

Council Expense Claim Form

NAME: Rebecca Balanko

FOR THE MONTH: Feb-Mar 2019

DATE: March 15, 2019

Expenditure Details

Function/Event: <u>Regional Transit Services Commission</u>	Registration Expense: _____
Date(s) of Event: <u>2/21/2019</u>	Lodging Expense: _____
Duration of Event: <u>4 hours</u>	Total Meal Expense: _____
Location of Event: <u>Chateau Louis</u>	Mileage (\$) Expense: _____
Mileage Traveled (km): _____	Incidental Expense: _____
Other: _____	
Per Diem: <u>100</u>	

GL: _____ **Expense: \$** -

Function/Event: <u>Library Board</u>	Registration Expense: _____
Date(s) of Event: <u>3/13/2019</u>	Lodging Expense: _____
Duration of Event: <u>3 hours</u>	Total Meal Expense: _____
Location of Event: <u>MPL</u>	Mileage (\$) Expense: _____
Mileage Traveled (km): _____	Incidental Expense: _____
Other: _____	
Per Diem: <u>40</u>	

GL: _____ **Expense: \$** -

Function/Event: <u>SRWA</u>	Registration Expense: _____
Date(s) of Event: <u>2/25/2019</u>	Lodging Expense: _____
Duration of Event: <u>3</u>	Total Meal Expense: _____
Location of Event: <u>St. Albert</u>	Mileage (\$) Expense: <u>21.21</u>
Mileage Traveled (km): <u>42</u>	Incidental Expense: _____
Other: _____	
Per Diem: <u>\$100</u>	

GL: _____ **Expense: \$** 21.21


Function/Event: <u>NSWA - Ground Water, General Meeting</u>	Registration Expense: _____
Date(s) of Event: <u>2/27/2019</u>	Lodging Expense: _____
Duration of Event: <u>9</u>	Total Meal Expense: <u>\$ -</u>
Location of Event: <u>Clymont</u>	Mileage (\$) Expense: <u>61.61</u>
Mileage Traveled (km): <u>122</u>	Incidental Expense: _____
Other: _____	
Per Diem: <u>300</u>	

GL: _____ **Expense: \$** 61.61

Meal Allowance (maximum \$41.55 daily):	Total Expenses: \$ 82.82
<i>Breakfast \$9.20 Lunch \$11.60 Dinner \$20.75</i>	Total Per Diem: 540.00

Mileage: <u>per Kilometre</u> <u>\$0.505</u>	<i>Note: Receipts must be attached / submitted with this Expense Claim. All expenses must be approved by the Mayor.</i>
Per Diem: <u>0-2 Hours</u> <u>\$50.000</u>	
<u>2-4 Hours</u> <u>\$100.000</u>	
<u>4-8 Hours</u> <u>\$200.000</u>	
<u>8+ Hours</u> <u>\$300.000</u>	
Conference Rate <u>\$200.000</u>	

Claimant's Signature: 

Reviewed: 

Mayor Approval: 

Cheque #: _____

Payroll: 540

A/P: 40.40

Council Expense Claim Form

Name: Rebecca Balanko

For the Month: _____

Date: March 16, 2019

Expenditure Details

Function/Event: <u>Emerging Trends - did not end up driving but charged mileage 84km = 42.42</u>	Registration Expense: \$ _____ -
Date(s) of Event: <u>2/14/2019</u>	Lodging Expense: \$ _____ -
Duration of Event: <u>Reversing that charge here</u>	Total Meal Expense: \$ _____ -
Location of Event: _____	Mileage (\$) Expense: \$ _____ (42.42)
Mileage Traveled (km): <u>84</u>	Incidental Expense: _____
Other: _____	
Per Diem: _____	

GL: _____ Expense: \$ _____ (42.42)

Function/Event: _____	Registration Expense: \$ _____ -
Date(s) of Event: _____	Lodging Expense: _____
Duration of Event: _____	Total Meal Expense: \$ _____ -
Location of Event: _____	Mileage (\$) Expense: \$ _____ -
Mileage Traveled (km): _____	Incidental Expense: _____
Other: _____	
Per Diem: _____	

