



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted: 22/11/23 Month: April 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 @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total	GL Coding																		
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7										ACCT	Cost Ctr	Project	CAT4															
03/04/23	Meeting with Chair of EIA	St. Albert	Edmonton-North	Return	24.00					12.12							12.12	6140	1010	516112																
13/04/23	EMRB Board Meeting	St. Albert	Edmonton-Kingsway	One Way	13.00					6.57							6.57	6140	1010	516112																
13/04/23	EMRB Board Meeting	Edmonton-Kingsway	Edmonton-South	One Way	38.00					19.19							19.19	6140	1010	516112																
14/04/23	Municipal Connections Event at YEG	EIA	St. Albert	Return	104.00					52.52							52.52	6140	1010	516112																
										-							-																			
14/04/23	Inclusion Alberta President's Reception	St. Albert	Edmonton-North	Return	24.00					12.12							12.12	6140	1010	516112																
19/04/23	MacEwan University Presentation-Road to Recovery	St. Albert	Edmonton-Downtown	Return	30.00					15.15							15.15	6140	1010	516112																
20/04/23	UDI Luncheon	St. Albert	Edmonton-Downtown	One Way	15.00					7.58							7.58	6140	1010	516112																
20/04/23	Edmonton Global Shareholder AGM	Edmonton-Downtown	Leduc (City)	One Way	37.00					18.69							18.69	6140	1010	516112																
20/04/23	Edmonton Global Shareholder AGM	Leduc (City)	St. Albert	One Way	57.00					28.79							28.79	6140	1010	516112																
										-							-																			
										-							-																			
										-							-																			
Sub-Total																								\$	172.71											

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*	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										ACCT	Cost Ctr	Project	CAT4															
										-							-																			
										-							-																			
										-							-																			
										-							-																			
										-							-																			
										-							-																			
Sub-Total																								\$	-											



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted: 22/1/23

Month: April 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*	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	1227	1225	1224		ACCT	Cost Ctr	CAT 2 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*	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	1221	1222	1222		ACCT	Cost Ctr	CAT3	CAT4
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				

Sub-Total \$ -



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name:

Date Submitted:

Month: 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				Expense Type
Date (DD/MM/YY)	Detailed Description			ACCT	Cost Ctr	CAT 2 Project CAT7		
01/04/23	Home Internet - Shaw		70.00	#N/A	1010	516112	N/A	
21/04/23	Mobile Device - Telus		55.00		1010	516112	N/A	

Sub-Total \$ 125.00

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)	Description							
11/04/23	Edmonton Global Advocacy in Ottawa			523.86				523.86
17/04/23	Deposit for Alberta Rec & Parks Conference		272.40					272.40
								-
								-
								-
								-
								-
								-

Sub-Total \$ 796.26



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted: 22/11/23 Month: April Year: 2023

Expenses Paid Directly by the City (eg. Petty Cash)		Other Transportation & Parking *	Accommodations *	Airfare*	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
- 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.
- 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)
- Expense claims must be submitted within 10 days of the following month
- Incomplete expense claims will not be processed

Grand Total Expenses	\$ 1,093.97
Less: BMO MasterCard	-\$ 796.26
Less: Expenses Paid	\$ -
Net to be paid to Mayor Heron	\$ 297.71



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Date Submitted: Month: Year: **Authorizations & Approvals**

Mayor Heron

April

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 SignatureMay 14, 2024
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.


Council Member's SignatureMay 14, 2024
Date (DD/MM/YY)**Accounts Payable**

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


Lynda Lavallee (May 14, 2024 16:00 MDT)
Accounts Payable Personnel SignatureMay 14, 2024
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


Director - Financial & Strategic Services SignatureMay 14, 2024
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


City Manager SignatureMay 14, 2024
Date (DD/MM/YY)



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name:

Date Submitted:

Month: Year:

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 @ 0.505/km	Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total	GL Coding			
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To	CAT7										ACCT	Cost Ctr	Project	CAT4
15/05/23	Edmonton Global Advocacy Meetings in Ottawa	St. Albert	EIA	One Way	52.00					26.26	43.08						69.34	6140	1010	516112	
16/05/23	Edmonton Global Advocacy Meetings in Ottawa									-	42.09						42.09	6140	1010	516112	
17/05/23	Edmonton Global Advocacy Meetings in Ottawa									-	136.77			28.81			165.58	6140	1010	516112	
										-							-				
										-							-				
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										-							-				
										-							-				
										-							-				
Sub-Total																			\$ 277.01		

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*	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										ACCT	Cost Ctr	Project	CAT4
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				
Sub-Total																			\$ -		



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted: 14/07/23

Month: May 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*	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	1227	1225	1224		ACCT	Cost Ctr	CAT 2 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*	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	1221	1222	1222		ACCT	Cost Ctr	CAT3	CAT4
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				

Sub-Total \$ -



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name:

Date Submitted:

Month: Year:

Operating Supplies/Telephone/Internet/Sponsorships		Total	GL Coding				
Date (DD/MM/YY)	Detailed Description		ACCT	Cost Ctr	CAT 2 Project	CAT7	Expense Type
Mobile Device (Max \$55/Month) Home Internet (Max \$70/Month), Sponsorship (Max \$1,000/Year see policy C-CC-21 Council Sponsorship)							
01/05/23	Home Internet - Shaw	70.00	#N/A	1010	516112	N/A	
21/05/23	Mobile Device - Telus	55.00		1010	516112	N/A	

