Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Killick

Date Submitted: 13/05/25 Month: April 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
22/04/25	CSAC meeting									-				100.00				100.00	6005	1010	516114
25/04/25	Edmonton Salutes meeting									-				100.00				100.00	6005	1010	516114
										-								-			
										-								-			
										-								-		

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Killick

Date Submitted 13/05/25 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 Killick

Date Submitted: 13/05/25 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
01/04/25	Habitat for Humanity home opening - DM									-				50.00				50.00	6005	1010	516114	#N/A
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Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Killick

Date Submitted 13/05/25 Month April Year 2025

										-								-

Sub-Total $ 50.00

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Killick

Date Submitted: 13/05/25 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
13/04/25	Mobile Device - Telus	55.00	6404	1010	516114	N/A	Mobile Dev
19/04/25	Home Internet - Telus	70.00	6404	1010	516114	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)									
16/04/25	Chamber Golf Tournament registration						208.95		208.95
23/04/25	Sturgeon County Mayor's Golf Tournament registration						313.95		313.95
									-
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									-

Sub-Total $ 522.90

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Killick

Date Submitted 13/05/25 Month April Year 2025

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Killick

Date Submitted: 13/05/25 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	$	897.90
Less: BMO MasterCard	-$	522.90
Less: Expenses Paid	$	-
Net to be paid to: Councillor Killick	$	375.00

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Killick

Date Submitted 13/05/25 Month April Year 2025

Authorizations & Approvals | **Councillor Killick** | **April** | **2025**

Preparer

If claim form was prepared by an individual other than the Council Member, sign and date below

The 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): 2025-05-20

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.

mike killick (May 23, 2025 15:52 MDT)

Council Member's Signature — Date (DD/MM/YY): 2025-05-23

Accounts Payable

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

christine lindal (May 26, 2025 08:35 MDT)

Accounts Payable Personnel Signature — Date (DD/MM/YY): 2025-05-26

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 (May 26, 2025 09:32 MDT)

Director - Financial & Strategic Services Signature — Date (DD/MM/YY): 2025-05-26

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 26, 2025 09:33 MDT)

City Manager Signature — Date (DD/MM/YY): 2025-05-26

Council Per Diem Claim Report

Name:	Councillor Killick

Month	Year
April	2025

Date	Description	Time (# of Hours)	Full/Half Day DM Event	Total
2025-04-22	CSAC meeting	5	Full Day	$ 200.00
2025-04-25	Edmonton Salutes	2	Half Day	$ 100.00
2025-04-01	Habitat for Humanity home opening - DM	1	DM Event	$ 50.00
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
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				$ -
				$ -
				$ -
			Total Per Diem Claim:	$ 350.00

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

mike killick (May 23, 2025 15:52 MDT)

Authorized By

2025-05-23

Date

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Killick

Date Submitted: 12/06/25 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
05/05/25	Edmonton Salutes Legion 271 Dutch Liberation Day Service									-				100.00				100.00	6005	1010	516114
05/05/25	Edmonton Salutes - Orientation sub-committee									-				100.00				100.00	6005	1010	516114
15/05/25	Annual school boards meeting									-				100.00				100.00	6005	1010	516114
23/05/25	Edmonton Salutes									-				100.00				100.00	6005	1010	516114
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Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Killick

Date Submitted 12/06/25 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 Killick

Date Submitted: 12/06/25 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
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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
05/05/25	Sexual Violence Awareness proclamation - DM									-				50.00				50.00	6005	1010	516114	#N/A
28/05/25	Children's Festival - DM Opening greetings									-				50.00				50.00	6005	1010	516114	#N/A
31/05/25	Toastmasters Zone 99 Convention - DM opening greetings									-				50.00				50.00	6005	1010	516114	#N/A
										-								-				
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Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Killick

Date Submitted 12/06/25 Month May Year 2025

										-								-

Sub-Total $ 150.00

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Killick

Date Submitted: 12/06/25 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
13/05/25	Mobile Device - Telus	55.00	6404	1010	516114	N/A	Mobile Dev
19/05/25	Home Internet - Telus	70.00	6404	1010	516114	N/A	Mobile Dev
05/05/25	Office/Operating - Flowers for Edmonton Salutes Dutch Liberation Day Service - Sobeys	22.02	6502	1010	516114	N/A	Office/Ope

Sub-Total $ 147.02

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 Killick

Date Submitted 12/06/25

Month May

Year 2025

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Killick

Date Submitted: 12/06/25 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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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	$ 697.02
Less: BMO MasterCard	$ -
Less: Expenses Paid	$ -
Net to be paid to: Councillor Killick	$ 697.02

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Killick

Date Submitted 12/06/25 Month May Year 2025

Authorizations & Approvals Councillor Killick 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): 2025-06-12

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.

mike killick (Jun 12, 2025 11:22 MDT)
Council Member's Signature — Date (DD/MM/YY): 2025-06-12

Accounts Payable

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

christine lindal (Jun 12, 2025 11:32 MDT)
Accounts Payable Personnel Signature — Date (DD/MM/YY): 2025-06-12

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 12, 2025 13:56 MDT)
Director - Financial & Strategic Services Signature — Date (DD/MM/YY): 2025-06-12

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 12, 2025 14:34 MDT)
City Manager Signature — Date (DD/MM/YY): 2025-06-12

