

Councillor MacKay

Name:

Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

January Month

09-02-22

Date Submitted

2022

General Council R	elated Business	In-Region Mileage Cla	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 Cost C	CAT 2 tr Project CA	AT4
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Sub-Total \$ -

Professional Dev	elopment	In-Region Mileage Cl	aim based on Chart	One Way	Mileage Claim (From Chart)	Out-of-Region Mileag	e Claim (or In-Region. mileage)	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	1222	1226	1227	1225	1224	1	ACCT	Cost Ctr	CAT 2 Project CAT4	
										_											
										-											

Sub-Total



Select From List

Do not enter in "Grey"
cells

Name:

Councillor MacKay

Date Submitted 09-02-22

Month January

2022

AUMA or FCM Co	nvention or Board Expenses	In-Region Mileage Cl	aim based on Chart	One Way	Mileage Claim (From Chart)	Out-of-Region Mileac	ne 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		CAT7_		1221			1226	1227	1225	1224		ACCT	CAT 2 Cost Ctr Project	
										-							-	1		
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Sub-Total \$ -

Office of the Mayo	or (Official Events & Duties)	In-Region Mileage Cla		One Way Claim (F		age Claim (or In-Region, ic mileage)		Claim-	Amount @	Other Transportation & Parking *	Accommodations *	Airfare*		Registration /Event Ticket Ge	eneral penses * 1	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 CAT3	CAT4
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ub-Total \$ -



Select From List

Do not enter in "Grey"
cells

Name:	

Councillor MacKay

Date Submitted

09-02-22 Month

January Yea

2022

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 C	CAT 2 st Ctr Project CAT	Expense Type	
26/01/2022	Shaw Internet		70.00	6404 10	0 516109 N	/A Mobile De	evice Charges

Sub-Total

\$ 70.00

BMO MasterCard	Expenses	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
12/20/2021	Donation to Operation Santa Station						250.00	250.00
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Sub-Total

\$ 250.00



Select From List Do not ente in "Grey"

N۱	am	0	

Councillor MacKay

Date Submitted 09-02-22

Expenses Paid Dire	ectly by the City (eg. Petty Cash)	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket	General Expenses *	Total
Date (DD/MM/YY)		ı	ı			T		
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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	\$	320.00
Less: BMO MasterCard	-\$	250.00
Less: Expenses Paid	\$	-
Net to be paid to Councillor MacKay	\$	70.00

Sub-Total



Date Submitted

09-02-22

Month

January

Select From List

Do not enter in "Grey"
cells

2022

Name:

Councillor MacKay

Authorizations & Approvals		Councillor MacKay	January	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	etime of submission.			
Rayann Lalorce (Feb 9, 2022 15:54 MST) 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 Cit	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 clair	m even if the form		
was completed by another individual. All applicable receipts have been attached. KERN MacKay (Feb 9, 202 (6:00 MST)				
Council Member's Signature	Date (DD/MMYY)			
Accounts Payable I have reviewed this claim for mathematical accuracy and documentation support.				
L. Lavallee L. Lavallee (Feb 9, 2022 16:14 MST)				
Accounts Payable Personnel Signature	Date (DD/MMYY)			
			1	
Chief Financial Officer				
I have reviewed his claim and am satisfied that the expenses listed and the information and documentation pro	vided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement			
nne Victoor (Feb 9, 2022 17:37 MST)				
Chief Financial Officer Signature	Date (DD/MM/YY)			
			1	
Chief Administrative Officer (City Manager)				
I have reviewed this claim and am satisfied that the expenses listed and the information and documentation pro	rided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement			
Kerry Hilts (Feb 10, 2022 07:54 MST)				
City Manager Signature	Date (DD/MM/YY)			

C:Users\rlloyd\Desktop\Council Expense Claims\Monthly Expense Claims\Clir MacKay\2022\January\[Clir MacKay - January - Council Expense Claim Form - MASTER Revised November 2021.xism]Claim Form



Date Submitted

General Council F	Related Business			One Way	Mileage Claim km's (From	Out-of-Region Mileag	e Claim (or In-Region,	One Way	km's-	Mileage Amount @	Other Transportation & Parking * A
		In-Region Mileage Cla	aim based on Chart	/Return	Chart)	specific	mileage)	/Return	Specific	0.505/km	& Parking * A
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1220	1220
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Professional Deve	Professional Development		In-Region Mileage Claim based on Chart		Mileage Claim (From Chart)	Out-of-Region Mileag	e Claim (or In-Region, mileage)	One Way	Claim-	Mileage Amount @ 0.505/km	Other Transportation & Parking * Ac
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1221	1221
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Date Submitted

AUMA or FCM Convention or Board Expenses		In-Region Mileage Claim based on Chart		Way	Mileage Claim (From Chart)		Out-of-Region Mileage Claim (or In-Region, specific mileage)		Claim-	Mileage Amount @ 0.505/km	
Date (DD/MM/YY)	Nature of Event/Meeting	From	То					CAT7_	CAT7_		1221
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Office of the Mayo	Office of the Mayor (Official Events & Duties)		In-Region Mileage Claim based on Chart		Mileage Claim (From Chart)	Out-of-Region Mileage specific r		One Way	Claim-	Amount @	Other Transportation & Parking * Ac
Date (DD/MM/YY)	Nature of Event/Meeting	From	То					CAT7_		1220	1220
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Name:	Councillor MacKay	Date Submitted
	<u> </u>	

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)
Date (DD/MM/YY)	Detailed Description	
26/02/22	Home Internet - Shaw	

