

Select From List

Do not
enter in
"Grey" cells

Name: Councillor Hughes

Date Submitted 16/09/22

Month July Year

2022

General Council	Related Business	In-Region Mileage Cla	aim based on Chart	One Way /Return	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 CAT:	
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	t CAT4
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Sub-Total \$ -

Professional Dev	elopment	In-Region Mileage Cl	aim based on Chart	One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage specific	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 *	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 Cost Ctr Project CAT4
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Sub-Total \$



Select From List Do not enter in "Grey" cells

Name: Councillor Hughes

Date Submitted

Month

16/09/22

Year

2022

AUMA or FCM Co	nvention or Board Expenses	In-Region Mileage Cl		One Way /Return	Out-of-Region Mileage	e Claim (or In-Region, mileage)	One Way	Claim-	Amount @	Other Transportation & Parking *	Accommodations *	Airfare*			General Expenses *	Total	GL Coding	
Date (DD/MM/YY)	Nature of Event/Meeting	From	То		From	То	CAT7_		1221	1221	1222	1226	1227	1225	5 1224		ACCT Cost Ctr Proje	2 ct CAT4
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Sub-Total \$

	Office of the Mayo	or (Official Events & Duties)	In-Region Mileage (Claim based on Chart	One Way /Return	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*			General Expenses *	Total		GL Codin	g	
	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

Name:

Councillor Hughes

Date Submitted

16/09/22 Month

uly 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 Cost	CAT 2 Ctr Project (Expense Type	
03/07/22	Home Internet (Shaw)		70.00	6404 1010	516106	N/A	Mobile Dev	vice Charge
13/07/22	Mobile Device (Virgin Mobile)		48.25	1010	516106	N/A	Mobile Dev	vice Charge

Sub-Total

\$ 118.25

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

\$ -





Councillor Hughes 16/09/22 Name: Date Submitted

Expenses Paid Di	Other Transportation & Parking *	Accommodations *	Airfare*	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	\$ 118.25
Less: BMO MasterCard	\$ -
Less: Expenses Paid	\$ -
Net to be paid to: Councillor Hughes	\$ 118.25



Date Submitted

16/09/22

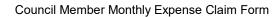
Select From List Do not enter in "Grey" cells

2022

Name: Councillor Hughes

Councillor Hughes July 2022 Authorizations & Approvals Preparer If claim form was prepared by an individual other than the Council Member, sign and date below
This expensed sim 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. 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 have reviewed this claim for mathematical accuracy and documentation support. L. Lavalloo Accounts Payable Personnel Signature Date (DD/MM/YY) Chief Financial Officer nave, 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 (Sep 19, 2022 13:09 MDT) Chief Financial Officer Signature Date (DD/MM/YY) Chief Administrative Officer (City Manager) e 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 Date (DD/MM/YY) City Manager Signature

P:\Mayor's Office\Expenses - F00\2022\7 - July\Hughes\[Clir Hughes Council Expense Claim Form - MASTER Revised November 2021.xlsm]Claim Form





Select From List Do not enter in "Grey" cells

Name: Councillor Hughes

Date Submitted 16/09/22 Month August Year 2022

General Council Related Business	In-Region Mileage Cl	aim based on Chart	One Way /Return	Mileage Claim km's (From Chart)	Out-of-Region Milea	ge Claim (or In-Region, c 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	1
Date (DD/MM/YY) Nature of Event/Meeting	From	То			From	То	CAT7_		1220	1220	1225	1226	1221	1222	2 1222	!	ACCT	CAT Cost Ctr Proje	2 ect CAT4
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Professional Dev	relopment	In-Region Mileage Cl	aim based on Chart	One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileag	e Claim (or In-Region,	One Way	Claim-	Amount @	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *		General Expenses *	Total		GL Coding
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1221	1221	1 1222	1226	1227	7 1225	5 1224		ACCT	CAT 2 Cost Ctr Project CAT4
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Sub-Total



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Do not
enter in
"Grey" cells

Name:

Councillor Hughes

Date Submitted 16/09/22 Month August Year 2022

AUMA or FCM Cor	evention or Board Expenses	In-Region Mileage Cla		One Way	Mileage Claim (From Chart)	Out-of-Region Mileage	e Claim (or In-Region, mileage)	One Way	Claim-	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*			General Expenses *	Total		GL Codir	g	
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		122	I 1221	1222	1226	1227	122	5 1224	ı	ACCT	CAT Cost Ctr Proj		
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Sub-Total \$

Office of the Mayor (Official Events & Duties)	In-Region Mileage Cl	aim based on Chart	One Way /Return		ge Claim (or In-Region,	One Way	Claim-	Amount @	Other Transportation & Parking *	Accommodations *	Airfare*			General Expenses * Total	ı		GL Coding	g
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

Name:

Councillor Hughes

Date Submitted

16/09/22

Month

August 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		SL Coding		
Date (DD/MM/YY) Detailed Description			ACCT Cost C	CAT 2 tr Project CAT7	Expens Type	se
13/08/22 Mobile Device (Virgin Mobile)		48.25	6404 1010	516106 N	A Mobile	Device Charge
03/08/22 Home Internet (Shaw)		70.00	1010	516106 N	A Mobile	Device Charge

Sub-Total \$ 118.25

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

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Select From List Do not enter in "Grey" cells

