

Select From List Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted 15/02/2023

Month January

2023

General Council R	telated Business	In-Region Mileage Cl	aim based on Chart	One Way /Return	Mileage Claim km's (From Chart)	Out-of-Region Mileag	e Claim (or In-Region, mileage)		Mileage Claim km's- Specific	Amount @	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket	General Expenses *	Total		G	L Coding
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1220	1220	1225	1226	1221	1222	1222		ACCT	Cost Ct	CAT 2 Project CAT4
02/12/22	Meeting with Don Iveson										18.35						18.35	6140	1010	516112
21/01/23	ICSC Conference	St. Albert	EIA	One Way	52.00					26.26							26.26	6140	1010	516112
24/01/23	ICSC Conference	St. Albert	EIA	One Way	52.00					26.26	100.00			74.52			200.78	6140	1010	516112
30/01/23	Strategic Planning	St. Albert	Edmonton-West	Return	40.00					20.20							20.20	6140	1010	516112
																	-			
31/01/23	Strategic Planning	St. Albert		Return	40.00					20.20							20.20	6140	1010	516112
12/01/23	Speaking Engagement	St. Albert	Edmonton- University	Return	32.00					16.16							16.16	6140	1010	516112
19/01/23	EMRB Committee of the Whole Meeting	St. Albert	Stony Plain	Return	74.00					37.37							37.37	6140	1010	516112
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Sub-Total \$ 339.32

Professional Dev	·	In-Region Mileage C	laim based on Chart	One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileag	ge Claim (or In-Region, mileage)	One Way		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	1 1222	1226	1227	1225	1224		ACCT	CAT 2 Cost Ctr Project CAT4
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Sub-Total \$

1 of 5



Select From List Do not enter in "Grey" cells

Name:

Mayor Heron

Date Submitted 15/02/2023

Month

2023

al		
ses *	Total	GL Coding
		CAT 2

AUMA	or FCM Coi	evention or Board Expenses	In-Region Mileage Cla		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	То	CAT7_		1221	1221	1222	1226	1227	1225	1224		ACCT	CAT 2 Cost Ctr Project	CAT4
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																	_			

Sub-Total

Office of the Ma	yor (Official Events & Duties)	In-Region Mileage C	laim based on Chart	One Way /Return	Mileage Claim (From Chart)		ge Claim (or In-Region. mileage)	One Way	Mileage Claim- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*		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 15/02/2023

Month

2023

Operating Supp	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		GL Coding			
Date (DD/MM/YY) Detailed Description			ACCT Co:	CAT 2 t Ctr Project		Expense Type	
	3 Home Internet - Shaw		70.00		516112		Mobile De	vice Charge
21/01/2	3 Mobile Device - Telus		55.00	101	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)							
18/01/23	Chateau Whistler - ICSC @ Whistler		1,548.60				1,548.60
20/01/23	WestJet Baggage			42.00			42.00
24/01/23	WestJet Baggage			42.00			42.00
	Chateau Whistler - ICSC @ Whistler		132.15				132.15
31/01/23	Golden Key Gala - Registration				400.00		400.00
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Sub-Total

\$ 2,164.75



Select From List Do not enter in

Mayor Heron Date Submitted 15/02/2023 Name:

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 \$ 2,629.07 Less: BMO MasterCard -\$ 2,164.75 Less: Expenses Paid \$ 464.32 Net to be paid to: Mayor Heron

Sub-Total



Date Submitted 15/02/2023

Select From List Do not enter in "Grey" cells

2023

Name: Mayor Heron

2023 Authorizations & Approvals Mayor Heron January 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. 11 Foot Date (DD/MM/YY) reparer'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 I have reviewed this claim for mathematical accuracy and documentation support.

LYNAA LAVAULE ynda Lavallee (Feb 22, 2023 08:12 MST) 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 (Feb 22, 2023 09:26 MST) Chief Financial Officer Signature Date (DD/MM/YY) Chief Administrative Officer (City Manager) e pulse of this plain 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 iam Fletcher (Feb 22, 2023 11:59 MST) Date (DD/MM/YY) City Manager Signature

P:\Mayor's Office\Expenses - F00\2023\1 - January\Mayor\Council\(Mayor Heron Council Expense Claim Form - January 2023.xlsm)Claim Form



Select From List Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted 28/03/23

Month Febr

ebruary Year

2023

General Council F	Related Business	In-Region Mileage Cla		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 C	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	+
09/02/23	EMRB Board Meeting		Edmonton- Kingsway	Return	26.00					13.13							13.1	3 6140	1010	516112	
13/02/23	WestJet Market Announcement & CED Oversight Committee Meeting		Edmonton- Downtown	Return	30.00					15.15	18.35						33.5	0 6140	1010	516112	
										_								.			

