

Select From List Do not enter in "Grey" cells

Name:

Councillor MacKay

Date Submitted

Month

03/02/23

Year

2023

eneral Council Related Business	In-Region Mileage C	Claim based on Chart	Way	Mileage Claim km's (From Chart)	Out-of-Region Mileag	e Claim (or In-Region, mileage)	One Way	Mileage Claim km's- Specific	Amount @	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *		General Expenses *	Fotal		GL Coding
ate (DD/MM/YY) Nature of Event/Meeting	From	То	// Cocum	•	From	То	CAT7_	Горосию	1220		•			•			ACCT Cos	CAT 2 st Ctr Project CAT4
12/01/23 Regional Mayor's Panel	St. Albert	Edmonton-South	Return	72.00					36.36							36.36	S140 101	0 516109
19/01/23 EMRB Committee of the Whole	St. Albert	Spruce Grove	Return	58.00					29.29							29.29	6140 101	0 516109
23/01/23 Tour of EPS NW Division	St. Albert	Edmonton-North	Return	24.00					12.12							12.12	6140 101	0 516109
24/01/23 Agriculture Town Hall	St. Albert	Sturgeon (County)	Return	40.00					20.20							20.20	3140 101	0 516109
																-		
30/01/23 Strategic Planning	St. Albert	Edmonton-West	One Way	20.00					10.10							10.10	5140 101	0 516109
31/01/23 Strategic Planning	Edmonton-West	St. Albert	One Way	20.00					10.10							10.10	6140 101	0 516109
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Sub-Total \$ 118.17

Professional Dev	elopment	In-Region Mileage C	laim based on Chart	One Way	Out-of-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	122	5 1224	1	ACCT Cost	CAT 2 Ctr Project CAT4
									-							-		
									-							-		
									-							-		
									-									

-Total \$ -



Select From List Do not enter in "Grey" cells

Name:

Councillor MacKay

Date Submitted

03/02/23

Month January

2023

AUMA or FCM C	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*			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 Mayor (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 /Return	Mileage Claim- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *		General Expenses *	Total		GL Coding	
Date (DD/MM/	Y) Nature of Event/Meeting	From	То			From		CAT7_		1220		1225	1226	1221	1222	1222	!	ACCT	Cost Ctr CAT3	CAT4
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Select From List Do not enter in "Grey" cells

lame:	Councillor MacKay
	o o ar romor maor tay

Date Submitted 03/02/23 Month January Year 2023

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	CAT 2 Ctr Project CAT7	Expense Type
26/01/23	3 Home Internet (Shaw)	70.00	6404 1010	516109 N/A	Mobile Device Ch

Sub-Total \$ 70.00

BMO MasterCard	Expenses	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
25/01/23	Sturgeon Hospital Foundation Gala registration					300.00		300.00
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								_

Sub-Total \$ 300.00

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1000	Cultivate Lite

Select From List Do not "Grey" cells

Name:	Councillor MacKay	Date Submitted	(
1			

3/02/23

Expenses Paid Di	rectly by the City (eg. Petty Cash)	Other Transportation & Parking *	Accommodations *	Airfare*		General Expenses *	Total
Date (DD/MM/YY)							
							_
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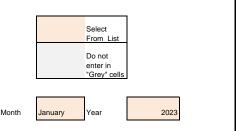
<u>Claim Reminders:</u>
** See Council Policy C-CC-03 Council Remuneration and Expense Reimbursement for detailed provisions of allowable expenses**

- 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	\$	488.17
Less: BMO MasterCard	-\$	300.00
Less: Expenses Paid	\$	-
Net to be paid to Councillor MacKay	\$	188.17

Sub-Total





Name:	Councillor MacKay	Date Submitted	03/02/23

Authorizations & Approvals	Councillor MacKay	January	2023
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/MMYY)		
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. K. MacKay	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		
K MacKay (Feb 3, 2023 15:48 MST) Council Member's Signature	Date (DD/MMYY)		
Accounts Payable I have reviewed this claim for mathematical accuracy and documentation support. Yukiko Shionoya Yukiko Shionoya (Feb 6, 2023 09:20 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 provi	ded are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement		
Chief Financial Officer Signature	Date (DD/MMYY)		
Chief Administration Office (City Manager)			
Chief Administrative Officer (City Manager) I have reviewed this claim and am satisfied that the expenses listed and the information and documentation provi William Eletcher (Feh 6, 2023,17:14 MST)	ded are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement		
City Manager Signature	Date (DD/MMYY)		
		•	



Select From List

Do not enter in
"Grey" cells

Name: Councillor MacKay

Date Submitted

03/03/23

Month Februar

2023

General Council	Related Business	In-Region Mileage Cl	aim based on Chart	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 C	oding CAT 2
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1220	1220	1225	1226	1221	1222	1222	2	ACCT Cost Ctr	CAT 2 Project CAT4
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	I					l	1				1				Sub-Total	1	\$ -	_	

