

Select From List Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted 14/11/22 Month October

2022

General Council F	Related Business	In-Region Mileage Cla	aim based on Chart	One Way /Return	Mileage Claim km's (From Chart)		ge Claim (or In-Region, mileage)	One Way		Amount @	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	Cost Ctr	CAT 2 Project CAT4
06/10/22	State of the Region Luncheon		Edmonton- Downtown	Return	30.00					15.15	10.09						25.24	6140	1010	516112
14/10/22	EMRB		Edmonton- Kingsway	Return	26.00					13.13							13.13	6140	1010	516112
19/10/22	MCMC Airdrie					St. Albert	Airdrie	Return	582.20	294.01							294.01	6140	1010	516112
	Sturgeon Hospital Foundation Gala Tickets - January 2023 (prepay)									_					600.00		600.00	6140	1010	516112
										_							-			
19/10/22	Beaumont State of the City	St. Albert	Beaumont	One Way	49.00					24.75							24.75	6140	1010	516112
21/10/22	Opening Doors for Autism Gala		Edmonton- Downtown	Return	30.00					15.15							15.15	6140	1010	516112
28/10/22	Roseridge Facility Tour	St. Albert	Sturgeon (County)	Return	40.00					20.20							20.20	6140	1010	516112
										_										

Sub-Total \$ 992.48

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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Sub-Total \$



Select From List

Do not enter in
"Grey" cells

Name: Mayor Heron

Date Submitted

Month Octo

14/11/22

ctober Year

2022

AUMA or FCM Co	nvention or Board Expenses	In-Region Mileage Cla	aim based on Chart		Out-of-Region Mileag		One Way	Claim-	Amount @	Other Transportation & Parking *	Accommodations *	Airfare*		Conference or Course Registration /Event Ticket *	General Expenses *	Total		GL Coding	g
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	One Way /Return	Out-of-Region Mileag	e Claim (or In-Region. mileage)	One Way	Mileage Claim- Specific	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 \$ -



Select From List Do not enter in "Grey" cells

Name:

Mayor Heron

Date Submitted

Month

14/11/22

tober 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	Cost Ctr	CAT 2 Project C	AT7	Expense Type	
01/10/2	2 Home Internet - Shaw		70.00	6404	1010	516112	N/A	Mobile De	vice Charge
21/10/2	2 Mobile Device - Telus		55.00		1010	516112	N/A	Mobile De	vice Charge

Sub-Total

\$ 125.00

BMO MasterCard		Other Transportation & Parking *	Accommodations *	Airfare*	Registration /Event Ticket	General Expenses *	Total
Date (DD/MM/YY)							
14/10/22	Housing Society Luncheon				51.29		51.29
19/10/22	ICSC Conference - January 2023 (prepay)			290.06			290.06
22/10/22	MCMC - Airdrie		264.42				264.42
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Sub-Total

\$ 605.77





Name:	Mayor Heron	Date Submitted	14/11/22	October	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 \$ 1,723.25 Less: BMO MasterCard -\$ 605.77 Less: Expenses Paid \$ 1,117.48 Net to be paid to: Mayor Heron

Sub-Total



Date Submitted

14/11/22

Select From List Do not enter in "Grey" cells

2022

Name: Mayor Heron

2022 Authorizations & Approvals Mayor Heron 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. Attandle Date (DD/MM/YY) Preparer's Signature Council Member 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. Heron Council Member's Signature Date (DD/MM/YY) Accounts Payable have reviewed this claim for mathematical accuracy and documentation support. Hawlly 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 15, 2022 15:30 MST) Chief Financial Officer Signature Date (DD/MM/YY) Chief Administrative Officer (City Manager) reviewed this claimand 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 illiam Fletcher (Nov 15, 2022 16:23 MST) Date (DD/MM/YY) City Manager Signature

P:\Mayor's Office\Expenses - F00\2022\10- October\Mayor\Council\[Mayor Heron Council Expense Claim Form - October 2022.xlsm]Claim Form



Select From List Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted

Month

06/12/22

Year

2022

Sale (DOMMIN'Y)   Nature of Event/Meeting   From   To   From   To   CAT2   1220   1220   1225   1226   1221   1222   ACCT   Cost CT   Project CATA	General Council F	Related Business	In-Region Mileage Cla	aim based on Chart	Way	Mileage Claim km's (From Chart)	Out-of-Region Mileago	e Claim (or In-Region, mileage)		Mileage Claim km's- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket	General Expenses *	Total		GL	. Coding	
18/1/22 EMRB Growth Plan Five Year Interim Review St. Albert Kingsway Return 28.00 13.13 15 15.15 8.4 22.22 15.15 15.15 8.4 15	Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		122	1220	1225	1226	1221	1222	1222	!	ACCT	Cost Ctr		4
28/11/22 CSG Breakfast w/Minister Glubish & MLA Turton St. Albert Edmonton-Downtown Return 72:00 36:36	18/11/22	EMRB Growth Plan Five Year Interim Review			Return	26.00					13.13							13.13	6140	1010	516112	
28/11/22 UDI Luncheon St. Albert Edmonton-South Return 72.00 36.36 6140 1010 516112  29/11/22 UDI Luncheon St. Albert Edmonton-South Return 72.00 36.36 6140 1010 516112	21/11/22	ARC Card Media Event			Return	44.00					22.22							22.22	6140	1010	516112	
	28/11/22	CSG Breakfast w/Minister Glubish & MLA Turton			Return	30.00					15.15	8.84						23.99	6140	1010	516112	
	29/11/22	UDI Luncheon	St. Albert	Edmonton-South	Return	72.00					36.36							36.36	6140	1010	516112	
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Sub-Total \$ 95.70

