





Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Biermanski

Date Submitted 15/08/23 Month July Year 2023

AUMA or FCM Convention or Board Expenses		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Per Diems*	Meals *	Conference or Course Registration /Event Ticket *	General Expenses *	Total	GL Coding			
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7_		1221	1221	1222	1226	1216	1227	1225	1224		ACCT	Cost Ctr	Project	CAT4
										-								-				
										-								-				
										-								-				
										-								-				
										-								-				

Sub-Total \$ -

Office of the Mayor (Official Events & Duties)		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Per Diems*	Meals *	Registration /Event Ticket *	General Expenses *	Total	GL Coding			
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7_		1220	1220	1225	1226	1227	1221	1222	1222		ACCT	Cost Ctr	CAT3	CAT4
										-								-				
										-								-				
										-								-				
										-								-				
										-								-				

Sub-Total \$ -



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Select From List
Do not enter in "Grey" cells

Name:	Councillor Biermanski	Date Submitted	15/08/23	Month	July	Year	2023
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Operating Supplies/Telephone/Internet/Sponsorships				GL Coding				
		Mobile Device (Max \$55/Month), Home Internet (Max \$70/Month), Sponsorship (Max \$1,000/Year see policy C-CC-21 Council Sponsorship)	Total	ACCT	Cost Ctr	CAT 2 Project	CAT7	Expense Type
Date (DD/MM/YY)	Detailed Description							
11/07/23	Mobile Device - Telus		55,00	6404	1010	516113	N/A	Mobile Dev
19/07/23	Home Internet - Telus		70,00		1010	516113	N/A	Mobile Dev

Sub-Total \$ 125,00

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Per Diems*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)									
18/07/23	ABMunis Convention Registration						1,092,00		1,092,00
21/07/23	JMMF Golf Tournament Registration						177,06		177,06
									-
									-
									-
									-
									-
									-
									-

Sub-Total \$ 1,269,06



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Biermanski

Date Submitted 15/08/23

Month July Year 2023

Expenses Paid Directly by the City (eg. Petty Cash)		Other Transportation & Parking *	Accommodations *	Airfare*	Per Diems*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)									
									-
									-
									-
									-
									-
									-
									-

Sub-Total \$ -

Claim Reminders:

\*\* See Council Policy C-CC-03 Council Remuneration and Expense Reimbursement for detailed provisions of allowable expenses\*\*

- Detailed receipts must be provided for all expenses. Credit Card slips are NOT an acceptable form of receipt.
- Meter parking may be claimed without a receipt up to \$15. Clearly indicate (Meter) in the nature of event/meeting section.
- A standard mileage chart is available for use. All kilometers are based on St. Albert Place (SAP) as the base location. 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)
- 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.
- Expense claims must be submitted within 10 days of the following month
- Incomplete expense claims will not be processed
- Per Diems (claim for attendance at specified events per C-CC-03) are taxable and paid at a rate of \$100 for less than or equal to 4 hours, or \$200 for greater than 4 hours.
- Meals claimed without receipts for travel outside of the Capital region follow the rates and conditions outlined in the Council Policy C-CC-03 Council Remuneration and Expense Reimbursement

Grand Total Expenses	\$ 1,620.54
Less: BMO MasterCard	-\$ 1,269.06
Less: Expenses Paid	\$ -
Net to be paid to: Councillor Biermanski	\$ 351.48

Select From List
Do not enter in "Grey" cells

Name: Councillor Biermanski

Date Submitted: 15/08/23

Month: July Year: 2023

## Authorizations & Approvals

Councillor Biermanski

July

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.

[Signature]  
Preparer's Signature

Aug 15, 2023

Date (DDMMYY)

### Council Member

I 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.

Shelley Biermanski  
Shelley Biermanski (Aug 15, 2023 11:32 MDT)

Aug 15, 2023

Date (DDMMYY)

Council Member's Signature

### Accounts Payable

I have reviewed this claim for mathematical accuracy and documentation support.

Trina Armstrong  
Trina Armstrong (Aug 16, 2023 11:54 MDT)

Aug 16, 2023

Date (DDMMYY)

Accounts Payable Personnel Signature

### Director - Financial & Strategic Services

I 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.

[Signature]  
Anne Victor (Aug 16, 2023 11:32 MDT)

Aug 16, 2023

Date (DDMMYY)

Director - Financial & Strategic Services Signature

### Chief Administrative Officer (City Manager)

I 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.

