

Select From List

Do not enter in "Grey" cells

Mayor Heron Name:

03-02-22 Date Submitted

January Month

2022

General Council F	Related Business	In-Region Mileage Cl	aim based on Chart	One Way	Mileage Claim km's (From Chart)	Out-of-Region Mileac	ge Claim (or In-Region,	One Way	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	5 1226	1221	1222	2 1222		ACCT	Cost Ctr	CAT 2 Project	CAT4
01/21/2022	Tour of store in Windemere on Rabbit Hill Road	St. Albert	Edmonton-South	Return	72.00					36.36							36.36	6140	1010	516112	
01/24/2022	Meeting - Chief Arcand/Mayor Heron/Dana				68.80	St. Albert	Alexander First Nation Band Office	Return		34.74							34.74	6140	1010	516112	
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Sub-Total \$ 71.10

Professional Dev	elopment	In-Region Mileage Ch	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 8 Parking *	Accommodations *	Airfare*		Conference or Course Registration /Event Ticket	General Expenses *	Total		GL C	Coding	
Date (DD/MM/YY)		From	То			From	То	CAT7_		1221	1221	1222	1226	1227	1225	1224		ACCT	Cost Ctr	CAT 2 Project CAT4	
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Select From List

Do not enter in "Grey"
cells

Name:

Mayor Heron

Date Submitted 03-02-22

Month January

2022

onvention or Board Expenses	In-Region Mileage Cl		One Way	Claim (From	Out-of-Region Mileag	e Claim (or In-Region. mileage)	One Way	Claim-	Amount @	Transportation &	Accommodations *	Airfare*		or Course Registration /Event Ticket	General Expenses *	Total		GL Coding	
Nature of Event/Meeting	From	То			From	То	CAT7_		1221	1221	1222	1226	1227	1225	1224	4	ACCT	CAT 2 Cost Ctr Project	
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	onvention or Board Expenses) Nature of Event/Meeting	In-Region Mileage Cl	In-Region Mileage Claim based on Chart	In-Region Mileage Claim based on Chart Return	In-Region Mileage Claim based on Chart One Way Claim (From Return Chart)	In-Region Mileage Claim based on Chart Return Chart Specific	In-Region Mileage Claim based on Chart Return Chart Chart Specific mileage Claim (or In-Region Return Chart) In-Region Mileage Claim based on Chart Return Chart Chart Specific mileage)	In-Region Mileage Claim based on Chart Return Chart) In-Region Mileage Claim based on Chart Return Chart) One Way Claim (From Return Chart) Qut-of-Region Mileage Claim (or In-Region Mileage Claim (or In-Region Mileage) // Return //	One Way Claim (From Return Chart) Claim (From Return Chart) Claim (From Return Chart) Chart) One Way Claim (From Return Chart) Specific mileage) (Return Specific mileage) (Return Specific mileage)	In-Region Mileage Claim based on Chart One Way Claim (From Out-of-Region Mileage Claim (or In-Region One Way Claim Claim Amount @ Return Chart Specific mileage One Way Claim Return Claim Claim Return Claim Claim	In-Region Mileage Claim based on Chart One Way Claim (From Out-of-Region Mileage Claim (or In-Region Mileage Claim (or In-Region Mileage) (Claim (Amount @ Parking *	In-Region Mileage Claim based on Chart One Way Claim (From Patturn Chart) Return Chart) One Way Claim (From Patturn Chart) Return Specific mileage) Return Specific mileage (Return Specific 0.505/km Parking Accommodations Acco	In-Region Mileage Claim based on Chart One Way Claim (From	onvention or Board Expenses In-Region Mileage Claim based on Chart Return Chart Specific mileage Claim (or In-Region Mileage Claim	One Way Claim (From In-Region Mileage Claim based on Chart Return Chart Specific mileage Return Chart Specific mileage Return Chart Specific mileage Return Chart Specific mileage Return Specific mileage Return Specific mileage Return Specific mileage Return Specific mileage Specific mileage	orvention or Board Expenses In-Region Mileage Claim based on Chart Return Chart Specific mileage Superior mileage	onvention or Board Expenses Mileage	onvention or Board Expenses In-Region Mileage Claim based on Chart Return Chart Specific mileage Chart Specific mile	onvention or Board Expenses In-Region Mileage Claim based on Chart Return Chart Return Chart Specific mileage Return Specific mileage Return