BMO MasterCard	Expenses	Other Transportation & Parking *	Ac
Date (DD/MM/YY)			
04/02/22	ABMunis Spring Municipal Leaders Caucus Registration		Ĺ
07/02/22	Airbnb - FCM Accomodations		
24/02/22	FCM Registration		Ĺ
			Γ

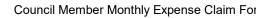


Name:	Councillor MacKay	Date Submitted	
Expenses Paid D	nectly by the City (eg. Fetty Cash)	Other Transportation & Parking *	Ad
Date (DD/MM/YY)			
			Г

- Claim Reminders:

 ** See Council Policy C-CC-03 Council Remuneration and Expense Reimbursement for detailed provisions of allowable expenses**

 | Condit Cord slips are NOT an acceptable form of receipt.
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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





Name:	Councillor MacKay			Date Submitted
Authorizations	s & Approvals			
	as prepared by an individual other than the Council Mem daim form was prepared in accordance with all information		time of submission. Date (DD/MM/YY)	
was completed Ken Ma			of St. Albert. I understand	I that submitting a fraudulent claim is a very serious matter. I understand that I am solely responsible fo
Council Membe	er's Signature		Date (DD/MM/YY)	
Yukiko- Yukiko Shionoy	able d this claim for mathematical accuracy and documentation Sucreption (Mar 7, 2022 09:05 MST) able Personnel Signature	on support.	Date (DD/MM/YY)	-
,	3			
Que Viel	d this claim and am satisfied that the expenses listed an	d the information and documentation prov	ided are in accordance wit	h Council policy C-CC-03 Council Remuneration and Expense Reimbursement
Chief Financial	Officer Signature		Date (DD/MM/YY)	
I have reviewe	ar 7, 2022 16:10 MST)	d the information and documentation prov	ided are in accordance wit Date (DD/MM/YY)	h Council policy C-CC-03 Council Remuneration and Expense Reimbursement
P:\Mayor's Offi	ce\Expenses - F00\2022\2 - February\MacKay\[Cllr Mac	Kay Council Expense Claim Form - MAST	ER Revised November 203	21.xlsm]Claim Form



ate Submitted

General Council F	Related Business			Way	Mileage Claim km's (From Chart)	Out-of-Region Mileage Claim (or In-Region,			Mileage Claim km's- Specific	Amount @	Other Transportation & Parking *
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1220	1220
09/03/22	ABMunis Spring Municipal Caucus					St. Albert	Edmonton	Return	33.60	16.97	
10/03/22	ABMunis Spring Municipal Caucus					St. Albert	Edmonton	Return	33.60	16.97	
14/03/22	Council Strategic Planning Retreat					St. Albert	Smoky Lake	One Way	114.00	57.57	
16/03/22	Council Strategic Planning Retreat					Smoky Lake	St. Albert	One Way	114.00	57.57	
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Professional Deve	Professional Development		In-Region Mileage Claim based on Chart		Mileage Claim (From Chart)	Out-of-Region Mileage	e Claim (or In-Region, mileage)	One Way	Amount @	Other Transportation & Parking * Ac
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_	1221	1221
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AUMA or FCM Convention or Board Expenses		In-Region Mileage Claim based on Chart		Way	Mileage Claim (From Chart)		Out-of-Region Mileage Claim (or In-Region, specific mileage)		Claim-	Mileage Amount @ 0.505/km	
Date (DD/MM/YY)	Nature of Event/Meeting	From	То					CAT7_	CAT7_		1221
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Office of the Mayo	Office of the Mayor (Official Events & Duties)		In-Region Mileage Claim based on Chart		Mileage Claim (From Chart)	Out-of-Region Mileage specific r		One Way	Claim-	Amount @	Other Transportation & Parking * Ac
Date (DD/MM/YY)	Nature of Event/Meeting	From	То					CAT7_		1220	1220
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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)
Date (DD/MM/YY)	Detailed Description	
22/03/22	Home Internet - Shaw	

BMO MasterCard Expenses OI Tr &			
Date (DD/MM/YY)			
10/03/22	AAPG Conference Registration		
	Mayor's Celebration of the Arts Ticket		



Name:	Councillor MacKay	Date Submitted	
Expenses Paid D	nectly by the City (eg. Fetty Cash)	Other Transportation & Parking *	Ad
Date (DD/MM/YY)			
			Г

- Claim Reminders:

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was completed Ken Ma	 -	-	y of St. Albert. I understand	d that submitting a fraudulent claim is a very serious matter. I understand that I am solely responsible fo
Council Memb	er's Signature		Date (DD/MM/YY)	
Yukiko	rable d this claim for mathematical accuracy and documentati - Shionoya ya (Apr 13, 2022 10:55 MDT)	on support.		
Accounts Paya	able Personnel Signature		Date (DD/MM/YY)	
Anne Victoor	d this claim and am satisfied that the expenses listed an	d the information and documentation pro	vided are in accordance wi	ith Council policy C-CC-03 Council Remuneration and Expense Reimbursement
I have reviewe	d this claim and am satisfied that the expenses listed an or 13, 2022 12:00 MDT)	d the information and documentation pro	vided are in accordance wi	ith Council policy C-CC-03 Council Remuneration and Expense Reimbursement
City Manager	Signature		Date (DD/MM/YY)	
P:\Mayor's Off	ice\Expenses - F00\2022\3 - March\MacKay\[Cllr MacKa	y Council Expense Claim Form - MASTER	Revised November 2021	.xlsm]Claim Form