Council Per Diem Claim Report

Name:	Councillor Killick

Month	Year
May	2025

Date	Description	Time (# of Hours)	Full/Half Day DM Event	Total
2025-05-05	Edmonton salutes- Legion 271, Dutch liberation day	2	Half Day	$ 100.00
2025-05-05	Sexual Violence awareness - DM comments	2	DM Event	$ 50.00
2025-05-05	Edmonton Salutes - Orientaion sub committee	2	Half Day	$ 100.00
2025-05-15	annual School Boards meeting	3	Half Day	$ 100.00
2025-05-23	Edmonton Salutes	2	Half Day	$ 100.00
2025-05-28	Childrens Festival - DM opening greetings	2	DM Event	$ 50.00
2025-05-31	Toast master zone 99 convention - DM, opening greetings	3	DM Event	$ 50.00
				$ -
				$ -
				$ -
				$ -
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			Total Per Diem Claim:	$ 550.00

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

mike killick (Jun 12, 2025 11:22 MDT)

Authorized By

2025-06-12

Date

Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Killick

Date Submitted 21/07/25 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	BILD Edmonton Summer Tour									-				200.00				200.00	6005	1010	516114
18/06/25	Edmonton Garrison Change of Command	St. Albert	Edmonton-East	Return	44.00					29.04								29.04	6140	1010	516114
19/06/25	Sturgeon County Mayor's Golf Tournament	St. Albert	Sturgeon (County)	Return	40.00					26.40								26.40	6140	1010	516114
27/06/25	Edmonton Salutes Committee									-				100.00				100.00	6005	1010	516114
27/06/25	Edmonton Salutes Committee	St. Albert	Edmonton-East	Return	44.00					29.04								29.04	6140	1010	516114
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Sub-Total $ 384.48

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 Killick

Date Submitted 21/07/25 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
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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
20/06/25	National Indigenous Peoples Day - DM									-				50.00				50.00	6005	1010	516114	#N/A
21/06/25	Eden Health Grand Opening - DM									-				50.00				50.00	6005	1010	516114	#N/A
25/06/25	Inuit Memorial Gathering - DM									-				50.00				50.00	6005	1010	516114	#N/A
25/06/25	Gazette Reader's Choice Awards - DM									-				50.00				50.00	6005	1010	516114	#N/A
										-								-				
										-								-				

Council Member Monthly Expense Claim Form

Select From List

Do not enter in "Grey" cells

Name: Councillor Killick

Date Submitted: 21/07/25 Month: June Year: 2025

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Sub-Total $ 200.00

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	Project	CAT 2	CAT7	Expense Type
13/06/25	Mobile Device - Telus		55.00	6404	1010	516114	N/A		Mobile Dev
19/06/25	Home Internet - Telus		70.00	6404	1010	516114	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)									
06/06/25	BILD Edmonton Summer Tour registration						42.00		42.00
20/06/25	St. Albert Food Bank Sponsorship							200.00	200.00
20/06/25	LoSeCa Sponorship							200.00	200.00
20/06/25	St. Albert Sturgeon Hospice Association Sponsorship							150.00	150.00
21/06/25	St. Albert Legion Poppy Fund Sponsorship							200.00	200.00
									-

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Killick Date Submitted: 21/07/25 Month: June Year: 2025

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Sub-Total $ 792.00

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	$	1,501.48
Less: BMO MasterCard	-$	792.00
Less: Expenses Paid	$	-
Net to be paid to: Councillor Killick	$	709.48

Council Member Monthly Expense Claim Form

	Select From List
	Do not enter in "Grey" cells

Name: Councillor Killick

Date Submitted 21/07/25 Month June Year 2025

Authorizations & Approvals **Councillor Killick** **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 — Date (DD/MM/YY): Jul 21, 2025

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.

mike killick (Jul 21, 2025 15:41 MDT)

Council Member's Signature — Date (DD/MM/YY): Jul 21, 2025

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

christine lindal (Jul 22, 2025 07:46 MDT)

Accounts Payable Personnel Signature — Date (DD/MM/YY): Jul 22, 2025

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 Vlcker (Jul 22, 2025 10:11 MDT)

Director - Financial & Strategic Services Signature — Date (DD/MM/YY): Jul 22, 2025

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 22, 2025 11:07 MDT)

City Manager Signature — Date (DD/MM/YY): Jul 22, 2025

Council Per Diem Claim Report

Name:	Councillor Killick

Month	Year
June	2025

Date	Description	Time (# of Hours)	Full/Half Day DM Event	Total
2025-06-12	BILD Edmonton Summer Tour	4.5	Full Day	$ 200.00
2025-06-20	National Indegious peoples day - DM opening welcome	3	DM Event	$ 50.00
2025-06-21	Eden health - DM opening welcome	2	DM Event	$ 50.00
2025-06-25	Inuit memorial gathering - DM welcome	4	DM Event	$ 50.00
2025-06-25	Gazette readers choice awards - DM welcome	3	DM Event	$ 50.00
2025-06-27	Edmonton salutes committee	3	Half Day	$ 100.00
				$ -
				$ -
				$ -
				$ -
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Total Per Diem Claim: $ 500.00

Full Day Events:	1
Half Day Events:	1
DM Events:	4

mike killick (Jul 21, 2025 15:41 MDT)

Jul 21, 2025

Authorized By **Date**