



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Biernanski

Date Submitted 02-12-21 Month November Year 2022

Table with columns: Date, Nature of Event/Meeting, In-Region Mileage Claim based on Chart, Out-of-Region Mileage Claim (or In-Region specific mileage), Mileage Claim km's (From Chart), Mileage Claim km's-Specific, Mileage Amount @ 0.505/km, Other Transportation & Parking, Accommodations, Airfare, Meals, Registration/Event Ticket, General Expenses, Total, ACCT, Cost Ctr, Project, GL Coding. Includes entry for 'Criminal Record Check' with a total of \$56.00.

Sub-Total \$ 56.00

Table with columns: Date, Nature of Event/Meeting, In-Region Mileage Claim based on Chart, Out-of-Region Mileage Claim (or In-Region specific mileage), Mileage Claim (From Chart), Mileage Claim-Specific, Mileage Amount @ 0.505/km, Other Transportation & Parking, Accommodations, Airfare, Meals, Conference or Course Registration/Event Ticket, General Expenses, Total, ACCT, Cost Ctr, Project, GL Coding.

Sub-Total \$ -



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Name: Councillor Biermanski

Date Submitted 02-12-21 Month November Year 2022

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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Name: Councillor Biermanski

Date Submitted 02-12-21

Month November Year 2022

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				Expense
Date (DD/MMYY)	Detailed Description			ACCT	Cost Ctr	CAT 2 Project	CAT 7	Type
19-11-21	Telus Home Internet		70.00		6404 1010	516113	N/A	Mobile Device Charge
11-11-21	Telus Mobility		55.00		1010	516113	N/A	Mobile Device Charge
15-11-21	Staples - Paper		64.56		6502 1010	516113	N/A	Office/Operating Supp
05-11-21	Amazon - Printer Ink		19.94		6502 1010	516113	N/A	Office/Operating Supp

Sub-Total \$ 209.50

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare *	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MMYY)	Description							
25-11-21	St. Albert Sturgeon Hospice Association Donation						250.00	250.00
								-
								-
								-
								-
								-
								-
								-

Sub-Total \$ 250.00



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Date Submitted 02-12-21

Month November Year 2022

Expenses Paid Directly by the City (eg. Petty Cash)		Other Transportation & Parking *	Accommodations *	Airfare *	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MMYY)								
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-

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	\$ 515.50
Less: BMO MasterCard	-\$ 250.00
Less: Expenses Paid	\$ -
Net to be paid to: Councillor Biermanski	\$ 265.50



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Name: Councillor Biermanski

Date Submitted 02-12-21

Month November Year 2022

Authorizations & Approvals Councillor Biermanski November 2022

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 [Signature] 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.
Shelley Biermanski
Shelley Biermanski (Dec 3, 2021 12:06 MST)
Council Member's Signature Date (DDMMYY)

Accounts Payable
I have reviewed this claim for mathematical accuracy and documentation support.
Lynda Lavallo
Lynda Lavallo (Dec 6, 2021 10:55 MST)
Accounts Payable Personnel Signature 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
Diane McMordie
Diane McMordie (Dec 6, 2021 11:04 MST)
Chief Financial Officer Signature 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]
City Manager Signature Date (DDMMYY)



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Name: Councillor Biermanski

Date Submitted 05/01/22 Month December Year 2021

General Council Related Business		In-Region Mileage Claim based on Chart		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 (DDMMYY)	Nature of Event/Meeting	From	To		From	To	CAT7		1220	1220	1225	1226	1221	1222	1222		ACCT	Cost Ctr	Project CAT4
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 (DDMMYY)	Nature of Event/Meeting	From	To			From	To	CAT7		1221	1221	1222	1226	1227	1225	1224		ACCT	Cost Ctr	Project CAT4
Sub-Total																\$	-			



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Name: Councillor Biermanski

Date Submitted: 05/01/22 Month: December 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 @ 0.50\$/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Conference or Course Registration /Event Ticket *	General Expenses *	Total	GL Coding				
Date (DDMMYY)	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 @ 0.50\$/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total	GL Coding				
Date (DDMMYY)	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 Biermanski

Date Submitted 05/01/22 Month December Year 2021

Operating Supplies/Telephone/Internet/Sponsorships		Total	GL Coding				
Date (DDMMYY)	Detailed Description		ACCT	Cost Ctr	CAT 2 Project CAT7	Expense Type	
11/12/21	Mobile Device - Telus	55.00	6404	1010	516113	N/A	Mobile Device Charge
19/12/21	Home Internet - Telus	70.00		1010	516113	N/A	Mobile Device Charge

Sub-Total \$ 125.00

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

Sub-Total \$ -



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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	\$ 125.00
Less: BMO MasterCard	\$ -
Less: Expenses Paid	\$ -
Net to be paid to: Councillor Biermanski	\$ 125.00



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Name: Councillor Biermanski

Date Submitted 05/01/22 Month December Year 2021

Authorizations & Approvals Councillor Biermanski December 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] 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: Shelley Biermanski] Date (DD/MM/YY)

Accounts Payable: I have reviewed this claim for mathematical accuracy and documentation support. [Signature: Danielle Parsons] 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] 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: Kerry Hills] Date (DD/MM/YY)