



Council Member Monthly Expense Claim Form

Select From List  
Do not enter in "Grey" cells

Name: Councillor Hansen

Date Submitted: 05/07/2021

Month: July Year: 2021

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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										-											
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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																		\$	-		



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Name: Councillor Hansen

Date Submitted 05/07/2021

Month July 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	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 05/07/2021

Month July 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)						
07/10/2021	Telus Mobility - Councillor Mobile Device	55.00	6404	1010	516110	N/A Mobile Device Charges
07/22/2021	Telus Internet - Councillor Home Office Internet	70.00	6404	1010	516110	N/A Office/Operating Suppl

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 \$ -





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Date Submitted 05/07/2021

Month July Year 2021




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Name: Councillor Hansen

Date Submitted 05/07/2021

Month July Year 2021

Authorizations & Approvals Councillor Hansen July 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]*  
 Rayann Latorce (Aug 5, 2021 13:44 MDT)  
 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]*  
 Jacquelin Hansen (Aug 6, 2021 13:18 MDT)  
 Council Member's Signature \_\_\_\_\_ Date (DD/MM/YY) \_\_\_\_\_

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

*[Signature]*  
 Danielle Parsons (Aug 9, 2021 15:39 MDT)  
 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

*[Signature]*  
 Anne Victoor (Aug 10, 2021 09:31 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

*[Signature]*  
 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 15/08/2021

Month August Year 2021

Table with columns: Date, Nature of Event/Meeting, In-Region Mileage Claim based on Chart, Mileage Claim km's, 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. Includes a sub-total row at the bottom right.

Sub-Total \$ -

Table with columns: Date, Nature of Event/Meeting, In-Region Mileage Claim based on 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. Includes a sub-total row at the bottom right.

Sub-Total \$ -



Council Member Monthly Expense Claim Form

Select From List  
Do not enter in "Grey" cells

Name: Councillor Hansen

Date Submitted 15/08/2021

Month August 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	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 Hansen

Date Submitted 15/08/2021

Month August 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)						
08/10/2021	Telus Mobility - Councillor Mobile Device	55.00	6404	1010	516110	N/A Mobile Device Charges
08/22/2021	Telus Internet - Councillor Home Office Internet	70.00	6404	1010	516110	N/A Office/Operating Suppl

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 Hansen

Date Submitted 15/08/2021

Month August 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	\$ -
<b>Net to be paid to Councillor Hansen</b>	<b><u>\$ 125.00</u></b>

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
08/10/2021	Agenda Planning	
08/16/2021	Council Meeting	
08/17/2021	Agenda Planning	
08/23/2021	Community Growth and Infrastructure	
08/24/2021	Agenda Planning	
08/25/2021	Not for Profit Meetings with Council	
08/27/2021	Edmonton Global   Shareholder Virtual Briefing	
08/30/2021	Council Meeting	



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Date Submitted 15/08/2021

Month August Year 2021




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Do not enter in "Grey" cells

Name: Councillor Hansen

Date Submitted 15/08/2021

Month August Year 2021

Authorizations & Approvals Councillor Hansen August 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 Lalorice*  
Rayann Lalorice (Sep 15, 2021 14:09 MDT)  
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.

*Jacques Hansen*  
Jacques Hansen (Sep 15, 2021 14:02 MDT)  
Council Member's Signature \_\_\_\_\_ Date (DD/MM/YY) \_\_\_\_\_

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

*Danielle Parsons*  
Danielle Parsons (Sep 16, 2021 08:24 MDT)  
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 (Sep 16, 2021 08:26 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 Sola*  
City Manager Signature \_\_\_\_\_ Date (DD/MM/YY) \_\_\_\_\_



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Name: Councillor Hansen

Date Submitted: 06-10-21 Month: September Year: 2021

General Council Related Business		In-Region Mileage Claim based on Chart		Mileage Claim km's (From/Return 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/MMYY)	Nature of Event/Meeting	From	To		From	To											ACCT	Cost Ctr	Project				
							CAT7		1220	1220	1225	1226	1221	1222	1222				CAT 2				
									-										CAT4				
									-														
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									-														
									-														
									-														
									-														
									-														
Sub-Total																		\$	-				

Professional Development		In-Region Mileage Claim based on Chart		Mileage Claim (From/Return 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 *	Conferences /or Course Registration /Event Ticket *	General Expenses *	Total	GL Coding		
Date (DD/MMYY)	Nature of Event/Meeting	From	To		From	To											ACCT	Cost Ctr	Project
							CAT7		1221	1221	1222	1226	1227	1225	1224				CAT 2
									-										CAT4
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Name:

Date Submitted

Month  Year

Sub-Total \$



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Name: Councillor Hansen

Date Submitted: 06-10-21 Month: September 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 *	Registration /Event Ticket *	General Expenses *	Total	GL Coding		
Date (DD/MMYY)	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/MMYY)	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 Hansen

Date Submitted 06-10-21 Month September 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)					
10-09-21	Telus Mobility - Councillor Mobile Device	55.00	6404	1010	516110 N/A	Mobile Device Charge
22-09-21	Telus - 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 \$ -





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Name: Councillor Hansen

Date Submitted 06-10-21 Month September 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:**  
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Grand Total Expenses	\$ 125.00
Less: BMO MasterCard	\$ -
Less: Expenses Paid	\$ -
<b>Net to be paid to Councillor Hansen</b>	<b>\$ 125.00</b>

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
09/01/2021	Youth Council	
09/03/2021	Special Council Meeting	
09/07/2021	Agenda Planning	
09/10/2021	NSWA Communications & Engagement Committee	
09/13/2021	Council Meeting	



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Name: Councillor Hansen

Date Submitted 06-10-21

Month September Year 2021

09/15/2021	AJMA Sustainability & Environment Committee	
09/16/2021	Special Council Meeting	
09/16/2021	ICFSP	
09/22/2021	NSWA Board Meeting	
09/29/2021	SRWA SC Meeting	
09/29/2021	ICFSP	



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Name: Councillor Hansen

Date Submitted: 06-10-21 Month: September Year: 2021

Authorizations & Approvals Councillor Hansen September 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] 06-10-21 Date (DDMMYY)

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] Oct 14, 2021 Date (DDMMYY)

Accounts Payable: I have reviewed this claim for mathematical accuracy and documentation support. [Signature] Oct 18, 2021 Date (DDMMYY)

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] Oct 18, 2021 Date (DDMMYY)

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] Oct 25, 2021 Date (DDMMYY)