

Select From List Do not enter in "Grey" cells

Date Submitted 02/05/22 Month April Year

General Council Related Business	In-Region Mileage Cla	aim based on Chart	One Way	Mileage Claim km's (From Chart)	Out-of-Region Mileag	e Claim (or In-Region, mileage)	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	1226	1221	1222	1222	2	ACCT C	CAT 2 ost Ctr Project C	AT4
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Sub-Total \$ -

Professional Dev	velopment	In-Region Mileage C		One Way		ge Claim (or In-Region,	One Way	Mileage Claim- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*		or Course Registration /Event Ticket Ge	eneral penses * Total		GL	Coding
Date (DD/MM/YY)	Nature of Event/Meeting	From	То		From	То	CAT7_		1221	1221	122	2 1226	122	7 1225	1224	A	ACCT Cost Ctr	CAT 2 Project CAT4
	Online Courses - The Complete Digital Marketing 2 Guide, The Complete SQL Bootcamp,													52.47	52	.47 6°	100 1010	516106 A5 Career Developme
	Microsoft Excel - Excel from Beginner to Advanced															_		
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Sub-Total \$ 52.47



Select From List
Do not enter in "Grey" cells

Name:

Councillor Hughes

Date Submitted 02/05/22

AUMA or FCM C	onvention or Board Expenses	In-Region Mileage Cl	laim based on Chart	One Way	Mileage Claim (From Chart)	Out-of-Region Mileag	ge Claim (or In-Region,	One Way	Claim-	Amount @	Other Transportation & Parking *	Accommodations *	Airfare*		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	CAT 2 Cost Ctr Project	2 ct CAT4
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Office of the May	or (Official Events & Duties)	In-Region Mileage C	laim based on Chart	One Way	Mileage Claim (From Chart)	Out-of-Region Mileag	ge Claim (or In-Region, mileage)	One Way	Mileage Claim- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*		Registration /Event Ticket	General Expenses *	Total		GL Cod	ng
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1220	1220	) 1225	1226	122	1 1222	1222		ACCT	Cost Ctr CAT	3 CAT4
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\$ -Sub-Total



Select From List Do not enter in "Grey" cells

Name:	Councillor Hughes

Date Submitted 02/05/22 Month April Year

					_				
Operating Suppli	ies/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 C		Expense Type	
03/04/22	2 Home Internet - Shaw		70.00	64	104 1010	516106	N/A M	Mobile De	vice Charge
13/04/22	2 Mobile Device		48.25		1010	516106	N/A I	Mobile De	vice Charge

Sub-Total \$ 118.25

BMO MasterCard E	xpenses	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
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From List Do not enter in "Grey" cells

Name: Councillor Hughes Date Submitted 02/05/22 2022 Other Registration Expenses Paid Directly by the City (eg. Petty Cash) Transportation & Parking \* Event Ticket Date (DD/MM/YY)

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 170.72 Less: BMO MasterCard Less: Expenses Paid 170.72 Net to be paid to Councillor Hughes \$

Sub-Total



Name:

Councillor Hughes

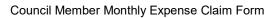
## Council Member Monthly Expense Claim Form



Date Submitted

02/05/22

Authorizations & Approvals	Coun	cillor Hughes	April	2022
Preparer  If claim form was prepared by an individual other than the Council Member, sign and date below  This expense disjriftyrm was prepared in accordance with all information provided by the Council Member at the ti	Date (DD/MM/YY)			
Council Member  Locatify that the expenditures claimed on this form were incurred while conducting business on behalf of the City of was completed by another individual. All applicable receipts have been attached.  Sheena Hughes  Sheena Hughes (May Y, 2022 14:54 MDT)	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 e	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 L. Lavallee (May 2, 2022 15:36 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 provid  Anne Victoor (Nay 3, 2022 08:44 MDT)	ed are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement			
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 provid  Kerry Hilts (May 3, 2022 08-46 MDT)  City Manager Signature	ed are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement  Date (DD/MM/YY)			
P-Mann/s Official synances - E00/2022/J. Antill-Hunback/Clir Hunbac Council Evenage Claim Form. Antil 2022 via				





