



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Joly

Date Submitted 09/01/19 Month December Year 2018

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
20/12/18	Homeland Housing					St. Albert Place	10240 104 St, Westlock, AB T7P 1V6	Return	143.20	72.32								72.32	6140	1010	516108
Sub-Total																	\$	72.32			

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
										1221	1221		1222	1226	1227	1225	1224				
Sub-Total																	\$	-			



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Name: **Councillor Joly**

Date Submitted: **09/01/19** Month: **December** Year: **2018**

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

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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)							
06/12/18	Mobile Device	55.00	6404 1010	516108	N/A		Mobile Device Charge
01/12/18	Home Office Internet	70.00	6404 1010	516108	N/A		Office/Operating Supr

Sub-Total \$ 125.00

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

Sub-Total \$ -



Council Member Monthly Expense Claim Form

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Name: **Councillor Joly**

Date Submitted: **09/01/19** Month: **December** Year: **2018**

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	\$ 197.32
Less: BMO MasterCard	\$ -
Less: Expenses Paid	\$ -
Net to be paid to Councillor Joly	\$ 197.32

Training and Development Activities		
Activity Name	Description of Activity Content and any learning/information worth sharing	
27/12/2018	Councillor EMS ride along on ambulance	
Board, Committee, Agency meetings attended (Includes both Council appointed and other approved committees)		
Committee, Agency Name	Date of Meeting	Updates
04/12/2018	Internal Audit Steering Committee	



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Name:

Councillor Joly

Date Submitted

09/01/19

Month

December

Year

2018



Council Member Monthly Expense Claim Form

Select From List
Do not enter in "Grey" cells

Name: Councillor Joly

Date Submitted: 09/01/19

Month: December

Year: 2018

Authorizations & Approvals

Councillor Joly

December

2018

Preparer

[Redacted Signature]

I am a Council Member at the time of submission.

09/01/19
Date (DD/MM/YY)

Council Member

[Redacted Signature]

I am a Council Member at the time of submission. 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 is prepared by another Council Member.

09/01/19
Date (DD/MM/YY)

Accounts Payable

[Redacted Signature]

D. Parsons JAN 10 2019

Date (DD/MM/YY)

Chief Financial Officer

[Redacted Signature]

The information and documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

Jan 11/19
Date (DD/MM/YY)

Chief Administrative Officer (City Manager)

[Redacted Signature]

The information and documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

17/01/19
Date (DD/MM/YY)



Council Member Monthly Expense Claim Form

Select
From List

Do not
enter in
"Grey" cells

Name: Councillor Joly

Date Submitted 17/12/18 Month November Year 2018

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	1220	1220	1225	1226	1221	1222	1222	Total	ACCT	Cost Ctr	Project	CAT 2		
29/11/18	Homeland Housing	St. Albert	Morinville	Return	38.00					19.19							19.19	6140	1010	516108	A10	General Council Busiess
										-							-				A10	General Council Busiess
										-							-				A10	General Council Busiess
										-							-				A6	CRB
										-							-				A10	General Council Busiess
										-							-					
										-							-					
										-							-					
										-							-					
										-							-					
										-							-					
Sub-Total																					\$ 19.19	

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	1221	1221	1222	1226	1227	1225	1224	Total	ACCT	Cost Ctr	Project	CAT 2	
										-							-				CAT 2
										-							-				Project CAT4
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				
										-							-				
Sub-Total																					\$ -



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Name: Councillor Joly

Date Submitted 17/12/18

Month November Year 2018

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			
																					From
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To												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				
																					From	To
Date (DD/MM/YY)	Nature of Event/Meeting	From	To			From	To												ACCT	Cost Ctr	CAT3 CAT4	
Sub-Total																	\$	-				



Council Member Monthly Expense Claim Form

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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)						
06/08/18	Mobile Device	47.71	6404	1010	516108 N/A	Mobile Device Charge
01/11/18	Home Office Internet	70.00	6404	1010	516108 N/A	Office/Operating Supp

Sub-Total \$ 117.71

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

Sub-Total \$ -



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Name: Councillor Joly

Date Submitted 17/12/18 Month November Year 2018

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

- 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	\$ 136.90
Less: BMO MasterCard	\$ -
Less: Expenses Paid	\$ -
Net to be paid to Councillor Joly	\$ 136.90

