



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name:

Councillor Hansen

Date Submitted

11-02-21

Month

January

Year

2021

Sub-Total

\$ -



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name:

Date Submitted

Month Year

AUMA or FCM Convention or Board Expenses		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Conference or Course Registration /Event Ticket *	General Expenses *	Total	GL Coding			
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1221	1221	1222	1226	1227	1225	1224		ACCT	Cost Ctr	CAT 2 Project	CAT4
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				

Sub-Total \$ -

Office of the Mayor (Official Events & Duties)		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total	GL Coding			
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1220	1220	1225	1226	1221	1222	1222		ACCT	Cost Ctr	CAT3	CAT4
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				

Sub-Total \$ -



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name:

Date Submitted

Month Year

Operating Supplies/Telephone/Internet/Sponsorships		Total	GL Coding				Expense Type
			ACCT	Cost Ctr	CAT 2 Project	CAT7	
Mobile Device (Max \$55/Month), Home Internet (Max \$70/Month), Sponsorship (Max \$1,000/Year see policy C-CC-21 Council Sponsorship)							
Date (DD/MM/YY)	Detailed Description						
10-01-21	Telus Mobility - Councillor Mobile Device	55.00					
22-01-21	Telus Home Services - Councillor Home Office Internet	70.00	6404	1010	516110	N/A	Mobile Device Charge
			6404	1010	516110	N/A	Office/Operating Supp

Sub-Total

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
27-01-21	A Taste of Africa ticket					11.62		11.62
								-
								-
								-
								-
								-
								-
								-
								-

Sub-Total



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Hansen

Date Submitted 11-02-21 Month January Year 2021

Expenses Paid Directly by the City (eg. Petty Cash)		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
								-
								-
								-
								-
								-
								-
								-

Sub-Total \$ -

- Claim Reminders:
** See Council Policy C-CC-03 Council Remuneration and Expense Reimbursement for detailed provisions of allowable expenses**
- Detailed receipts must be provided for all expenses. Credit Card slips are NOT an acceptable form of receipt.
 - Meter parking may be claimed without a receipt up to \$15. Clearly indicate (Meter) in the nature of event/meeting section.
 - A standard mileage chart is available for use. All kilometers are based on St. Albert Place (SAP) as the base location
 - For meal expenses, the event/description section should clearly indicate the nature of the meeting and indicate the # of people in attendance. The full names of the participants should be listed on the back of the receipt.
 - It is recommended to claim mileage based on the standard mileage chart. If you choose to claim specific mileage you must provide a Google map printout with the detailed to and from locations identified (i.e. Street Address)
 - Expense claims must be submitted within 10 days of the following month
 - Incomplete expense claims will not be processed

Grand Total Expenses	\$	136.62
Less: BMO MasterCard	-\$	11.62
Less: Expenses Paid	\$	-
Net to be paid to Councillor Hansen	\$	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	Meeting	Updates
01/05/2021	Agenda Planning	
01/07/2021	NSWA Governance Committee Meeting	
01/11/2021	Council Meeting	



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Name: Councillor Hansen

Date Submitted 11-02-21

Month January Year 2021

01/12/2021	Agenda Planning	
01/18/2021	Community Living Standing Committee	
01/18/2021	CGISC Meeting	
01/19/2021	Agenda Planning	
01/19/2021	St. Albert Housing Association Meeting	
01/20/2021	NSWA Board Meeting	
01/20/2021	COVID-19 Recovery Task Force	
01/25/2021	Council Meeting	
01/26/2021	Agenda Planning	
01/28/2021	Seniors Advisory Committee Meeting	
01/28/2021	EAC Meeting	
01/29/2021	ICFSP Meeting	



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Hansen

Date Submitted 11-02-21

Month January Year 2021

Authorizations & Approvals

Councillor Hansen

January

2021

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.

Christina Shouls 11-02-21
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.

JHansen JHansen (Feb 15, 2021 14:20 MST)
Council Member's Signature Date (DD/MM/YY)

Accounts Payable

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

Barbara Marrese Barbara Marrese (Feb 16, 2021 07:36 MST)
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

Diane McMordie Diane McMordie (Feb 16, 2021 09:36 MST)
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)



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: **Councillor Hansen**

Date Submitted **03/12/2021**

Month **February** Year **2021**

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 CAT 2 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 Hansen

Date Submitted 03/12/2021

Month February Year 2021

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)					
03/10/2021	Telus Mobility - Councillor Mobile Device	55.00		6404 1010	516110 N/A	Mobile Device Charge
02/22/2021	Telus Internet - Councillor Home Office Internet	70.00		6404 1010	516110 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

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Do not enter in "Grey" cells

Name: Councillor Hansen

Date Submitted 03/12/2021

Month February

Year 2021

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 Hansen	\$ 125.00

Training and Development Activities

Activity Name	Description of Activity Content and any learning/information worth sharing
02/22/2021	Council Strategic Planning
02/23/2021	Council Strategic Planning

