use an invoice that was already claimed.

Thanks again.

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From:

Sent: Thursday, May 7, 2020 1:09 PM

To:

**Subject:** FW: Cllr MacKay - April Expenses

Hi Danielle

I have attached the bill you are looking for. Note that is the one we used last month.

Rayann

Executive Assistant | Office of the Mayor and Council

Bringing Our Best to Cultivate An Amazing Community

From:

**Sent:** May 7, 2020 1:05 PM

To:

**Subject:** FW: Cllr MacKay - April Expenses

It's me again.

The Shaw bill attached is the April 26/20 bill which covers a service period of May 26-June 25/20. For March's expense claim, Diane had requested the invoice with the service period of the month it was getting expensed, which would be the March 26 to April 25/20 for April expenses. Would you be able to supply that Shaw bill for Councillor MacKay's April expense form?



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From:

Sent: Thursday, May 7, 2020 11:41 AM

To:

**Subject:** FW: Cllr MacKay - April Expenses

Hi Danielle:

The family is good on this end. I hope you and your family are happy and healthy as well.

Indeed, all the BMO expenses for Cllr MacKay are refunds.

Kind Regards,

Rayann

## Bringing Our Best to Cultivate An Amazing Community

From:

**Sent:** May 7, 2020 9:29 AM

To:

**Subject:** FW: Cllr MacKay - April Expenses

Good morning Rayann.

I hope all is well with you and your family.

I just want to confirm that all of the BMO expenses were refunds. Please let me know when you get a chance by forwarding your response back to me.

Thanks,

(Working Remotely)

Accounts Payable Coordinator | Financial Services

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

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From:

**Sent:** Wednesday, May 6, 2020 3:57 PM

To:

Subject: FW: Cllr MacKay - April Expenses

Hi Ladies,

Please find attached Cllr MacKay's approved April expenses.

Kind Regards,

Rayann

Executive Assistant | Office of the Mayor and Council

## Bringing Our Best to Cultivate An Amazing Community

**From:** Ken MacKay < <u>kmackay@stalbert.ca</u>>

**Sent:** May 6, 2020 3:39 PM

To:

**Subject:** RE: Cllr MacKay - April Expenses

Looks accurate, nice seeing all the refunds

Thank you,

Ken

From:

**Sent:** May 6, 2020 3:34 PM

To: Ken MacKay < <a href="mackay@stalbert.ca">kmackay@stalbert.ca</a> Subject: Cllr MacKay - April Expenses

Hi Cllr MacKay:

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

Executive Assistant | Office of the Mayor and Council

Bringing Our Best to Cultivate An Amazing Community

From: <u>Accounts Payable</u>

To:

**Subject:** FW: Cllr MacKay - May Expenses **Date:** June 3, 2020 10:29:11 AM

Attachments: MacKay - Council Expense Claim - Editable.xlsm

FW FOR APPROVAL - Cllr MacKay Expense Claim.msg

Cllr MacKay - unnamed document.pdf

From:

**Sent:** June 3, 2020 9:15 AM

To:

**Subject:** Cllr MacKay - May Expenses

## Good morning:

Further to the below email from Danielle – it seems as though we are one month ahead for Cllr MacKay's Shaw bill.

Please disregard the previous email I sent and note the attached expense claim form, the correct Shaw bill, and the approval email from Cllr MacKay.

Let me know if you have any questions.

Many thanks!

Rayann

Executive Assistant | Office of the Mayor and Council

Bringing Our Best to Cultivate An Amazing Community

From:

Sent: May 8, 2020 1:13 PM

To:

**Subject:** RE: Cllr MacKay - April Expenses

Okay, thanks for all your work on this Danielle. This month hasn't been an easy expense month. Lol

I appreciate all the help you have provided.

R

From:

**Sent:** May 8, 2020 12:52 PM

To:

**Subject:** FW: Cllr MacKay - April Expenses

#### Hi Rayann,

I have confirmed with Diane that we will be using the Shaw invoice dated March 26/20 for Councillor MacKay's April internet expenses. This did not end up being the invoice claimed for his March expenses. The Feb 26/20 bill was used for March. This means that the April 26/20 (Due May 26/20) bill will need to be used as back up for the Councillor's May expenses.

Have a good one.



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From:

**Sent:** Thursday, May 7, 2020 1:17 PM

To:

**Subject:** RE: Cllr MacKay - April Expenses

Thanks. I'll let Diane know and see what she'd like to do. I have feeling that maybe the Jan 26 invoice is the one that was required for March expenses, but I'll confirm what we'll need moving forward as we won't be able to use an invoice that was already claimed.

Thanks again.

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From:

Sent: Thursday, May 7, 2020 1:09 PM

To:

**Subject:** FW: Cllr MacKay - April Expenses

Hi Danielle

I have attached the bill you are looking for. Note that is the one we used last month.

Rayann

Executive Assistant | Office of the Mayor and Council

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From:

**Sent:** May 7, 2020 1:05 PM

To:

**Subject:** FW: Cllr MacKay - April Expenses

It's me again.

