



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Watkins

Date Submitted 05-05-21 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 *	Commence 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

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Name: Councillor Watkins

Date Submitted 05-05-21

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	CAT 2 Cost Ctr	Expense Type

Sub-Total \$ -

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
28/04/2021	Breaking Down Budget 2021 w/Minister Mary Ng Ticket					10.50		10.50
								-
								-
								-
								-
								-
								-
								-

Sub-Total \$ 10.50



Council Member Monthly Expense Claim Form

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"Grey" cells

Name: Councillor Watkins

Date Submitted 05-05-21

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	\$ 10.50
Less: BMO MasterCard	-\$ 10.50
Less: Expenses Paid	\$ -
Net to be paid to Councillor Watkins	\$ -

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
15/04/2021	UDI-ER Webinar with Catherine Rothrock
29/04/2021	Breaking down Budget 2021 w/Minister Mary Ng

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	
06/04/2021	Council Meeting	
07/04/2021	Youth Advisory Committee	
12/04/2021	CGISC	



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Name:

Date Submitted Month Year

13/04/2021	CHBA-ER Economic Forum	
14/04/2021	AUMA Spring Municipal Leaders' Caucus	
15/04/2021	AUMA Spring Municipal Leaders' Caucus	
16/04/2021	AUMA Spring Municipal Leaders' Caucus	
19/04/2021	Council Meeting	
21/04/2021	Seniors Advisory Committee	
22/04/2021	MGB Hearing	
30/04/2021	Edmonton Global	



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Watkins

Date Submitted 05-05-21

Month April Year

2021

Authorizations & Approvals

Councillor Watkins

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] 05-05-21
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.

[Signature] May 11, 2021
Ray Watkins (May 11, 2021 12:13 MDT) Date (DD/MM/YY)
Council Member's Signature

Accounts Payable

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

[Signature] May 11, 2021
Barbara Marrese (May 11, 2021 12:19 MDT) Date (DD/MM/YY)
Accounts Payable Personnel Signature

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

[Signature] May 11, 2021
Diane McMordie (May 11, 2021 14:44 MDT) Date (DD/MM/YY)
Chief Financial Officer Signature

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] May 13, 2021
Date (DD/MM/YY)
City Manager Signature



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Watkins

Date Submitted 08-06-21 Month May 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
										-							-		
										-							-		
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										-							-		
										-							-		

Sub-Total \$ -



Council Member Monthly Expense Claim Form

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Name: Councillor Watkins

Date Submitted 08-06-21

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 (DD/MM/YY)	Detailed Description				ACCT	Cost Ctr	CAT 2 Project CAT7	Exp ens

Sub-Total \$ -

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 Watkins

Date Submitted 08-06-21 Month May 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	\$ -
Less: BMO MasterCard	\$ -
Less: Expenses Paid	\$ -
Net to be paid to Councillor Watkins	\$ -

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
03/05/2021	Council Meeting	
05/05/2021	YAC Meeting	
10/05/2021	CLSC	
10/05/2021	CGISC	



Council Member Monthly Expense Claim Form

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Do not enter in "Grey" cells

Name:

Councillor Watkins

Date Submitted

08-06-21

Month

May

Year

2021

11/05/2021	Annual Chamber of Commerce meeting with Council	
15/05/2021	Africans & African Descendants Youth Event	
17/05/2021	Council Meeting	
19/05/2021	SAC Meeting	
20/05/2021	SAC Interviews	
20/05/2021	Annual Library Board meeting with Council	
31/05/2021	Council Meeting	



Council Member Monthly Expense Claim Form

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Name: Councillor Watkins

Date Submitted 08-06-21 Month May Year 2021

Authorizations & Approvals

Councillor Watkins

May

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] 08-06-21
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.

[Signature] Jun 15, 2021
Ray Watkins (Jun 15, 2021 10:30 MDT) Date (DD/MM/YY)
Council Member's Signature

Accounts Payable

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

Barbara Marrese Jun 15, 2021
Barbara Marrese (Jun 15, 2021 10:36 MDT) Date (DD/MM/YY)
Accounts Payable Personnel Signature

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 Jun 15, 2021
Diane McMordie (Jun 15, 2021 10:50 MDT) Date (DD/MM/YY)
Chief Financial Officer Signature

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] Jun 17, 2021
City Manager Signature Date (DD/MM/YY)



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Watkins

Date Submitted: 07/06/2021

Month: June 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

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Do not enter in "Grey" cells

Name: Councillor Watkins

Date Submitted: 07/06/2021

Month: June Year: 2021

Operating Supplies/Telephone/Internet/Sponsorships			Total	GL Coding			
		Mobile Device (Max \$55/Month) Home Internet (Max \$70/Month) Sponsorship (Max \$1,000/Year see policy C-CC-21 Council Sponsorship)			ACCT	CAT 2	Expense
Date (DD/MM/YY)	Detailed Description				Cost Ctr	Project CAT7	Type

Sub-Total \$ -

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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Do not enter in "Grey" cells

Name: Councillor Watkins

Date Submitted 07/06/2021

Month June 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)								
								-
								-
								-
								-
								-
								-
								-

Claim Reminders:
** See Council Policy C-CC-93 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.
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6. Expense claims must be submitted within 10 days of the following month
7. Incomplete expense claims will not be processed

Sub-Total \$ -

Grand Total Expenses	\$ -
Less: BMO MasterCard	\$ -
Less: Expenses Paid	\$ -
Net to be paid to Councillor Watkins	\$ -

Training and Development Activities		
Activity Name	Description of Activity Content and any learning/information worth sharing	



Council Member Monthly Expense Claim Form

Select
From List

Do not
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"Grey" cells

Name: Councillor Watkins

Date Submitted 07/06/2021

Month June Year 2021

06/21/2021	Council Meeting	








Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Watkins

Date Submitted 07/06/2021

Month June Year 2021

Authorizations & Approvals	Councillor Watkins	June	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.			
 Preparer's Signature _____ 06-07-21 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.			
 Ray Watkins (Jul 12, 2021 15:28 MDT) Council Member's Signature _____ Jul 8, 2021 Date (DD/MM/YY) _____			
Accounts Payable I have reviewed this claim for mathematical accuracy and documentation support.			
 Danielle Parsons (Jul 12, 2021 13:12 MDT) Accounts Payable Personnel Signature _____ Jul 12, 2021 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 (Jul 12, 2021 14:42 MDT) Chief Financial Officer Signature _____ Jul 12, 2021 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			
 Kerr Hills (Jul 12, 2021 15:43 MDT) City Manager Signature _____ Jul 12, 2021 Date (DD/MM/YY) _____			