

Select From List Do not enter in "Grey" cells

Name:	Councillor Joly	Date Submitted	1

Submitted 10/05/22 Month April Year

2022	

					Mileage Claim km's				Mileage											
General Council	Related Business			One Way	(From	Out-of-Region Milead	e Claim (or In-Region	One Way	km's	Mileage Amount @	Other Transportation				Registration /Event Ticket	General				
		In-Region Mileage Cla	aim based on Chart	/Return	Chart)	Out-of-Region Mileac specific	mileage)	/Return	Specific	0,505/km	& Parking *	Accommodations *	Airfare*	Meals *	*	Expenses *	Total		GL Coding	
Date (DD/MM/YY)	Nature of Event/Meeting		То			From		CAT7_		1220			1226	1221	1222	1222		ACCT Cost C	CAT 2 tr Project CA	T4
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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		One Way	Mileage Claim- Specific	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	122	1 1222	1226	1227	1225	1224	4	ACCT Cost Ctr Project CAT4
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Sub-Total	\$ -



Select From List Do not enter in "Grey" cells

Name: Councillor Joly

Date Submitted 10/05/22

Month April Yea

2022

AUMA or FCM Cor	nvention or Board Expenses	In-Region Mileage Cl	aim based on Chart	One Way	Mileage Claim (From Chart)		ge Claim (or In-Region, mileage)	One Way /Return	Mileage Claim- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*		or Course Registration /Event Ticket	General Expenses *	Total		GL Coo		
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1221	1221	1222	1226	1227	1225	1224	μ	ACCT	Cost Ctr Pr	AT 2 oject CAT4	
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Sub-Total

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Office of the May	or (Official Events & Duties)	In-Region Mileage CI	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*		Registration /Event Ticket *	General Expenses *	Total		GL Codin	19	
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

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Select From List Do not enter in "Grey" cells

Name:	Counc

Councillor Joly

Date Submitted

10/<u>05/22</u> Month

Apri**l** Year

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 C	CAT 2 ctr Project CAT7	Expense Type	
17/04/22	Home Internet - Telus		70.00	6404 1010	516108 N/A	Mobile Device	ice Charge

Sub-Total

\$ 70.00

BMO MasterCard Expenses	Other Transportation & Parking *	Accommodations *	Airfare*	Registration /Event Ticket	General Expenses *	Total
Date (DD/MM/YY)					•	
21/04/22 Edmonton Chamber Luncheon				93.45		93.45
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						-

Sub-Total

\$ 93.45



Select From List Do not enter in "Grey" cells

Name: Councillor Joly

Date Submitted 10/05/22 Month April Year 2022

Expenses Paid Directly by the City (eg. Petty Cash)

Other Transportation & Accommodations * Airfare* Meals * * Registration (Event Ticket Expenses * Total Expenses * Total - Council C

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 Less: BMO MasterCard Less: Expenses Paid	\$ -\$ \$	163.45 93.45
Net to be paid to Councillor Joly	\$	70.00





lame: Councillor Joly

Date Submitted 10/05/22 Month April Year 2022

Authorizations & Approvals		Councillor Joly	April	2022
Preparer If claim form was prepared by an individual other than the Council Member, sign and date below. This expense data from was prepared in accordance with all information provided by the Council Member at the the second s	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 was completed by another individual. All applicable receipts have been attached. Natalie Joly (Jun 21, 2072 16:57 MDT) Council Member's Signature	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		
Accounts Payable I have reviewed this claim for mathematical accuracy and documentation support. Yukiko Shionoya (3un 22, 2022 09:52 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. Anne Victoor (Jun 22, 2022 10:29 MDT) Chief Financial Officer Signature.				
Chief Financial Officer Signature Chief Administrative Officer (City Manager) I have reviewed this claim and am satisfied that the expenses listed and the information and documentation provided by the company of th	Date (DD/MM/YY) ded 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\4 - April\Joly\(Cilr Joly Council Expense Claim Form - MASTER Revised November 2021,xlsm)Claim Form



