



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Joly

Date Submitted 02-11-20

Month October 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	
Sub-Total																						

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	Project	CAT4	
Sub-Total																						



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Name: Councillor Joly

Date Submitted 02-11-20

Month October 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 (DDMMYY)	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 (DDMMYY)	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

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Do not enter in "Grey" cells

Name: Councillor Joly

Date Submitted 02-11-20

Month October 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				Expense
Date (DD/MM/YY)	Detailed Description			ACCT	Cost Ctr	CAT 2 Project	CAT 7	Type
06/01/2019	Mobile Device		55.00		6404 1010	516108	N/A	Mobile Device Charge
01/01/2019	Home Office Internet		70.00		6404 1010	516108	N/A	Office/Operating Supp

Sub-Total \$ 125.00

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

Sub-Total \$ -



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Joly

Date Submitted 02-11-20

Month October 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****
 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	\$ 125.00
Less: BMO MasterCard	\$ -
Less: Expenses Paid	\$ -
Net to be paid to Councillor Joly	\$ 125.00

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	Name of Meeting	Updates
2020-10-15	Homeland Housing Strat Planning	
2020-10-16	Homeland Housing Strat Planning	
2020-10-22	Homeland Housing	



Council Member Monthly Expense Claim Form

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Do not enter in "Grey" cells

Name: Councillor Joly

Date Submitted 02-11-20

Month October Year 2020

2020-10-27	Environmental Advisory Committee	
2020-10-27	Council/ESAB Meeting	
2020-10-28	Intermunicipal Affairs Committee	
2020-10-29	Emergency Management Advisory Committee	
2020-10-29	Nominating Committee	



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Joly

Date Submitted 02-11-20

Month October Year 2020

Authorizations & Approvals Councillor Joly October 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.
Preparer's Signature Date (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 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 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 provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement
City Manager Signature Date (DD/MM/YY)

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: FOR APPROVAL: Joly October Expense Claim
Date: Thursday, November 19, 2020 11:24:13 AM
Attachments: [REDACTED]

Approved by Kevin below.

Thanks,

[REDACTED]
Senior Executive Assistant
Office of the Chief Administrative Officer

Bringing Our Best to Cultivate An Amazing Community

From: [REDACTED]
Sent: Thursday, November 19, 2020 8:28 AM
To: [REDACTED]
Subject: RE: FOR APPROVAL: Joly October Expense Claim

Approved.

[REDACTED]
Chief Administrative Officer

Bringing Our Best to Cultivate An Amazing Community

From: [REDACTED]
Sent: Monday, November 9, 2020 1:16 PM
To: [REDACTED]
Subject: FOR APPROVAL: Joly October Expense Claim

For your approval, please

Thanks,

[REDACTED]
Senior Executive Assistant
Office of the Chief Administrative Officer

Bringing Our Best to Cultivate An Amazing Community

From: [REDACTED]
Sent: Monday, November 9, 2020 11:59 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Joly October Expense Claim

Hi Alayna

Approved. For Kevin's approval then back to Danielle

[REDACTED]
Director, Finance & Assessment / Chief Financial Officer

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

From: [REDACTED]
Sent: November 9, 2020 11:55 AM
To: [REDACTED]
Subject: FW: Joly October Expense Claim

Hi Diane,
I have reviewed Councillor Joly's October 2020 expense form for mathematical accuracy and backup. Please review and approve if all looks good.
Thanks,

[REDACTED]
Accounts Payable Coordinator | Financial Services

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

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From: [REDACTED]
Sent: Monday, November 9, 2020 9:44 AM
To: [REDACTED]
Subject: FW: Joly October Expense Claim

Good morning,

Please see the below and attached.

Thank you,

[REDACTED]
Administrative Assistant
Office of the Mayor and Councillors

Bringing Our Best to Cultivate An Amazing Community

From: [REDACTED]
Sent: November 9, 2020 8:58 AM
To: [REDACTED]
Subject: Re: Joly October Expense Claim

Sounds good, thanks. What did I miss in the original one?

[REDACTED]
City of St Albert Councillor

From: [REDACTED]
Sent: Monday, November 9, 2020 8:55 AM
To: [REDACTED]
Subject: Joly October Expense Claim

Good morning,

I had to make an amendment to the total you will receive for your mobile and will need your review and approval once more.
Please accept this email as my authorization.

