

Select From List Do not enter in "Grey" cells

Name: Councillor Hughes

Date Submitted 11/05/23 Month April Year 2023

General Council	Related Business	In-Region Mileage Cla	aim 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 *	Registration /Event Ticket *	General Expenses *	Total		GL Cod	ing	
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1220	1220	1225	1226	1221	1222	1222	2	ACCT	Cost Ctr Pr	AT 2 oject CAT4	
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															Sub-Total		\$ -				

Professional Dev	relopment	In-Region Mileage (laim based on Chart	One Way /Return	Mileage Claim (From Chart)	Out-of-Region Mileag	ge 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	7 1225	1224		ACCT Cost Ctr Project CAT4



Select From List Do not enter in "Grey" cells

Name: Councillor Hughes

Date Submitted 11/05/23 Month April Year 2023

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	Mileage Claim- Specific	Mileage Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*		Conference or Course Registration /Event Ticket *	General Expenses *	Total		GL Cod	
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1221	1221	1222	1226	1227	1225	1224	1	ACCT	Cost Ctr Pro	AT 2 pject 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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Select From List Do not enter in "Grey" cells

Name:

Councillor Hughes

Date Submitted

Month

11/05/23

pril Yea

2023

Operating Supplie	rs/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		Δ.	CCT Cost Ct	CAT 2 Project CAT7	Expense Type	е
	Home Internet - Shaw	7	70.00		516106 N//		Device Charge
13/04/23	Mobile Device - Virgin Mobile	5	55.00	1010	516106 N/A	Mobile D	Device Charge

Sub-Total

\$ 125.00

BMO MasterCard I		Other Transportation & Parking *	Accommodations *	Airfare*	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)							
20/04/23	UDI Luncheon Registration				74.09		74.09
26/04/23	Business@Lunch Registration				45.00		45.00
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Sub-Total

\$ 119.09





Name:	Councillor Hughes	Date Submitted	11/05/23	Month	April	Year	2023	1

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	\$	244.09
Less: BMO MasterCard	-\$	119.09
Less: Expenses Paid	\$	-
Net to be paid to: Councillor Hughes	\$	125.00



Date Submitted

11/05/23

Select From List Do not enter in "Grey" cells

2023

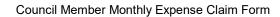
Name: Councillor Hughes

Councillor Hughes 2023 Authorizations & Approvals April 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 was completed by another individual. All applicable receipts have been attached. Sheena Hughes Council Member's Signature Date (DD/MM/YY) Accounts Payable I have reviewed this claim for mathematical accuracy and documentation support.

Lynna Lavallee

Lynna Lavallee (May 15 2023 10:41 MDT) 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 ne Victoor (May 15, 2023 11:46 MDT) Director - Financial & Strategic Services Signature Date (DD/MM/YY) Chief Administrative Officer (City Manager) 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 MACCC Date (DD/MM/YY) City Manager Signature

P:\Mayor's Office\Expenses - F00\2023\4 - April\Hughes\[Cllr Hughes Council Expense Claim Form - April 2023.xlsm]Claim Form





Select From List Do not enter in "Grey" cells

Name: Councillor Hughes

Date Submitted 14/06/23 Month May Year 2023

neneral Council Related Business	In-Region Mileage C	Claim based on Chart	One Way /Return	Mileage Claim km's (From Chart)	Out-of-Region Milea specifi	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 Coding	
ate (DD/MM/YY) Nature of Event/Meeting	From	То			From	То	CAT7_		1220	1220	1225	5 1226	3 1221	1222	1222		ACCT	CAT 2 Cost Ctr Project	CAT4
18/05/23 UDI Luncheon	St. Albert	Edmonton- Downtown	Return	30.00					15.15							15.15	6140	1010 516106	
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Sub-Total \$ 15.15

Professional Dev	elopment	In-Region Mileage Cl		Way	Mileage Claim (From Chart)	Out-of-Region Mileag	e Claim (or In-Region, mileage)	One Way	Mileage Mileage Claim- Amount @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*		Conference or Course Registration /Event Ticket *	General Expenses * Tota	al		Coding	
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From		CAT7_	1221			1226	1227	1225	1224		ACCT	CAT 2 Project CAT4	
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Name:

Councillor Hughes

Date Submitted

Month

14/06/23

May Year

2023

AUMA or FCM Co	nvention or Board Expenses	In-Region Mileage C	laim based on Chart				One Way	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	122	1 1222	1226	6 1227	1225	5 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		Way		ge Claim (or In-Region, mileage)	One Way /Return	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: Councillor Hughes

Date Submitted 14/06/23 Month May Year 2023

Operating Suppli	upplies/Telephone/Internet/Sponsorships Mobile Device (Max \$55/Month) Home Internet (Max \$70/Month), Sponsorship (Max \$1,000/Year see policy C-CC	C-21 Council Sponsorship) Total	GL Coding	
Date (DD/MM/YY)	VYY) Detailed Description	ACI	CAT 2 CCT Cost Ctr Project	Expense CAT7 Type
03/05/23	05/23 Home Internet - Shaw	70.00	6404 1010 516106	N/A Mobile Device Ch
13/05/23	D5/23 Mobile Device - Virgin Mobile	55.00	1010 516106	N/A Mobile Device Ch

Sub-Total \$ 125.00

BMO MasterCard I	Appliates	Other Transportation & Parking *	Accommodations *	Airfare*	Registration /Event Ticket	General Expenses *	Total
Date (DD/MM/YY)							
17/05/23	Staples - Office supplies					10.49	10.49
23/05/23	Business@Lunch Registration				45.00		45.00
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Sub-Total \$ 55.49

