

Select From List Do not enter in "Grey" cells

Name:

Councillor Brodhead

Date Submitted

Month

October

10/11/22

ear

2022

					Mileage				Mileage Claim												
General Council F	Related Business			One Way	Claim km's (From	Out-of-Region Mileag	o Claim /or In Bosion	One West	Claim	Mileage	Other Transportation				Registration /Event Ticket	Canaral					
		In-Region Mileage Cl	aim based on Chart	/Return	Chart)	specific	mileage)	/Return	Specific	0.505/km	& Parking *	Accommodations *	Airfare*	Meals *	*	Expenses *	Total		GL	Coding	
Date (DD/MM/VV)	Nature of Event/Meeting	From	То			From	То	CAT7_		1220	1220	) 1225	1226	1221	1222	1222		ACCT		CAT 2 Project CA	т.
Date (DD/MIM/TT)	Nature of Event/Weeting	From	10		1	From	10	CAT/_		1220	1224	1225	1220	1221	1222	1222	1	ACCI	Cost Ctr	Project CA	.14
26/10/22	CUTA Fall Conference					St. Albert	EIA	Return	102,00	51,51	169.47	1,600.55		112,15			1,933,68	6140	1010	516104	
28/10/22	Roseridge Facility Tour	St. Albert	Sturgeon (County)	Return	40.00					20.20							20.20	6140	1010	516104	
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Sub-Total \$ 1,953.88

Professional Dev		In-Region Mileage CI	aim based on Chart	Way	Mileage Claim (From Chart)	Out-of-Region Mileag	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 Coding
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From		CAT7_		1221		1222	1226	1227	1225	1224		ACCT Cost Ctr Project CAT4
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Sub-Total

\$ -

1 of 5



Select From List Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted

Month October

10/11/22

er 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, 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 Coding	
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1221	1221	1222	1226	1227	1225	1224		ACCT	CAT Cost Ctr Proje	
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Sub-Total

\$ -

\$ -

Office of the May	or (Official Events & Duties)	In-Region Mileage Cl	aim based on Chart	Way	Out-of-Region Mileag		One Way	Claim-	Amount @	Other Transportation & Parking *	Accommodations *	Airfare*		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		ACCT	Cost Ctr CAT3	CAT4
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Sub-Total

2 of 5



Select From List Do not enter in "Grey" cells

Name:

Councillor Brodhead

Date Submitted

Month

10/11/22

October 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 (	CAT 2 Ctr Project CAT7	Expense 7 Type	,
18/10/22	Home Internet - Shaw		70,00	6404 1010	516104 N/	'A Mobile D	Device Charge
25/10/22	Mobile Device - Bell		55.00	1010	516104 N/	'A Mobile D	Device Charge

Sub-Total

\$ 125.00

BMO MasterCard	Expenses	Other Transportation & Parking *	Accommodations *	Airfare*	Registration /Event Ticket *	General Expenses *	Tota <b>l</b>
Date (DD/MM/YY)							
27/10/22	LoSeCa Gala Ticket - DM				110.00		110.00
25/10/22	UDI Spirit Awards - DM				611.00		611.00
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Sub-Total

\$ 721.00





Councillor Brodhead 10/11/22 Name: Date Submitted

Expenses Paid Di	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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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	\$ -\$ \$	2,799.88 721.00
Net to be paid to Councillor Brodhead	\$	2,078.88

\$ -



Date Submitted

10/11/22



2022

Name: Councillor Brodhead

Councillor Brodhead 2022 Authorizations & Approvals October 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. Attanklet Date (DD/MM/YY) Preparer's Signature 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.
WES BYOUNEAU 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 (Nov 14, 2022 09:38 MST) Accounts Payable Personnel Signature Date (DD/MM/YY) Chief Financial Officer navoreviewed 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 (Nov 14, 2022 15:37 MST) 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\10- October\Brodhead\[Ollr Brodhead Council Expense Claim Form - October 2022.xism]Claim Form



Select From List Do not enter in "Grey" cells

Councillor Brodhead Name:

06/12/22 Month 2022 Date Submitted

ieneral Council R	celated 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	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
ate (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1220			1226	1221	1222	1222		ACCT Cost Ctr Project CAT4
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	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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Select From List Do not enter in "Grey" cells

Name:

Councillor Brodhead

06/12/22 Date Submitted

Month

2022

AUMA or FCM Co	nvention or Board Expenses	In-Region Mileage Cl		One Way /Return	Mileage Claim (From Chart)		ge Claim (or In-Region, mileage)	One Way	Claim-	Amount @	Other Transportation & Parking *	Accommodations *	Airfare*		Conference or Course Registration /Event Ticket *	General Expenses *	Total		GL Codin		
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1221	1221	1222	1226	1227	1225	1224	1	ACCT	CA* Cost Ctr Proj	T 2 ect CAT4	
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Sub-Total

Office of the May	or (Official Events & Duties)	In-Region Mileage Cl	aim based on Chart	One Way /Return		Out-of-Region Mileag	e Claim (or In-Region. mileage)			Other Transportation & Parking *	Accommodations *	Airfare*		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		ACCT	Cost Ctr	CAT3	CAT4
04/11/22	LoSeCa Foundation Gala - DM	St. Albert	Edmonton-North	Return	24.00				12.12							12.12	6140	1030	N/A	1123
			Edmonton-	Return	30.00				15.15	16.00						31.15	6140	1030	N/A	1123
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\$ 43.27 Sub-Total



Select From List Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted 06/12/22 Month November Year 2022