GL: _____ Expense: \$ _____ -

Function/Event: _____	Registration Expense: _____
Date(s) of Event: _____	Lodging Expense: _____
Duration of Event: _____	Total Meal Expense: _____
Location of Event: _____	Mileage (\$) Expense: \$ _____ -
Mileage Traveled (km): _____	Incidental Expense: _____
Other: _____	
Per Diem: _____	

GL: _____ Expense: \$ _____ -

Function/Event: _____	Registration Expense: _____
Date(s) of Event: _____	Lodging Expense: _____
Duration of Event: _____	Total Meal Expense: \$ _____ -
Location of Event: _____	Mileage (\$) Expense: \$ _____ -
Mileage Traveled (km): _____	Incidental Expense: _____
Other: _____	
Per Diem: _____	

GL: _____ Expense: \$ _____ -

Meal Allowance maximum \$41.55 daily):	Total Expenses: \$ (42.42)
<i>Breakfast \$9.20 Lunch \$11.60 Dinner \$20.75</i>	Total Per Diem: 0.00

Mileage: per Kilometre \$0.505	<i>Note: Receipts must be attached / submitted with this Expense Claim. All expenses must be approved by the Mayor.</i>
Per Diem: 0-2 Hours \$50.00	
2-4 Hours \$100.00	
4-8 Hours \$200.00	
8+ Hours \$300.00	
Conference Rate \$200.00	

Claimant's Signature: *Rebecca Balanko*

Reviewed: *JK*

Mayor Approval: _____

Cheque #: _____

Payroll: _____

A/P: _____

Council Expense Claim Form

Name: Stephen Dafoe

For the Month: March

Date: March 15, 2019

Expenditure Details

Function/Event: <u>NLLS quarterly meeting</u>		Registration Expense: \$	-
Date(s) of Event: <u>2-Mar</u>		Lodging Expense: \$	-
Duration of Event: <u>11</u>		Total Meal Expense: \$	-
Location of Event: <u>Elk Point</u>		Mileage (\$) Expense: \$	-
Mileage Traveled (km): _____		Incidental Expense: _____	
Other: _____			
Per Diem: <u>300</u>			

GL: _____ Expense: \$ -

Function/Event: <u>ICF meeting with County</u>		Registration Expense: \$	-
Date(s) of Event: <u>11-Mar</u>		Lodging Expense: _____	
Duration of Event: <u>2</u>		Total Meal Expense: \$	-
Location of Event: <u>Morinville</u>		Mileage (\$) Expense: \$	-
Mileage Traveled (km): _____		Incidental Expense: _____	
Other: _____			
Per Diem: <u>50</u>			

GL: _____ Expense: \$ -

Function/Event: <u>Roseridge</u>		Registration Expense: _____	
Date(s) of Event: <u>14-Mar</u>		Lodging Expense: _____	
Duration of Event: <u>3</u>		Total Meal Expense: _____	
Location of Event: <u>Bon Accord</u>		Mileage (\$) Expense: \$	19.70
Mileage Traveled (km): <u>39</u>		Incidental Expense: _____	
Other: _____			
Per Diem: _____			

GL: 01-720-11-272072 Expense: \$ 19.70

Function/Event: <u>ICF Task Force Meeting (internal)</u>		Registration Expense: _____	
Date(s) of Event: <u>20-Feb</u>		Lodging Expense: _____	
Duration of Event: <u>2 hours</u>		Total Meal Expense: \$	-
Location of Event: <u>Morinville</u>		Mileage (\$) Expense: \$	-
Mileage Traveled (km): _____		Incidental Expense: _____	
Other: _____			
Per Diem: <u>50</u>			

GL: _____ Expense: \$ -

Meal Allowance maximum \$41.55 daily):	Total Expenses: \$ 19.70
<i>Breakfast \$9.20 Lunch \$11.60 Dinner \$20.75</i>	Total Per Diem: 400.00

Mileage: per Kilometre	\$0.505
Per Diem: 0-2 Hours	\$50.00
2-4 Hours	\$100.00
4-8 Hours	\$200.00
8+ Hours	\$300.00
Conference Rate	\$200.00

Note: Receipts must be attached / submitted with this Expense Claim. All expenses must be approved by the Mayor.