Sub-Total \$ -

Office of the Mayo	r (Official Events & Duties)	In-Region Mileage C		One Way Claim (F		ge Claim (or In-Region, c mileage)	One Way	Claim-		Other Transportation & Parking *	Accommodations *	Airfare*		Registration /Event Ticket Gene * Expe	eral enses * 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 \$ -



Mayor Heron

Name:

Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey"
cells

Date Submitted

03-02-22

Month January

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	Cost Ctr	CAT 2 Project CAT7	Expense Type
21-01-22	P Telus Mobility - Mobile Device Charges		18.30	6	6404 1010	516112 N/A	
	Shaw - Home Office Internet (Mayor to charge one third of the allotted maximum)		23.00	6	6404 1010	516112 N/A	

Sub-Total

\$ 41.30

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

\$ -



Select From List Do not ente in "Grey"

January

Sub-Total

2022

Name:	Mayor Heron	Date Submitted		
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Expenses Paid Dir	500, 51, 100 on	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	\$ 112.40
Less: BMO MasterCard	\$ -
Less: Expenses Paid	\$ -
Net to be paid to Mayor Heron	\$ 112.40

Training and Deve	lopment Activities	
Activity Name	Description of Activity Content and any learning/infor	rmation worth sharing
		*
Poord Committee	, Agency meetings attended (Includes both Coun	all appointed and other approved committees)
Board, Committee	, Agency meetings attended (includes both coun	cn approved and other approved committees)
	Date of Meeting	Updates



Select From List

Do not enter in "Grey"
cells

Year

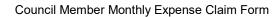
Name: Mayor Heron

Date Submitted 03-02-22

Month January

2022

Authorizations & Approvals		Mayor Heron	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 time	of submission.			
Rayann Laforce (Feb 7, 2022 13:57 MST) Preparer's Signature	Date (DD/MMYY)			
Council Member Lectify that the expenditures claimed on this form were incurred while conducting business on behalf of the City of S was completed by another individual. All applicable receipts have been attached.	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	c claim even if the form		
Council Member's Signature	Date (DD/MM/YY)			
Accounts Payable I have reviewed this claim for mathematical accuracy and documentation support. L. LAYALLEE				
L. Lavallee (Feb 8, 2022 08:04 MST) Accounts Payable Personnel Signature	Date (DD/MMYY)			
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			
nne Victory (Feb 8, 2022 08:30 MST)	2. (2011)			
Chief Financial Officer Signature	Date (DD/MM/YY)			
Chief Administrative Officer (City Manager)				
I have reviewed the claim and am satisfied that the expenses listed and the information and documentation provided Kerry Hilts (Fyb 8, 2022 08:35 MST)	are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement			
City Manager Signature	Date (DD/MM/YY)			
C:\Users\rilowd\Desktoo\Council Expense Claims\Monthly Expense Claims\Mavor\2022\January 2022\IMavor January				





Select From List Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted 02/03/22 Month February Year 2022