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

Date	Meeting	Updates
02/01/2021	Committee of the Whole	
02/01/2021	Regular Council Meeting	
02/02/2021	Agenda Planning	
02/03/2021	Recovery Task Force Meeting	
02/04/2021	Special City Council Meeting	
02/08/2021	Community Living Standing Committee	
02/09/2021	Agenda Planning	
02/16/2021	Regular Council Meeting	
02/23/2021	Agenda Planning	
02/24/2021	St. Albert - Sturgeon County Intermunicipal Affairs Committee	
02/25/2021	Seniors' Advisory Committee Meeting	
02/25/2021	Environmental Advisory Committee Meeting	
02/26/2021	NSWA Executive Meeting	
02/26/2021	Recovery Task Force - Strategic Envisioning Meeting	



Council Member Monthly Expense Claim Form

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Do not enter in "Grey" cells

Name: Councillor Hansen

Date Submitted: 03/12/2021

Month: February Year: 2021

Authorizations & Approvals

Councillor Hansen

February

2021


Preparer

If claim form was prepared by an individual other than the Council Member, sign and date below. This expense claim form was prepared in accordance with all information provided by the Council Member at the time of submission.


Rayann Lalonde (Mar 12, 2021 14:28 MST)
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.


Joseph Hansen (Mar 12, 2021 14:56 MST)
Council Member's Signature _____ Date (DD/MM/YY) _____


Accounts Payable

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


Barbara Marrese (Mar 12, 2021 15:02 MST)
Accounts Payable Personnel Signature _____ Date (DD/MM/YY) _____

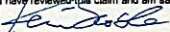
Chief Financial Officer

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.


Diane McMordie (Mar 12, 2021 15:41 MST)
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.


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



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Name: Councillor Hansen

Date Submitted: 03/12/2021

Month: March Year: 2021

AUMA or FCM Convention or Board Expenses		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Conference or Course Registration /Event Ticket *	General Expenses *	Total	GL Coding		
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1221	1221	1222	1226	1227	1225	1224		ACCT	Cost Ctr	CAT 2 Project CAT4
										-							-			
										-							-			
										-							-			
										-							-			
										-							-			
										-							-			

Sub-Total \$ -

Office of the Mayor (Official Events & Duties)		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total	GL Coding			
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1220	1220	1225	1226	1221	1222	1222		ACCT	Cost Ctr	CAT3	CAT4
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				

Sub-Total \$ -



Council Member Monthly Expense Claim Form

Select From
List

Do not enter
in "Grey"
cells

Name: Councillor Hansen

Date Submitted 03/12/2021

Month March Year 2021

Operating Supplies/Telephone/Internet/Sponsorships		Total	GL Coding				Expense Type
Date (DD/MM/YY)	Detailed Description		ACCT	Cost Ctr	CAT 2 Project	CAT 7	
Mobile Device (Max \$55/Month), Home Internet (Max \$70/Month), Sponsorship (Max \$1,000/Year see policy C-CC-21 Council Sponsorship)							
03/10/2021	Telus Mobility - Councillor Mobile Device	55.00		6404 1010	516110	N/A	Mobile Device Charge
03/22/2021	Telus Internet - Councillor Home Office Internet	70.00		6404 1010	516110	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)								
03/18/2021	Edmonton Chamber Event Registration					26.25		26.25
								-
								-
								-
								-
								-
								-
								-
								-

Sub-Total \$ 26.25



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Hansen

Date Submitted: 03/12/2021

Month: March

Year: 2021

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	\$ 151.25
Less: BMO MasterCard	-\$ 26.25
Less: Expenses Paid	\$ -
Net to be paid to Councillor Hansen	\$ 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	Meeting	Updates
03/01/2021	SRWA SC Meeting Poll and Housekeeping Items	
03/01/2021	Regular Council Meeting	
03/02/2021	Agenda Planning	
03/03/2021	Recovery Task Force Meeting	
03/08/2021	Community Living Standing Committee Meeting	
03/08/2021	Community Growth & Infrastructure Standing Committee	
03/09/2021	Recovery Task Force Meeting	
03/09/2021	Agenda Planning	
03/10/2021	Annual ESAB Meeting with Council	
03/11/2021	NSWA Governance Committee Meeting	
03/11/2021	Council / OIC / Policing Committee Meeting	
03/09/2021	Recovery Task Force Meeting	
03/15/2021	Regular Council Meeting	
03/17/2021	NSWA Board Meeting	
03/22/2021	Special Council Meeting	



Council Member Monthly Expense Claim Form

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Name:

Date Submitted

Month Year

03/24/2021	Recovery Task Force Meeting	
03/25/2021	Environmental Advisory Committee	
03/30/2021	Agenda Planning	



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Hansen

Date Submitted 03/12/2021

Month March Year 2021

Authorizations & Approvals

Councillor Hansen

March

2021

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.

Rayden Calver
Rayden Calver (Apr 12, 2021 10:52 MDT)

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.

Jasper Hansen
Jasper Hansen (Mar 13, 2021 10:12 MDT)

Date (DD/MM/YY)

Accounts Payable

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

Barbara Marrese
Barbara Marrese (Apr 13, 2021 10:28 MDT)

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

Diane McMordie
Diane McMordie (Apr 14, 2021 09:26 MDT)

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

Ken Soble

City Manager Signature

Date (DD/MM/YY)