Training and Development Activities		
Activity Name	Description of Activity Content and any learning/information worth sharing	
05/11/2018	Alternate Capital Finance Training	
09/11/2018	Council Training - Photo Enforcement and Traffic Engineering	
15/11/2018	November MDP engagement events - Workshops – MDP Strengths and Opportunities	
30/11/2018	Advocacy Training Workshop	
Board, Committee, Agency meetings attended (Includes both Council appointed and other approved committees)		
Committee, Agency Name	Date of Meeting	Updates
01/11/2018	Board Appreciation - Policing Committee	
14/11/2018	Board Appreciation - Internal Auditor Committee Meeting	
17/11/2018	Board/Committees of Council Interviews 2018 Forward Appointments	
22/11/2018	Environmental Advisory Committee	



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Name:

Councillor Joly

Date Submitted

17/12/18

Month

November

Year

2018



Council Member Monthly Expense Claim Form

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Name: Councillor Joly

Date Submitted 17/12/18 Month November Year 2018

Authorizations & Approvals Councillor Joly November 2018

Preparer [Redacted] member, sign and date below
Information provided by the Council Member at the time of submission.
17/12/18
Date (DD/MM/YY)

Council Member [Redacted] ing 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 is rejected.
17/12/18
Date (DD/MM/YY)

Accounts Payable [Redacted] documentation support.
D. Parsons DEC 19 2018
Date (DD/MM/YY)

Chief Financial Officer [Redacted] and the information and documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement
01/02/19
Date (DD/MM/YY)

Chief Administrative Officer (City Manager) [Redacted] and the information and documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement
09/01/19
Date (DD/MM/YY)



Council Member Monthly Expense Claim Form

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Name: **Councillor Joly**

Date Submitted: **06/11/18**

Month: **October** Year: **2018**

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	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

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Name: Councillor Joly

Date Submitted 08/11/18 Month October Year 2018

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)						
06/08/18	Mobile Device	47.71				
01/08/18	Home Office Internet	70.00				
Sub-Total		\$ 117.71				

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)	Detailed Description							
18/09/18	Homestyle Breakfast Benefit					51.29		51.29
Sub-Total								\$ 51.29



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Name:

Date Submitted Month Year

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

Sub-Total \$

- Claim Reminders:**
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 - Expense claims must be submitted within 10 days of the following month
 - Incomplete expense claims will not be processed

Grand Total Expenses	\$	189.20
Less: BMO MasterCard	-\$	51.29
Less: Expenses Paid	\$	-
Net to be paid to Councillor Joly	\$	137.91

Training and Development Activities	
Activity Name	Description of Activity Content and any learning/information worth sharing
04/10/2018	Info Session Reminder - St. Albert Trail Barrier Wall
04/10/2018	Council Bus Tour
30/10/2018	Open House to show conceptual designs for St. Albert Trail north of Boudreau to City limits

Board, Committee, Agency meetings attended (Includes both Council appointed and other approved committees)		
Committee, Agency Name	Date of Meeting	Updates
Board Appreciation - Environmental Advisory Committee	04/10/2018	
Nominating Committee	15/10/2018	
Environmental Advisory Committee	25/10/2018	
Intermunicipal Affairs Committee Meeting	31/10/2018	



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Name:

Councillor Joly

Date Submitted

08/11/18

Month

October

Year

2018



Council Member Monthly Expense Claim Form

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Do not enter in "Grey" cells

Name: Councillor Joly

Date Submitted 06/11/18

Month October Year

2018

Authorizations & Approvals

Councillor Joly

October

2018

Preparer

Council Member, sign and date below information provided by the Council Member at the time of submission.

09/11/18
Date (DD/MM/YY)

Council Member

I am 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 is not checked.

09/11/18
Date (DD/MM/YY)

Accounts Payable

Information support.

D. Parsons NOV 15 2018

Date (DD/MM/YY)

Chief Financial Officer

The information and documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

19/11/18
Date (DD/MM/YY)

Chief Administrative Officer (City Manager)

The information and documentation provided are in accordance with Council policy C-CC-03 Council Remuneration and Expense Reimbursement

27/11/18
Date (DD/MM/YY)