Professional Dev	rofessional Development		laim based on Chart	One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileag	e 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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									-							-	1	
									-							-		



Select From List Do not enter in "Grey" cells

Name: Councillor MacKay

Date Submitted

Month Februa

03/03/23

Year

2023

AUMA or FCM Co	nvention or Board Expenses	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	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	7 1225	1224		ACCT	CAT Cost Ctr Proje	
																	1		
									-							-	1		
									-							-	1		
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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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Select From List Do not enter in "Grey" cells

Name: Counci

Councillor MacKay

Date Submitted

Month

03/03/23

ebruary Year

2023

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		G	L Coding	_
Date (DD/MM/YY)	Detailed Description			ACCT	Cost Ctr	CAT 2 Project CAT7	Expense Type
	3 Home Internet - Shaw		70.00				Mobile Device Charge
				i i			

Sub-Total

\$ 70.00

BMO MasterCard		Other Transportation & Parking *	Accommodations *	Airfare*	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)							
01/02/23	ABMunis President's Summit & Spring MLC Registration				367.50		367.50
02/02/23	Business@Breakfast Registration				25.00		25.00
08/02/23	Taste of Africa Registration				13.70		13.70
09/02/23	Business Breakfast Registration				32.11		32.11
09/02/23	Business@Breakfast Registration				25.00		25.00
17/02/23	Breakfast w/Min Toews Registration				30.01		30.01
21/02/23	FCM Registration				1,140.17		1,140.17
23/02/23	FCM Accomodations Deposit		374.89				374.89
							_

Sub-Total

\$ 2,008.38





Name:	Councillor MacKay	Dat	ate Submitted	03/03/23	м	lonth	February	Year	2023	

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 \$ 2,078.38 Less: BMO MasterCard -\$ 2,008.38 Less: Expenses Paid 70.00 Net to be paid to: Councillor MacKay \$

Sub-Total



Select From List

Do not
enter in
"Grey" cells

Name: Councillor MacKay

Date Submitted 03/03/23

Month February Year

2023

Authorizations & Approvals	Councillor MacKay	February	2023
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 t	time of submission.		
(Defended)			
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 of was completed by another individual. All applicable receipts have been attached.	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		
K MacKay (Mar 7, 2003 18:45 MST)			
Council Member's Signature	Date (DD/MM/YY)		
Accounts Payable		1	
I have reviewed this claim for mathematical accuracy and documentation support.			
Yukiko Shionoya Yukiko Shionoya (Mar 8, 2023 09-46 MST)			
Accounts Payable Personnel Signature	Date (DD/MM/YY)		
		-	
Director - Financial & Strategic Services			
I have reviewed this claim and am satisfied that the expenses listed and the information and documentation provide	ded are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement		
Q-Vil			
Anne Victoor (Mar 8, 2023 11:14 MST)			
Director - Financial & Strategic Services 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 provide	ded are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement		
William Fletcher (Mar 8, 2023 11:34 MST)			
City Manager Signature	Date (DD/MM/YY)		
		•	



Select From List Do not enter in "Grey" cells

2023

Name: Councillor MacKay

Date Submitted 05-04-23 Month March Year

General Council I	Related Business			One Way	Mileage Claim km's (From	Out-of-Region Miles	age Claim (or In-Region,	One Way	Mileage Claim km's-		Other Transportation				Registration /Event Ticket	General					
		In-Region Mileage Cla	aim based on Chart	/Return	Chart)		ic mileage)	/Return	Specific	0.505/km		Accommodations *	Airfare*	Meals *		Expenses *	Total		GL	Coding	
Date (DD/MM/YY)	Nature of Event/Meeting	From	То		•	From	То	CAT7		1220	1220) 1225	1226	1221	1222	2 1222		ACCT	Cost Ctr	CAT 2 Project CAT-	Г4
06-03-23	Chamber Breakfast w/Min. Toews					St. Albert	Sturgeon Golf Course	Return	11.80	5.96							5.96		1010	516109	
		St. Albert	Edmonton- Downtown	Return	30.00					15.15							15.15		1010	516109	
08-03-23	Business@Lunch					St. Albert	Sturgeon Golf Course	Return	11.80	5.96							5.96		1010	516109	
16-03-23	UDI Luncheon		Edmonton- Downtown	Return	30.00					15.15							15.15	6140	1010	516109	
16-03-23	Spruce Grove, Stony Plain, Parkland County State of the Region		Edmonton-West	Return	40.00					20.20							20.20	6140	1010	516109	
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Sub-Total \$ 62.42

Professional Dev	velopment	In-Region Mileage C	laim based on Chart	One Way	Mileage Claim (From Chart)	Out-of-Region Mileag	ge Claim (or In-Region,	One Way	Mileage Claim- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*		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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Total	P	