[Signature]

Aug 16, 2023

Date (DDMMYY)

City Manager Signature



Council Member Monthly Expense Claim Form

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Do not enter in "Grey" cells

Name: Councillor Biermanski

Date Submitted 07/09/23 Month August Year 2023

General Council Related Business		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim km's (From Chart)	Out-of-Region Mileage Claim (or In-Region specific mileage)		One Way /Return	Mileage Claim km's-Specific	Mileage Amount @ 0.62/km	Other Transportation & Parking *	Accommodations *	Airfare*	Per Diems*	Meals *	Registration /Event Ticket *	General Expenses *	Total	GL Coding		
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1220	1220	1225	1226	1227	1221	1222	1222		ACCT	Cost Ctr	CAT 2 Project CAT4
03/08/23	UDI Golf Tournament	St. Albert	Edmonton-East	Return	44.00					27.28								27.28	6140	1010	516113
03/08/23	Cultivate Life Presentation Arts									-				100.00				100.00	6140	1010	516113
05/08/23	YEG Airshow	St. Albert	Sturgeon (County)	Return	40.00					24.80								24.80	6140	1010	516113
08/08/23	Arts Development Advisory Committee									-				100.00				100.00	6140	1010	516113
09/08/23	Chamber Meeting									-				100.00				100.00	6140	1010	516113
16/08/23	EMRB Golf Tournament	St. Albert	Parkland (County)	Return	68.00					42.16								42.16	6140	1010	516113
17/08/23	Jessica Martel Memorial Golf Tournament	St. Albert	Sturgeon (County)	Return	40.00					24.80								24.80	6140	1010	516113
23/08/23	SRWA Committee Meeting									-				100.00				100.00	6140	1010	516113
23/08/23	Arts Development Advisory Committee Emerg Mtg									-				100.00				100.00	6140	1010	516113
24/08/23	Alberta Municipal Climate Leadership Meeting									-				100.00				100.00	6140	1010	516113
										-								-			
										-								-			
										-								-			

Sub-Total \$ 719.04

Professional Development		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Per Diems*	Meals *	Conference or Course Registration /Event Ticket *	General Expenses *	Total	GL Coding		
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1221	1221	1222	1226	1216	1227	1225	1224		ACCT	Cost Ctr	CAT 2 Project CAT4
										-								-			
										-								-			
										-								-			
										-								-			
										-								-			
										-								-			

Sub-Total \$ -



Council Member Monthly Expense Claim Form

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Name: Councillor Biermanski

Date Submitted 07/09/23

Month August Year 2023

AUMA or FCM Convention or Board Expenses		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region, specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Per Diems*	Meals *	Conference or Course Registration /Event Ticket *	General Expenses *	Total	GL Coding		
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1221	1221	1222	1226	1216	1227	1225	1224		ACCT	Cost Ctr	CAT 2 Project CAT4
										-								-			
										-								-			
										-								-			
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										-								-			

Sub-Total \$ -

Office of the Mayor (Official Events & Duties)		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Per Diems*	Meals *	Registration /Event Ticket *	General Expenses *	Total	GL Coding				
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7												ACCT	Cost Ctr	CAT3	CAT4
										-													
										-													
										-													
										-													
										-													
										-													

Sub-Total \$ -



Council Member Monthly Expense Claim Form

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Name: Councillor Biermanski

Date Submitted 07/09/23 Month August Year 2023

Operating Supplies/Telephone/Internet/Sponsorships				GL Coding				
		Mobile Device (Max \$55/Month) Home Internet (Max \$70/Month). Sponsorship (Max \$1,000/Year see policy C-CC-21 Council Sponsorship)	Total	ACCT	Cost Ctr	CAT 2 Project	CAT7	Expense Type
Date (DD/MM/YY)	Detailed Description							
11/08/23	Mobile Device - Telus		55.00	6404	1010	516113	N/A	Mobile Dev
19/08/23	Home Internet - Telus		70.00		1010	516113	N/A	Mobile Dev

Sub-Total \$ 125.00

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Per Diems*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)									
18/08/23	State of the City Registration						65.00		65.00
									-
									-
									-
									-
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									-
									-
									-

Sub-Total \$ 65.00



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Name: Councillor Biermanski

Date Submitted 07/09/23 Month August Year 2023

Expenses Paid Directly by the City (eg. Petty Cash)		Other Transportation & Parking *	Accommodations *	Airfare*	Per Diems*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)									
									-
									-
									-
									-
									-
									-
									-

Sub-Total \$ -

- Claim Reminders:
- \*\* See Council Policy C-CC-03 Council Remuneration and Expense Reimbursement for detailed provisions of allowable expenses\*\***
- Detailed receipts must be provided for all expenses. Credit Card slips are NOT an acceptable form of receipt.
  - Meter parking may be claimed without a receipt up to \$15. Clearly indicate (Meter) in the nature of event/meeting section.
  - A standard mileage chart is available for use. All kilometers are based on St. Albert Place (SAP) as the base location. 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)
  - 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.
  - Expense claims must be submitted within 10 days of the following month
  - Incomplete expense claims will not be processed
  - Per Diems (claim for attendance at specified events per C-CC-03) are taxable and paid at a rate of \$100 for less than or equal to 4 hours, or \$200 for greater than 4 hours.
  - Meals claimed without receipts for travel outside of the Capital region follow the rates and conditions outlined in the Council Policy C-CC-03 Council Remuneration and Expense Reimbursement

Grand Total Expenses	\$ 909.04
Less: BMO MasterCard	-\$ 65.00
Less: Expenses Paid	\$ -
Net to be paid to: Councillor Biermanski	\$ 844.04



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Biermanski

Date Submitted 07/09/23 Month August Year 2023

Authorizations & Approvals Councillor Biermanski August 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.

