



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted 08/05/2021

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_											ACCT	Cost Ctr	CAT 2 Project CAT4			
07/07/2021	Lunch Meeting with Regional Mayor's	St. Albert	Beaumont	Return	98.00					49.49							49.49	6140	1010	516112				
07/09/2021	Calgary Stampede - Mid-Sized Mayors Event					St. Albert	The Hyatt Regency Calgary - 700 Centre Street SE	Return	323.20	163.22							163.22	6140	1010	516112				
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										-							-							
Sub-Total																				\$	212.71			

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_										ACCT	Cost Ctr	CAT 2 Project CAT4				
										-							-							
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										-							-							
Sub-Total																				\$	-			



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Name: Mayor Heron

Date Submitted 08/05/2021

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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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)						
21-07-21	Telus Mobility - Mobile Device Charges	55.00	6404	1010	516112	N/A Mobile Device Charges
01-07-21	Shaw - Home Office Internet (Mayor to charge one third of the allotted maximum)	23.00	6404	1010	516112	N/A Office/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)	Description							
06/18/2021	Course Certificate for Indigenous Canada					60.00		60.00
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-

Sub-Total \$ 60.00



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Date Submitted 08/05/2021

Month July Year 2021



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Select From List
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Name: Mayor Heron

Date Submitted 08/05/2021

Month July Year 2021

Authorizations & Approvals Mayor Heron 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 12:08 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]
Council Member's Signature _____ Date (DD/MM/YY) _____

Accounts Payable
I have reviewed this claim for mathematical accuracy and documentation support.
[Signature]
Lynda Lavallee (Aug 9, 2021 14:33 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 Victor (Aug 9, 2021 15:06 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) _____



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Name: Mayor Heron

Date Submitted 08/05/2021

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
08/17/2021	Treaty 6 Flag raising invitation trip					St. Albert	Alexander First Nation	One Way	34.40	17.37								17.37	6140	1010	516112	
08/17/2021	Treaty 6 Flag raising invitation trip					Alexander First Nation	Alexis First Nation	One Way	45.20	22.83								22.83	6140	1010	516112	
08/17/2021	Treaty 6 Flag raising invitation trip					Alexis First Nation	St. Albert Place	One Way	68.80	34.74								34.74	6140	1010	516112	
08/18/2021	Dinner with Sub-Regional Mayors	St. Albert	Redwater	Return	134.00					67.67							67.67	6140	1010	516112		
08/27/2021	Treaty Six Recognition Day 2021	St. Albert	Edmonton-Downtown	Return	30.00					15.15							15.15	6140	1010	516112		
										-							-					
										-							-					
										-							-					
										-							-					
Sub-Total																					\$ 157.76	

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
										-												
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										-												
										-												
										-												
Sub-Total																					\$ -	



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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
										-										
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										-										
										-										
										-										
										-										
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																		\$	-		



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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)						
21-08-21	Telus Mobility - Mobile Device Charges	55.00	6404	1010	516112	N/A Mobile Device Charges
01-08-21	Shaw - Home Office Internet (Mayor to charge one third of the allotted maximum)	23.00	6404	1010	516112	N/A Office/Operating Supp

Sub-Total \$ 78.00

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
08/10/2021	Buco Pizzeria & Vino				53.52			53.52
07/26/2021	Impark00020308a	10.50						10.50

Sub-Total \$ 64.02



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Month July 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)								
								-
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								-
								-
								-
								-
								-

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	\$ 299.78
Less: BMO MasterCard	-\$ 64.02
Less: Expenses Paid	\$ -
Net to be paid to Mayor Heron	\$ 235.76

Training and Development Activities

Date	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	Board, Committee, Agency Name	Updates
08/10/2021	Agenda Planning	
08/16/2021	Council Meeting	
08/17/2021	Agenda Planning	
08/23/2021	Community Living Standing Committee	
08/23/2021	Community Growth and Infrastructure	
08/24/2021	Agenda Planning	
08/25/2021	Not for Profit Meetings with Council	
08/30/2021	Council Meeting	



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Name: Mayor Heron

Date Submitted 08/05/2021

Month July Year 2021

Authorizations & Approvals Mayor Heron 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]
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]
Council Member's Signature Date (DD/MM/YY)

Accounts Payable
I have reviewed this claim for mathematical accuracy and documentation support.
[Signature]
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]
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)



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Name: Mayor Heron

Date Submitted: 18-10-21 Month: September 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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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	
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										-							-				
Sub-Total																	\$	-			



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Name: Mayor Heron

Date Submitted: 18-10-21 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 *	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 \$ -



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Name: Mayor Heron

Date Submitted: 18-10-21 Month: September 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	Cost Ctr	CAT 2 Project	CAT7	Expense Type
21-09-21	Telus Mobility - Mobile Device Charges	55.00					Mobile Device Charge
01-09-21	Shaw - Home Office Internet (Mayor to charge one third of the allotted maximum)	23.00		6404 1010	516112	N/A	Office/Operating Supp

Sub-Total \$ 78.00

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
02-09-21	Chamber luncheon					40.00		40.00
15-09-21	Padd's Pub & Kitchen				66.91			66.91
27-09-21	Recycling Conference Refund					- 725.00		- 725.00

Sub-Total -\$ 618.09



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Name:

Mayor Heron

Date Submitted

18-10-21

Month

September

Year

2021



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted 18-10-21 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:

** 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	-\$	540.09
Less: BMO MasterCard	\$	618.09
Less: Expenses Paid	\$	-
Net to be paid to: Mayor Heron	\$	78.00

Training and Development Activities		
Date	Description of Activity Content and any learning/information worth sharing	
09/27/2021	AUMA-RMA Workshop - Canada's History and the Municipal Role in Reconciliation	
09/27/2021	Indigenous Canada Learning Circle	
Board, Committee, Agency meetings attended (Includes both Council appointed and other approved committees)		
Date of Meeting	Board, Committee, Agency Name	Updates
09/03/2021	AUMA Municipal Governance	
09/03/2021	Special Council Meeting	
09/07/2021	Agenda Planning	
09/09/2021	AUMA Executive Committee	
09/13/2021	Council Meeting	
09/14/2021	Mayor's Task Force on Homelessness Working Committee	
09/15/2021	CED Oversight Committee Meeting	



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Date Submitted 18-10-21 Month September Year 2021

09/16/2021	Special Council Meeting	
09/16/2021	Mid Sized Mayor's Caucus Meeting	
09/23/2021	AUMA Board of Directors	
09/28/2021	ARMA AGM	



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Name: Mayor Heron

Date Submitted: 18-10-21 Month: September Year: 2021

Authorizations & Approvals Mayor Heron 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.

_____ 18-10-21
 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.

_____ Nov 16, 2021
 Council Member's Signature Date (DD/MM/YY)

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

_____ Nov 16, 2021
 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

_____ Nov 17, 2021
Diane McMordie (Nov 17, 2021 08:04 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

_____ Nov 23, 2021
 City Manager Signature Date (DD/MM/YY)