Sub-Total \$

\$ 46.63

Professional Dev	elopment	In-Region Mileage Cl		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 CAT 2
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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Sub-Total

\$ -



Select From List Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted

28/03/23

Month February

2023

AUMA or FCM Co	nvention or Board Expenses	In-Region Mileage Cl				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 Cl	aim based on Chart	One Way /Return	Out-of-Region Mileag			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	1 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

28/03/23

ebruary Yea

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 CAT	Expens 7 Type	е
01/02/23	Home Internet - Shaw		70.00	6404 1010	516112 N	/A Mobile [Device Charge
21/02/23	Mobile Device - Telus		55.00	1010	516112 N	/A Mobile [Device Charge

Sub-Total

\$ 125.00

BMO MasterCard	Expenses	Other Transportation & Parking *	Accommodations *	Airfare*	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)							
02/02/23	Golden Key Gala Registration Refund				- 400.00		- 400.00
	ESAB Appreciation Event					262.67	262.67
16/02/23	Jump Into Juno Week Registration				31.50		31.50
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Sub-Total

-\$ 105.83





Mayor Heron 28/03/23 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	\$ 65.80
Less: BMO MasterCard	\$ 105.83
Less: Expenses Paid	\$ -
Net to be paid to: Mayor Heron	\$ 171.63

Sub-Total



William Fletcher (Mar 29, 2023 08:37 MDT)

City Manager Signature

Council Member Monthly Expense Claim Form

Date Submitted

28/03/23

Select From List Do not enter in "Grey" cells

2023

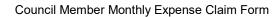
Name: Mayor Heron

2023 Authorizations & Approvals Mayor Heron February 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. 11 Footl Date (DD/MM/YY) reparer'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. Heion Council Member's Signature Date (DD/MM/YY) Accounts Payable I have reviewed this claim for mathematical accuracy and documentation support. Lynda Lavallee Accounts Payable Personnel Signature Date (DD/MM/YY) Director - Financial & Strategic Services 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 a vie Director - Financial & Strategic Services Signature Date (DD/MM/YY) Chief Administrative Officer (City Manager)

have expensed 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)

P:\Mayor's Office\Expenses - F00\2023\2 - February\Mayor\Council\[Mayor Heron Council Expense Claim Form February 2023.xlsm]Claim Form





Select
From List

Do not
enter in
"Grey" cells

Name: Mayor Heron

Date Submitted 03/04/23 Month March Year 2023

eneral Council R	telated Business			One Way	Mileage Claim km's (From						Other Transportation				Registration /Event Ticket					
		In-Region Mileage Cl	aim based on Chart	/Return	Chart)	specific	mileage)	/Return	Specific	0.505/km	& Parking *	Accommodations *	Airfare*	Meals *	*	Expenses *	Total		GL Co	
te (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1220	1220	1225	5 1226	1221	1222	2 1222		ACCT		CAT 2 Project CAT4
01/03/23	Meeting with Minister Nixon & Minister Nally	St. Albert	Edmonton- Downtown	Return	30.00					15.15							15.15	6140	1010 5°	16112
10/03/23	Meeting with Mayor Daneluik	St. Albert	Beaumont	Return	98.00					49.49							49.49	6140	1010 5°	16112
13/03/23	Juno Awards	St. Albert	Edmonton- Downtown	Return	30.00					15.15	21.40						36.55	6140	1010 5°	16112
16/03/23	EMRB Committee of the Whole Meeting	St. Albert	EIA	One Way	52.00					26.26							26.26	6140	1010 5°	16112
										-							_			
	Spruce Grove, Stony Plain, Parkland County State of the Region Address	Edmonton-South	Edmonton-West	One Way	23.00					11.62							11.62	6140	1010 5°	16112
	Spruce Grove, Stony Plain, Parkland County State of the Region Address	Edmonton-West	St. Albert	One Way	20.00					10.10							10.10	6140	1010 5°	16112
18/03/23	CHBA Awards of Excellence	St. Albert	Edmonton- Downtown	Return	30.00					15.15							15.15	6140	1010 5°	16112
22/03/23	MCMC Mayor's and CAO's Caucus					Edmonton Convention Centre		One Way	309.00	156.05							156.05	6140	1010 5°	16112
24/03/23	MCMC Mayor's and CAO's Caucus					Days Inn Cochrane	48 Otter Crescent, St. Albert	One Way	334.00	168.67							168.67	6140	1010 5°	16112
27/03/23	EPS Regimental Funeral	St. Albert	Edmonton- Downtown	Return	30.00					15.15	25.32						40.47	6140	1010 5°	16112
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Sub-Total \$ 529.50