Claimant's Signature: 

Reviewed: 

Mayor Approval: 

Payroll: 400

Cheque #: _____

A/P: 19.70

Council Activity Report

Name: Stephen Dafoe

Month:

Date	Function / Event	Comments	Duration
26-Feb	resident concerns	met with resident to answer questions	0.5
26-Feb	Library meeting	met with board chair and manager re NLLS	0.5
26-Feb	regular council	regular meeting and closed session	5
27-Feb	Sob turning	ceremony for affordable housing	1.5
28-Feb	festival meeting	meeting groups interested in joining festival	3
1-Mar	French heritage event	attended school event	1
1-Mar	French Heritage event	attended evening event	2
4-Mar	Roseridge	prep for strat planning	1
5-Mar	Roseridge	prep for strat planning	0.5
5-Mar	residnet meeting	resident was no show / talked to mayor and NB	0.5
5-Mar	admin briefing	public meeting - council updates	2
9-Mar	Brag night	Fish and Game fundraiser	4
2-Mar	NLLS board	elk point meeting	11
11-Mar	ICF	meeting with sturgeon county	2
12-Mar	EMRB/Council/COW	three meetings	5.5
14-Mar	Roseridge	regular meeting	3
	meeting prep / month	agendas, notes, email, etc.	12
Total:			55

Council Expense Claim Form

Name: Lawrence Giffin

For the Month: Feb 15 to Mar 15

Date: March 16, 2019

Expenditure Details

Function/Event: Traffic Advisory Committee
 Date(s) of Event: 26-Feb
 Duration of Event: 1
 Location of Event: Morinville
 Mileage Traveled (km): 0
 Other: _____
 Per Diem: 50

Registration Expense: \$ _____
 Lodging Expense: \$ _____
 Total Meal Expense: \$ _____
 Mileage (\$) Expense: \$ _____
 Incidental Expense: _____

GL: _____ Expense: \$ _____

Function/Event: Chamber of Commerce Meeting
 Date(s) of Event: 6-Mar
 Duration of Event: 2
 Location of Event: Morinville
 Mileage Traveled (km): _____
 Other: _____
 Per Diem: 50

Registration Expense: \$ _____
 Lodging Expense: \$ _____
 Total Meal Expense: \$ _____
 Mileage (\$) Expense: \$ _____
 Incidental Expense: _____

GL: _____ Expense: \$ _____

Function/Event: FCM Flight (used personal credit card)
 Date(s) of Event: _____
 Duration of Event: _____
 Location of Event: _____
 Mileage Traveled (km): _____
 Other: _____
 Per Diem: _____

Registration Expense: \$ _____
 Lodging Expense: \$ _____
 Total Meal Expense: \$ _____
 Mileage (\$) Expense: \$ 1,092.19
 Incidental Expense: _____

GL: 01-720-11-272073 Expense: \$ 1,092.19

Function/Event: _____
 Date(s) of Event: _____
 Duration of Event: _____
 Location of Event: _____
 Mileage Traveled (km): _____
 Other: _____
 Per Diem: _____

Registration Expense: \$ _____
 Lodging Expense: \$ _____
 Total Meal Expense: \$ _____
 Mileage (\$) Expense: \$ _____
 Incidental Expense: _____

GL: _____ Expense: \$ _____

Meal Allowance maximum \$41.55 daily):		
Breakfast \$9.20	Lunch \$11.60	Dinner \$20.75
Mileage:	per Kilometre	\$0.505
Per Diem:	0-2 Hours	\$50.00
	2-4 Hours	\$100.00
	4-8 Hours	\$200.00
	8+ Hours	\$300.00
	Conference Rate	\$200.00

Total Expenses: \$ 1,092.19
Total Per Diem: 100.00

Note: Receipts must be attached / submitted with this Expense Claim. All expenses must be approved by the Mayor.