elated Business	In Denies Miles	-i bd 0/	One Way	Mileage Claim km's (From	Out-of-Region Mileage	e Claim (or In-Region,	One Way	Mileage Claim km's-	Amount @	Other Transportation		A:-f*	Marala *	Registration /Event Ticket	General	Takal		01	O dia a	
Nature of Event/Meeting			Return		•			Specific			•			•			ACCT		CAT 2	
EMRB Board Meeting	110111						Return	29.60			1220	1223	1221							
EMRB Committee of the Whole					St. Albert	Edmonton	One Way	18.20	9.19	13.35						22.5	4 6140	1010	516112	
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V:	lature of Event/Meeting	In-Region Mileage Clauture of Event/Meeting From MRB Board Meeting	In-Region Mileage Claim based on Chart Isture of Event/Meeting From To IMRB Board Meeting	In-Region Mileage Claim based on Chart // Return Interest Business In-Region Mileage Claim based on Chart // Return Interest Business Intere	In-Region Mileage Claim based on Chart (From Chart) Interest Business Interest Business	In-Region Mileage Claim based on Chart May (From Out-of-Region Mileage Out-of-Region Mileage	In-Region Mileage Claim based on Chart Way /Return Chart Out-of-Region Mileage Claim (or In-Region. specific mileage) Interest of Event/Meeting From To From To IMRB Board Meeting St. Albert Edmonton	In-Region Mileage Claim based on Chart Way (From Chart) Out-of-Region Mileage Claim (or In-Region, Peturn Chart) Specific mileage) One Way (Return Chart) Specific mileage) (Return Chart) St. Albert Edmonton Return Chart)	In-Region Mileage Claim based on Chart Way (From Chart) Qut-of-Region Mileage Claim (or In-Region Mileage Claim (o	In-Region Mileage Claim based on Chart Way From To CAT7 Specific mileage St. Albert Edmonton One Way Italy Italy	In-Region Mileage Claim based on Chart Way Return Chart Specific mileage Claim for In-Region Return Specific Speci	Transportation Tran	New Committee of the Whole From From	In-Region Mileage Claim based on Chart Way Region Mileage Claim based on Chart Region Mileage Claim for In-Region Mile	In-Region Mileage Calim based on Chart May (From Chart) Chart Specific mileage Calim for In-Region Specific mileage Calim for In-Region Specific mileage Specific	New Committee Color Meage Claim for Meage Claim for New Meage Claim for New Ne	In-Region Miseage Claim based on Chart Return Chart Specific miseage Return Chart Ch	In-Region Mileage Claim based on Chart Return Clark Cl	In-Region Mileage Claim based on Chart Network Net	In-Recision Mileane Claim based on Chart Meals From To From To CAT7 120 120 125 126 121 122 122 ACCT Cost of Free Propert CA Amounts CAT6 CAT7 To CAT7 To

Sub-Total \$ 37.49

Professional Dev	elopment	In-Region Mileage Cl		Way		leage Claim (or In-Region, cific 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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Select From List Do not enter in "Grey" cells

Name:

Mayor Heron

Date Submitted 02/03/22 Month February Year 2022

AUMA or FCM Co	nvention or Board Expenses	In-Region Mileage Cla	aim based on Chart	Way		ge Claim (or In-Region,	One Way		Amount @	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Conference or Course Registration /Event Ticket C	General Expenses *	Total		GL	. Coding	
Date (DD/MM/YY)	Nature of Event/Meeting	From	То		From	То	CAT7_		1221	122	1 1222	2 1226	3 1227	7 1225	1224		ACCT	Cost Ctr	CAT 2 Project CA	.T4
01/02/22	RMA/ABMunis Dinner at Ampersand 27				St. Albert	Edmonton	Return	45.00	22.73							22.73	6100	1010	516112 A8	AUMA
01/02/22	ABMunis APPS Engagement at Sherwood Park				St. Albert	Sherwood Park	Return	67.00	33.84							33.84	6100	1010	516112 A8	AUMA
11/02/22	ABMunis Executive Committee at ABMunis Office				St. Albert	Edmonton	Return	38.28	19.33							19.33	6100	1010	516112 A8	AUMA
23/02/22	ABMunis Board Media Training at Delta Edmonton South				St. Albert	Edmonton	Return	35.21	17.78							17.78	6100	1010	516112 A8	AUMA
25/02/22	ABMunis Budget & Media at ABMunis Office (from Delta Edmonton South, return home)	1			Edmonton	Edmonton/St. Albert	Return	47.80	24.14							24.14	6100	1010	516112 A8	AUMA

