Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted: 08/05/25 Month: April Year: 2025

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 @ 0.66/km	Other Transportation & Parking *	Accommodations *	Airfare*	Councillor Per Diems*	Meals *	Registration /Event Ticket *	General Expenses *	Total	GL Coding ACCT	Cost Ctr	Project	CAT 2	CAT4
								CAT7_		1220	1220	1225	1226		1221	1222	1222						
04/04/25	Internal Audit Steering Committee									-				100.00				100.00	6005	1010	516104		
23/04/25	CUTA Advocacy Meeting w/Minister Horner's office									-				100.00				100.00	6005	1010	516104		
										-								-					
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Sub-Total $ 200.00

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 @ 0.66/km	Other Transportation & Parking *	Accommodations *	Airfare*	Per Diems*	Meals *	Conference or Course Registration /Event Ticket *	General Expenses *	Total	GL Coding ACCT	Cost Ctr	Project	CAT 2	CAT4
								CAT7_		1221	1221	1222	1226	1216	1227	1225	1224						
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Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted: 08/05/25 Month: April Year: 2025

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Sub-Total $ -

Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted: 08/05/25 Month: April 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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Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted: 08/05/25 Month: April Year: 2025

										-								-

Sub-Total $ -

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted: 08/05/25 Month: April 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
09/04/25	Mobile Device - Bell	55.00	6404	1010	516104	N/A	Mobile Dev
18/04/25	Home Internet - Shaw/Rogers	70.00	6404	1010	516104	N/A	Mobile Dev

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)									
23/04/25	Sturgeon County Mayor's Golf Tournament						313.95		313.95
									-
									-
									-
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									-
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									-
									-
									-

Sub-Total $ 313.95

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted 08/05/25 Month April Year 2025

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted: 08/05/25 Month: April 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)									
									-
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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	$	638.95
Less: BMO MasterCard	-$	313.95
Less: Expenses Paid	$	-
Net to be paid to: Councillor Brodhead	$	325.00

Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted 08/05/25 Month April Year 2025

Authorizations & Approvals Councillor Brodhead April 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

2025-05-20
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.

Wes Brodhead
Wes Brodhead (May 20, 2025 13:39 MDT)
Council Member's Signature

2025-05-20
Date (DD/MM/YY)

Accounts Payable

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

justine ongkiko
Justine ongkiko (May 21, 2025 10:19 MDT)
Accounts Payable Personnel Signature

2025-05-21
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

Anne Victoor
Anne Victoor (May 21, 2025 10:25 MDT)
Director - Financial & Strategic Services Signature

2025-05-21
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

William Fletcher (May 21, 2025 10:33 MDT)
City Manager Signature

2025-05-21
Date (DD/MM/YY)

Council Per Diem Claim Report

Name:	Councillor Brodhead

Month	Year
April	2025

Date	Description	Time (# of Hours)	Full/Half Day DM Event	Total
2025-04-04	Internal Audit Steering Committee Meeting	3	Half Day	$ 100.00
2025-04-23	CUTA Advocacy Meeting with Minister Horner's Office	2	Half Day	$ 100.00
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
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				$ -
				$ -
			Total Per Diem Claim:	$ 200.00

Full Day Events:	0
Half Day Events:	2
DM Events:	0

Wes Brodhead

Wes Brodhead (May 20, 2025 13:39 MDT)

Authorized By

2025-05-20

Date

Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted: 10/06/25 Month: May 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
07/05/25	Joint Advocacy Working Group									-				100.00				100.00	6005	1010	516104	
08/05/25	YAC and ADAC Committee Interviews									-				100.00				100.00	6005	1010	516104	
09/05/25	CUTA Spring/Summer Convention & AGM									-				200.00				200.00	6005	1010	516104	
09/05/25	CUTA Spring/Summer Convention & AGM	St. Albert	EIA	One Way	52.00					34.32	55.20				40.00			129.52	6140	1010	516104	
10/05/25	CUTA Spring/Summer Convention & AGM									-				200.00				200.00	6005	1010	516104	
10/05/25	CUTA Spring/Summer Convention & AGM									-					35.00			35.00	6140	1010	516104	
11/05/25	CUTA Spring/Summer Convention & AGM									-				200.00				200.00	6005	1010	516104	
11/05/25	CUTA Spring/Summer Convention & AGM									-					20.00			20.00	6140	1010	516104	
12/05/25	CUTA Spring/Summer Convention & AGM									-				200.00				200.00	6005	1010	516104	
12/05/25	CUTA Spring/Summer Convention & AGM									-					10.00			10.00	6140	1010	516104	
13/05/25	CUTA Spring/Summer Convention & AGM									-				200.00				200.00	6005	1010	516104	
13/05/25	CUTA Spring/Summer Convention & AGM									-			47.25		35.00			82.25	6140	1010	516104	
14/05/25	CUTA Spring/Summer Convention & AGM									-				200.00				200.00	6005	1010	516104	
14/05/25	CUTA Spring/Summer Convention & AGM	EIA	St. Albert	One Way	52.00					34.32	116.79	1,985.20			25.00			2,161.31	6140	1010	516104	
15/05/25	Joint School Boards/City Meeting									-				100.00				100.00	6005	1010	516104	
										-								-				
																Sub-Total		$ 3,938.08				

