# Council Member Monthly Expense Claim Form

| | Select From List |
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| | Do not enter in "Grey" cells |

Name: Councillor Biermanski

Date Submitted: 13/02/24 Month: January Year: 2024

| 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 @ 0.64/km | Other Transportation & Parking * | Accommodations * | Airfare* | Councillor 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 | | 1221 | 1222 | 1222 | | ACCT | Cost Ctr | Project | CAT 2 CAT4 |
| 09/01/24 | ABMunis LGFF Webinar | | | | | | | | | - | | | | 100.00 | | | | 100.00 | 6005 | 1010 | 516113 | |
| 10/01/24 | MCMC Summit | | | | | | | | | - | | | | 200.00 | | | | 200.00 | 6005 | 1010 | 516113 | |
| 10/01/24 | MCMC Summit | | | | | St. Albert | Canmore | One Way | 411.00 | 263.04 | | | | | | | | 263.04 | 6140 | 1010 | 516113 | |
| 11/01/24 | MCMC Summit | | | | | | | | | - | | | | 200.00 | | | | 200.00 | 6005 | 1010 | 516113 | |
| 12/01/24 | MCMC Summit | | | | | | | | | - | | | | 200.00 | | | | 200.00 | 6005 | 1010 | 516113 | |
| 12/01/24 | MCMC Summit | | | | | Canmore | St. Albert | One Way | 411.00 | 263.04 | | | | | | | | 263.04 | 6140 | 1010 | 516113 | |
| 15/01/24 | Strategic Planning | St. Albert | Edmonton-West | Return | 40.00 | | | | | 25.60 | | | | | | | | 25.60 | 6140 | 1010 | 516113 | |
| 16/01/24 | Strategic Planning | St. Albert | Edmonton-West | Return | 40.00 | | | | | 25.60 | | | | | | | | 25.60 | 6140 | 1010 | 516113 | |
| 18/01/24 | Meeting with Sturgeon County | St. Albert | Sturgeon (County) | Return | 40.00 | | | | | 25.60 | | | | | | | | 25.60 | 6140 | 1010 | 516113 | |
| 24/01/24 | ADAC | | | | | | | | | - | | | | 100.00 | | | | 100.00 | 6005 | 1010 | 516113 | |
| 25/01/24 | EAC | | | | | | | | | - | | | | 100.00 | | | | 100.00 | 6005 | 1010 | 516113 | |
| 29/01/24 | Red Tape Reduction - Minister Nally | | | | | | | | | - | | | | 100.00 | | | | 100.00 | 6005 | 1010 | 516113 | |
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Sub-Total $ 1,602.88

| 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 @ 0.64/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 | CAT 2 CAT4 |
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# Council Member Monthly Expense Claim Form

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| | Select From List |
| | Do not enter in "Grey" cells |

Name: Councillor Biermanski

Date Submitted: 13/02/24 Month: January Year: 2024

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Sub-Total $ -

# Council Member Monthly Expense Claim Form

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| | Select From List |
| | Do not enter in "Grey" cells |

Name: Councillor Biermanski

Date Submitted: 13/02/24 Month: January Year: 2024

| 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 @ 0.64/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 @ 0.64/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 | CAT2 | CAT3 |
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# Council Member Monthly Expense Claim Form

| | Select From List |
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| | Do not enter in "Grey" cells |

Name: Councillor Biermanski

Date Submitted: 13/02/24 Month: January Year: 2024

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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: 13/02/24 Month: January Year: 2024

| 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 |
| 11/01/24 | Mobile Device - Telus | 55.00 | 6404 | 1010 | 516113 | N/A | Mobile Dev |
| 19/01/24 | Home Internet - Telus | 70.00 | 6404 | 1010 | 516113 | N/A | Mobile Dev |
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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) | | | | | | | | | |
| 11/01/24 | SCHF Gala | | | | | | 300.00 | | 300.00 |
| 15/01/24 | Business@Lunch Registration | | | | | | 45.00 | | 45.00 |
| 17/01/24 | ABMunis Spring MLC | | | | | | 262.50 | | 262.50 |
| 18/01/24 | Taste Of Africa | | | | | | 20.05 | | 20.05 |
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Sub-Total $ 627.55

# Council Member Monthly Expense Claim Form

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| | Select From List |
| | Do not enter in "Grey" cells |