Select From List Do not enter in "Grey" cells

Name: Councillor Joly

Date Submitted 15/06/22

Month May Yea

2022

General Council F	Related Business			0 18/	Mileage Claim km's	0 1 4 5 1 14	al: (l p :	O W	Mileage Claim	Mileage	Other				Registration /Event Ticket	0					
		In-Region Mileage Cl	laim based on Chart	One Way /Return	(From Chart)	Out-of-Region Mileag specific	e Claim (or In-Region, mileage)	/Return	Specific	0,505/km	& Parking *	Accommodations *	Airfare*	Meals *	*	Expenses *	Total		GL	. Coding	
Date (DD/MM/YY)	Nature of Event/Meeting		То					CAT7_		122					1222	1222		ACCT		CAT 2 Project CA	\T4
13/05/22	EMRB Welcome to the Region event					St. Albert	Morinville	Return	42.40	21.4							21.41	6140	1010	516108	
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Sub-Total \$ 21.41

Professional De	evelopment	In-Region Mileage C		One Way		ge Claim (or In-Region, mileage)	One Way	Mileage Claim- Specific	Amount @	Other Transportation & Parking *	Accommodations *	Airfare*		or Course Registration /Event Ticket	General Expenses *	Total		GL Coding
Date (DD/MM/Y)	Y) Nature of Event/Meeting	From	То		From	То	CAT7_		1221	1221	1222	1226	1227	1225	1224		ACCT	CAT 2 Cost Ctr Project CAT4
31/05/	22 Prosci Practitioner Tuition								_					4,173.75		4,173.75	6100	1010 516108 A5 Career Developme
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Sub-Total

\$ 4,173.75



Select From List Do not enter in "Grey" cells

Name: Councillor Joly

Date Submitted 15/06/22

Month May Year

2022

AUMA or FCM C	onvention or Board Expenses	In-Region Mileage Cl	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*		or Course Registration /Event Ticket	General Expenses *	Total		GL Codi		
Date (DD/MM/YY	Nature of Event/Meeting	From	То			From	То	CAT7_		1221	1221	1222	1226	1227	1225	1224		ACCT	Cost Ctr Pro	AT 2 oject CAT4	
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Sub-Total \$

Office of the May	or (Official Events & Duties)	In-Region Mileage CI	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	Amount @	Other Transportation & Parking *	Accommodations *	Airfare*		Registration /Event Ticket *	General Expenses *	Total		GL Coo	ding	
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1220	1220	1225	1226	1221	1222	1222	:	ACCT	Cost Ctr CA	T3 CAT4	
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Sub-Total \$ -



Select From List Do not enter in "Grey" cells

Name:	Councillor	Jc

Date Submitted 15/06/22 Month May Year 2022

Operating Suppli	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 Co	CAT 2 st Ctr Projec		Expense Type	
17/05/22	Home Internet - Telus	70.00	6404 10	0 516108	N/A	Mobile De	evice Charg
27/05/22	Mobile Device - Telus	9.46	10	0 516108	N/A	Mobile De	evice Charg

Sub-Total \$ 79.46

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



Do not enter in "Grey" cells

Councillor Joly 15/06/22 Name: Date Submitted

Transportation	Accommodations *	Airfare*	Meals *	/Event Ticket	General Expenses *	Total
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		Transportation & Parking * Accommodations *	Transportation & Parking* Accommodations * Airfare*	Transportation 8 Parking* Accommodations Airfare* Meals*	Transportation & Accommodations & Airfare* Meals & Event Ticket Parking* Accommodations & Airfare* Meals & Event Ticket Acc	Transportation & Parking * Accommodations * Airfare* Meals * * * * * * * * * * * * * * * * * * *

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	\$ 4,274.62
Less: BMO MasterCard	\$ -
Less: Expenses Paid	\$ -
Net to be paid to Councillor Joly	\$ 4,274.62

