

Select From List

Do not enter in "Grey" cells

Mayor Heron Name:

Date Submitted 04/12/2021

Month

2021

General Council R	elated Business	In-Region Mileage C	aim based on Chart	One Way /Return	Mileage Claim km's (From Chart)	Out-of-Region Mileag	e Claim (or In-Region, 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	То			From	То	CAT7_		1220	1220	1225	1226	1221	1222	1222		ACCT	CAT 2 Cost Ctr Project	2 ct CAT4
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Sub-Total \$ -

Professional Dev	elopment	In-Region Mileage Cl	aim based on Chart	One Way	Mileage Claim (From Chart)		ge Claim (or In-Region,	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	1 1222	1226	1227	1225	1224	1	ACCT	CAT 2 Cost Ctr Project CAT4
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Sub-Total

\$ -



Select From List

Do not enter in "Grey" cells

Mayor Heron Name:

Date Submitted 04/12/2021

Month

2021

AUMA or FCM Co	nvention or Board Expenses	In-Region Mileage Cl		One Way	Mileage Claim (From Chart)	Out-of-Region Mileag	e Claim (or In-Region. mileage)	One Way	Claim-		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	1	ACCT	CAT 2 Cost Ctr Project	CAT4
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Sub-Total \$ -

Office of the Mayo	ffice of the Mayor (Official Events & Duties)		In-Region Mileage Claim based on Chart		age m (From art)	Out-of-Region Mileage Claim (or In-Region, specific mileage)		One Way	Mileage Claim- Specific	n- Amount @ Transportation &		Accommodations * Airfare*			Registration /Event Ticket Gene * Expe	nt Ticket General		tion icket General Expenses * Total		GL Coding		g	
Date (DD/MM/YY)	Nature of Event/Meeting	From	То		F	rom	То	CAT7_		1220	1220	122	5 1226	1221	1222	1222		ACCT	Cost Ctr CAT3	CAT4			
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Select From List

Do not enter in "Grey" cells

Mayor Heron Name:

Date Submitted 04/12/2021

Month

2021

Operating Suppli	les/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 C	CAT 2 st Ctr Project (CAT7	Expense Type
21-04-2	1 Telus Mobility - Mobile Device Charges	55.00	6404 10	10 516112	N/A	Mobile Device Charg
	Shaw - Home Office Internet (Mayor to charge one 1 third of the allotted maximum)	23.00	6404 10	10 516112	N/A	Office/Operating Sup

Sub-Total \$ 78.00

BMO MasterCard	Expenses	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
04/21/2021	Registration - 2021 Mayor's State of the City					36.75		36.75
04/21/2021	Registration - Annual Chamber Golf Tournament					157.50		157.50
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Sub-Total \$ 194.25



Select From List Do not ente in "Grey"

Name:	Mayor Heron	Date Submitted	04/12/2021	_
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Expenses Paid Dir	500, 51, 100 on 100, 100, 100, 100, 100, 100, 100, 100	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket	General Expenses *	Total
Date (DD/MM/YY)								
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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	\$	272.25
Less: BMO MasterCard	-\$	194.25
Less: Expenses Paid	\$	-
Net to be paid to Mayor Heron	\$	78.00

Sub-Total

raining and Dev	relopment Activities	
)ate	Description of Activity Content and any learning/in	formation worth sharing
, dic	Description of recently content and any learning in	Withhold House and Market and Mar
Board, Committe	ee, Agency meetings attended (Includes both Co	uncil appointed and other approved committees)
ate of Meeting	Board, Committee, Agency Name	Updates
	Edmonton Global Air Cargo & Air Passenger	
	6 Regular Council Meeting	
	7 Agenda Planning	
	2 Community Living Standing Committee	
	2 Community Growth and Infrastructure	
	3 Agenda Planning	
	5 Edmonton Global Shareholder AGM Meeting	
	9 Regular Council Meeting	
	3 Recovery Task Force Meeting	
2021-04-2	3 Northern Alberta Mayors' & Reeves' Caucus	
2021-04-2	7 Agenda Planning	
2021-04-0	1 Mid-Sized Mayors' Caucus meeting	

St	Albert Carryage Life	Council Member Monthly Expense Claim Form	Select From List Do not enter in "Grey" cells	
Name:	Mayor Heron	Date Submitted 04/12/2021 Month	April Year	2021