Thank you,

[REDACTED]
Administrative Assistant
Office of the Mayor and Councillors

Bringing Our Best to Cultivate An Amazing Community



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Joly

Date Submitted: 02-12-20 Month: November 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	
										-							-				
										-							-				
										-							-				
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										-							-				
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				
Sub-Total																	\$	-			

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

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Name: Councillor Joly

Date Submitted: 02-12-20 Month: November 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 \$ -



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Joly

Date Submitted: 02-12-20 Month: November Year: 2020

Operating Supplies/Telephone/Internet/Sponsorships		Total	GL Coding			
Date (DD/MM/YY)	Detailed Description		ACCT	Cost Ctr	CAT 2 Project CAT7	Expense Type
	Mobile Device (Max \$55/Month) Home Internet (Max \$70/Month), Sponsorship (Max \$1,000/Year see policy C-CC-21 Council Sponsorship)					
06/01/2019	Mobile Device	55.00	6404	1010	516108 N/A	Mobile Device Charge
01/01/2019	Home Office Internet	70.00	6404	1010	516108 N/A	Office/Operating Supp

Sub-Total \$ 125.00

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
12-11-20	RCA Webinar Chemical Recycling					75.00		75.00
24-11-20	Conversation with Minister O'Regan Webinar					21.00		21.00
								-
								-
								-
								-
								-
								-

Sub-Total \$ 96.00



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Joly

Date Submitted: 02-12-20 Month: November 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****
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	\$	221.00
Less: BMO MasterCard	-\$	96.00
Less: Expenses Paid	\$	-
Net to be paid to Councillor Joly	\$	125.00

Training and Development Activities		
Date	Description of Activity Content and any learning/information worth sharing	
2020-11-16	EMRB Regional Agriculture Master Plan	
2020-11-17	Recycling Council of Alberta: Chemical Recycling	
Board, Committee, Agency meetings attended (Includes both Council appointed and other approved committees)		
Date	Name	Updates
2020-11-10	Agenda Planning	
2020-11-13	Council meeting with Policing Committee	
2020-11-19	Council Meeting with Chamber of Commerce Board	



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Joly

Date Submitted: 02-12-20 Month: November Year: 2020

2020-11-19	Council Meeting with Civic Committees	
2020-11-24	Emergency Management Advisory Committee	
2020-11-26	Homeland Housing	
2020-11-16	Environmental Advisory Committee	



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Joly

Date Submitted: 02-12-20 Month: November Year: 2020

Authorizations & Approvals Councillor Joly November 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.

Preparer's Signature _____ Date (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 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 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 provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

City Manager Signature _____ Date (DD/MM/YY) _____

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Joly November Expense Claim
Date: Wednesday, December 16, 2020 1:39:58 PM
Attachments: [REDACTED]

Approved below.

Thanks,

[REDACTED]
Senior Executive Assistant
Office of the Chief Administrative Officer

[REDACTED] | [REDACTED]

Bringing Our Best to Cultivate An Amazing Community

From: [REDACTED]
Sent: Wednesday, December 16, 2020 12:49 PM
To: [REDACTED]
Subject: RE: Joly November Expense Claim

Approved

[REDACTED]
Chief Administrative Officer

[REDACTED] | [REDACTED]

Bringing Our Best to Cultivate An Amazing Community

From: [REDACTED]
Sent: Wednesday, December 9, 2020 10:45 AM
To: [REDACTED]
Subject: FW: Joly November Expense Claim

For your approval, please.

Thanks,

[REDACTED]
Senior Executive Assistant
Office of the Chief Administrative Officer

[REDACTED] | [REDACTED]

Bringing Our Best to Cultivate An Amazing Community

From: [REDACTED]
Sent: Wednesday, December 9, 2020 10:45 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: Fw: Joly November Expense Claim

Approved. For Kevin's approval, then back to Danielle

From: [REDACTED]
Sent: December 9, 2020 10:30 AM
To: [REDACTED]
Subject: FW: Joly November Expense Claim

Good morning Diane,
Please see Councillor Joly's November expense claim for \$125, attached.
I have reviewed it for mathematical accuracy and back up.
Thanks,

[REDACTED]
Accounts Payable Coordinator | Financial Services

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

[REDACTED] | [REDACTED]
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From: [REDACTED]
Sent: Tuesday, December 8, 2020 3:08 PM
To: [REDACTED]
Subject: FW: Joly November Expense Claim

We have made the amendments you have identified and they are attached here for

you. Thank you for this!

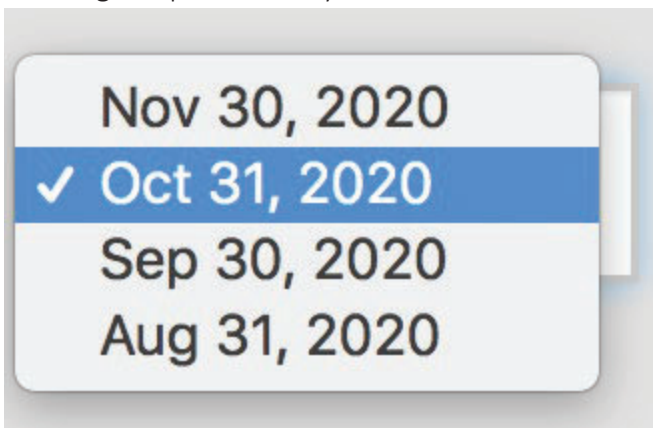
Thank you,

[REDACTED]
Administrative Assistant
Office of the Mayor and Councillors

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From: [REDACTED]
Sent: December 8, 2020 2:56 PM
To: [REDACTED]
Subject: Re: Joly November Expense Claim

The one attached? As far as I can tell, Bell messed up dates... These are the bill dates that are showing as options on my account:



Thanks,

[REDACTED]

From: [REDACTED]
Sent: Tuesday, December 8, 2020 2:51 PM
To: [REDACTED]
Subject: FW: Joly November Expense Claim

Good afternoon,

Please see the below comments for the Bell invoice. Could I bother you to send me the phone invoice for November 1st if available? If not we could submit the Dec invoice and wait for the Nov. Let me know what you would prefer.