Sub-Total



15/06/22

Date Submitted

Select
From List

Do not enter in "Grey" cells

Name:

Councillor Joly

Authorizations & Approvals 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 Signalure Date (DD/MM/YY)	Councillor Joly	May
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.		
his expense claim form was prepared in accordance with all information provided by the Council Member at the time of submission.		
DHIANG CED		
Preparer's Signalure Date (DD/MMYY)		
heparer's Signalure Date (DD/MMYYY)		
repairs orginalitie Dumin 11)		
ouncil Member		l
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	for the details of the claim even if the form	
as completed by another individual. All applicable receipts have been attached.		
Natalie Joly		
Tatalis Joly (Jun 15, 207) 17:35 MOT)		
council Member's Signature Date (DD/MM/YY)		
Accounts Payable		
have reviewed this claim for mathematical accuracy and documentation support.		
Yukiko Shionoya		
Yukiko Shionoya (Jun 16, 2022 10:37 MDT)		
Accounts Payable Personnel Signature Date (DD/MM/YY)		
Chief Financial Officer		
Q-Vie-		
@_Vie_		
Anne Victoor (Inn 16, 2022 11:54 MDT)		
Anne Victoor (4 in 16, 2022 11:54 MDT)		
Anne Victoor (Inn 16, 2022 11:54 MDT)		
Anne Victoor (4 in 16, 2022 11:54 MDT)		
Anne Victoor (Jun 16, 2022 11:54 MDT)		
Anne Victoor (Jun 16, 2022 11:54 MDT) Chief Financial Officer Signature Date (DD/MM/YY) Chief Administrative Officer (City Manager)		
Anne Victoor (Jun 16, 2022 11:54 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		
Anne Victoor (4 in 16, 2022 11:54 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		
Anne Victoer (Jun 16, 2022 11:54 MDT) Chief Financial Officer Signature Date (DD/MMYY)		

P:\Mayor's Office\Expenses - F00\2022\id{1}5 - May\Uoly\(Clir Joly Council Expense Claim Form - MASTER Revised November 2021.xlsm)\(Claim Form - Master Revised November 2021.xlsm)\(Cla



Select From List Do not enter in "Grey" cells

Name:	Co

ouncillor Joly

Date Submitted

Month

05/07/22

2022

					Mileage				Miloogo				1						
					Mileage Claim km's				Mileage Claim	Mileage	Other				Registration				
General Council R	Related Business			One Way	(From	Out-of-Region Mileag	e Claim (or In-Region	One Way	km's-	Amount @	Transportation &				Registration /Event Ticket	General			
		In-Region Mileage Cl	aim based on Chart	/Return	Chart)	Out-of-Region Mileag specific	mileage)	/Return	Specific	0.505/km	Parking *	Accommodations *	Airfare*	Meals *	*	Expenses *	Total	GI	Coding
									•						•		•		CAT 2
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1220	1220	1225	1226	1221	1222	1222		ACCT Cost Ctr	Project CAT4
16/06/22	ABMunis Summer Municipal Leaders Caucus	St. Albert	Strathcona (County) Return	66.00					33.33							33.33	6140 1010	516108
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															Sub-Total		\$ 33.33		
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Professional De	velopment	In-Region Mileage Cl	laim based on Chart	One Wa	Mileage ny Claim (From Chart)	Out-of-Region Mileac	ge 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 CAT 2
Date (DD/MM/YY	Nature of Event/Meeting	From	То		·	From		CAT7_		1221			1226	1227			·	CAT 2 ACCT Cost Ctr Project CAT4
																	-	-
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Sub-Total



Select From List Do not enter in "Grey" cells

Name: C

Councillor Joly

Date Submitted

Month

05/07/22

e Year

2022

AUMA or FCM Co	onvention or Board Expenses	In-Region Mileage CI	laim based on Chart	One Way	Mileage Claim (From Chart)	Out-of-Region Mileac	ge 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	То	CAT7_		122	1 1221	122	1226	1227	1225	1224		ACCT	CAT 2 Cost Ctr Project (CAT4
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Sub-Total \$ -