Select From List

Do not enter in "Grey"
cells

2021

Name:

Mayor Heron

Date Submitted 04/12/2021 Month April Year

Authorizations & Approvals		
	Mayor Heron	April
Proparer		
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.		
The state of the s		
Rayann Lalorce (Apr 23, 2021 15:17 MDT)		
Preparer's Signature Date (DD/MMYYY)		
Council Member		1
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 responsi	ible for the details of the claim even if the form	
vas completed by another individual. All applicable receipts have been attached.		
Chan		
Cathy Heron (Apr 23, 2021 16:06 MDT)		
Council Member's Signature Date (DD/MMYY)		
Accounts Payable		
I have reviewed this claim for mathematical accuracy and documentation support.		
<u>Lynda Lavallee</u>		
Lyfida Lavallee (Apr 26, 2021 08:02 MDT)		
Accounts Payable Personnel Signature Date (DD/MMYY)		
Chief Financial Officer		
have reviewed this claim and am salisfied that the expenses listed and the information and documentation provided are in accordance with Council policy C-CC-93 Council Remuneration and Expense Reimbursement		
have reviewed this claim and am salisfiged that the expenses listed and the information and documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement Dune McMorvous		
iane McMordie (Apr 26, 2021 09:56 MDT)		
Chief Financial Officer Signature Date (DD/MM/YY)		
		ı
		ĺ
Chief Administrative Officer (City Manager)		
I have reviewed this dail in 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		
flu dolla		
City Manager Signature Date (DD/MM/YY)		



Name:

Mayor Heron

Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Date Submitted 05/10/2021

Month

2021

General Council Re	elated 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, mileage)	One Way /Return	Mileage Claim km's- Specific	Amount @	Other Transportation & Parking *	Accommodations *	Airfare*	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 Project	
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Professional Dev	elopment	In-Region Mileage C		One Way	Out-of-Region Mileag	ge Claim (or In-Region,	One Way	Claim-		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	То		From	То	CAT7_		1221	1221	1222	1226	1227	1225	1224		ACCT	CAT 2 Cost Ctr Project CAT4
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\$ -Sub-Total



Name:

Mayor Heron

Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey"
cells

Date Submitted 05/10/2021

Month

2021

AUMA or FCM Cor	nvention or Board Expenses	In-Region Mileage Cl		One Way	Mileage Claim (From Chart)		e Claim (or In-Region. mileage)	One Way /Return	Claim-		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	
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Sub-Total \$ -

Office of the M	uyor (Official Events & Duties)	In-Region Mileage		One Way	Out-of-Region Mileac	ge Claim (or In-Region,	One Way	Claim-	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*		Registration /Event Ticket	General Expenses *	Total	GL Coding	
Date (DD/MM/Y	Y) Nature of Event/Meeting	From	То		From	То	CAT7_		1220	1220	1225	1226	1221	1 1222	1222	2	ACCT Cost Ctr CAT3 C/	AT4
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ub-Total \$ -



Mayor Heron

Name:

Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey"
cells

Date Submitted 05/10/2021

May

Month

2021

Operating Supplie	es/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 Project CA	.T7 Ty	pense pe
21-05-21	Telus Mobility - Mobile Device Charges	55.00	6404	1010	516112	N/A M	obile Device Charge
01-05-21	Shaw - Home Office Internet (Mayor to charge one third of the allotted maximum)	23.00	6404	1010	516112	N/A Of	fice/Operating Supp

Sub-Total \$ 78.00

BMO MasterCard	Expenses	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket	General Expenses *	Total
Date (DD/MM/YY)								
04/28/2021	Breaking down Budget 2021 w/M. Mary Ng registration					10.50		10.50
04/22/2021	Refund for Registration - Annual Chamber Golf Tournament					- 157.50		- 157.50
								-
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L								

Sub-Total -\$ 147.00



Select From List Do not ente in "Grey"

1				İ		1 /	
Name:	Mayor Heron	Date Submitted	05/10/2021	Month	May	Year	2021

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

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- 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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- 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 Less: BMO MasterCard Less: Expenses Paid	-\$ \$ \$	69.00 147.00 -
Net to be paid to Mayor Heron	\$	78.00