Operating Supplie	lies/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	GI	_ Coding		
Date (DD/MM/YY)	Detailed Description		ACCT Cost Ctr	CAT 2 Project CAT7	Expense Type	
18/11/22	2 Home Internet - Shaw	70.00	6404 1010	516104 N/A	Mobile Device C	Charge
25/11/22	2 Mobile Device - Bell Mobility	55.00	1010	516104 N/A	Mobile Device C	Charge

Sub-Total \$ 125.00

BMO MasterCard Expenses	Other Transportation & Parking *	Accommodations *	Airfare*	Registration /Event Ticket	General Expenses *	Total
Date (DD/MM/YY)						
09/11/22 Sturgeon Community Hospital Foundation Gala Registration - Prepay Jan 2023				600.00		600.00
						_
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						_

Sub-Total \$ 600.00



Councillor Brodhead

## Council Member Monthly Expense Claim Form



06/12/22

Date Submitted

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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Name:

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	\$	768.27
Less: BMO MasterCard	-\$	600.00
Less: Expenses Paid	\$	-
Net to be paid to: Councillor Brodhead	\$	168.27

\$ -





Name: Councillor Brodhead

06/12/22 Date Submitted

2022

Authorizations & Approvals	Councillo	or Brodhead	November	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 to  Preparer's Signature	Date (DD/MMYY)			
Council Member				
	f 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 i	if the form		
Council Member's Signature	Date (DD/MM/YY)			
Accounts Payable				
L. Lavallee (Dec 8, 2022 12:53 MST)				
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.	led are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement			
Anne Victoor (Dec 8, 2022 13:12 MST)				
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 by the control of the con	ted 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

2022

Name: Councillor Brodhead

Date Submitted 06/01/23 Month December Year

General Council I	Related Business	In-Region Mileage Cl	aim based on Chart	Way	Mileage Claim km's (From Chart)		ge 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	
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1220	1220	1225	1226	1221	1222	1222	!	ACCT	CAT 2 Cost Ctr Project	CAT4
12/12/22	ESC Volunteer Luncheon		Edmonton- Downtown	Return	30.00					15.15							15.15	6140	1010 516104	
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Sub-Total \$ 15.15

Professional De	velopment	In-Region Mileage Cl	aim based on Chart	One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileag	Mileage Claim (or In-Region, pecific mileage)		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/Y)	) Nature of Event/Meeting	From	То			From				1221			1226	1227	1225	1224		ACCT Cost Ctr Project CAT4
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Sub-Total \$ -



1221

1221

Select From List Do not enter in "Grey" cells

Name: Councillor Brodhead

AUMA or FCM Convention or Board Expenses

Date (DD/MM/YY) Nature of Event/Meeting

One Mileage
Way Claim (From
In-Region Mileage Claim based on Chart / (Return Chart)

Date Submitted 06/01/23 Month December Year

			Conference or Course Registration /Event Ticket	General					
Accommodations *	Airfare*	Meals *	*	Expenses *	Total		GL (	Coding	
								CAT 2	
1222	1226	1227	1225	1224		ACCT	Cost Ctr	Project CAT4	
					-				

Sub-Total \$ -

Office of the Mayor (Official Events & Duti		-Region Mileage Cla	im based on Chart	Way		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	Coding	
Date (DD/MM/YY) Nature of Event/Meeting	Fron	om	То			From	То	CAT7_		1220	1220	1225	1226	1221	1222	1222		ACCT	Cost Ctr	CAT3	CAT4
08/12/22 3rd Canadian Division H	loliday Reception St. A		Edmonton- Downtown	Return	30.00					15.15							15.15	6140	1030	N/A	1123
																		1			

Out-of-Region Mileage Claim (or In-Region, Specific mileage) | One Way | Mileage Claim Amount @ Transportation | Return | Specific mileage) | Return | Specific mileage | Mileage | Mileage | Mileage | Mileage | Mileage | Claim | Transportation | Return | Specific mileage) | Return |

CAT7\_

Sub-Total \$ 15.15



Select From List Do not enter in "Grey" cells

Name:

Councillor Brodhead

Date Submitted

06/01/23 Month

December 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 C	CAT st Ctr Proje		Expense Type	
18/12/22	2 Home Internet - Shaw		70.00	6404 10	10 51610	4 N/A	Mobile Device	ce Charge
25/12/22	2 Mobile Device - Bell		55.00	10	10 51610	4 N/A	Mobile Device	ce Charge

Sub-Total

\$ 125.00

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

\$ -





Name:	Councillor Brodhead	Date	te Submitted	06/01/23	Мо	December	Year	2022	

Expenses Paid Di	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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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	\$ 155.30
Less: BMO MasterCard	\$ -
Less: Expenses Paid	\$ -
Net to be paid to: Councillor Brodhead	\$ 155.30



Select From List Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted 06/01/23 Month December Year 202

Authorizations & Approvals	Councillor Brodhead	ad December 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 ti  Preparer's Signature	e time of submission.  Date (DD/MM/YY)	
Council Member  I certify that the expenditures claimed on this form were incurred while conducting business on behalf of the Ci was completed by anyther individual. All applicable receipts have been attached.  WEST BROWNEAU  Wes Brodhead (Jan 6, 2023 13:35 MST)	y 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/MMYY)	
Accounts Payable  I have reviewed this claim for mathematical accuracy and documentation support.  L. Lavallee (Jan 6, 2023 13:51 MST)  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 processes the low Suzanne Findlay (Jan 6, 2023 14:11 MST)	wided 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 pr  William Fletcher (Jan 6, 2023 14:56 MST)	wided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement	
City Manager Signature	Date (DD/MM/YY)	