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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Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted 10/06/25 Month May Year 2025

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Sub-Total $ -

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted: 10/06/25 Month: May 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
28/05/25	FCM Annual Convention	St. Albert	EIA	One Way	52.00					34.32	50.54				40.00			124.86	6100	1010	516104	
28/05/25	FCM Annual Convention									-				200.00				200.00	6005	1010	516104	
29/05/25	FCM Annual Convention									-					58.25			58.25	6100	1010	516104	
29/05/25	FCM Annual Convention									-				200.00				200.00	6005	1010	516104	
30/05/25	FCM Annual Convention									-					35.00			35.00	6100	1010	516104	
30/05/25	FCM Annual Convention									-				200.00				200.00	6005	1010	516104	
31/05/25	FCM Annual Convention									-					68.25			68.25	6100	1010	516104	
31/05/25	FCM Annual Convention									-				200.00				200.00	6005	1010	516104	
01/06/25	FCM Annual Convention									-					36.56			36.56	6100	1010	516104	
01/06/25	FCM Annual Convention									-				200.00				200.00	6005	1010	516104	
02/06/25	FCM Annual Convention	EIA	St. Albert	One Way	52.00					34.32	124.84	1,714.50			25.00			1,898.66	6100	1010	516104	
02/06/25	FCM Annual Convention									-				200.00				200.00	6005	1010	516104	

Sub-Total $ 3,421.58

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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Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted: 10/06/25 Month: May Year: 2025

										-								-
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Sub-Total $ -

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted: 10/06/25 Month: May 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
18/05/25	Home Internet - Shaw/Rogers	70.00	#N/A	1010	516104	N/A	
25/05/25	Mobile Device - Bell Mobility	55.00	#N/A	1010	516104	N/A	

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)									
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Sub-Total $ -

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted: 10/06/25 Month: May 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)									
									-
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									-
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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	$ 7,484.66
Less: BMO MasterCard	$ -
Less: Expenses Paid	$ -
Net to be paid to: Councillor Brodhead	$ 7,484.66

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted: 10/06/25 Month: May Year: 2025

Authorizations & Approvals — Councillor Brodhead — May — 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): 2025-06-11

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.

Wes Brodhead
Wes Brodhead (Jun 16, 2025 10:07 MDT)
Council Member's Signature — Date (DD/MM/YY): 2025-06-16

Accounts Payable

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

justino ongkiko
Justine ongkiko (Jun 16, 2025 10:52 MDT)
Accounts Payable Personnel Signature — Date (DD/MM/YY): 2025-06-16

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 (Jun 16, 2025 11:08 MDT)
Director - Financial & Strategic Services Signature — Date (DD/MM/YY): 2025-06-16

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 (Jun 16, 2025 11:28 MDT)
City Manager Signature — Date (DD/MM/YY): 2025-06-16