Sub-Total

\$ 117.81

Office of the Mayo	or (Official Events & Duties)	In-Region Mileage Cl	aim based on Chart	Way	Mileage Claim (From Chart)	Out-of-Region Mileag	e Claim (or In-Region, mileage)	One Way	Claim-	Amount @	Other Transportation & Parking *	Accommodations *	Airfare*		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 CAT3 CAT4	
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Sub-Total

\$ -



Select From List Do not enter in "Grey" cells

2022

Name:

Mayor Heron

Date Submitted 02/03/22 Month February Year

Operating Supp	lies/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 Cost C	CAT 2 tr Project CAT7	Expense Type
01/02/2	2 Home Internet - Shaw	23.33	6404 1010	516112 N/A	Mobile Device Cha
21/02/2	Mobile Device - Telus (Mayor to charge one third 2 of the allotted maximum)	18.33	1010	516112 N/A	Mobile Device Cha

Sub-Total \$ 41.66

BMO MasterCard E		Other Transportation & Parking *	Accommodations *	Airfare*	Registration /Event Ticket	General Expenses * Total
Date (DD/MM/YY)						
01/02/22	Globe Series Refund				- 195.00	- 195.00
07/02/22	Airbnb for FCM		16.10			16.10
14/02/22	Budget Breakfast Ticket				125.00	125.00
18/02/22	Taste of Africa Ticket				13.00	13.00
24/02/22	FCM Registration				949.20	949.20
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Sub-Total \$ 908.30

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Select From List Do not enter in "Grey" cells

Name:

Mayor Heron

02/03/22 February 2022 Date Submitted Month Year

Expenses Paid D	irectly 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:

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

Out the Card Sine are NOT an acceptable form of receipt.

- 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 \$ 1,105.26 Less: BMO MasterCard 908.30 Less: Expenses Paid Net to be paid to: Mayor Heron 196.96



Mayor Heron

Name:

Council Member Monthly Expense Claim Form

Select From List

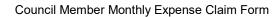
Do not
enter in
"Grey" cells

Year

2022

Date Submitted 02/03/22 Month February

February 2022 Authorizations & Approvals Mayor Heron 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. 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. Heron Council Member's Signature Date (DD/MM/YY) Accounts Payable I have reviewed this claim for mathematical accuracy and documentation support. Accounts Payable Personnel Signature Date (DD/MM/YY) Chief Financial Officer 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 nne Victoor (Apr 19, 2022 14:01 MDT) Chief Financial Officer Signature Date (DD/MM/YY) Chief Administrative Officer (City Manager) 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 Gerry Hilts (Apr 19, 2022 14:03 MDT) Date (DD/MM/YY) City Manager Signature





Select From List Do not enter in "Grey" cells

Mayor Heron Name:

2022 Date Submitted 12/04/22 Month March Year

General Council Related Business	In-Region Mileage Cl	aim based on Chart	One Way /Return	Mileage Claim km's (From Chart)		n Mileage Claim (or In-Region, specific mileage)	One Way /Return	Mileage Claim km's- Specific	Amount @	Other Transportation & Parking *	Accommodations *	Airfare*		Registration /Event Ticket *	General Expenses *	Total		GL	Coding
Date (DD/MM/YY) Nature of Event/Meeting	From	То			From	То	CAT7_		1220	1220	122	5 1226	1221	1222	2 1222		ACCT	Cost Ctr	CAT 2 Project CAT4
18/03/22 State of the Region Event - Wetaskiwin Region					Edmonton	Wetaskiwin	One Way	126.60	63.93							63.93	6140	1010	516112
17/03/22 EMRB Committee of the Whole					St. Albert	Strathcona County Community Centre	Return	71.20	35.96							35.96	6140	1010	516112
24/03/22 EMRB Board Meeting					St. Albert	Chateau Louis	Return	22.80	11.51							11.51	6140	1010	516112
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Professional Dev	elopment	In-Region Mileage Cl			Out-of-Region Mileag	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



Select From List Do not enter in "Grey" cells

Name:

