



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted30/05/22

MonthApril

Year2022

General Council Related Business		In-Region Mileage Claim based on Chart		One Way /Return	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 (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1220	1220	1225	1226	1221	1222	1222		ACCT	Cost Ctr	CAT 2 Project	CAT4
05/04/22	CAO Hiring					St. Albert	Edmonton	Return	29.38	14.84	6.50						21.34	6140	1010	516112	A10 General Council Busiess
07/04/22	CAO Hiring					St. Albert	Edmonton	Return	29.38	14.84							14.84	6140	1010	516112	A10 General Council Busiess
14/04/22	EMRB					St. Albert	Edmonton	One Way	49.50	25.00							25.00	6140	1010	516112	A10 General Council Busiess
21/04/22	UDI Luncheon					St. Albert	Edmonton	Return	59.60	30.10							30.10	6140	1010	516112	A10 General Council Busiess
22/04/22	EMRB					St. Albert	Fort Saskatchewan	Return	75.00	37.88							37.88	6140	1010	516112	A10 General Council Busiess
25/04/22	Meeting with President Audrey Poitras Metis Nation					St. Albert	Edmonton	Return	24.40	12.32							12.32	6140	1010	516112	A10 General Council Busiess
26/04/22	A Conversation with Minister of Natural Resources, Hon. Jonathan Wilkinson					St. Albert	Edmonton	Return	35.40	17.88	10.34						28.22	6140	1010	516112	A10 General Council Busiess
30/04/22	Edmonton Chamber Ball					St. Albert	Edmonton	Return	42.20	21.31	8.00						29.31	6140	1010	516112	A10 General Council Busiess
										-							-				
										-							-				
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										-							-				

Sub-Total

\$ 198.99

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 (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1221	1221	1222	1226	1227	1225	1224		ACCT	Cost Ctr	CAT 2 Project	CAT4
										-							-				
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										-							-				

Sub-Total

\$ -



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted30/05/22

MonthApril

Year2022

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	CAT 2 Project	CAT4
										-							-			A8	AUMA
										-							-			A8	AUMA
										-							-			A8	AUMA
										-							-			A8	AUMA
										-							-			A8	AUMA
										-							-			A8	AUMA
										-							-			A8	AUMA
										-							-			A8	AUMA

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
										-							-				
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										-							-				
										-							-				
										-							-				

Sub-Total

\$-



Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted30/05/22

MonthApril

Year2022

Operating Supplies/Telephone/Internet/Sponsorships		Total	GL Coding				
Mobile Device (Max \$55/Month) Home Internet (Max \$70/Month), Sponsorship (Max \$1,000/Year see policy C-CC-21 Council Sponsorship)			ACCT	Cost Ctr	CAT 2 Project	CAT7	Expense Type
01/04/22	Home Internet - Shaw (Mayor to charge one third the allotted maximum)	23.33		6404 1010	516112	N/A	Mobile Device Charge
21/04/22	Mobile Device - Telus	18.33		1010	516112	N/A	Mobile Device Charge

Sub-Total\$ 41.66

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
05/04/22	Parking CAO Interviews	28.00						28.00
05/04/22	Lunch after CAO Interview - Clirs Killick & MacKay				80.84			80.84
06/04/22	UDI Luncheon - Mayor & Downtown Business guests					665.07		665.07
07/04/22	Parking CAO Interviews	24.00						24.00
12/04/22	NABI Dinner w/Council				522.88			522.88
22/04/22	Edmotnon Chamber Luncheon					93.45		93.45
22/04/22	CAO Hiring Dinner				348.85			348.85
23/04/22	CAO Hiring Lunch				244.70			244.70
								-

Sub-Total\$ 2,007.79



Council Member Monthly Expense Claim Form

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Name: Mayor Heron

Date Submitted30/05/22

MonthApril

Year2022

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)								
								-
								-
								-
								-
								-
								-
								-

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

Sub-Total\$ -

Grand Total Expenses	\$ 2,248.44
Less: BMO MasterCard	-\$ 2,007.79
Less: Expenses Paid	\$ -
Net to be paid to: Mayor Heron	\$ 240.65



Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted30/05/22

MonthApril

Year2022

Authorizations & Approvals


Mayor Heron

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.




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 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.



Cathy Heron (Jun 1, 2022 12:09 MDT)

Council Member's Signature

Date (DD/MM/YY)

Accounts Payable

I have reviewed this claim for mathematical accuracy and documentation support.