Name: Councillor Biermanski

Date Submitted 13/02/24 Month January Year 2024

# Council Member Monthly Expense Claim Form

| | Select From List |
|---|---|
| | Do not enter in "Grey" cells |

Name: Councillor Biermanski

Date Submitted: 13/02/24 Month: January Year: 2024

| 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) | | | | | | | | | |
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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. 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)
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. Expense claims must be submitted within 10 days of the following month
6. Incomplete expense claims will not be processed
7. 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.
8. 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 | $ | 2,355.43 |
| Less: BMO MasterCard | -$ | 627.55 |
| Less: Expenses Paid | $ | - |
| Net to be paid to: Councillor Biermanski | $ | 1,727.88 |

# Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Biermanski

Date Submitted 13/02/24 Month January Year 2024

**Authorizations & Approvals** — **Councillor Biermanski** — **January** — **2024**

**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): Feb 13, 2024

**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 (Feb 13, 2024 16:37 MST)

Council Member's Signature — Date (DD/MM/YY): Feb 13, 2024

**Accounts Payable**

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

Debbie Hettle (Feb 14, 2024 08:34 MST)

Accounts Payable Personnel Signature — Date (DD/MM/YY): Feb 14, 2024

**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

Anne Victor (Feb 14, 2024 13:24 MST)

Director - Financial & Strategic Services Signature — Date (DD/MM/YY): Feb 14, 2024

**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): Feb 14, 2024

# Council Per Diem Claim Report

| Name: | Councillor Biermanski |
|---|---|

| Month | Year |
|---|---|
| January | 2024 |

| Date | Description | Time (# of Hours) | Full/Half Day DM Event | Total |
|---|---|---|---|---|
| 2024-01-09 | ABMunis LGFF Webinar | 1 | Half Day | $ 100.00 |
| 2024-01-10 | Mid Sized Cities Summit | 10 | Full Day | $ 200.00 |
| 2024-01-11 | Mid Sized Cities Summit | 11 | Full Day | $ 200.00 |
| 2024-01-12 | Mid Sized Cities Summit | 7 | Full Day | $ 200.00 |
| 2024-01-24 | ADAC | 2 | Half Day | $ 100.00 |
| 2024-01-25 | EAC | 2 | Half Day | $ 100.00 |
| 2024-01-29 | Red Tape Reduction - Minister Nally | 1 | Half Day | $ 100.00 |
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**Total Per Diem Claim:** $ 1,000.00

| Full Day Events: | 3 |
|---|---|
| Half Day Events: | 4 |
| DM Events: | 0 |

Shelley Biermanski Feb 13, 2024

Shelley Biermanski (Feb 13, 2024 16:37 MST)

**Authorized By** **Date**

# Council Member Monthly Expense Claim Form

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|---|---|
| | Select From List |
| | Do not enter in "Grey" cells |

Name: Councillor Biermanski

Date Submitted: 01/03/24 Month: February Year: 2024

| 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 @ 0.64/km | Other Transportation & Parking * | Accommodations * | Airfare* | Councillor 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 | | 1221 | 1222 | 1222 | | ACCT | Cost Ctr | Project | CAT 2 CAT4 |
| 06/02/24 | NSWA Proposed Governance Committee | | | | | | | | | - | | | | 100.00 | | | | 100.00 | 6005 | 1010 | 516113 | |
| 08/02/24 | UDI/CHBA Meeting w/Council | | | | | | | | | - | | | | 100.00 | | | | 100.00 | 6005 | 1010 | 516113 | |
| 09/02/24 | NSWA Nominations Committee | | | | | | | | | - | | | | 100.00 | | | | 100.00 | 6005 | 1010 | 516113 | |
| 22/02/24 | Environmental Advisory Committee | | | | | | | | | - | | | | 100.00 | | | | 100.00 | 6005 | 1010 | 516113 | |
| 27/02/24 | Community Services Advisory Committee | | | | | | | | | - | | | | 100.00 | | | | 100.00 | 6005 | 1010 | 516113 | |
| 28/02/24 | Arts Development Advisory Committee | | | | | | | | | - | | | | 100.00 | | | | 100.00 | 6005 | 1010 | 516113 | |
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Sub-Total $ 600.00

| 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 @ 0.64/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 | CAT 2 CAT4 |
| 29/02/24 | ADR Learning Institute - Comfort in Conflict | | | | | | | | | - | | | | | | 598.50 | | 598.50 | 6100 | 1010 | 516113 | A5 Career Develop |
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# Council Member Monthly Expense Claim Form

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| | Select From List |
| | Do not enter in "Grey" cells |