Claimant's Signature: 

Reviewed: 

Mayor Approval: 
 Payroll: 100

Cheque #: _____
 A/P: 1092.19



eTicket Receipt

Prepared For
GIFFIN/LAWRENCE R MR

RESERVATION CODE
ISSUE DATE 21Feb19
TICKET NUMBER
ISSUING AIRLINE WESTJET
ISSUING AGENT WestJet/SDX
FREQUENT FLYER NUMBER

Itinerary Details

TRAVEL DATE	AIRLINE	DEPART URE	ARRIVAL	OTHER NOTES
29May19	WESTJET WS 438	EDMONTON INTL AB, CANADA Time 13:15	TORONTO ON, CANADA Time 18:54 Terminal TERMINAL 3	Seat Number 15A - (CONFIRMED) Booking Status OK TO FLY Fare Basis LCVF4FLS Not Valid After 29MAY20
29May19	WESTJET WS 3402 Operated by: WESTJET ENCORE	TORONTO ON, CANADA Time 22:15 Terminal TERMINAL 3	QUEBEC QC, CANADA Time 23:56	Seat Number 12A - (CONFIRMED) Booking Status OK TO FLY Fare Basis MA0D0FLS Not Valid After 29MAY20
02Jun19	WESTJET WS 3411 Operated by: WESTJET ENCORE	QUEBEC QC, CANADA Time 17:35	TORONTO ON, CANADA Time 19:27 Terminal TERMINAL 3	Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis TCRD0ELS Not Valid Before 02JUN19 Not Valid After 02JUN19
02Jun19	WESTJET WS 429	TORONTO ON, CANADA Time 21:00 Terminal TERMINAL 3	EDMONTON INTL AB, CANADA Time 23:08	Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis TCRD0ELS Not Valid Before 02JUN19 Not Valid After 02JUN19

Allowances

Baggage Allowance

YEG to YQB - 0 Pieces WESTJET

BAGGAGE ALLOWANCES/FEEES UNKNOWN - CONTACT WESTJET

Prices of additional baggage pieces:

1. BAGGAGE ALLOWANCES/FEEES UNKNOWN - CONTACT WESTJET
2. BAGGAGE ALLOWANCES/FEEES UNKNOWN - CONTACT WESTJET

YQB to YEG - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
2. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARDFORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

YEG to YYZ , YYZ to YQB , YQB to YYZ , YYZ to YEG - 1 Piece (WS - WESTJET)

Carry On Charges

YEG to YYZ , YYZ to YQB , YQB to YYZ , YYZ to YEG - (WS - WESTJET)

Payment/Fare Details

Form of Payment	CREDIT CARD -
Fare Calculation Line	YEA WS YTO248.00WS YQB332.00WS X/YTO WS YEA311.00CAD891.00END
Fare	CAD 891.00
Taxes/Fees/Carrier-Imposed Charges	CAD 58.00 YQI (OTHER AIR TRANSPORTATION CHARGES) CAD 48.16 XG8 (GOODS AND SERVICES TAX (GST)) CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE) CAD 73.00 SQ (AIRPORT IMPROVEMENT FEE (AIF)) CAD 1.04 RC2 (HARMONIZED SALES TAX (HST)) CAD 3.25 XG9 (GOODS AND SERVICES TAX (GST)) CAD 3.49 XQ4 (XQ4)
Total Fare	CAD 1092.19

Positive identification required for airport check in

Notice:

Council Expense Claim Form

Name: Sarah Hall

For the Month: March

Date: March 15, 2019

Expenditure Details

Function/Event: Emerging Trends in Muni Law
 Date(s) of Event: 14-Feb
 Duration of Event: _____
 Location of Event: _____
 Mileage Traveled (km): 76
 Other: _____
 Per Diem: _____

Registration Expense: \$ _____
 Lodging Expense: \$ _____
 Total Meal Expense: \$ _____
 Mileage (\$) Expense: \$ 38.38
 Incidental Expense: _____