Mayor Heron

Date Submitted 12/04/22 Month March Year 2022

AUMA or FCM Co	onvention or Board Expenses	In-Region Mileage Cl	laim based on Chart	One Way /Return	Out-of-Region Mileag	ge Claim (or In-Region,	One Way	Claim-		Other Transportation & Parking *	Accommodations *	Airfare*		Conference or Course Registration /Event Ticket *	General Expenses *	Total		GL	L Coding	
Date (DD/MM/YY)	Nature of Event/Meeting	From	То		From	То	CAT7_		122	1 122	1 1222	2 1226	1227	1225	1224	1	ACCT	Cost Ctr	CAT 2 Project CAT4	4
	ABMunis: Innisfail - Broadband Strategy Announcement				St. Albert	Innisfail	Return	418.00	211.09							211.09	6100	1010	516112	
03/03/22	PFCM: Board of Directors				St. Albert	Strathcona County Community Centre	Return	71.20	35.96	3						35.96	6100	1010	516112	
09/03/22	ABMunis: Spring Municipal Leaders Caucus				St. Albert	Edmonton Convention Centre	Return	39.40	19.90	,						19.90	6100	1010	516112	
18/03/22	ABMunis: Stakeholder Meeting				St. Albert	Delta Edmonton South	Return	73.00	36.87							36.87	6100	1010	516112	
23/03/22	ABMunis: Political Action Day & MLA Dinner				St. Albert	Chateau Lacombe	Return	43.00	21.72							21.72	6100	1010	516112	

Sub-Total \$ 325.52

Office of the May	yor (Official Events & Duties)	In-Region Mileage Cl	aim based on Chart	Way	Out-of-Region Mileag		One Way	Claim-	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 122	1 1222	1222		ACCT	Cost Ctr CAT3 CAT4	
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Sub-Total \$ -



Select From List Do not enter in "Grey" cells

Name:

Mayor Heron

Date Submitted 12/04/22 Month

March 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		
Date (DD/MM/YY) Detailed Description				CAT 2 tr Project CA		ense e
Home Internet - Shaw (Mayor to charge one third 01/03/22 the alloted maximum)		23.33	6404 1010	516112 I	N/A Mob	pile Device Charg
21/03/22 Mobile Device - Telus		18.33	1010	516112 I	N/A Mob	<mark>oile De</mark> vice Charg

Sub-Total \$ 41.66

BMO MasterCard E		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
14/03/22	2022 State of the Wetaskiwin Region					47.25		47.25
17/03/22	Sub-Regional Dinner				817.81			817.81
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Sub-Total

\$ 865.06

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Select From List Do not enter in "Grey" cells

Name:

Mayor Heron

12/04/22 2022 Date Submitted Month March Year

Expenses Paid D	irectly 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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<u>Claim Reminders:</u>
** 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 \$ 1,343.65 Less: BMO MasterCard 865.06 -\$ Less: Expenses Paid Net to be paid to: Mayor Heron 478.59



Select From List Do not enter in "Grey" cells

Name:	Mayor Heron

Date Submitted 12/04/22 Month March Year 2022

Authorizations & Approvals		Mayor Heron	March	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 I Preparer's Signature	Date (DD/MM/YY)			
Council Member	of St. Albert. I understand that submitting a fraudulent claim is a very serious matter. I understand that I am solely responsible for the detai	ls of the claim even if the form		
was completed by another individual. All applicable receipts have been attached.	or of Albert. Turiderstand that submitting a nadduent daint is a very seriods matter. Turiderstand that Fairt solely responsible for the detail	is of the claim even if the form		
Council Member's Signature	Date (DD/MM/YY)			
Accounts Payable I have reviewed this claim for mathematical accuracy and documentation support. L. Lavallee (Apr 19, 2022 07:57 MDT)				
Accounts Payable Personnel Signature	Date (DD/MMYY)			
Chief Financial Officer				
I have reviewed this claim and am satisfied that the expenses listed and the information and documentation provi	ded are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement			
Anne Victoor (Apr 19, 2022 08:36 MDT)				
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 provided the second of the second o	ded are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement			
City Manager Signature	Date (DD/MMYY)			
			1	