Name: Councillor Biermanski

Date Submitted: 01/03/24 Month: February Year: 2024

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Sub-Total $ 598.50

# Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Biermanski

Date Submitted 01/03/24 Month February Year 2024

| 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 @ 0.64/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 |
| 29/02/24 | ABMunis Climate Leadership Council | | | | | | | | | - | | | | 100.00 | | | | 100.00 | 6005 | 1010 | 516113 | |
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Sub-Total $ 100.00

| 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 @ 0.64/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 | CAT2 | CAT3 |
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# Council Member Monthly Expense Claim Form

| | Select From List |
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| | Do not enter in "Grey" cells |

Name: Councillor Biermanski

Date Submitted: 01/03/24 Month: February Year: 2024

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Sub-Total $ -

# Council Member Monthly Expense Claim Form

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| | Select From List |
| | Do not enter in "Grey" cells |

Name: Councillor Biermanski

Date Submitted: 01/03/24 Month: February Year: 2024

| 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 |
| 11/02/24 | Mobile Device - Telus | 55.00 | 6404 | 1010 | 516113 | N/A | Mobile Dev |
| 19/02/24 | Home Internet - Telus | 70.00 | 6404 | 1010 | 516113 | N/A | Mobile Dev |
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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) | | | | | | | | | |
| 13/02/24 | FCM Registration | | | | | | 1,153.95 | | 1,153.95 |
| 15/02/24 | Chamber Women's Conference | | | | | | 45.00 | | 45.00 |
| 16/02/24 | STANSKI Fundraiser Sponsorship | | | | | | 100.00 | | 100.00 |
| 20/02/24 | Chamber Business@Lunch | | | | | | 45.00 | | 45.00 |
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Sub-Total $ 1,343.95

# Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Biermanski

Date Submitted 01/03/24

Month February

Year 2024

# Council Member Monthly Expense Claim Form

| | |
|---|---|
| | Select From List |
| | Do not enter in "Grey" cells |

Name: Councillor Biermanski

Date Submitted: 01/03/24 Month: February Year: 2024

| 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) | | | | | | | | | |
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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. 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)
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. Expense claims must be submitted within 10 days of the following month
6. Incomplete expense claims will not be processed
7. 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.
8. 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 | $ 2,767.45 |
| Less: BMO MasterCard | -$ 1,343.95 |
| Less: Expenses Paid | $ - |
| Net to be paid to: Councillor Biermanski | $ 1,423.50 |

# Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Biermanski

Date Submitted 01/03/24 Month February Year 2024

**Authorizations & Approvals** **Councillor Biermanski** **February** **2024**

**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): Mar 1, 2024

**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 (Mar 1, 2024 16:32 MST)

Council Member's Signature — Date (DD/MM/YY): Mar 1, 2024

**Accounts Payable**

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

Debbie Hettle (Mar 4, 2024 10:54 MST)

Accounts Payable Personnel Signature — Date (DD/MM/YY): Mar 4, 2024

**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

Anne Victoor (Mar 4, 2024 11:03 MST)

Director - Financial & Strategic Services Signature — Date (DD/MM/YY): Mar 4, 2024

**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): Mar 4, 2024

# Council Per Diem Claim Report

| Name: | Councillor Biermanski |
|---|---|

| Month | Year |
|---|---|
| February | 2024 |

| Date | Description | Time (# of Hours) | Full/Half Day DM Event | Total |
|---|---|---|---|---|
| 2024-02-06 | NSWA Proposed Governance Committee | 10:00 AM | Half Day | $ 100.00 |
| 2024-02-08 | UDI/CHBA Meeting | 5:00 PM | Half Day | $ 100.00 |
| 2024-02-09 | NSWA Nominations Committee | 2:30 PM | Half Day | $ 100.00 |
| 2024-02-22 | EAC Environmental Advisory Committee | 6:00 PM | Half Day | $ 100.00 |
| 2024-02-27 | CSAC Comm. Services Advisory | 6:30 PM | Half Day | $ 100.00 |
| 2024-02-28 | ADAC Arts Comm. | 6:00 PM | Half Day | $ 100.00 |
| 2024-02-29 | AB Municipal Climate Leadrship Council | 1;30 PM | Half Day | $ 100.00 |
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| Total Per Diem Claim: | $ 700.00 |
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| Full Day Events: | 0 |
|---|---|
| Half Day Events: | 7 |
| DM Events: | 0 |

Shelley Biermanski
Shelley Biermanski (Mar 1, 2024 16:32 MST)

Authorized By

Mar 1, 2024

Date

# Council Member Monthly Expense Claim Form

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|---|---|
| | Select From List |
| | Do not enter in "Grey" cells |