Name:

Councillor Hughes

16/09/22 2022 Date Submitted Month August Year

Expenses Paid Dir	ectly by the City (eg. Petty Cash)	Other Transportation & Parking *	Accommodations *	Airfare*		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 Less: Expenses Paid Net to be paid to Councillor Hughes 118.25



Name:

Councillor Hughes

Council Member Monthly Expense Claim Form

Select From List Do not enter in "Grey" cells

Date Submitted

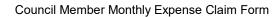
16/09/22

August Year

Month

2022

Authorizations & Approvals		Councillor Hughes	August	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	e 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 was completed by another individual. All applicable receipts have been attached. Sheena Huanes	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 cla	aim even if the form		
Sheena Hughes (Sep 16, 2022 21:45 MDT) Council Member's Signature	Date (DD/MM/YY)			
Accounts Payable I have reviewed this claim for mathematical accuracy and documentation support. **County Payable** **Count				
Lynda Lavallee (Sep 19, 2022 14:12 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 pro-	vided 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 william Fletcher (Oct 6, 2022 17:12 MDT)	vided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement			
City Manager Signature	Date (DD/MM/YY)			





Select From List Do not enter in "Grey" cells

Councillor Hughes Name:

2022 Date Submitted 11/10/22 Month September Year

eneral Council Related Business	In-Region Mileage C	laim based on Chart	One Way /Return	Mileage Claim km's (From Chart)	Out-of-Region Milead	ge Claim (or In-Region, c mileage)	One Way /Return	Mileage Claim km's- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *		General Expenses *	Total		GL Codir	ng
ate (DD/MM/YY) Nature of Event/Meeting	From	То			From	То	CAT7_		1220	1220	1225	1226	1221	1222	1222		ACCT	CA ⁻ Cost Ctr Pro	i 2 ject CAT4
29/09/22 UDI Luncheon	St. Albert	Edmonton-South	Return	72.00					36.36							36.36	6140	1010 516	
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Professional Dev	velopment	In-Region Mileage C	laim 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*	Meals *		General Expenses *	Total	GL Coding
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1221	1221	1222	1226	1227	1225	5 1224		CAT 2 ACCT Cost Ctr Project CAT4
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Sub-Total



Select
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enter in
"Grey" cells

Name:

Councillor Hughes

Date Submitted

Month

11/10/22

September Year

2022

AUMA or FCM Cor	nvention or Board Expenses	In-Region Mileage Cla	aim based on Chart	One Way	Out-of-Region Mileag	e Claim (or In-Region, mileage)	One Way	Claim-	Amount @	Other Transportation & Parking *	Accommodations *	Airfare*			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

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Office of the Mayo	or (Official Events & Duties)	In-Region Mileage Cl	aim based on Chart	One Way	Out-of-Region Mileago	e Claim (or In-Region, mileage)	One Way	Claim-		Other Transportation & Parking *	Accommodations *	Airfare*			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

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Select From List Do not enter in "Grey" cells

Name:

Councillor Hughes

Date Submitted

11/10/22

Month

September Year

2022

Operating Suppli	And the 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 ACCT Cost Ctr Project	CAT7	Expense Type
13/09/22	Mobile Device - Virgin Mobile	48.25	6404 1010 516106	N/A	Mobile Device Charg
03/09/22	Home Internet - Shaw	70.00	1010 516106	N/A	Mobile Device Charg

Sub-Total \$ 118.25

BMO MasterCard Expenses	Other Transportation & Parking *	Accommodations *	Airfare*	Registration /Event Ticket *	General Expenses * Total
Date (DD/MM/YY)					
07/09/22 State of the City Ticket				65.00	65.00
14/09/22 UDI Luncheon Ticket				67.16	67.16
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Sub-Total

\$ 132.16

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SPX	Ubert
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Select From List Do not enter in "Grey" cells

Name:

Councillor Hughes

11/10/22 2022 Date Submitted Month September Year

Expenses Paid Di	rectly by the City (eg. Petty Cash)	Other Transportation & Parking *	Accommodations *	Airfare*	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 286.77 Less: BMO MasterCard 132.16 -\$ Less: Expenses Paid Net to be paid to Councillor Hughes 154.61



Name:

Councillor Hughes

Council Member Monthly Expense Claim Form

Select From List Do not enter in "Grey" cells

Date Submitted 11/10/22

Month

September Year

2022

Authorizations & Approvals		Councillor Hughes	September	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	er 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 twas completed by another individual. All applicable receipts have been attached. Sheena Hughes Sheena Hughes (Oct 11, 2022 13:50 MDT)	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		
Council Member's Signature	Date (DD/MM/YY)			
Accounts Payable				
I have reviewed this claim for mathematical accuracy and documentation support.				
L. Lavallee (Oct 11, 2022 14:00 MDT)				
Accounts Payable Personnel Signature	Date (DD/MM/YY)			
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Chief Financial Officer				
symple finalger	on provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement			
Suzanne Findlay (Oct 11, 2022 14:08 MDT)				
Chief Financial Officer Signature	Date (DD/MM/YY)			
Chief Administrative Officer (City Manager)				
A CONTRACTOR OF THE PARTY OF TH	on provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement			
William Fletcher (Oct 11, 2022 14:18 MDT)				
City Manager Signature	Date (DD/MM/YY)			
			•	