Sub-Total

Training and Dev	elopment Activities	
Date	Description of Activity Content and any learning/info	ormation worth sharing
Board, Committe	e, Agency meetings attended (Includes both Cour	ncil appointed and other approved committees)
Date of Meeting	Board, Committee, Agency Name	Updates
05/03/2021	City Council Meeting	
05/04/2021	Agenda Planning	
05/10/2021	Community Living Standing Committee	
05/10/2021	Community Growth and Infrastructure	
05/10/2021	Agenda Planning	
	Annual Chamber of Commerce meeting with	
05/11/2021	Council	
05/17/2021	City Council Meeting	
05/20/2021	Annual Library Board Meeting with Council	
05/25/2021	Agenda Planning	
05/26/2021	Recovery Task Force Meeting	
05/26/2021	Mid-Sized Cities Mayors Caucus	
05/27/2021	Recreation Task Force Meeting	

St	Albert Calinace Life	Council Member Monthly Expense Claim Form Select From List Do not enter in "Grey" cells	
Name:	Mayor Heron	Date Submitted 05/10/2021 Month May Year	2021



Select From List

Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted 05/10/2021

Month

Yea

2021

Authorizations & Approvals		Mayor Heron	May	
Preparer If claim form was prepared by an individual other than the Council Member, sign and date belc This expense claim form was prepared in accordance with all information provided by the Cou				
Rayann Lalorce (Jun 10, 2021 13:43 MDT)	na manada da dia di dagamada.			
Preparer's Signature	Date (DD/MM/YY)			
Council Member	n 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 respo	applika for the details of the alaim over if the form		
Sea by that the experiments cannot on this form were incurred white conducing distincts of was completed by another individual. All applicable receipts have been attached. Cathy Heron (Jun 10, 2021 14:38 MDT)	i denari di ne ciny di St. Audert. I dinde stand mai sudmitting a nadudent caminis a very sendus matter. I dinde stand mai i ami solety respo	ursible of the details of the claim even in the form		
Council Member's Signature	Date (DD/MMYYY)			
Accounts Payable				
have reviewed this claim for mathematical accuracy and documentation support. LYMAA LAVAULE LYMA Lavallee (Jun 10, 2021 14:54 MDT)	_			
Accounts Payable Personnel Signature	Date (DD/MM/YY)			
thiof Financial Officer				
Diane McMordie	commentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement			
iane McMordie (Jun 10, 2021 14:59 MDT) Chief Financial Officer Signature	Date (DD/MM/YY)			
anen Filianicka Olincer Signature	Date (DUNINY 11)			
Chief Administrative Officer (City Manager)				
have reviewed this retains and am satisfied that the expenses listed and the information and de	ocumentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement			
fendosla				

St	Albert Californe Life						Council M	lember	Monthl	y Expen	se Claim F	orm				Select From List Do not enter in "Grey" cells					
Name:	Mayor Heron										Date Submitted	07/08/2021		Month	June	Year	2021				
General Council R	telated Business	In-Region Mileage Cla	aim hasarl on Chart	One Way	Mileage Claim km's (From Chart)	Out-of-Region Mileag specific	e Claim (or In-Region,	One Way	km's-	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airforo*	Maale *	Registration /Event Ticket	General Expenses *	Total		GL Coding		
Date (DD/MM/YY)	Nature of Event/Meeting	From	То	//ccurr	Ondry	From		CAT7_	Горсоно	1220				1221				ACCT	CAT 2 Cost Ctr Project	CAT4	
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Professional Deve	elopment	In-Region Mileage Cla	aim based on Chart	One Way	Mileage Claim (From Chart)	Out-of-Region Mileage	e Claim (or In-Region, mileage)	One Way	Claim-	Amount @	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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															Sub-Total		\$ -	!			