The Shaw bill attached is the April 26/20 bill which covers a service period of May 26-June 25/20. For March's expense claim, Diane had requested the invoice with the service period of the month it was getting expensed, which would be the March 26 to April 25/20 for April expenses. Would you be able to supply that Shaw bill for Councillor MacKay's April expense form?



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From:

Sent: Thursday, May 7, 2020 11:41 AM

To:

**Subject:** FW: Cllr MacKay - April Expenses

Hi Danielle:

The family is good on this end. I hope you and your family are happy and healthy as well.

Indeed, all the BMO expenses for Cllr MacKay are refunds.

Kind Regards,

Rayann

## Bringing Our Best to Cultivate An Amazing Community

From:

**Sent:** May 7, 2020 9:29 AM

To:

**Subject:** FW: Cllr MacKay - April Expenses

Good morning Rayann.

I hope all is well with you and your family.

I just want to confirm that all of the BMO expenses were refunds. Please let me know when you get a chance by forwarding your response back to me.

Thanks,

(Working Remotely)

Accounts Payable Coordinator | Financial Services

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

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From:

**Sent:** Wednesday, May 6, 2020 3:57 PM

To:

Subject: FW: Cllr MacKay - April Expenses

Hi Ladies,

Please find attached Cllr MacKay's approved April expenses.

Kind Regards,

Rayann

Executive Assistant | Office of the Mayor and Council

## Bringing Our Best to Cultivate An Amazing Community

**From:** Ken MacKay < <u>kmackay@stalbert.ca</u>>

**Sent:** May 6, 2020 3:39 PM

To:

**Subject:** RE: Cllr MacKay - April Expenses

Looks accurate, nice seeing all the refunds

Thank you,

Ken

From:

**Sent:** May 6, 2020 3:34 PM

To: Ken MacKay < <a href="mackay@stalbert.ca">kmackay@stalbert.ca</a> Subject: Cllr MacKay - April Expenses

Hi Cllr MacKay:

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

Executive Assistant | Office of the Mayor and Council

Bringing Our Best to Cultivate An Amazing Community

From:
To:
Cc:

**Subject:** FW: FOR APPROVAL: May Expense Claim

**Date:** June 22, 2020 1:49:06 PM

Attachments: Councillor Mackay May 2020 Expense claim.pdf

#### approved by Kevin below.

Senior Executive Assistant
Office of the Chief Administrative Officer

# Bringing Our Best to Cultivate An Amazing Community

From: Kevin Scoble

**Sent:** Friday, June 19, 2020 1:38 PM

To:

Subject: RE: FOR APPROVAL: May Expense Claim

Approved

#### **Kevin Scoble**

Chief Administrative Officer

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

From:

**Sent:** Wednesday, June 17, 2020 11:38 AM

To: Kevin Scoble

Subject: FOR APPROVAL: May Expense Claim

#### For approval

Senior Executive Assistant
Office of the Chief Administrative Officer

# Bringing Our Best to Cultivate An Amazing Community

From: Diane McMordie

**Sent:** Tuesday, June 16, 2020 10:16 AM

To:

Cc:

Subject: FW: May Expense Claim

I have approved. Please forward to Kevin

## Diane McMordie, CPA, CMA

Director, Finance & Assessment / Chief Financial Officer

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

From:

**Sent:** Monday, June 15, 2020 1:26 PM

To:

**Subject:** May Expense Claim

Hi Diane,

I have reviewed this claim and approve.

Thanks,

Barb

## ( Working from home)

Accounts Payable Coordinator | Financial Services

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Select From List

Do not enter in
"Grey" cells

Name:

Councillor MacKay

Date Submitted 08-07-20 Month June Year 2020

General Council F	Related Business	In-Region Mileage Cla	aim based on Chart	One Way	Mileage Claim km's (From Chart)	Out-of-Region Mileag	e Claim (or In-Region,	One Way	Mileage Claim km's-	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	То					CAT7_	1-1	1220				221 1222			ACCT	CAT 2 Cost Ctr Project	CAT4
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Professional Deve	elopment	In-Region Mileage (	Claim based on Chart	One Way	Mileage Claim (From Chart)	Out-of-Re	egion Mileage Claim (or In-Region, specific mileage)	One Way /Return	Mileage Claim- Specific		Other Transportation & Parking *	Accommodations *	Airfare*		ration Ticket G	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	i .	ACCT	CAT 2 Cost Ctr Project CAT4	
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Sub-Total	\$ -



Select From List

Do not enter in
"Grey" cells

Name:

Councillor MacKay

Date Submitted 08-07-20 Month June 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 Mileag	e Claim (or In-Region, mileage)		Mileage Claim- Specific		Other Transportation & Parking *	Accommodations *	Airfare*	o R /E	r Course Registration Event Ticket E	General Expenses *	Total		GL (	Coding	
Date (DD/MM/YY) Nature of Event/Meeting	From	То			From	То	CAT7_		122	1221	1 1222	1226	1227	1225	1224		ACCT	Cost Ctr	CAT 2 Project CAT4	
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Sub-Total \$ -