Sub-Total \$ 125.00

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
01/05/23	13 Ways Conference Registration					2,467.50		2,467.50
17/05/23	Federal Advocacy w/Edmonton Global - Hotel Le Germain				48.60			48.60
17/05/23	Federal Advocacy w/Edmonton Global - Hotel Le Germain		820.28					820.28
23/05/23	Strathcona County Mayor's Golf Classic Registration					225.00		225.00
23/05/23	UDI Luncheon Registration					74.09		74.09
24/05/23	FCM - Dinner w/Councillors Brodhead & MacKay, Bill Fletcher				154.54			154.54
27/05/23	FCM - Dinner w/Councillors Brodhead & MacKay, Bill Fletcher				272.01			272.01
29/05/23	FCM - Meal w/Councillors Brodhead & MacKay				104.68			104.68
31/05/23	Meeting w/Spruce Grove & Beaumont				58.23			58.23

Sub-Total \$ 4,224.93



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted: 14/07/23 Month: May Year: 2023

Expenses Paid Directly by the City (eg. Petty Cash)		Other Transportation & Parking *	Accommodations *	Airfare*	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
 - 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.
 - 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)
 - Expense claims must be submitted within 10 days of the following month
 - Incomplete expense claims will not be processed

Grand Total Expenses	\$	4,626.94
Less: BMO MasterCard	-\$	4,224.93
Less: Expenses Paid	\$	-
Net to be paid to Mayor Heron	\$	402.01



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted 14/07/23

Month May Year 2023

Authorizations & Approvals

Mayor Heron May 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] Aug 29, 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] Aug 29, 2023
Council Member's Signature Date (DD/MM/YY)

Accounts Payable
I have reviewed this claim for mathematical accuracy and documentation support.
[Signature] Aug 29, 2023
Lynda Lavallee (Aug 29, 2023 16:09 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] Aug 29, 2023
Anne Victor (Aug 29, 2023 16:29 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] Aug 29, 2023
City Manager Signature Date (DD/MM/YY)



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted: 14/07/23 Month: June Year: 2023

Table with columns: General Council Related Business, Date, Nature of Event/Meeting, From, To, Mileage Claim km's, Out-of-Region Mileage Claim, One Way/Return, Mileage Claim Specific, Mileage Amount @ 0.505/km, Other Transportation & Parking, Accommodations, Airfare, Meals, Registration/Event Ticket, General Expenses, Total, GL Coding. Includes rows for events like Adaptabilities Breakfast, UDI Panel, Emerald Awards, etc.

Sub-Total \$ 1,409.62

Table with columns: Professional Development, Date, Nature of Event/Meeting, From, To, Mileage Claim (From Chart), Out-of-Region Mileage Claim, One Way/Return, Mileage Claim Specific, Mileage Amount @ 0.505/km, Other Transportation & Parking, Accommodations, Airfare, Meals, Conference or Course Registration/Event Ticket, General Expenses, Total, GL Coding.

Sub-Total \$ -



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted 14/07/23

Month June 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*	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	1227	1225	1224		ACCT	Cost Ctr	CAT 2 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*	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	1221	1222	1222		ACCT	Cost Ctr	CAT3	CAT4
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				

Sub-Total \$ -



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name:

Date Submitted:

Month: 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 Ctr	CAT 2 Project	CAT7	Expense Type
01/06/23	Home Internet - Shaw				70.00	#N/A	1010	516112	N/A	
21/06/23	Mobile Device - Telus				55.00		1010	516112	N/A	

Sub-Total \$ 125.00

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)								
05/06/23	EMRB Golf Refund							-
05/06/23	EMRB Golf Tournament Registration							-
09/06/23	Meeting w/Min. Boissonneault				63.19			63.19
13/06/23	Tribal Roots - Beaded Pins				65.04			65.04
28/06/23	Chamber Business@Lunch season ticket					451.50		451.50
28/06/23	BBQ Lunch in the Park Registration					21.00		21.00
								-
								-
								-

Sub-Total \$ 600.73



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Mayor Heron

Date Submitted: 14/07/23 Month: June Year: 2023

Expenses Paid Directly by the City (eg. Petty Cash)		Other Transportation & Parking *	Accommodations *	Airfare*	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
 - 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.
 - 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)
 - Expense claims must be submitted within 10 days of the following month
 - Incomplete expense claims will not be processed

Grand Total Expenses	\$	2,135.35
Less: BMO MasterCard	-\$	600.73
Less: Expenses Paid	\$	-
Net to be paid to Mayor Heron	\$	1,534.62



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Date Submitted: Month: Year: **Authorizations & Approvals**


Mayor Heron

June

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/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.



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

Accounts Payable


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


[Lynda Lavallee \(Jul 17, 2023 08:14 MDT\)](#)

 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


[Anna Victor \(Jul 20, 2023 1:16 MDT\)](#)

 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



 City Manager Signature Date (DD/MM/YY)