St	Albert Caltivate Life						Council M	lember l	Monthly	y Expen	se Claim F	orm				Select From List Do not enter in "Grey" cells			
Name:	Mayor Heron										Date Submitted	07/08/2021		Month	June	Year	2021		
AUMA or FCM Co	revention or Board Expenses	In-Region Mileage Cla	im 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*		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
																	-	-	
Office of the Mayo	or (Official Events & Duties)				Mileage				Mileage	Mileage	Other				Sub-Total Registration		\$ -		
onice of the may	(Oricial Everas & Suites)	In-Region Mileage Cla	im based on Chart	One Way /Return	Claim (From Chart)	Out-of-Region Mileag specific	e Claim (or In-Region, mileage)	One Way /Return	Claim- Specific	Amount @ 0.505/km	Transportation & Parking *	Accommodations *	Airfare*	Meals *	/Event Ticket	General Expenses *	Total		GL Coding
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1220			1226	1221	1222	1222		ACCT	Cost Ctr CAT3 CAT4
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Sub-Total

SE	Libert Cultivate Life	Council Member Monthly Expense Claim Form Select From Let Do not enter in "Geep" cells					
Name:	Mayor Heron	Date Submitted 07/09/2021 Month June Year	2021				
Operating Supplie	s/Telephone/Internet/Sponsorships	Mobile Device (Max \$55/Month) Home Internet (Max \$70/Month), Sponsorship (Max \$1,000Year 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
21-06-21	Telus Mobility - Mobile Device Charges		55.00	6			Mobile Device Charges
01-06-21	Shaw - Home Office Internet (Mayor to charge one third of the allotted maximum)		23.00	6	3404 1010	516112 N/A	Office/Operating Suppl
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		O.A. Tarri	é 70.00				

BMO MasterCard E	Expenses	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)		1						
06/02/2021	Bariff Springs Hotel Hotel deposit for Mayor Heron - Recycling Conference		339.59					339.59
	Airdrie Chamber Of Com Registration for State of the City Address with Mayor Peter Brown (Airdrie)					21.00		21.00

Sub-Total \$ 360.59

SE	Muser t Cultivate Life	Council Member Monthly Exp	pense Claim F	Form				Select Fro	m	
								Do not ent in "Grey" cells	ter	
Name:	Mayor Heron		Date Submitted	07/08/2021]	Month	June	Year	2021	
Expenses Paid Di	rectly by the City (eg. Petty Cash)		Other Transportation 8 Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticks	et General Expenses	* Total	
Date (DD/MM/YY)										
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For meal expens It is recommende Expense claims Incomplete expense.	ed to claim mileage based on the standard mileage of must be submitted within 10 days of the following mo nse claims will not be processed	ate 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. nart. 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	s)		Less: E	xpense	asterCard es Paid o Mayor H	leron		\$ 360. \$ 78.
	elopment Activities									1
June 1-June 4, 2021	Description of Activity Content and any learning/info FCM Virtual Conference	rmation worth sharing								1
06/22/2021	Public Participation - Green Environment Strategy: (Community Brainstorm								1
	a, Agency meetings attended (Includes both Coun									1
Date of Meeting 06/01/2021	Board, Committee, Agency Name Agenda Planning	Updates								1
06/04/2021	Emergency Management Advisory Committee									1
06/08/2021	Regular Council Meeting									
06/09/2021	Public Hearing									
06/10/2021	Edmonton Metropolitan Region Board Meeting									1
06/14/2021	Community Growth & Infrastructure Standing Committee									1
06/15/2021	Agenda Planning									1
06/15/2021	Council & AHF Annual Meeting									1
06/21/2021	Regular Council Meeting									+
06/23/2021	Recovery Task Force Meeting									1
06/23/2021	Mid-Sized Cities Mayors' Caucus									1
06/25/2021	Emergency Management Advisory Committee									†
										†
										1
										1

CZ	City of	Council Member Monthly Expense Claim Form	1	_
<i>Oly</i>	Y Calivare Life	Select From Lat Do not enter in 'Grey' Colle	-	
Name:	Mayor Heron	Date Submitted 07/08/2021 Month June Year	2021	

ST libert Calculated	Council Member Monthly Expense Claim Form	Select From List Do not enter in "Grey" cells	
Name: Mayor Heron	Date Submitted 07/08/2021 Month June	Year 2021	
Authorizations & Approvals	Mayor Heron	June	2021
Treparer If dam 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. Second Section 10 (18, 2001 13 (2011) (20			
Council Member Lordity that the excenditures claimed on this form were incurred while conducting business on behalf of the City of St. Albert. I understand that submitting a fraudulent cl.	laim is a very serious matter. I understand that I am solely responsible for the details of the claim even if the form		

Date (DD/MM/YY)

CALlegeal-Book Decktool Council Europea Cloims Monthly Europea Claims Mayor Lined Lines Money Council Europea Claims (1) ylens Claims Europea