Profe	essional Deve	•	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		CAT 2 ACCT Cost Ctr Project CAT4
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Sub-Total

\$ -



Select From List Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted 06/12/22 Month November Year 2022

AUMA or FCM Co	nvention or Board Expenses	In-Region Mileage Cl				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 Co	oding	
Date (DD/MM/YY)	Nature of Event/Meeting	From	То		From	То	CAT7_		1221	1221	1222	2 1226	1227	1225	1224	1	ACCT	Cost Ctr I	CAT 2 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: Mayor Heron

Date Submitted 06/12/22 Month November 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	
01/11/22	2 Home Internet - Shaw		70.00	6404 10	0 516112	N/A	Mobile Dev	vice Charge
21/11/22	2 Mobile Device - Telus Mobility		55.00	10	0 516112	N/A	Mobile Dev	vice Charge

Sub-Total \$ 125.00

BMO MasterCard Expenses	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket	General Expenses *	Total
Date (DD/MM/YY)							
07/11/22 Chamber of Commerce Christmas Tree Sponsorship						150.00	150.00
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Sub-Total \$ 150.00





Name:	Mayor Heron	Date :	Submitted	06/12/22	M	Month	November	Year	2022	
Expenses Paid D	irectly by the City (eg. Petty Cash)	Other Trans 8. Par	sportation	Accommodations *	Airfare* N	Meals *	Registration /Event Ticket	General	Total	

Expe	nses Paid Dir	cctly by the City (eg. Petty Cash)	Other 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\*\*

- 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	\$	370.70
Less: BMO MasterCard	-\$	150.00
Less: Expenses Paid	\$	-
Net to be paid to: Mayor Heron	\$	220.70

Sub-Total



Date Submitted

06/12/22



2022

Name: Mayor Heron

2022 Authorizations & Approvals Mayor Heron November 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. AttendAC Date (DD/MM/YY) Preparer's Signature Council Member 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 vas completed by another individual. All applicable receipts have been attached. Heion Council Member's Signature Date (DD/MM/YY) Accounts Payable have reviewed this claim for mathematical accuracy and documentation support. Laurellie 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 (Dec 13, 2022 21:05 MST) Chief Financial Officer Signature Date (DD/MM/YY) Chief Administrative Officer (City Manager) 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\11 - November\Mayor\Council\[Mayor Heron Council Expense Claim Form - November 2022.xlsm]Claim Form



Select From List Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted

Month

03/01/23

Year

2022

General Council F	Related Business	In-Region Mileage Cl	aim based on Chart		Mileage Claim km's (From Chart)	Out-of-Region Mileag	ge 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	1
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1220	1220	1225	1226	1221	1222	1222	2	ACCT	CAT Cost Ctr Proje	2 ct CAT4
02/12/22	Meeting with Don Iveson		Edmonton- Downtown	Return	30.00					15.15							15.15	6140	1010 5161	12
12/12/22	Meeting with Kristin Toms	St. Albert	Sturgeon (County)	Return	40.00					20.20							20.20	6140	1010 5161	12
16/12/22	Real Talk Appearance, EMRB Board Development & Christmas Lunch					St. Albert	Edmonton Downtown, Glendale Golf & Country Club	Return	46.60	23.53							23.53	6140	1010 5161	12
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Sub-Total \$ 58.88

Profe	essional Deve	•	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					CAT7_		1221	1221	1222	1226	1227	1225	1224		CAT 2 ACCT Cost Ctr Project CAT4
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Sub-Total \$ -

1 of 5



Select From List Do not enter in "Grey" cells

2022

Name: Mayor Heron

Date Submitted 03/01/23 Month December Year

AUMA or FCM Co	nvention or Board Expenses	In-Region Mileage Cl		Way	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		ACCT	CAT : Cost Ctr Project	2 ct 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: Mayor Heron

Date Submitted 03/01/23 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 Co	CAT 2 Ctr Project C		Expense Type	
01/12/22	2 Home Internet - Shaw		70.00	6404 10	516112	N/A	Mobile Device Ch	arge
21/12/22	2 Mobile Device - Telus		55.00	10	516112	N/A	Mobile Device Ch	narge

Sub-Total \$ 125.00

BMO MasterCard		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
15/12/22	Hootsuite Subscription						687.87	687.87
30/12/22	Chateau Whistler Resort ICSC Conference		1,548.60					1,548.60
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Sub-Total \$ 2,236.47





Name:	Mayor Heron	Date Submitted	03/01/23	N	onth	December	Year	2022	
Expenses Paid Di	rectly by the City (eg. Petty Cash)	Other Transportation & Parking *	Accommodations *	Airfare* M		Registration /Event Ticket	General Expenses *	Total	
Date (DD/MM/YY)									
•									

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 \$ 2,420.35 Less: BMO MasterCard -\$ 2,236.47 Less: Expenses Paid \$ 183.88 Net to be paid to: Mayor Heron

Sub-Total



Date Submitted

03/01/23

Select From List Do not enter in "Grey" cells

2022

Name: Mayor Heron

2022 Authorizations & Approvals Mayor Heron December 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. Attended Date (DD/MM/YY) Preparer's Signature Council Member 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 vas completed by another individual. All applicable receipts have been attached. Heron Council Member's Signature Date (DD/MM/YY) Accounts Payable I have reviewed this claim for mathematical accuracy and documentation support.

L. LAVAULE 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 Anne Victoor (Jan 9, 2023 10:49 MST) Chief Financial Officer Signature Date (DD/MM/YY) Chief Administrative Officer (City Manager) r 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\12 - December\Mayor\Council\[Mayor Heron Council Expense Claim Form - December 2022.xlsm]Claim Form