

Select From List Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted

Month

17/08/22

2022

General Council F	Related Business	In-Region Mileage Cla	aim hased on Chart	Way	Mileage Claim km's (From Chart)	Out-of-Region Mileag	e Claim (or In-Region,	One Way	Mileage Claim km's-	Mileage Amount @	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket	General Expenses *	Total		G	L Coding	
Date (DD/MM/YY)	Nature of Event/Meeting	From	То					CAT7_	1-7	122		•						ACCT		CAT 2 Project CA	AT4
26/07/22	Surrey Meetings	St. Albert	EIA	Return	104.00					52.52	30.50	294.64		44.13			421.79	6140	1010	516104	
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Sub-Total \$ 421.79

	Professional Deve	·	In-Region Mileage C	laim based on Chart	Way	Mileage Claim (From Chart)	Out-of-Region Mileag	ge Claim (or In-Region,		Mileage Claim- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*		Conference or Course Registration /Event Ticket *	General Expenses * Total	I		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	CAT4
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Sub-Total

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Select From List Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted 17/08/22

luly Year

Month

2022

AUMA or FCM Co	nvention or Board Expenses	In-Region Mileage Cl		One Way /Return	Mileage Claim (From Chart)		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 Cod	
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1221	1221	1222	1226	1227	1225	1224	1	ACCT	Cost Ctr Pro	AT 2 pject CAT4
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Sub-Total \$ -

Office of the May	or (Official Events & Duties)	In-Region Mileage (Daim based on Chart			ge Claim (or In-Region. : mileage)	One Way	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket	General Expenses *	Total		GL Codi	ng	
Date (DD/MM/YY)	Nature of Event/Meeting	From	То		From	То	CAT7_	1220	1220	1225	1226	1221	1222	1222		ACCT	Cost Ctr CAT	3 CAT4	
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Select From List Do not enter in "Grey" cells

Name:

Councillor Brodhead

Date Submitted

Month

17/08/22

Year

2022

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 Co	CAT 2 st Ctr Project		Expense Type	
18/07/22	2 Home Internet - Shaw		70.00	6404 10	0 516104	N/A	Mobile Device	ce Charge
25/07/22	2 Mobile Device - Bell		55.00	10	0 516104	N/A	Mobile Device	ce Charge

Sub-Total

\$ 125.00

BMO MasterCard	Expenses	Other Transportation & Parking *	Accommodations *	Airfare*	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)							
11/07/22	EMRB Golf Tournament				183.75		183.75
26/07/22	Pacific Car Rental - Surrey Meetings	186.62					186.62
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Sub-Total

\$ 370.37





Councillor Brodhead 17/08/22 Name: Date Submitted

Expenses Paid Dir	rectly 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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								_
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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	\$	917.16
Less: BMO MasterCard	-\$	370.37
Less: Expenses Paid	\$	-
Net to be paid to: Councillor Brodhead	\$	546.79

Sub-Total



Date Submitted

17/08/22



2022

Name: Councillor Brodhead

July 2022 Authorizations & Approvals Councillor Brodhead Preparer If claim form was prepared by an individual other than the Council Member, sign and date below

This expense pain form was prepared in accordance with all information provided by the Council Member at the time of submission. Date (DD/MM/YY) Council Member l certify that the expenditures claimed on this form were incurred while conducting business on behalf of the City of St. Albert. 1 understand that submitting a fraudulent claim is a very serious matter. 1 understand that 1 am solely responsible for the details of the claim even if the form was completed by another individual. All applicable receipts have been attached. Wes Brodhead Council Member's Signature Date (DD/MM/YY) Accounts Payable I have reviewed this claim for mathematical accuracy and documentation support. L. Lavalloo
L. Lavallee (Aug 18, 2022 07:57 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 provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement nne Victoor (Aug 18, 2022 09:00 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 MECC Date (DD/MM/YY) City Manager Signature

P:\Mayor's Office\Expenses - F00\2022\7 - July\Brodhead\[Clir Brodhead Council Expense Claim Form - July 2022.xlsm]Claim Form



Select From List Do not enter in "Grey" cells

Name:

Councillor Brodhead

Date Submitted

Month

16/09/22

ugust Year

2022

													_								
General Council R	elated Business	In-Region Mileage Cla		One Way	Mileage Claim km's (From Chart)	Out-of-Region Mileag	e Claim (or In-Region.	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 CAT 2	
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From		CAT7_		1220	1220	1225	1226	1221	1222	1222		ACCT	Cost Ctr	CAT 2 Project CAT	Γ4
25/08/22	EMRB Golf Tournament	St. Albert	Devon	Return	86.00					43.43							43.43	6140	1010	516104	
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										-					<u> </u>		- 40.40				

