

Select From List Do not enter in "Grey" cells

2022

Name: Councillor MacKay

Date Submitted 03/11/22 Month October

eneral Council F	telated Business	In-Region Mileage C	laim based on Chart	One Way	Mileage Claim km's (From Chart)		ge Claim (or In-Region, mileage)		Amount @	Other Transportation & Parking *	Accommodations *	Airfare* I		Registration /Event Ticket	General Expenses *	Total		GI	L Coding
ate (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
07/10/22	EMRB Growth Plan	St. Albert	Edmonton- Kingsway	Return	26.00				13.13							13.13	6140	1010	516109
13/10/22	ERMB Board Meeting	St. Albert	Edmonton- Kingsway	Return	26.00				13.13							13.13	6140	1010	516109
19/10/22	Beaumont State of the City Address	St. Albert	Beaumont	Return	98.00				49.49							49.49	6140	1010	516109
20/10/22	UDI Luncheon	St. Albert	Edmonton-South	Return	72.00				36.36							36.36	6140	1010	516109
									-							-			
28/10/22	Roseridge Facility Tour	St. Albert	Sturgeon (County)	Return	40.00				20.20							20.20	6140	1010	516109
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Sub-Total \$ 132.31

Professional Dev	elopment	In-Region Mileage C	Claim based on Chart		Out-of-Region Mileag	ge Claim (or In-Region, mileage)			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	1 122	1 1222	1226	1227	1225	1224		ACCT	CAT 2 Cost Ctr Project	t CAT4
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Select From List

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"Grey" cells

Name: Councillor MacKay

Date Submitted 03/11/22 Month October Year 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	Claim-	Amount @	Other Transportation & Parking *	Accommodations *	Airfare*		Conference or Course Registration /Event Ticket *	General Expenses *	Total		GL C	oding	
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1221	1221	1222	1226	1227	1225	1224	1	ACCT	Cost Ctr	CAT 2 Project CAT4	
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Sub-Total \$ -

Office of the Ma	yor (Official Events & Duties)	In-Region Mileage (	Claim based on Chart		Out-of-Region Mileag	ge Claim (or In-Region. mileage)	One Way		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket	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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Select From List Do not enter in "Grey" cells

Name: Councillor MacKay

Date Submitted 03/11/22 Month October 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	
Date (DD/MM/YY)	Detailed Description			ACCT Cost Ctr Project CAT7	Expense Type
	2 Home Internet - Shaw		70.00		Mobile Device Charg
				-	

Sub-Total \$ 70.00

BMO MasterCard	Expenses	Other Transportation & Parking *	Accommodations *	Airfare*	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)							
11/10/22	Chamber Business Excellence Awards Ticket				47.25		47.25
14/10/22	Chamber Business Breakfast refund				- 15.75		- 15.75
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Sub-Total \$ 31.50





	Name:	Councillor MacKay	Date Submitted	03/11/22	Month	October	Year	2022	
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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	\$	233.81
Less: BMO MasterCard	-\$	31.50
Less: Expenses Paid	\$	-
Net to be paid to: Councillor MacKay	\$	202.31

Sub-Total



Select From List Do not enter in "Grey" cells

2022

Name: Councillor MacKay

Date Submitted 03/11/22 Month October Year

Authorizations & Approvals	Councillor MacKay	October	2022
Preparer  If claim form was prepared by an individual other than the Council Member, sign and date below  This expense dain form was prepared in accordance with all information provided by the Council Member at the temperary of the Council Member, sign and date below  This expense dain form was prepared by an individual other than the Council Member, sign and date below  This expense dain form was prepared in accordance with all information provided by the Council Member at the temperary of the Council Member at the tem	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 was completed by another individual. All applicable receipts have been attached.  K MacKay  K MacKay (Nov 5, 2022 09:23 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 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.  Yukiko Shionoya  Yukiko Shionoya (Nov 7, 2022 08:38 MST)			
Accounts Payable Personnel Signature	Date (DD/MM/YY)		
		<u> </u>	
Chief Financial Officer  I have reviewed this claim and am satisfied that the expenses listed and the information and documentation provided and the information and documentation an	ded are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement		
Chief Financial Officer Signature	Date (DD/MM/YY)		
		<u> </u>	
Chief Administrative Officer (City Manager)  I have reviewed this claim and am satisfied that the expenses listed and the information and documentation provid William Fletcher (Nov 7, 2022 12:07 MST)	ded are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement		
City Manager Signature	Date (DD/MM/YY)		
		<del></del>	



Select From List

Do not
enter in
"Grey" cells

Name: Councillor MacKay

Date Submitted Month November Year 2022

General Council F	Related Business	In-Region Mileage Cl		Way	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 C	oding	
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	
29/11/22	UDI Luncheon	St. Albert	Edmonton-South	Return	72.00					36.36							36.36	6140	1010 5	516109	
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Sub-Total \$ 36.36

Professional Dev	·	In-Region Mileage C	laim based on Chart	One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileac	ge Claim (or In-Region,			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 CAT4
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Select From List Do not enter in "Grey" cells

Name: Councillor MacKay

Date Submitted Month November Year 2022

AUMA or FCM Co	nvention or Board Expenses	In-Region Mileage Cla				e Claim (or In-Region, mileage)	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_		1221	1221	1222	1226	1227	1225	1224		ACCT	CAT Cost Ctr Proje	2 ct CAT4	
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Sub-Total \$ -