[Signature] Sep 7, 2023  
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 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.

Shelley Biermanski Sep 7, 2023  
Shelley Biermanski (Sep 7, 2023 08:49 MDT)  
Council Member's Signature Date (DD/MM/YY)

**Accounts Payable**  
I have reviewed this claim for mathematical accuracy and documentation support.

Lynda Lavallee Sep 7, 2023  
Lynda Lavallee (Sep 7, 2023 10:01 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 documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

[Signature] Sep 7, 2023  
Anne Victor (Sep 7, 2023 14:27 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 documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

[Signature] Sep 7, 2023  
City Manager Signature Date (DD/MM/YY)

1 of 5



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name:	Councillor Biermanski	Date Submitted	05/10/23	Month	September	Year	2023
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AUMA or FCM Convention or Board Expenses		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Per Diems*	Meals *	Conference or Course Registration /Event Ticket *	General Expenses *	Total	GL Coding			
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1221	1221	1222	1226	1216	1227	1225	1224		ACCT	Cost Ctr	CAT 2 Project	CAT4
26/09/23	ABMunis EOEP	St. Albert	Edmonton-Downtown	Return	30.00					18.60	15.00			200.00				233.60	6100	1010	516113	
27/09/23	ABMunis Convention	St. Albert	Edmonton-Downtown	Return	30.00					18.60	15.00			200.00				233.60	6100	1010	516113	
28/09/23	ABMunis Convention	St. Albert	Edmonton-Downtown	Return	30.00					18.60	15.00			200.00				233.60	6100	1010	516113	
29/09/23	ABMunis Convention	St. Albert	Edmonton-Downtown	Return	30.00					18.60	15.00			200.00				233.60	6100	1010	516113	
										-								-				

Sub-Total \$ 934.40

Office of the Mayor (Official Events & Duties)		In-Region Mileage Claim based on Chart		One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileage Claim (or In-Region specific mileage)		One Way /Return	Mileage Claim-Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Per Diems*	Meals *	Registration /Event Ticket *	General Expenses *	Total	GL Coding			
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7		1220	1220	1225	1226	1227	1221	1222	1222		ACCT	Cost Ctr	CAT3	CAT4
										-								-				
										-								-				
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										-								-				
										-								-				

Sub-Total \$ -



Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Biermanski

Date Submitted 05/10/23 Month September Year 2023

Operating Supplies/Telephone/Internet/Sponsorships				GL Coding				
		Mobile Device (Max \$55/Month) Home Internet (Max \$70/Month), Sponsorship (Max \$1,000/Year see policy C-CC-21 Council Sponsorship)	Total	ACCT	Cost Ctr	CAT 2 Project	CAT7	Expense Type
Date (DD/MM/YY)	Detailed Description							
11/09/23	Mobile Device - Telus		55.00	6404	1010	516113	N/A	Mobile Dev
19/09/23	Home Internet - Telus		70.00		1010	516113	N/A	Mobile Dev

Sub-Total \$ 125.00

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

Sub-Total \$ -



# Council Member Monthly Expense Claim Form

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Do not enter in "Grey" cells

Name: Councillor Biermanski

Date Submitted 05/10/23

Month September Year 2023

Expenses Paid Directly by the City (eg. Petty Cash)		Other Transportation & Parking *	Accommodations *	Airfare*	Per Diems*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)									
									-
									-
									-
									-
									-
									-
									-

Sub-Total \$ -

## Claim Reminders:

**\*\* See Council Policy C-CC-03 Council Remuneration and Expense Reimbursement for detailed provisions of allowable expenses\*\***

- Detailed receipts must be provided for all expenses. Credit Card slips are NOT an acceptable form of receipt.
- Meter parking may be claimed without a receipt up to \$15. Clearly indicate (Meter) in the nature of event/meeting section.
- A standard mileage chart is available for use. All kilometers are based on St. Albert Place (SAP) as the base location. 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)
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- Meals claimed without receipts for travel outside of the Capital region follow the rates and conditions outlined in the Council Policy C-CC-03 Council Remuneration and Expense Reimbursement

Grand Total Expenses	\$ 1,278.00
Less: BMO MasterCard	\$ -
Less: Expenses Paid	\$ -
Net to be paid to: Councillor Biermanski	\$ 1,278.00



# Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Biermanski

Date Submitted 05/10/23

Month September Year 2023

Authorizations & Approvals

Councillor Biermanski

September 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.

[Signature] Oct 5, 2023

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 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.

[Signature] Oct 5, 2023

Shelley Biermanski (Oct 5, 2023 19:06 MDT)

Council Member's Signature Date (DD/MM/YY)

**Accounts Payable**

I have reviewed this claim for mathematical accuracy and documentation support.

[Signature] Oct 10, 2023

Lynda Lavallee (Oct 10, 2023 10:36 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 documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

[Signature] Oct 18, 2023

Anne Victorin (Oct 18, 2023 16:07 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 documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

[Signature] Oct 18, 2023

City Manager Signature Date (DD/MM/YY)