Sub-Total \$ 43.43

Professional D	evelopment	In-Region Mileage C		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileag	e Claim (or In-Region.			Other Transportation & Parking *	Accommodations *	Airfare*		Conference or Course Registration /Event Ticket *	General Expenses *	Total		GL	Coding CAT 2	
Date (DD/MM/Y	Nature of Event/Meeting	From	То		·	From		CAT7_	1221		1222	1226	1227			·	ACCT	Cost Ctr	CAT 2 Project CAT4	
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Select From List Do not enter in "Grey" cells

Name:

Councillor Brodhead

Date Submitted

Month

16/09/22

ugust Year

2022

AUMA or FCM Co	nvention or Board Expenses	In-Region Mileage Cl	aim based on Chart	One Way /Return	Mileage Claim (From Chart)		ne 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	ACCT	CAT 2 Cost Ctr Project CAT4	
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Sub-Total \$ -

Office of the Mayo	or (Official Events & Duties)	In-Region Mileage C		One 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 Ge * Exp	eneral	Total		GL Codi	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 CATS	3 CAT4
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Select From List Do not enter in "Grey" cells

Name:

Councillor Brodhead

Date Submitted

Month

16/09/22

t Year

2022

Operating Supplie	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		
D-4- (DD/MM/00)	Detailed Description			ACCT Cost C	CAT 2 r Project CAT7	Expense	_
Date (DD/MM/11)	Detailed Description			ACCI COSI C	Project CAT/	Type	
18/08/22	2 Home Internet		70.00	6404 1010	516104 N/A	Mobile De	evice Charge
25/08/22	2 Mobile Device		55.00	1010	516104 N/A	Mobile De	evice Charge

Sub-Total

\$ 125.00

BMO MasterCard E	Expenses	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket	General Expenses *	Total
Date (DD/MM/YY)								
23/08/22	ABMunis Convention Registration					787.50		787.50
30/08/22	CUTA Conference Registration & Airfare			807.00		1,341.47		2,148.47
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Sub-Total

\$ 2,935.97

St	Council Member Monthly Council Member Member Monthly Council Member Mem	y Expense Claim	Form				Select From List Do not enter in "Grey" cells		
Name:	Councillor Brodhead	Date Submitted	16/09/22		Month		Year	2022	
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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Older Breede						Sub-Total		\$ -	Ī
Detailed receipt Meter parking n	olicy C-CC-03 Council Remuneration and Expense Reimbursement for detailed provisions of allowable expenses** s must be provided for all expenses. Credit Card slips are NOT an acceptable form of receipt. nay be claimed without a receipt up to \$15. Clearly indicate (Meter) in the nature of event/meeting section. age chart is available for use. All kilometers are based on St. Albert Place (SAP) as the base location			Grand To					\$ 3,104.4 -\$ 2,935.9

Directly

Net to be paid to: Councillor Brodhead

\$ 168.43

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

7. Incomplete expense claims will not be processed

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)





Name: Councillor Brodhead

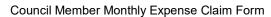
Date Submitted 16/09/22 Month

th August Year

2022

Authorizations & Approvals		Councillor Brodhead	August	2022
Preparer If claim form was prepared by an individual other than the Council Member, sign and date below. This expense daim form was prepared in accordance with all information provided by the Council Member at the tire.	me of submission.			
Preparer's Signature	Date (DD/MM/YY)			
Council Member				
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		
Wes Brodhead (Sep 16, 2022 15:31 MDT)				
Council Member's Signature	Date (DD/MMYY)			
Accounts Payable				
I have reviewed this claim for mathematical accuracy and documentation support. Lynda Lavallee Lynda Lavallee (Sep 16, 2022 15:35 MOT)				
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 provide @_Vi_	ed are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement			
Anne Victoor (Sep 19, 2022 13:06 MDT)				
Chief Financial Officer Signature	Date (DD/MMYY)			
Chief Administrative Officer (City Manager)				
I 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/MMYY)			

P:\Mayor's Office\Expenses - F00\2022\8 - August\Brodhead\(Clir Brodhead \Council Expense Claim Form - MASTER Revised November 2021.xlsm)\Claim Form





Select From List Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted 05/10/22 Month September Year 2022

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General Council F	telated Business	In-Region Mileage Cl		Way	Mileage Claim km's (From Chart)	Out-of-Region Mileag	e Claim (or In-Region, mileage)	One Way /Return	km's-	Amount @	Other Transportation & Parking *	Accommodations *	Airfare*		Registration /Event Ticket *	General Expenses *	Total		GL (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	CAT 2 Project CAT4	
28/09/22	Edmonton Global Forward/Slash Event		Edmonton- Downtown	Return	30.00					15.15							15.15	6140	1010	516104	
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Sub-Total \$ 15.15