L. Lavallee (Jun 1, 2022 13:13 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 are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement




Anne Victoor (Jun 1, 2022 15:39 MDT)

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 provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement



Kerry Hills (Jun 1, 2022 16:07 MDT)

City Manager Signature

Date (DD/MM/YY)





Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted 17/06/22 Month May 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	CAT 2 Project	CAT4
31/05/22	Transportation FCM (Uber)									-	15,17					15,17	6100	1010	516112		
31/05/22	Transportation FCM (Uber)									-	9,74					9,74	6100	1010	516112		
										-						-					
										-						-					
										-						-					
										-						-					

Sub-Total \$ 24,91

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
										-							-				
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										-							-				
										-							-				
										-							-				
										-							-				

Sub-Total \$ -



### Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted 17/06/22

Month May 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 Type
Date (DD/MM/YY)	Detailed Description			ACCT	Cost Ctr	CAT 2 Project	CAT7		
01/05/22	Home Internet - Shaw (Mayor to charge one third the allotted maximum)		23,33		6404 1010	516112	N/A		Mobile Device Charge
21/05/22	Mobile Device - Telus		18,33		1010	516112	N/A		Mobile Device Charge

Sub-Total \$ 41,66

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
03/05/22	Business@Lunch Tickets					80,00		80,00
10/05/22	Sturgeon County Mayor's Golf Tournament					367,50		367,50
19/05/22	Vancouver Flight			403,44				403,44
22/05/22	FCM Accommodations		503,05					503,05
17/05/22	Mayor's Luncheon Parking	40,00						40,00
27/05/22	MCMC Taxi	34,65						34,65
30/05/22	Baggage - FCM	31,50						31,50
31/05/22	FCM Taxi	20,00						20,00
31/05/22	Dinner - FCM				74,66			74,66

Sub-Total \$ 1,554,80





# Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted 17/06/22 Month May 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)											
											-
											-
											-
											-
											-
											-
											-

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	\$ 2,040.55
Less: BMO MasterCard	-\$ 1,554.80
Less: Expenses Paid	\$ -
Net to be paid to Mayor Heron	\$ 485.75



## Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted 17/06/22

Month May Year

2022

### Authorizations & Approvals

Mayor Heron

May

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 \_\_\_\_\_ 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.

Council Member's Signature \_\_\_\_\_ Date (DD/MM/YY) \_\_\_\_\_

#### Accounts Payable

I have reviewed this claim for mathematical accuracy and documentation support.

Danielle Parsons  
Danielle Parsons (Jun 30, 2022 08:33 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 are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

Anne Victoor (Jun 30, 2022 08:47 MDT)

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 provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

City Manager Signature \_\_\_\_\_ Date (DD/MM/YY) \_\_\_\_\_





Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted18/07/22

MonthJune

Year2022

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	CAT 2 Project	CAT4
01/06/22	FCM									-	131.76			73.31			205.07	6100	1010	516112	
										-							-				
										-							-				
										-							-				
										-							-				

Sub-Total\$ 205.07

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\$ -



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted18/07/22

MonthJune

Year2022

Operating Supplies/Telephone/Internet/Sponsorships		Total	GL Coding			
			ACCT	Cost Ctr	CAT 2 Project CAT7	Expense Type
	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					
01/06/22	Home Internet - Shaw (Mayor to charge one third the allotted maximum)	23.33		6404 1010	516112 N/A	Mobile Device Charge
21/06/22	Mobile Device - Telus	18.33		1010	516112 N/A	Mobile Device Charge

Sub-Total\$ 41.66

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
02/06/22	FCM - Taxi	12.60						12.60
03/06/22	FCM - Dinner				91.62			91.62
05/06/22	FCM - Baggage			42.00				42.00
10/06/22	MCMC Stampede		1,420.56					1,420.56
02/06/22	Chamber Season Pass					178.08		178.08
								-
								-
								-
								-

Sub-Total\$ 1,744.86



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted18/07/22

MonthJune

Year2022

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)								
								-
								-
								-
								-
								-
								-
								-

- 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

Sub-Total\$ -

Grand Total Expenses	\$	2,036.54
Less: BMO MasterCard Directly	-\$	1,744.86
Net to be paid to: Mayor Heron	\$	291.68



## Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted 18/07/22

Month June Year

2022

### Authorizations & Approvals

Mayor Heron

June

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

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.

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

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

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 provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

City Manager Signature

Date (DD/MM/YY)