Select From List Do not enter in "Grey" cells

Name: Councillor Hughes

Date Submitted 22/06/22 Month May Year 2022

General Council R	telated Business	In-Region Mileage Cl	aim based on Chart	One Way /Return	Mileage Claim km's (From Chart)	Out-of-Region Mileag	ge Claim (or In-Region, mileage)	One Way /Return	Mileage Claim km's- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*		Registration /Event Ticket *	General Expenses *	Total		GL Coding	J
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1220	1220	1225	1226	1221	1222	1222		ACCT	CAT Cost Ctr Proje	
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Sub-Total \$ -

Profession	al Development	ıt	In-Region Mileage Cla	aim based on Chart	One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileag	ue Claim (or In-Region, mileage)	One Way /Return	Mileage Claim- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Conference or Course Registration /Event Ticket Meals *	General Expenses *	Total		GL Co	
Date (DD/I	M/YY) Nature o		From	То			From		CAT7_		1221		1222	1226	1227 1225	1224		ACCT		CAT 2 Project CAT4
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Do not enter in
"Grey" cells

Name:

Councillor Hughes

Date Submitted 22/06/22 Month May Year 2022

AUMA or FCM Convention or Board Expenses		In-Region Mileage Cla	aim based on Chart	One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileag	e Claim (or In-Region, mileage)	One Way /Return	Mileage Claim- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*		Conference or Course Registration /Event Ticket * Gener Expen	al ses * 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 \$ -

Off	ice of the Mayo	r (Official Events & Duties)	In-R	egion Mileage Cla	aim based on Chart		Out-of-Region Mileag	ne Claim (or In-Region, mileage)	One Way	Claim-		Other Transportation & Parking *	Accommodations *	Airfare*		Registration /Event Ticket *	General Expenses *	Total		GL Coding	
Dat	te (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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"Grey" cells

Name:

Councillor Hughes

Date Submitted 22/06/22

Month Ma

y Year

2022

			1				
Operating Supplie	s/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 0		Expense Type
03/05/22	Home Internet - Shaw	70.00		6404 1010	516106	N/A	Mobile Device Charge
13/05/22	Mobile Device - Virgin Mobile	48.25		1010	516106	N/A	Mobile Device Charge
			_				

Sub-Total \$ 118.25

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

Councillor Hughes

Date Submitted 22/06/22

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)								
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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	\$ 118.25
Less: BMO MasterCard	\$ -
Directly	\$ -
Net to be paid to: Councillor Hughes	\$ 118.25

Sub-Total



22/06/22

Date Submitted

Select From
List

Do not enter in "Grey" cells

May Year 2022

Na	me:	

Councillor Hughes

Authorizations & Approvals	Councillor Hughes
Preparer_	
If claim form was prepared by an individual other than the Council Member, sign and date below This experse claim form was prepared in accordance with all information provided by the Council Member at the tir	ne of submission.
Preparer's Signature.	Date (DD/MM/YY)
Council Member	
certify that the expenditures claimed on this form were incurred while conducting business on behalf of the City of was completed by another individual. All applicable receipts have been attached.	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
Sheena Hughes Sheena Hughes (Jun 24, 2022 13:05 MDT)	
Council Member's Signature	Date (DD/MM/YY)
Accounts Payable	
I have reviewed this claim for mathematical accuracy and documentation support.	
Yukiko Shionoya Yukiko Shionoya (Jun 27, 2022 09:32 MDT)	
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 provide	ed are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement
Anne Victoor (Jun 27, 2022 10:18 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 provide	ed are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement
City Manager Signature	Date (DD/MM/YY)

P:\Mayor's Office\Expenses - F00\2022\5 - May\Hughes\[Cllr Hughes Council Expense Claim Form - May 2022.xlsm]Claim Form