Office of the Mayo	or (Official Events & Duties)	In-Region Mileage Cl	aim based on Chart	One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileag	e Claim (or In-Region, mileage)	One Way /Return	Mileage Claim- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare* N		Registration /Event Ticket *	General Expenses *	Total		GL Codir	ng
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1220	1220	1225	1226	1221	1222	1222		ACCT	Cost Ctr CAT3	CAT4
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Sub-Total \$ -



Select From List
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Councillor MacKay

Date Submitted 08-07-20 Month June 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 C	oding		
Date (DD/MM/YY) Detailed Description			ACCT		CAT 2	Expense Type	
26-06-20 Home Office Internet		70.00	64	04 1010 5	i16109 N/A	Mobile Dev	vice Charge
			-			Office/Ope	rating Supr
			-				
			-				

Sub-Total \$ 70.00

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



Select From List Do not enter in "Grey" cells

Councillor MacKay	Date	e Submitted	08-07-20		Month	June	Year	2020	)
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	rectly by the City (eg. Petty Cash)	rectly by the City (eg. Petty Cash) Oth Tra Par	rectly by the City (eg. Petty Cash)  Other Transportation & Parking *	rectly by the City (eg. Petty Cash)  Other Transportation & Parking *  Accommodations *	rectly by the City (eg. Petty Cash)  Other Transportation & Parking * Accommodations * Airfare*	rectly by the City (eg. Petty Cash)  Other Transportation & Accommodations * Airfare* Meals *	rectly by the City (eg. Petty Cash)  Other Transportation & Parking * Accommodations * Airfare* Meals * * * * * * * * * * * * * * * * * * *	rectly by the City (eg. Petty Cash)  Other Transportation & Accommodations * Airfare* Meals * Registration / Event Ticket Expenses *	rectly by the City (eg. Petty Cash)  Other Transportation & Parking * Accommodations * Airfare* Meals * * Registration / Event Ticket   Expenses * 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. 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 70.00 Less: BMO MasterCard Less: Expenses Paid Net to be paid to: Councillor MacKay 70.00

Sub-Total

Taninina and 10		
raining and Dev	velopment Activities	
Activity Name	Description of Activity Content and any learning/in	formation worth sharing
D 10 '''		
Board, Committe	ee, Agency meetings attended (Includes both Cou	incli appointed and other approved committees)
Date of Meeting	Name of Meeting	Updates
06/01/202	0 City Council Meeting	
06/02/202	0 Agenda Planning	
00/00/000		
06/08/202	0 Mayor's Homelessness Task Force Meeting	
06/08/202	O Covid-19 Recovery Task Force Meeting	
06/09/202	O Community Growth and Infrastructure	
06/10/202	0 Agenda Planning	
06/11/202	20 Edmonton Metropolitan Region Board Meeting	
00/11/202	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	



Select From List	
Do not enter in "Grey" cells	

Name:	Councillor MacKay	Date Submitted 08-07-20 M	onth	June	Year	2020
06/11/202	20 SISB Task Force Meeting					
06/15/202	20 City Council Meeting					
06/18/202	20 ERWAC Meeting					
06/19/202	20 ACRWC Board Meeting					
06/22/202	20 City Council					
	20 Agenda Planning					
	20 COVID-19 Recovery Task Force Meeting					
	20 City Council					
	20 Council Workshop - Committee of the Whole					
	·					
06/30/202	20 Agenda Planning					



Name:

Councillor MacKay

# Council Member Monthly Expense Claim Form

08-07-20

Date Submitted

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

Councillor MacKay	June	20
Councillor MacKay	June	2
Councillor MacKay	June	2
claim even if the form		

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From:
To:
Cc:

**Subject:** FW: Councillor MacKay June 2020 Expense Claim

**Date:** August 13, 2020 2:00:44 PM

Attachments: Councillor MacKay June 2020 Expense Claim.pdf

#### approved below

Senior Executive Assistant
Office of the Chief Administrative Officer

# Bringing Our Best to Cultivate An Amazing Community

From: Kevin Scoble

Sent: Wednesday, August 12, 2020 1:18 PM

To:

Subject: RE: Councillor MacKay June 2020 Expense Claim

Approved

#### **Kevin Scoble**

Chief Administrative Officer

### Bringing Our Best to Cultivate An Amazing Community

From:

**Sent:** Friday, July 10, 2020 9:48 AM

**To:** Kevin Scoble

**Subject:** FW: Councillor MacKay June 2020 Expense Claim

See attached and let me know if ok to sign off.

Senior Executive Assistant
Office of the Chief Administrative Officer

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

From: Diane McMordie

**Sent:** Friday, July 10, 2020 9:24 AM

To:

Cc:

**Subject:** FW: Councillor MacKay June 2020 Expense Claim

Approved by me. Please send for Kevon's approval

Thanks

# Diane McMordie, CPA, CMA

Director, Finance & Assessment / Chief Financial Officer

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

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