Office of the May	or (Official Events & Duties)	In-Region Mileage C		One Way	Out-of-Region Mileag	ge Claim (or In-Region, mileage)	One Way /Return	Mileage Claim- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*		Registration /Event Ticket Gene * Exper	ral nses * Total		GL Coding
Date (DD/MM/YY)	Nature of Event/Meeting	From	То		From	То	CAT7_		1220	1220	1225	5 1226	1221	1222	1222	ACCT	Cost Ctr CAT3 CAT4
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Sub-Total \$ -



Select From List Do not enter in "Grey" cells

lame:	Councillor Joly

Date Submitted 05/07/22 Month June Year 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 C	CAT 2 tr Project CAT7	Expense Type	
	Home Internet - Telus		55.00			Mobile Device Cha	narge
27/06/22	Mobile Device - Telus		70,00	1010	516108 N/A	Mobile Device Cha	narge

Sub-Total \$ 125.00

BMO MasterCard E	Expenses	Other Transportation & Parking *	Accommodations *	Airfare*	Mea l s *	Registration /Event Ticket *	General Expenses *	Tota l
Date (DD/MM/YY)								
02/06/22	St. Albert Chamber of Commerce - Chamber Luncheon season ticket					178.00		178.00
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Sub-Total \$ 178.00

SE	Council Member Monthly E.	xpense Claim	Form				Select From List Do not enter in "Grey" cells			
Name:	Councillor Joly	Date Submitted	05/07/22	2	Month	June	Year	2022		
Expenses Paid Di	rectly by the City (eg. Petty Cash)	Other Transportation Parking *	& Accommodations *	Airfare*	Mea l s *	Registration /Event Ticket	General Expenses *	Tota l		
Date (DD/MM/YY)										
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	icy C-CC-03 Council Remuneration and Expense Reimbursement for detailed provisions of allowable expenses**	·				Sub-Total		\$ -	<u>.</u>	
	must be provided for all expenses. Credit Card slips are NOT an acceptable form of receipt. ay be claimed without a receipt up to \$15. Clearly indicate (Meter) in the nature of event/meeting section.			Grand T	otal Exp	enses			\$	336.33
3. A standard miles	ge chart is available for use. All kilometers are based on St. Albert Place (SAP) as the base location			Less: B	MO Mas				-\$	178.00
4. For meal expens	es, 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 re	ceipt.		Directly					\$	-

Net to be paid to: Councillor Joly

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



From List
Do not enter in "Grey" cells

Name:	Councillor Joly

Authorizations & Approvals		Councillor Joly	April	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.			- 1
BURRIER				
Preparer's Signature	Date (DD/MM/YY)			- 1
				- 1
Council Member			1	- 1
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	e claim even if the form		- 1
was completed by another individual. All applicable receipts have been attached.				- 1
Natalie Joly (Jun 21, 20/2 16-57 MDT)				- 1
Council Manchada Cinnatura	Date (PDANIAN)			- 1
Council Member's Signature	Date (DD/MM/YY)			- 1
Accounts Payable			ĺ	
I have reviewed this claim for mathematical accuracy and documentation support.				- 1
Yukiko Shionoya				- 1
Yukiko Shionaya (Jun 22, 2022 09:52 MDT)				- 1
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 provi	ded are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement			- 1
a vie				- 1
Anne Victoor (Jun 22, 2022 10:29 NDT)				- 1
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 provi	ded are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement			
KU	, , , , , , , , , , , , , , , , , , , ,			
Kerry Hilts (Jun 22, 2022 11:19 MDT)				
City Manager Signature	Date (DD/MM/YY)			
			ı	- 1
	50.5 (27.797130)			9.0

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