Select From List Do not enter in "Grey" cells

Name: Councillor MacKay

Date Submitted 05-04-23 Month March Year 2023

AUMA or FCM Convention or Board Expenses		In-Region Mileage Cl	laim based on Chart				ge Claim (or In-Region, mileage)		Claim-		Other Transportation & Parking *	Accommodations *	Airfare*		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	CAT 2 Project CAT4
29-03-23	ABMunis President's Summit	St. Albert	Edmonton- Downtown	Return	30.00					15.15	25.00						40.15	6100	1010	516109
30-03-23	ABMunis President's Summit/Spring MLC	St. Albert	Edmonton- Downtown	Return	30.00					15.15	25.00						40.15	6100	1010	516109
31-03-23	ABMunis Spring MLC	St. Albert	Edmonton- Downtown	Return	30.00					15.15	25.00						40.15	6100	1010	516109
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Sub-Total \$ 120.45

Office of the Ma	yor (Official Events & Duties)	In-Region Mileage C		One Way	Out-of-Region Mileag	e Claim (or In-Region, mileage)	One Way	Claim-		Other Transportation & Parking *	Accommodations *	Airfare*		Registration /Event Ticket	General Expenses *	Total		GL Coding	9
Date (DD/MM/Y	/) 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

Councillor MacKay	/
	Councillor MacKay

Date Submitted 05-04-23 Month March Year 2023

o	perating Supplies	s/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		
D	ite (DD/MM/YY)	Detailed Description			ACCT	Cost Ctr	CAT 2 Project CAT7	Expense Type	
	26-03-23	Home Internet - Shaw		70.00		6404 1010	516109 N/A	Mobile De	evice Charge
					1				

Sub-Total \$ 70.00

BMO MasterCard I	Expenses	Other Transportation & Parking *	Accommodations *	Airfare*	Registration /Event Ticket	General Expenses *	Total
Date (DD/MM/YY)							
06-03-23	Spruce Grove, Stony Plain, Parkland State of the Region Address Registration				120.75		120.75
29-03-23	UDI Luncheon Registration				74.09		74.09
31-03-23	EMRB Golf Tournament Registration				204.75		204.75
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Sub-Total \$ 399.59

St	Albert Cultivate Life	Council Member Monthly Exper	nse Claim F	Form				Select From List Do not enter in]	
Name:	Councillor MacKay		Date Submitted	05-04-23		Month	March	"Grey" cells	202	3
Expenses Paid I	Directly by the City (eg. Petty Cash)		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total	
Date (DD/MM/YY					l					-
									-	
										4
									-	4
									-	
Claim Reminders ** See Council P	olicy C-CC-03 Council Remuneration and Expense Reimbursement for detailed provisions of allowable expenses**						Sub-Total		\$ -	Ι
	ts must be provided for all expenses. Credit Card slips are NOT an acceptable form of receipt. may be claimed without a receipt up to \$15. Clearly indicate (Meter) in the nature of event/meeting section.				Grand 1	Total Ex	penses			\$ 6
	eage chart is available for use. All kilometers are based on St. Albert Place (SAP) as the base location		Less: BMO MasterCard -\$ 3							

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

Less: BMO MasterCard Less: Expenses Paid \$ 252.87 Net to be paid to Councillor MacKay



Select
From List

Do not
enter in
"Grey" cells

Name:	Councillor MacKay	Date Submitted 05-04-23 Month March Year	2023

Authorizations & Approvals		Councillor MacKay	March	2023
Preparer If claim form was prepared by an individual other than the Council Member, sign and date below	phor at the time of submissis			
This expense claim form was prepared in accordance with all information provided by the Council Men	ider at the time of submission.			
Preparer's Signature	Date (DD/MM/YY)			
. Topard o Signaturo	54.6 (55)			
Council Member				
I certify that the expenditures claimed on this form were incurred while conducting business on behalf was completed by another individual. All applicable receipts have been attached. K MacKay (Apr 13, 2023 17:38 MDT)	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/MM/YY)			
Accounts Payable				
I have reviewed this claim for mathematical accuracy and documentation support. Yukiko Shionoya Yukiko Shionoya (Apr 17, 2023 09:21 MDT)				
Accounts Payable Personnel Signature	Date (DD/MM/YY)			
Director - Financial & Strategic Services				
I have reviewed this claim and am satisfied that the expenses listed and the information and documen .	tation provided are in accordance wit	n Council policy C-CC-03 Council Remuneration and Expense Reimbursement		
Anne Victoor (Apr 17, 2023 18:52 MDT)				
Director - Financial & Strategic Services 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 documen	tation provided are in accordance wit	n Council policy C-CC-03 Council Remuneration and Expense Reimbursement		
William Fletcher (Apr 18: 2023 08:10 MDT) City Manager Signature	Date (DD/MM/YY)			
	,			

P:\Mayor's Office\Expenses - F00\2023\3 - March\MacKay\[Cllr MacKay Council Expense Claim Form - March 2023.xlsm]Claim Form