Select From List Do not enter in "Grey" cells

Name:
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Councillor Hughes

Date Submitted

Month

18/07/22

e Year

2022

General Council I	Related Business	In-Region Mileage Cla	aim based on Chart	One Way	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*		Registration /Event Ticket *	General Expenses *	Total		GL Cod	ng
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1220	1220	1225	5 1226	1221	1222	1222		ACCT	Cost Ctr Pr	oject CAT4
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Sub-Total

\$ -

Professional Deve	olopment	In-Region Mileage (	Claim based on Chart	One Way	Mileage Claim (From Chart)	Out-of-Region Mileag	e Claim (or In-Region, mileage)			Other Transportation & Parking *	& Accommodations *	Airfare*		Conference or Course Registration /Event Ticket *	General Expenses *	Total	(	SL Coding
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_	1221	122	1 1222	1226	1227	1225	1224		ACCT Cost C	CAT 2 r Project CAT4
29/06/22	Course - 100 Days of Code: the Complete Python Pro Bootcamp for 2022													15.74		15.74	6100 1010	516106 A5 Career Developmen
29/06/22	Courses - Digital Design Masterclass for Graphic Designers (3 courses)													64.02		64.02	6100 1010	516106 A5 Career Developmen
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Sub-Total

\$ 79.76



Select From List

Do not enter in
"Grey" cells

Name:

Councillor Hughes

Date Submitted

Month

18/07/22

une Year

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 Mileag	ge Claim (or In-Region.	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_		122	1 1221	1222	1226	1227	1225	1224	ACC	CAT 2 T Cost Ctr Project CAT4	
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Sub-Total \$ -

Office of the Mayo	or (Official Events & Duties)	In-Region Mileage C	laim based on Chart	One Way	Mileage Claim (From Chart)	Out-of-Region Mileag	ge Claim (or In-Region,	One Way	Mileage Claim- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*		Registration /Event Ticket Ge * Exp	eneral	Total		GL Coding	q
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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Select From List

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2022

Name:	Councillor Hughes
	- 3

Date Submitted 18/07/22 Month June Year

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 (	CAT 2 Ctr Project CAT	Expense 7 Type	3
	Home Internet - Shaw		70.00		516106 N		Device Charge
13/06/22	Mobile Device - Virgin Mobile		48.85	1010	516106 N	/A Mobile D	Device Charge

Sub-Total \$ 118.85

BMO MasterCard	Expenses	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket	General Expenses *	Total
Date (DD/MM/YY)								
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SEMULEUT Life		Council Member Monthly Exper	nse Claim F	orm				Select From List Do not enter in "Grey" cells		
Name: Councillor Hughes			Date Submitted	18/07/22		Month	June	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/MM/YY)							I			
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Claim Reminders. ** See Council Policy C-CC-03 Council Remuneration and Expense Reimbursem  1. Detailed receipts must be provided for all expenses. Credit Card slips are NOT an	ont for detailed provisions of allowable expenses** acceptable form of receipt.						Sub-Total		\$ -	į
2. Meter parking may be claimed without a receipt up to \$15. Clearly indicate (Meter) 3. A standard mileage chart is available for use. All kilometers are based on St. Alber	-				Grand To					\$ 198.6 \$

Directly

Net to be paid to: Councillor Hughes

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.

6. Expense claims must be submitted within 10 days of the following month

7. Incomplete expense claims will not be processed

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)



Date Submitted

18/07/22

Month



2022

Name: Councillor Hughes

Authorizations & Approvals Councillor Hughes 2022 June It 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) Preparer's Signature Council Member 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. Sheena Hughes Council Member's Signature Date (DD/MM/YY) Accounts Payable I have reviewed this claim for mathematical accuracy and documentation support. L. Lavallee 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 an Viele Chief Financial Officer Signature Date (DD/MM/YY) ed 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 Date (DD/MM/YY) City Manager Signature

P:\Mayor's Office\Expenses - F00\2022\6 - June\Hughes\Clir Hughes Council Expense Claim Form - MASTER Revised November 2021.xlsm]Claim Form