

Select From List Do not enter in "Grey" cells

Name: Councillor Hughes Date Submitted

10/11/22

Month

October

2022

General Council	Related Business	In-Region Mileage CI	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	2 1222	!	ACCT	CAT Cost Ctr Proje	2 xt CAT4
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Professional Deve	elopment			One	Mileage	Out of Decision Miles	- Oleher (see In Deceler	0	Mileage	Mileage	Other				Registration /Event Ticket	0					
		In-Region Mileage Cl	aim based on Chart	Way /Return	Chart)	Out-of-Region Mileag specific	e Claim (or in-Region, mileage)	/Return	Specific	0,505/km	& Parking *	Accommodations *	Airfare*		*	Expenses *	Total		GL	Coding CAT 2	
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1221	1221	1222	1226	1227	1225	1224		ACCT	Cost Ctr	CAT 2 Project CAT4	
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\$ -Sub-Total

1 of 5



Select From List Do not enter in "Grey" cells

Name:

Councillor Hughes

10/11/22 Date Submitted

October Month

2022

AUMA or FCM Co	nvention or Board Expenses	In-Region Mileage Cl	aim based on Chart	One Way /Return	Mileage Claim (From Chart)		ue 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 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	T 2 ject CAT4	
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\$ -Sub-Total

Office of the May	or (Official Events & Duties)	In-Region Mileage Cl			Out-of-Region Milead	e Claim (or In-Region, 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	3
Date (DD/MM/YY)	Nature of Event/Meeting	From	То		From	То	CAT7_		1220	1220	1225	1226	1221	1222	1222	2	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

Month

10/11/22

October Year

2022

Operating Supplie	les/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 Codi			
Date (DD/MM/YY)	Detailed Description		ACCT	CA Cost Ctr Pro	AT 2 oject CAT7	Expens Type	3e
13/10/22	Mobile Device - Virgin Mobile	51,4	6404	010 516	106 N//	Mobile	Device Charge
03/10/22	Home Internet - Shaw	70.0)	010 516	106 N/	Mobile	Device Charge
20/10/22	2 Office Supplies - Costco	20.9	6502	010 516	106 N//	Office/	Operating Supp

Sub-Total

\$ 142.39

BMO MasterCard E	Expenses	Other Transportation & Parking *	Accommodations *	Airfare*	Mea l s *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
13/10/22	Housing Society Luncheon Ticket					51.29		51.29
								_
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Sub-Total

\$ 51.29





Councillor Hughes 10/11/22 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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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	\$	193.68
Less: BMO MasterCard	-\$	51,29
Less: Expenses Paid	\$	-
Net to be paid to Councillor Hughes	\$	142.39

\$ -

Sub-Total



Select From List Do not enter in "Grey" cells

Name: Councillor Hughes

Date Submitted 10/11/22 Month October Year 2022

Authorizations & Approvals		Councillor Hughes	October	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	me 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 City o	f St, Albert. I understand that submitting a fraudulent claim is a very serious matter. I understand that I am solely responsible for the det	ails of the claim even if the form		
was completed by another individual. All applicable receipts have been attached. Sheena Hughes Sheena Hughes (Nov 27, 2022 02:03 MST)				
Council Member's Signature	Date (DD/MM/YY)			
Accounts Payable I have reviewed this claim for mathematical accuracy and documentation support.				
L. Lavallee (Nov 14, 2022 09:39 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 the control of the contro	led are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement			
Anne Victoor (Nov 14, 2022 15:37 MST)				
Chief Financial Officer Signature	Date (DD/MM/YY)			
Child Administrative Office (Ch. Married				
Chief Administrative Officer (City Manager) 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			
William Fletcher (Nov 14, 2022 15:56 MST)				
City Manager Signature	Date (DD/MM/YY)			

P:\Mayor's Office\Expenses - F00\2022\10- October\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	Name:	Councillor Hughes
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Date Submitted Month December Year 2022

General Council	Related Business	In-Region Mileage Cl		Way	Mileage Claim km's (From Chart)	Out-of-Region Mileag	ge 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 2	
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
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Sub-Total \$ -

Professional Dev	·	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*		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	December	Year	2022	

AUMA or FCM Co	nvention or Board Expenses	In-Region Mileage CI	aim based on Chart	Way	Out-of-Region Mileag	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 122		1225 1224		1225 122			ACCT	CAT 2 Cost Ctr Project 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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\$ -Sub-Total



Select From List Do not enter in "Grey" cells

Name:

Councillor Hughes

Date Submitted	Month	December	Year	2022	

Operating Suppl	ilies/Telephone/Internet/Sponsorships Mobile Device (Max \$55/Month). Home Internet (Max \$70/Month). Sr	ponsorship (Max \$1,000/Year see policy C-CC-21 Council Sponsorship) Total		GL Coding		
				CAT 2	Expense	9
Date (DD/MM/YY	/) Detailed Description		ACCT Cost C	Ctr Project CAT7	Type	
03/12/2	Home Internet - Shaw	70.00	6404 1010	516106 N/	A Mobile D	Device Charge
13/12/2	12 Mobile Device - Virgin Mobile	55.00	1010	516106 N/	A Mobile D	Device Charge

Sub-Total \$ 125.00

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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	Cultivate Life



Name:	Councillor Hughes	Date	Submitted		fonth	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 125.00 Less: BMO MasterCard Less: Expenses Paid \$ 125.00 Net to be paid to: Councillor Hughes

Sub-Total



Select From List Do not enter in "Grey" cells

2022

Name:	Councillor Hughes	Date Submitted	Month	December	Year
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Authorizations & Approvals	Councillor Hughes	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	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 Council 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		
Council Member's Signature	Date (DD/MMYY)		
Accounts Payable I have reviewed this claim for mathematical accuracy and documentation support. L. Lavallee (Jan 4, 2023 08:14 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 purpose. Anne Victoor (Jan 4, 2023 10:38 MST)	rovided 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 p William Fletcher (Jan 4, 2023 10:44 MST)	rovided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement		
City Manager Signature	Date (DD/MM/YY)		
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P:\Mayor's Office\Expenses - F00\2022\12 - December\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

Month

06/12/22

November Year

2022

neral Council R	Related Business	In-Region Mileage Cl	aim based on Chart	One Way /Return	Mileage Claim km's (From Chart)	Out-of-Region Mileag specific	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	I
te (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1220	1220	1225	1226	1221	1222	1222		ACCT	CAT Cost Ctr Proje	2 ct CAT4
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Sub-Total

Professional Dev	•	Jn-Region Mileage Cl		Way	Mileage Claim (From Chart)	Out-of-Region Mileag			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_		1221	1221	1222	1226	1227	1225	1224		ACCT	CAT 2 Cost Ctr Project CAT	4
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Select From List Do not enter in "Grey" cells

Name:

Councillor Hughes

Date Submitted

Month

06/12/22

November Year

2022

AUMA or FCM Co	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	Mileage Claim- Specific	Mileage Amount @ 0.505/km	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_		122	1 1221	1222	1226	1227	1225	1224		ACCT	CA Cost Ctr Proj	F2 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	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*	Meals *	Registration /Event Ticket *	General Expenses *	Total		GL Codin	ıg	
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From		CAT7_		1220					1222	1222		ACCT	Cost Ctr CAT3	CAT4	
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Sub-Total \$ -



Select From List

Do not enter in
"Grey" cells

valle: Coulieller Hagnes	Name:	Councillor Hughes
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Date Submitted 06/12/22 Month November 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 Ctr	CAT 2 Project CAT	Exper 7 Type	
13/11/22	Mobile Device - Virgin Mobile	51.40		6404 1010	516106	/A Mobil	le Device Charge
03/11/22	Home Internet - Shaw	70.00		1010	516106	/A Mobil	le Device Charge

Sub-Total \$ 121.40

BMO MasterCard I	Expenses	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket	General Expenses *	Total
Date (DD/MM/YY)								
10/11/22	Jessica Martel Memorial Foundation Jessie's House Donation						250.00	250.00
10/11/22	St. Albert Housing Society Donation						250.00	250.00
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Sub-Total \$ 500.00

and the	// City of
ST	llbert

Select From List Do not "Grey" cells

ame:	Councillor Hughes

Date Submitted

06/12/22

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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<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	\$	621.40
Less: BMO MasterCard	-\$	500.00
Less: Expenses Paid	\$	-
Net to be paid to Councillor Hughes	\$	121.40

Sub-Total



Select From List Do not enter in "Grey" cells

Name: Councillor Hughes

Date Submitted 06/12/22 Month November Year 2022

Authorizations & Approvals	Councillor Hugh	hes 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 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 was completed by another individual. All applicable receipts have been attached. Sheena Hughes (Dec 8, 2022 13:45 MST)	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 fo	orm
Council Member's Signature	Date (DD/MM/YY)	
Accounts Payable I have reviewed this claim for mathematical accuracy and documentation support. Lynda Lavallee (Dec 6, 2022 13:49 MST)		
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 Anne Victor (Dec. 6, 2022 14446 MST)	provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement	
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 William Fletcher (Dec 6, 2022 16:55 MST)	provided 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\11 - November\Hughes\(Cllr Hughes Council Expense Claim Form	MASTER Revised November 2021.xlsm]Claim Form	