Please note that you will receive \$55 for the phone rebate and not the lower amount. My excel is not working properly at home and I apologize for the error.

Thank you,

[REDACTED]
*Administrative Assistant
Office of the Mayor and Councillors*

Bringing Our Best to Cultivate An Amazing Community

From: [REDACTED]
Sent: December 8, 2020 1:43 PM
To: [REDACTED]
Subject: FW: Joly November Expense Claim

Hi Brittany,
I hope you are doing well. A couple things regarding Councillor Joly's expense claim. First, the max amount to be claimed for mobile charges is \$55. She should claim this entire amount as her cell bill in over \$55. Please make this adjustment when you get a chance.

Also, the Bell bill is dated Dec 1. Technically, I can accept this as her back up for her mobile charges because this invoice has not been claimed on past expense claims, but it will not be able to be used for her Dec. expense claim form. It may be clearer to submit the Nov 1 bill for this expense claim and submit the Dec 1 bill for her Dec expense claim.

Thanks. Have a good afternoon.

[REDACTED]
Accounts Payable Coordinator | Financial Services

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

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From: [REDACTED]
Sent: Monday, December 7, 2020 4:30 PM
To: [REDACTED]
Subject: FW: Joly November Expense Claim

Please see the below approvals and the attached.

Thank you,

[REDACTED]
Administrative Assistant
Office of the Mayor and Councillors
Bringing Our Best to Cultivate An Amazing Community

From: [REDACTED]
Sent: Monday, December 7, 2020 4:29 PM
To: [REDACTED]
Subject: Re: Joly November Expense Claim

Thanks!

I'm also doing the video after I eat.

[REDACTED]
City of St Albert Councillor

From: [REDACTED]
Sent: Monday, December 7, 2020 4:20 PM
To: [REDACTED]
Subject: Joly November Expense Claim

Excellent. I have made the amendments and have attached them here for approval. Please accept this as my authorization.

Thank you,

[REDACTED]
Administrative Assistant
Office of the Mayor and Councillors

Bringing Our Best to Cultivate An Amazing Community



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Joly

Date Submitted 29-12-20 Month December 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																	
Sub-Total																																						

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	Project	CAT4																	
01-12-20	Indigenous Canada 12-Lesson Online Course														64.00		64.00	6100	1010	516108	A5	Career Development																
Sub-Total																																						



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Joly

Date Submitted 29-12-20

Month December 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 (DDMMYY)	Nature of Event/Meeting	From	To			From	To	CAT7		1221	1221	1222	1226	1227	1225	1224		ACCT Cost Ctr Project CAT 2 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 (DDMMYY)	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: Councillor Joly

Date Submitted 29-12-20

Month December 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				Expense
Date (DD/MM/YY)	Detailed Description			ACCT	Cost Ctr	CAT 2 Project	CAT 7	Type
06/01/2019	Mobile Device		55.00		6404 1010	516108	N/A	Mobile Device Charge
01/01/2019	Home Office Internet		70.00		6404 1010	516108	N/A	Office/Operating Supp

Sub-Total \$ 125.00

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

Sub-Total \$ -



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Joly

Date Submitted: 29-12-20 Month: December Year: 2020

Table with columns for Date (DD/MM/YY), Other Transportation & Parking *, Accommodations *, Airfare *, Meals *, Registration/Event Ticket *, General Expenses *, and Total. Includes a Sub-Total row.

- 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

Summary table showing Grand Total Expenses (\$ 189.00), Less: BMO MasterCard (\$ -), Less: Expenses Paid (\$ -), and Net to be paid to: Councillor Joly (\$ 189.00).

Table with two sections: 'Training and Development Activities' and 'Board, Committee, Agency meetings attended (includes both Council appointed and other approved committees)'. Each section has columns for Date, Name, and Updates.



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Joly

Date Submitted: 29-12-20 Month: December Year: 2020

Authorizations & Approvals Councillor Joly December 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. Brittany Switzer Dec 15, 2020

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. Natalie Joly Dec 23, 2020

Accounts Payable: I have reviewed this claim for mathematical accuracy and documentation support. Danielle Parsons Dec 23, 2020

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. Diane McWardie Dec 23, 2020

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. Jan 11, 2021