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Select From List Do not enter in "Grey" cells

Name:

Councillor Hughes

14/06/23 2023 Date Submitted Month

Expenses Paid Dir	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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<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 195.64 Less: BMO MasterCard 55.49 -\$ Less: Expenses Paid Net to be paid to Councillor Hughes 140.15



Name:

Councillor Hughes

Council Member Monthly Expense Claim Form

Select From List Do not enter in "Grey" cells

Date Submitted

14/06/23

May Year

Month

2023

Authorizations & Approvals		Councillor Hughes	Мау	2
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 Memb	per at the time of submission.			
OS south				
Preparer's Signature	Date (DD/MM/YY)			
Council Member				
vas completed by another individual. All applicable receipts have been attached. Neena Hughes Sheena Hughes (Jun 15, 2023 15:40 MDT)	f the City of St. Albert. I understand that submitting a fraudulent claim is a very serious matter. I understand that I am solely responsible	le 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. Lynda Lavallee (Jun 15, 2023 15:47 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 documenta	ation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement			
Anne Victoor (Jun 15, 2023 16:56 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 documental	ation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement			
William Fletcher (Jun 15, 2023 19:58 MDT)				



Select
From List

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enter in
"Grey" cells

Date Submitted 05/07/23 Month June Y

2023

General Council	Related Business	In-Region Mileage Cl	aim based on Chart	One Way	Mileage Claim km's (From Chart)		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	
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 CA	AT4
01/06/23	ERWAC Quarterly Meeting		Strathcona (County)	Return	66.00					33.33							33.33	6140		516106	
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Sub-Total \$ 33.33

Professional Dev	velopment	In-Region Mileage	Claim based on Chart	One Way	Mileage Claim (From Chart)	Out-of-Region Mileag	ge Claim (or In-Region,	One Way	Claim-	Amount @	Other Transportation & Parking *	Accommodations *	Airfare*		or Course Registration /Event Ticket G	General	Total		GL Coding
Date (DD/MM/YY)	Nature of Event/Meeting	From	То			From	То	CAT7_		1221	1221	1222	1226	1227	1225	1224	1	ACCT	CAT 2 Cost Ctr Project CAT4
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ub-Total	\$ -



Select From List Do not enter in "Grey" cells

Name: Councillor Hughes

Date Submitted 05/07/23

Month June

2023

AUMA or FCM Cor	nvention or Board Expenses	In-Region Mileage Cl	aim based on Chart	One Way	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*		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 May	or (Official Events & Duties)	In-Region Mileage Cl	aim based on Chart	One Way	Mileage Claim (From Chart)	Out-of-Region Mileag	e Claim (or In-Region, mileage)	One Way	Claim-	Amount @	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	B CAT4
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Select From List Do not enter in "Grey" cells

Name:	Councillor Hughes

Date Submitted 05/07/23 Month June Year

Operating Supplies/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 C	CAT 2 tr Project CAT	Expens Type	se .
13/06/23	Mobile Device - Virgin Mobile	55.00	6404 1010	516106 N	A Mobile	Device Charge
03/06/23	Home Internet - Shaw	70.00	1010	516106 N	A Mobile	Device Charge
30/06/23	Office Supplies	20.99	6502 1010	516106 N	A Office/0	Operating Supp

Sub-Total \$ 145.99

BMO MasterCard E	xpenses	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket	General Expenses *	Total
Date (DD/MM/YY)								
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From List Do not enter in "Grey" cells

Name: Councillor Hughes Date Submitted 05/07/23 2023 Other Registration Expenses Paid Directly by the City (eg. Petty Cash) Transportation & Parking * Event Ticket Date (DD/MM/YY)

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	\$ 179.32
Less: BMO MasterCard	\$ -
Less: Expenses Paid	\$ -
Net to be paid to Councillor Hughes	\$ 179.32



Name:

Councillor Hughes

Council Member Monthly Expense Claim Form



Date Submitted 05/07/23

Month J

ne Year

2023

Authorizations & Approvals	Councillor Hughes	June 2
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 I	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 of was completed by another individual. All applicable receipts have been attached. Sheena Hughes (Jul 5-2023 00:08 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. Lynda Lavallee Lynda Lavallee (Jul 5, 2023 08:16 MDT)		
Accounts Payable Personnel Signature	Date (DD/MMYY)	
Director - Financial & Strategic Services		
l have reviewed this claim and am satisfied that the expenses listed and the information and documentation provided the following suranne region (Jul 5, 2023 09:28 MDT)	ded are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement	
Director - Financial & Strategic Services Signature	Date (DD/MMYY)	
Chief Administrative Officer (City Manager)		
I have reviewed this claim and am satisfied that the expenses listed and the information and documentation provided that the expenses listed and the information and documentation provided that the expenses listed and the information and documentation provided that the expenses listed and the information and documentation provided that the expenses listed and the information and documentation provided that the expenses listed and the information and documentation provided that the expenses listed and the information and documentation provided that the expenses listed and the information and documentation provided that the expenses listed and the information and documentation provided that the expenses listed and the information and documentation provided that the expenses listed and the information and documentation provided that the expenses is the expense of the	ded are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement	
City Manager Signature	Date (DD/MM/YY)	

P:\Mayor's Office\Expenses - F00\2023\6 - June\Hughes\(Cllr Hughes Council Expense Claim Form - MASTER Revised February 2023.xlsm)\(Claim February 2023.xlsm)\(Claim