Office of the Ma	yor (Official Events & Duties)	In-Region Mileage (	Claim based on Chart		Out-of-Region Mileag	ge Claim (or In-Region. mileage)	One Way		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket	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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SFX	Ubert
00	Cultivate Life

Select From List Do not enter in "Grey" cells

Name:
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Councillor MacKay

Date Submitted	Month	November	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		G	L Coding	
Date (DD/MM/YY)	Detailed Description			ACCT	Cost Ct	CAT 2 r Project CAT7	Expense Type
	Home Internet - Shaw		70.00				Mobile Device Charge

Sub-Total

\$ 70.00

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

\$ -

- 0	T. City of
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	Cultivate Life

Select From List Do not enter in

Name:	Councillor MacKay	Date Sub		ı	Month	November	Year	2022	
	·					·			

Expenses Paid Dir	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 106.36 Less: BMO MasterCard Less: Expenses Paid 106.36 Net to be paid to: Councillor MacKay \$

Sub-Total



Select From List Do not enter in "Grey" cells

Name:	Councillor MacKay	

Date Submitted Month November Year 2022

Authorizations & Approvals		Councillor MacKay	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 to	the time of Submission.			
Preparer's Signature	Date (DD/MM/YY)			
Council Mambas			1	
Council Member I certify that the expenditures claimed on this form were incurred while conducting business on behalf of the C	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.  K Mac Kay  K MacKay (Jan 9, 2023 16:58 MST)				
Council Member's Signature	Date (DD/MM/YY)			
Accounts Payable			- 	
I have reviewed this claim for mathematical accuracy and documentation support.  Yukiko Shionoya  Yukiko Shionoya (Jan 10, 2023 08:51 MST)				
Accounts Payable Personnel Signature	Date (DD/MM/YY)			
			1	
Chief Financial Officer				
ا have reviewed this claim and am satisfied that the expenses listed and the information and documentation pr	rovided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement			
Anne Victoor (Jan 10, 2023 09:28 MST)				
Chief Financial Officer Signature	Date (DD/MM/YY)			
			1	
Chief Administrative Officer (City Manager)				
I have reviewed this claim and am satisfied that the expenses listed and the information and documentation processes and the information and documentation processes.	rovided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement			
William Fletcher (Jan 10, 2023 10:57 MST)				
City Manager Signature	Date (DD/MM/YY)			

C:\Users\cshoults\Desktop\[2022 EA AA Hybrid Rotation Calendar.xlsx]May



Select From List Do not enter in "Grey" cells

Name: Councillor MacKay

Date Submitted 06/01/23 Month December Year 2022

General Council F	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		CAT7_		1220		1225	1226	1221	1222	1222		ACCT C	CAT 2 ost 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	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		CAT 2 ACCT Cost Ctr Project CAT4
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Select From List Do not enter in "Grey" cells

Name: Councillor MacKay

ouncillor MacKay Date

Date Submitted 06/01/23

Month December

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	Claim-	Amount @	Other Transportation & Parking *	Accommodations *	Airfare*		Conference or Course Registration /Event Ticket *	General Expenses *	Total		GL C	oding	
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1221	1221	1222	1226	1227	1225	1224	1	ACCT	Cost Ctr	CAT 2 Project CAT4	
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Sub-Total \$

Office of the May	or (Official Events & Duties)	In-Region Mileage C	laim based on Chart			ge Claim (or In-Region. mileage)	One Way		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket	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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Select From List Do not enter in "Grey" cells

Name: Councillor MacKay

Date Submitted 06/01/23 Month December 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	
Date (DD/MM/YY)	Detailed Description			ACCT Cost Ctr Project CAT7	Expense Type
	2 Home Internet - Shaw		70.00		A Mobile Device Charg

Sub-Total \$ 70.00

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





Name:	Councillor MacKay	Date Submitted	06/01/23	Month	December	Year	2022	
Expenses Paid Di	irectly by the City (eg. Petty Cash)	Other Transportation			Registration /Event Ticket	General		

Expenses Paid Dir	ectly by the City (eg. Petty Cash)	Transportation & Parking *	Accommodations *	Airfare*	Meals *	/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\*\*

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- 6. Expense claims must be submitted within 10 days of the following month
- 7. Incomplete expense claims will not be processed

Grand Total Expenses	\$ 70.00
Less: BMO MasterCard	\$ -
Less: Expenses Paid	\$ -
Net to be paid to: Councillor MacKay	\$ 70.00

Sub-Total



Select From List Do not enter in "Grey" cells

Name:

Councillor MacKay

Date Submitted 06/01/23 Month December Year 2022

Authorizations & Approvals	Сос	uncillor MacKay	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	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 Cit was completed by another individual. All applicable receipts have been attached.  K MacKay (Jan 6, 2023 15:21 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/MM/YY)			
Accounts Payable				
I have reviewed this claim for mathematical accuracy and documentation support.  Yukiko Shionoya  Yukiko Shionoya (Jan 9, 2023 09:34 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 pro	wided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement			
Anne Victoor (Jan 9, 2023 10:50 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 pro	wided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement			
William Fletcher (Jan 9, 2023 11:25 MST)				
City Manager Signature	Date (DD/MMYY)			
			ı	