Professional Dev	elopment	In-Region Mileage Cl		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mile	eage Claim (or In-Region, ific 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			2 1226	1227	1225	1224		ACCT	CAT 2 Cost Ctr Project CAT4
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Sub-Total \$



Select From List Do not enter in "Grey" cells

Name:

Mayor Heron

Date Submitted 03/04/23

March Year

Month

2023

AUMA or FCM Cor	nvention or Board Expenses	In-Region Mileage Cl	aim based on Chart	Way	Out-of-Region Mileag	e Claim (or In-Region,		Claim-		Other Transportation & Parking *	Accommodations *	Airfare*		Conference or Course Registration /Event Ticket C	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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Sub-Total

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Office of the Mayo	or (Official Events & Duties)	In-Region Mileage Cl	aim based on Chart	Way		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

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Select From List Do not enter in "Grey" cells

Name:

Mayor Heron

Date Submitted 03/04/23 Month March Year 2023

lies/Telephone/Internet/Sponsorships Mobile Device (Max \$55/Month) Home Internet (Max \$70/Month), Sponsorship (Max \$1,0)	000/Year see policy C-CC-21 Council Sponsorship) Total	GL (
Detailed Description	ACI	CCT Cost Ctr		Expense Type
3 Home Internet - Shaw	70.00	6502 1010	516112 N/A	Office/Operating S
3 Mobile Device - Telus	55.00	1010	516112 N/A	Office/Operating S
)	Mobile Device (Max \$55/Month) Home Internet (Max \$70/Month), Sponsorship (Max \$1, Detailed Description Home Internet - Shaw	Mobile Device (Max \$55/Month) Home Internet (Max \$70/Month), Sponsorship (Max \$1,000/Year see policy C-CC-21 Council Sponsorship) Detailed Description Home Internet - Shaw 70.00	Mobile Device (Max \$55/Month) Home Internet (Max \$70/Month), Sponsorship (Max \$1,000/Year see policy C-CC-21 Council Sponsorship) Detailed Description Home Internet - Shaw Total ACCT Cost Ctr 6502 1010 8	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

Sub-Total \$ 125.00

BMO MasterCard I	Expenses	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
06/03/23	State of the Region Registration					120.75		120.75
20/03/23	UDI Luncheon Registration					74.09		74.09
24/03/23	MCMC		272.72					272.72
27/03/23	Mayor Sohi State of the City Registration					103.95		103.95
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Sub-Total \$ 571.51

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	lbert

Select From List Do not enter in "Grey" cells

Name:

Mayor Heron

03/04/23 2023 Date Submitted Month March Year

ŀ	expenses Paid Dire	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**

 On the Original Policy Cross State Original Policy Cro
- 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 \$ 1,226.01 Less: BMO MasterCard 571.51 -\$ Less: Expenses Paid Net to be paid to: Mayor Heron 654.50

Sub-Total



Select From List Do not enter in "Grey" cells

l
Name:

Mayor Heron

Date Submitted 03/04/23 Month March Year 2023

Authorizations & Approvals		Mayor Heron		Mai	March	March
Preparer f 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.					
Bot .						
arer's Signature	Date (DD/MM/YY)					
ucil Member Ify that the expenditures claimed on this form were incurred while conducting business on behalf of the City of	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				
completed by another individual. All applicable receipts have been attached.						
ıncil Member's Signature	Date (DD/MM/YY)					
ounts Payable			ı			
ve reviewed this claim for mathematical accuracy and documentation support. 1908						
ounts Payable Personnel Signature	Date (DD/MM/YY)					
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or - Financial & Strategic Services			1			
e reviewed this claim and am satisfied that the expenses listed and the information and documentation provi	ided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement					
e Victoor (Apr 4, 2023 10:55 MDT)			l			
ctor - Financial & Strategic Services Signature	Date (DD/MM/YY)					
			1			
ef Administrative Officer (City Manager)			l			
ve reviewed this claim and am satisfied that the expenses listed and the information and documentation proving	ided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement					
ty Manager Signature	Date (DD/MM/YY)					