Council Per Diem Claim Report

Name:	Councillor Brodhead

Month	Year
May	2025

Date	Description	Time (# of Hours)	Full/Half Day DM Event	Total
2025-05-07	Joint Advocacy Working Group	2.5	Half Day	$ 100.00
2025-05-08	YAC and ADAC Committee Interviews	2	Half Day	$ 100.00
2025-05-09	CUTA Spring Summer and AGM	8	Full Day	$ 200.00
2025-05-10	CUTA Spring Summer and AGM	8	Full Day	$ 200.00
2025-05-11	CUTA Spring Summer and AGM	8	Full Day	$ 200.00
2025-05-12	CUTA Spring Summer and AGM	8	Full Day	$ 200.00
2025-05-13	CUTA Spring Summer and AGM	8	Full Day	$ 200.00
2025-05-14	CUTA Spring Summer and AGM	8	Full Day	$ 200.00
2025-05-15	Joint School Boards/City Meeting	3	Half Day	$ 100.00
2025-05-28	FCM Ottawa	8	Full Day	$ 200.00
2025-05-29	FCM Ottawa	8	Full Day	$ 200.00
2025-05-30	FCM Ottawa	8	Full Day	$ 200.00
2025-05-31	FCM Ottawa	8	Full Day	$ 200.00
2025-06-01	FCM Ottawa	8	Full Day	$ 200.00
2025-06-02	FCM Ottawa	8	Full Day	$ 200.00
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -

Total Per Diem Claim:	$ 2,700.00

Full Day Events:	12
Half Day Events:	3
DM Events:	0

Wes Brodhead

Wes Brodhead (Jun 16, 2025 10:07 MDT) 2025-06-16

Authorized By **Date**

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted: 17/07/25 Month: June 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
12/06/25	Regional Collaboration Meeting	St. Albert	Edmonton-East	Return	44.00					29.04								29.04	6140	1010	516104
12/06/25	Regional Collaboration Meeting									-				100.00				100.00	6005	1010	516104
19/06/25	Sturgeon County Mayor's Golf Tournament	St. Albert	Sturgeon (County)	Return	40.00					26.40								26.40	6140	1010	516104
										-								-			
										-								-			
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Sub-Total $ 155.44

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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Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted 17/07/25 Month June Year 2025

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Sub-Total $ -

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
26/06/25	ABMunis Summer Municipal Leaders Caucus	St. Albert	Devon	Return	86.00					56.76								56.76	6100	1010	516104
26/06/25	ABMunis Summer Municipal Leaders Caucus									-				200.00				200.00	6005	1010	516104
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Sub-Total $ 256.76

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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Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted 17/07/25 Month June Year 2025

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Sub-Total $ -

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
18/06/25	Home Internet - Shaw/Rogers	70.00	6404	1010	516104	N/A	Mobile Dev
25/06/25	Mobile Device - Bell Mobility	55.00	6404	1010	516104	N/A	Mobile Dev

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)									
20/06/25	LoSeCa Run Sponsorship							250.00	250.00
20/06/25	SAiF Sponsorship							250.00	250.00
20/06/25	St. Albert Salvation Army Sponsorship							250.00	250.00
									-
									-
									-

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted: 17/07/25 Month: June Year: 2025

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Sub-Total $ 750.00

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	$	1,287.20
Less: BMO MasterCard	-$	750.00
Less: Expenses Paid	$	-
Net to be paid to: Councillor Brodhead	$	537.20

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Brodhead

Date Submitted 17/07/25 Month June Year 2025

Authorizations & Approvals **Councillor Brodhead** **June** **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 07/17/2025

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.

Wes Brodhead

Wes Brodhead (Jul 17, 2025 15:48 MDT)

Council Member's Signature 07/17/2025

Date (DD/MM/YY)

Accounts Payable

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

justine ongkiko

Justine ongkiko (Jul 18, 2025 08:22 MDT)

Accounts Payable Personnel Signature 07/18/2025

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

Anne Victoor (Jul 21, 2025 11:35 MDT)

Director - Financial & Strategic Services Signature 07/21/2025

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

William Fletcher (Jul 21, 2025 11:37 MDT)

City Manager Signature 07/21/2025

Date (DD/MM/YY)

Council Per Diem Claim Report

Name:	Councillor Brodhead

Month	Year
June	2025

Date	Description	Time (# of Hours)	Full/Half Day DM Event	Total
2025-06-12	Regional Collaboration Meeting - Edmonton	4	Half Day	$ 100.00
2025-06-26	ABMunies Summer Municipal Leaders Event - Devon	5	Full Day	$ 200.00
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
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				$ -
				$ -
				$ -
				$ -
				$ -
			Total Per Diem Claim:	$ 300.00

Full Day Events:	1
Half Day Events:	1
DM Events:	0

Wes Brodhead

Wes Brodhead (Jul 17, 2025 15:48 MDT) 07/17/2025

Authorized By **Date**