GL: 01-720-11-272074

Expense: \$ 38.38

Function/Event: Community Services Advisory Committee
 Date(s) of Event: 20-Feb
 Duration of Event: 2 hours
 Location of Event: Morinville
 Mileage Traveled (km): _____
 Other: _____
 Per Diem: \$50

Registration Expense: \$ _____
 Lodging Expense: _____
 Total Meal Expense: \$ _____
 Mileage (\$) Expense: \$ _____
 Incidental Expense: \$ _____

GL: _____

Expense: \$ -

Function/Event: Regional Transit Services Commission
 Date(s) of Event: 21-Feb
 Duration of Event: 4 hours
 Location of Event: Edmonton
 Mileage Traveled (km): 76
 Other: _____
 Per Diem: \$100

Registration Expense: _____
 Lodging Expense: _____
 Total Meal Expense: _____
 Mileage (\$) Expense: \$ 38.38
 Incidental Expense: _____

GL: 01-720-11-272074

Expense: \$ 38.38

Function/Event: Military Luncheon HQ & SIGS
 Date(s) of Event: 22-Feb
 Duration of Event: 2 hours
 Location of Event: CFB Base
 Mileage Traveled (km): 48
 Other: _____
 Per Diem: _____

Registration Expense: _____
 Lodging Expense: _____
 Total Meal Expense: \$ _____
 Mileage (\$) Expense: \$ 24.24
 Incidental Expense: _____

GL: 01-720-11-272074

Expense: \$ 24.24

Meal Allowance maximum \$41.55 daily):		
Breakfast \$9.20	Lunch \$11.60	Dinner \$20.75
Mileage:	per Kilometre	\$0.505
Per Diem:	0-2 Hours	\$50.00
	2-4 Hours	\$100.00
	4-8 Hours	\$200.00
	8+ Hours	\$300.00
	Conference Rate	\$200.00

Total Expenses: \$ 101.00
Total Per Diem: 150.00

Note: Receipts must be attached / submitted with this Expense Claim. All expenses must be approved by the Mayor.

Claimant's Signature: _____

Sarah Hall

Reviewed: _____

JR

Mayor Approval: _____

[Signature]

Cheque #: _____

Payroll: 150

A/P: 101

Council Activity Report

Name: Sarah Hall

Month:

Date	Function / Event	Comments	Duration
17-Feb	Council Prep	Studied for C.O.W. Meeting	2
19-Feb	Sod Turning Ceremony	Attended sod turning ceremony for St. Kat's school site.	1.5
19-Feb	Meeting	Met with CAO, Mayor and councillor Boutestien about committee concerns	1
19-Feb	C.O.W. Meeting	Attended committee of the whole meeting	3.5
20-Feb	Community services advisory meeting	attended CSAB meeting	2.5
21-Feb	Regional Transit Service Commission	Study, review and attended RTSC meeting in Edmonton	5
21-Feb	Rec & Parks Master Plan Open House	Attended open house	2
22-Feb	Military Luncheon	Attended luncheon hosted by 1CMBG HQ & SIGS at military base	2
24-Feb	Council Prep	Agenda review and note taking for upcoming Council meeting	3
26-Feb	Regular meeting of Council	Attended council meeting	4
27-Feb	Homeland Housing Sod Turning Ceremony	Attended Sod turning ceremony for Homeland Housing project in Morinville	2
1-Mar	Fracophone Heritage Celebration	Attended dinner and presentations at MCCC or French Heritage	3
2-Mar	It'l Womens Day Conference	Set up, attended and assisted at the Morinville Womens Conference	9
5-Mar	Admin Briefing	Attended admin briefing	3
9-Mar	Morinville Fish & Game Brag Night	Attended the annual fish & game brag night	4
11-Mar	CAO Evaluation Committee	Attended first meeting of the CAO evaluation committee	1.5
11-Mar	Council prep	Reviewed agendas and prepared for council meeting	2
12-Mar	Regular Council Meeting	Attended regular meeting of council	5
		Total:	56