



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor MacKay

Date Submitted 03/05/2021

Month April 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 *	Comerence 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 \$ -



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Date Submitted 03/05/2021

Month April Year 2021

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 Ctr	CAT 2 Project CAT7	Expense Type
26/04/2021	Home Office Internet		70.00	6404 1010	516109	N/A	Mobile Device Charge
							Office/Operating Supp

Sub-Total \$ 70.00

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

Sub-Total \$ -



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Date Submitted: 03/05/2021 Month: April 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	\$ 70.00
Less: BMO MasterCard	\$ -
Less: Expenses Paid	\$ -
Net to be paid to: Councillor MacKay	\$ 70.00

Training and Development Activities	
Date	Description of Activity Content and any learning/information worth sharing
13/04/2021	EPR: Impacts and Opportunities for Alberta Municipalities
14/04/2021	Municipal Innovation in Biodiversity Conservation
20/04/2021	Exploring EPR Impacts on Waste & Recycling Providers
22/04/2021	Hydrogen Roundtable

Board, Committee, Agency meetings attended (Includes both Council appointed and other approved committees)		
Date of Meeting	Name of Meeting	Updates
01/04/2021	Edmonton Global	
01/04/2021	MRSIP Standing Committee	
06/04/2021	Council Meeting	



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08/04/2021	EMRB	
12/04/2021	CLSC	
12/04/2021	CGISC	
14/04/2021	AUMA Spring Municipal Leaders' Caucus	
15/04/2021	AUMA Spring Municipal Leaders' Caucus	
16/04/2021	AUMA Spring Municipal Leaders' Caucus	
16/04/2021	ACRWC Board Meeting	
19/04/2021	Council Meeting	
21/04/2021	Recovery Task Force	
27/04/2021	Policing Committee	
30/04/2021	AUMA Safe & Healthy Communities Committee	



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Name: Councillor MacKay

Date Submitted 03/05/2021

Month April Year 2021

Authorizations & Approvals Councillor MacKay April 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.
[Signature]
Preparer's Signature Date (DD/MM/YY) 03-05-21

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.
Ken MacKay
Council Member's Signature Date (DD/MM/YY) May 4, 2021

Accounts Payable
I have reviewed this claim for mathematical accuracy and documentation support.
Danielle Parsons
Accounts Payable Personnel Signature Date (DD/MM/YY) May 5, 2021

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
Chief Financial Officer Signature Date (DD/MM/YY) May 5, 2021

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.
[Signature]
City Manager Signature Date (DD/MM/YY) May 5, 2021



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Name: Councillor MacKay

Date Submitted: 06/10/2021

Month: May Year: 2021

AUMA or FCM Convention or Board Expenses		In-Region Mileage Claim based on Chart		One Way (Return Chart)	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 Chart)	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																	\$					



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Name: Councillor MacKay

Date Submitted: 06/10/2021

Month: May

Year: 2021

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 (DDMMYY)	Detailed Description				ACCT	Cost Ctr	CAT 2 Proj# CAT7	Expense Type
26/05/2021	Home Office Internet			70.00	6404	1010	516109	N/A Mobile Device Charges
								Office/Operating Supp

Sub-Total \$ 70.00

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration/Event Ticket *	General Expenses *	Total
Date (DDMMYY)	Description							
04/26/2021	Refund for Chamber golf tournament					157.50		157.50
								-
								-
								-
								-
								-
								-

Sub-Total \$ 157.50



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Date Submitted 06/10/2021

Month May Year 2021



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Name: Councillor MacKay

Date Submitted: 06/10/2021 Month: May Year: 2021

Authorizations & Approvals Councillor MacKay May 2021

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Ken MacKay
 Council Member's Signature Date (DD/MM/YY)

Accounts Payable
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Danielle Parsons
 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
 Chief Financial Officer Signature Date (DD/MM/YY)

Chief Administrative Officer (City Manager)
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[Signature]
 City Manager Signature Date (DD/MM/YY)



Council Member Monthly Expense Claim Form

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Name: Councillor MacKay

Date Submitted: 07/08/2021

Month: June Year: 2021

AUMA or FCM Convention or Board Expenses		In-Region Mileage Claim based on Chart		One Way (Return Chart)	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			
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										-								-			
										-								-			
										-								-			
										-								-			
										-								-			

Sub-Total \$ -

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										-								-				
										-								-				
										-								-				
										-								-				
										-								-				

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Date Submitted: 07/08/2021

Month: June Year: 2021

Operating Supplies/Telephone/Internet/Sponsorships		Total	GL Coding			
Date (DDMMYY)	Detailed Description		ACCT	Cost Ctr	CAT 2 Proj#	CAT 7 Expense Type
	Mobile Device (Max \$55/Month) Home Internet (Max \$70/Month) Sponsorship (Max \$1,000/Year see policy C-CC-21 Council Sponsorship)					
26/06/2021	Home Office Internet	70.00	6404	1010	516109	N/A Mobile Device Charges
						Office/Operating Supp

Sub-Total \$ 70.00

BMO MasterCard Expenses							
Date (DDMMYY)	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration/Event Ticket *	General Expenses *	Total
							-
							-
							-
							-
							-
							-
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Date Submitted: 07/08/2021 Month: June Year: 2021

Authorizations & Approvals Councillor MacKay June 2021

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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
Kerry Hiltz
City Manager Signature Date (DD/MM/YY)