Profess	onal Deve	elopment	In-Region Mileage Cla		One Way	Mileage Claim (From Chart)		e Claim (or In-Region,			Other Transportation & Parking *	Accommodations *	Airfare*	Conference or Course Registration /Event Ticket Meals *		Total		GL Coding	
Date (D	D/MM/YY)	Nature of Event/Meeting	From	То			From		CAT7_	1221		1222	1226	1227 1225	5 1224	1	ACCT	CAT 2 Cost Ctr Project CAT4	
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Sub-Total



Select From List

Do not enter in
"Grey" cells

Name:

Councillor Brodhead

Date Submitted 05/10/22 Month September Year 2022

AUMA or FC	Convention or Board Expenses	In-Region Mileage Cla	aim based on Chart	One Way	Mileage Claim (From Chart)	Out-of-Region Mileage	e Claim (or In-Region, mileage)				Other Transportation & Parking *	Accommodations *	Airfare*		Conference or Course Registration /Event Ticket G *	eneral xpenses *	Total		GL Cod		
Date (DD/MM	YY) Nature of Event/Meeting	From	То			From	То	CAT7_		1221	1221	1222	2 1226	1227	1225	1224		ACCT	Cost Ctr Pr	AT 2 oject CAT	Γ 4
23/	9/22 ABMunis Conference					St. Albert	Calgary	Return	584.00	294.92	150.00	346.91		25.00			816.83	6100	1010 516	6104 A8	AUMA
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Sub-Total \$ 816.83

Office of the May	or (Official Events & Duties)	In-Region Mileage C	laim based on Chart	One Way /Return	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 Cod	ling
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1220	1220	0 1225	1226	122	1 1222	1222	!	ACCT	Cost Ctr CAT	3 CAT4
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Select From List

Do not enter in
"Grey" cells

Name:

Councillor Brodhead

Date Submitted 05/10/22 Month September 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 r Project C		Expense Type	
18/09/22 Home Internet - Shaw	70.00	6404 1010	516104	N/A	Mobile Dev	vice Charge
25/09/22 Mobile Device - Bell	55.00	1010	516104	N/A	Mobile Dev	vice Charge

Sub-Total \$ 125.00

BMO MasterCard Expenses	Other Transportation & Parking *	Accommodations *	Airfare*	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MMYY)						
07/09/22 ABMunis Convention Accommodations Deposit		693.82				693.82
21/09/22 ABMunis Convention Reception Ticket				26.25		26.25
26/09/22 Chamber Luncheon Season Ticket				414.75		414.75
26/09/22 Business Excellence Week Rotary Breakfast Ticket				20.00		20.00
						-
						-
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						-
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Sub-Total \$ 1,154.82

- 0	/ City of
SFX	Ubert
06	Cultivate Life

Select From List Do not enter in "Grey" cells

Name:

Councillor Brodhead

Date Submitted 05/10/22

Exp	enses Paid Dir	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 \$ 2,111.80 Less: BMO MasterCard 1,154.82 Directly Net to be paid to: Councillor Brodhead \$ 956.98

Sub-Total



Date Submitted

05/10/22

Month

Select
From List

Do not
enter in
"Grey" cells

September

Year

2022

Name:

City Manager Signature

Councillor Brodhead

uthorizations & Approvals		Councillor Brodhead	September	2022
reparer claim form was prepared by an individual other than the Council Member, sign and date below nis expense Claim form was prepared in accordance with all information provided by the Council Member at the t	time of submission.			
reparer's Signature	Date (DD/MM/YY)			
ouncil Member Dertify that the expenditures claimed on this form were incurred while conducting business on behalf of the City of as completed by another individual. All applicable receipts have been attached. NES Brodnead Brodnead (Oct 5, 2022 18:03 MDT)	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	he claim even if the form		
ouncil Member's Signature	Date (DD/MM/YY)			
nave reviewed this claim for mathematical accuracy and documentation support. Lavalloe Lavallee (Oct 6, 2022 08:06 MDT)				
ccounts Payable Personnel Signature	Date (DD/MM/YY)			
hief Financial Officer				
nave reviewed this claim and am satisfied that the expenses listed and the information and documentation provided in Vieter and Victor (Oct 6, 2022 10:02 MDT)	ded are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement			
hief Financial Officer Signature	Date (DD/MM/YY)			
hief Administrative Officer (City Manager)				
nave 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			

Date (DD/MM/YY)

P:\Mayor's Office\Expenses - F00\2022\9 - September\Brodhead\[Clir Brodhead Council Expense Claim Form - MASTER Revised November 2021.xlsm]Claim Form