v. Nov2025

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Mayor Olivieri

Date Submitted 09/01/26 Month November Year 2025

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 @ 0.66/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	CAT 2 Project	CAT4
06/11/25	UofA Celebration of Planning	St. Albert	Edmonton-Downtown	Return	30.00					19.80								19.80	6140	1010	516115	
12/11/25	Meeting with Mayor Knack in Calgary									-					19.86			19.86	6140	1010	516115	
15/11/25	BILD Spirit Awards	St. Albert	Edmonton-Downtown	Return	30.00					19.80								19.80	6140	1010	516115	
22/11/25	MAP Holiday Party	St. Albert	Edmonton-South	Return	72.00					47.52								47.52	6140	1010	516115	
										-								-				
28/11/25	UCP Convention	St. Albert	Edmonton-Downtown	Return	30.00					19.80								19.80	6140	1010	516115	
										-								-				
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										-								-				

Sub-Total $ 126.78

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 @ 0.66/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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v. Nov2025

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Mayor Olivieri

Date Submitted 09/01/26 Month November Year 2025

										-								-
										-								-
										-								-
										-								-

Sub-Total $ -

v. Nov2025

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Mayor Olivieri

Date Submitted: 09/01/26 Month: November Year: 2025

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 @ 0.66/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
11/11/25	ABMunis Convention					St. Albert	Calgary	One Way	318.00	209.88					33.45			243.33	6100	1010	516115	
12/11/25	ABMunis Convention									-				66.00				66.00	6005	1010	516115	
13/11/25	ABMunis Convention									-					37.09			37.09	6100	1010	516115	
14/11/25	ABMunis Convention					Calgary	St. Albert	One Way	318.00	209.88		947.73						1,157.61	6100	1010	516115	
										-								-				
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Sub-Total $ 1,504.03

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 @ 0.66/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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v. Nov2025

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Mayor Olivieri

Date Submitted: 09/01/26 Month: November Year: 2025

										-								-

Sub-Total $ -

v. Nov2025

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Mayor Olivieri

Date Submitted: 09/01/26 Month: November Year: 2025

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

Sub-Total $ -

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Per Diems*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)									
18/11/25	Grapevine Deli					13.38			13.38
25/11/25	Grapevine Deli					13.38			13.38
28/11/25	ICSC - Air Canada			418.87					418.87
28/11/25	ICSC - Membership							264.71	264.71
28/11/25	ICSC - Conference						735.00		735.00
									-
									-
									-
									-
									-

Sub-Total $ 1,445.34

v. Nov2025

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Mayor Olivieri

Date Submitted 09/01/26 Month November Year 2025

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Mayor Olivieri

Date Submitted: 09/01/26 Month: November Year: 2025

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)									
25/11/25	Sunshine Promotions - Nametgags							40.00	40.00
									-
									-
									-
									-
									-
									-
									-
									-

Sub-Total $ 40.00

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	$ 3,116.15
Less: BMO MasterCard	-$ 1,445.34
Less: Expenses Paid	-$ 40.00
Net to be paid to: Mayor Olivieri	$ 1,630.81

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Mayor Olivieri

Date Submitted: 09/01/26 Month: November Year: 2025

Authorizations & Approvals — Mayor Olivieri — November — 2025

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): 01/09/2026

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.

Scott Olivieri
Scott Olivieri (Jan 9, 2026 11:42:17 MST)
Council Member's Signature — Date (DD/MM/YY): 01/09/2026

Accounts Payable

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

Justine Onyshko (Jan 9, 2026 11:47:07 MST)
Accounts Payable Personnel Signature — Date (DD/MM/YY): 01/09/2026

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 (Jan 9, 2026 11:49:48 MST)
Director - Financial & Strategic Services Signature — Date (DD/MM/YY): 01/09/2026

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

William Fletcher (Jan 9, 2026 12:10:37 MST)
City Manager's Signature — Date (DD/MM/YY): 01/09/2026

Council Member Monthly Expense Claim Form

Select From List	
Do not enter in "Grey" cells	

Name: Mayor Olivieri

Date Submitted 09/01/26 Month December Year 2025

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 @ 0.66/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	CAT 2 Project	CAT4
										-								-				
11/12/25	Meeting with Mayor Hnatiw									-					87.94			87.94	6140	1010	516115	
12/12/25	Integrated Strategic Partners Open House	St. Albert	Edmonton-Downtown	Return	30.00					19.80	18.90							38.70	6140	1010	516115	
18/12/25	Meeting with Ian Reynolds	St. Albert	Edmonton-Downtown	Return	30.00					19.80								19.80	6140	1010	516115	
										-								-				
19/12/25	Meeting with Mayor Knack & CAOs & Chief of Staff	St. Albert	Edmonton-Downtown	Return	30.00					19.80					168.84			188.64	6140	1010	516115	
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Sub-Total $ 335.08

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 @ 0.66/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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v. Nov2025

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Mayor Olivieri

Date Submitted 09/01/26 Month December Year 2025

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Sub-Total $ -

v. Nov2025

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Mayor Olivieri

Date Submitted 09/01/26 Month December Year 2025

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 @ 0,66/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 @ 0,66/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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v. Nov2025

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Mayor Olivieri

Date Submitted 09/01/26 Month December Year 2025

										-								-

Sub-Total $ -

v. Nov2025

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Mayor Olivieri

Date Submitted: 09/01/26 Month: December Year: 2025

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

Sub-Total $ -

BMO MasterCard Expenses		Other Transportation & Parking *	Accommodations *	Airfare*	Per Diems*	Meals *	Registration /Event Ticket *	General Expenses *	Total
Date (DD/MM/YY)									
16/12/25	Office supplies - keyboard & number pad (Amazon)							101.83	101.83
									-
									-
									-
									-
									-
									-
									-
									-
									-

Sub-Total $ 101.83

v. Nov2025

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Mayor Olivieri

Date Submitted 09/01/26 Month December Year 2025

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Mayor Olivieri

Date Submitted: 09/01/26 Month: December Year: 2025

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)									
01/12/25	Rileys - Business cards							130.55	130.55
									-
									-
									-
									-
									-
									-
									-
									-

Sub-Total $ 130.55

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	$	567.46
Less: BMO MasterCard	-$	101.83
Less: Expenses Paid	-$	130.55
Net to be paid to: Mayor Olivieri	$	335.08

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Mayor Olivieri

Date Submitted: 09/01/26 Month: December Year: 2025

Authorizations & Approvals — Mayor Olivieri — December — 2025

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): 01/09/2026

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.

Scott Olivieri — Council Member's Signature — Date (DD/MM/YY): 01/09/2026

Scott Olivieri (Jan 9, 2026 14:32:43 MST)

Accounts Payable

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

justine ongkiko — Accounts Payable Personnel Signature — Date (DD/MM/YY): 01/09/2026

justine ongkiko (Jan 9, 2026 14:42:35 MST)

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 Signature — Date (DD/MM/YY): 01/09/2026

Anne Victoor (Jan 9, 2026 15:49:56 MST)

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): 01/09/2026

William Fletcher (Jan 9, 2026 15:56:12 MST)