Name: Councillor Biermanski

Date Submitted: 03-04-24 Month: March Year: 2024

**General Council Related Business**

| Date (DD/MM/YY) | Nature of Event/Meeting | In-Region Mileage Claim based on Chart From | To | One Way /Return | Mileage Claim km's (From Chart) | Out-of-Region Mileage Claim (or In-Region, specific mileage) From | To | One Way /Return | Mileage Claim km's-Specific | Mileage Amount @ 0.64/km | Other Transportation & Parking * | Accommodations * | Airfare* | Councillor Per Diems* | Meals * | Registration /Event Ticket * | General Expenses * | Total | GL Coding ACCT | Cost Ctr | CAT 2 Project | CAT4 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | CAT7_ | | 1220 | 1220 | 1225 | 1226 | | 1221 | 1222 | 1222 | | | | | |
| 11-03-24 | Annual Meeting w/Chamber | | | | | | | | | - | | | | 100.00 | | | | 100.00 | 6005 | 1010 | 516113 | |
| 13-03-24 | ADAC Special Meeting | | | | | | | | | - | | | | 100.00 | | | | 100.00 | 6005 | 1010 | 516113 | |
| 13-03-24 | Chamber Luncheon | St. Albert | Sturgeon (County) | Return | 40.00 | | | | | 25.60 | | | | | | | | 25.60 | 6140 | 1010 | 516113 | |
| 21-03-24 | SRWA | | | | | | | | | - | | | | 100.00 | | | | 100.00 | 6005 | 1010 | 516113 | |
| 21-03-24 | EAC | | | | | | | | | - | | | | 100.00 | | | | 100.00 | 6005 | 1010 | 516113 | |
| 22-03-24 | NSWA World Water Day meeting | | | | | | | | | - | | | | 100.00 | | | | 100.00 | 6005 | 1010 | 516113 | |
| 27-03-24 | ADAC | | | | | | | | | - | | | | 100.00 | | | | 100.00 | 6005 | 1010 | 516113 | |
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Sub-Total $ 625.60

**Professional Development**

| Date (DD/MM/YY) | Nature of Event/Meeting | In-Region Mileage Claim based on Chart From | To | One Way /Return | Mileage Claim (From Chart) | Out-of-Region Mileage Claim (or In-Region, specific mileage) From | To | One Way /Return | Mileage Claim-Specific | Mileage Amount @ 0.64/km | Other Transportation & Parking * | Accommodations * | Airfare* | Per Diems* | Meals * | Conference or Course Registration /Event Ticket * | General Expenses * | Total | GL Coding ACCT | Cost Ctr | CAT 2 Project | CAT4 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | CAT7_ | | 1221 | 1221 | 1222 | 1226 | 1216 | 1227 | 1225 | 1224 | | | | | | |
| 28-03-24 | ADR Learning Institute - Comfort in Conflict | | | | | | | | | - | | | | | | 598.50 | | 598.50 | 6100 | 1010 | 516113 | A5 | Career Develop |
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# Council Member Monthly Expense Claim Form

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| | Select From List |
| | Do not enter in "Grey" cells |

Name: Councillor Biermanski

Date Submitted 03-04-24 Month March Year 2024

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Sub-Total $ 598.50

# Council Member Monthly Expense Claim Form

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| | Select From List |
| | Do not enter in "Grey" cells |

Name: Councillor Biermanski

Date Submitted: 03-04-24 Month: March Year: 2024

| **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 @ 0.64/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 |
| 14-03-24 | ABMunis Spring Municipal Leadership Conference | St. Albert | Edmonton-Downtown | Return | 30.00 | | | | | 19.20 | | | | | | | | 19.20 | 6100 | 1010 | 516113 | |
| 14-03-24 | ABMunis Spring Municipal Leadership Conference | | | | | | | | | - | | | | 200.00 | | | | 200.00 | 6005 | 1010 | 516113 | |
| 15-03-24 | ABMunis Spring Municipal Leadership Conference | St. Albert | Edmonton-Downtown | Return | 30.00 | | | | | 19.20 | | | | | | | | 19.20 | 6100 | 1010 | 516113 | |
| 15-03-24 | ABMunis Spring Municipal Leadership Conference | | | | | | | | | - | | | | 200.00 | | | | 200.00 | 6005 | 1010 | 516113 | |
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Sub-Total $ 438.40

| **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 @ 0.64/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 | CAT2 | CAT3 |
| 07-03-24 | Jessie's Crowns Morinville (DM) | | | | | | | | | - | | | | 50.00 | | | | 50.00 | 6005 | 1010 | 516113 | #N/A |
| 07-03-24 | Jessie's Crowns Morinville (DM) | St. Albert | Morinville | Return | 38.00 | | | | | 24.32 | | | | | | | | 24.32 | 6140 | 1030 | N/A | #N/A |
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## Council Member Monthly Expense Claim Form

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|---|---|
| | Select From List |
| | Do not enter in "Grey" cells |

Name: Councillor Biermanski

Date Submitted 03-04-24 Month March Year 2024

Sub-Total $ 74.32

# Council Member Monthly Expense Claim Form

| | |
|---|---|
| | Select From List |
| | Do not enter in "Grey" cells |

Name: Councillor Biermanski

Date Submitted: 03-04-24 Month: March Year: 2024

| **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 |
| 11-03-24 | Mobile Device - Telus | 55.00 | 6404 | 1010 | 516113 | N/A | Mobile Dev |
| 19-03-24 | Home Internet - Telus | 70.00 | 6404 | 1010 | 516113 | N/A | Mobile Dev |
| 25-03-24 | Office Supplies - Staples | 83.99 | 6502 | 1010 | 516113 | N/A | Office/Ope |
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Sub-Total $ 208.99

| **BMO MasterCard Expenses** | | Other Transportation & Parking * | Accommodations * | Airfare* | Per Diems* | Meals * | Registration /Event Ticket * | General Expenses * | Total |
|---|---|---|---|---|---|---|---|---|---|
| Date (DD/MM/YY) | | | | | | | | | |
| 09-03-24 | Sheraton Suites - FCM Convention Deposit | | 257.10 | | | | | | 257.10 |
| 11-03-24 | Tri-Region Mayor's Golf Classic | | | | | | 212.50 | | 212.50 |
| 26-03-24 | Chamber Business@Lunch | | | | | | 45.00 | | 45.00 |
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Sub-Total $ 514.60

# Council Member Monthly Expense Claim Form

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|---|---|
| | Select From List |
| | Do not enter in "Grey" cells |

Name: Councillor Biermanski

Date Submitted: 03-04-24 Month: March Year: 2024

| 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) | | | | | | | | | |
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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. 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)
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. Expense claims must be submitted within 10 days of the following month
6. Incomplete expense claims will not be processed
7. 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.
8. 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 | $ 2,460.41 |
| Less: BMO MasterCard | -$ 514.60 |
| Less: Expenses Paid | $ - |
| Net to be paid to: Councillor Biermanski | $ 1,945.81 |

# Council Member Monthly Expense Claim Form

| | |
|---|---|
| | Select From List |
| | Do not enter in "Grey" cells |

Name: Councillor Biermanski

Date Submitted 03-04-24 Month March Year 2024

**Authorizations & Approvals** **Councillor Biermanski** **March** **2024**

**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): Apr 3, 2024

**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 (Apr 3, 2024 08:37 MDT)

Council Member's Signature — Date (DD/MM/YY): Apr 3, 2024

**Accounts Payable**

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

Debbie Hettle
Debbie Hettle (Apr 3, 2024 11:13 MDT)

Accounts Payable Personnel Signature — Date (DD/MM/YY): Apr 3, 2024

**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

Anne Victoor (Apr 3, 2024 11:45 MDT)

Director - Financial & Strategic Services Signature — Date (DD/MM/YY): Apr 3, 2024

**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): Apr 3, 2024

# Council Per Diem Claim Report

| Name: | Councillor Biermanski |
|---|---|

| Month | Year |
|---|---|
| March | 2024 |

| Date | Description | Time (# of Hours) | Full/Half Day DM Event | Total |
|---|---|---|---|---|
| 2024-03-07 | Jessies Crowns Morrinville for Mayor | 11:00 AM | DM Event | $ 50.00 |
| 2024-03-11 | Annual meeting with Chamber | 5:00 PM | Half Day | $ 100.00 |
| 2024-03-13 | ADAC special meeting | 6:00 PM | Half Day | $ 100.00 |
| 2024-03-13 | Alberta Munis Spring conference | 9:00 AM | Full Day | $ 200.00 |
| 2024-03-14 | Alberta Munis Spring conference | 8:00 AM | Full Day | $ 200.00 |
| 2024-03-21 | SRWA | 1:15 PM | Half Day | $ 100.00 |
| 2024-03-21 | EAC | 6:00 PM | Half Day | $ 100.00 |
| 2024-03-22 | NSWA World Water Day meeting | 12:00 PM | Half Day | $ 100.00 |
| 2024-03-27 | ADAC | 6:00 PM | Half Day | $ 100.00 |
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**Total Per Diem Claim:** $ 1,050.00

| Full Day Events: | 2 |
|---|---|
| Half Day Events: | 6 |
| DM Events: | 1 |

Shelley Biermanski Apr 3, 2024

Shelley Biermanski (Apr 3, 2024 08:37 MDT)

**Authorized By** **Date**