

## Council Expense Claim Form

Name: Nicole Boutestein

For the Month: April-May

Date: May 15, 2019

### Expenditure Details

Function/Event: Community Service Advisory Board meeting  
 Date(s) of Event: 17-Apr  
 Duration of Event: 1.5  
 Location of Event: MCCC  
 Mileage Traveled (km): \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Per Diem: 50

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

GL: \_\_\_\_\_

Expense: \$ \_\_\_\_\_ -

Function/Event: ICF meeting  
 Date(s) of Event: 25-Apr  
 Duration of Event: 1.5 hours  
 Location of Event: Sturgeon County  
 Mileage Traveled (km): \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Per Diem: 50

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

GL: \_\_\_\_\_

Expense: \$ \_\_\_\_\_ -

Function/Event: ICF meeting  
 Date(s) of Event: 13-May  
 Duration of Event: 2.5 hours  
 Location of Event: \_\_\_\_\_  
 Mileage Traveled (km): \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Per Diem: 100

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

GL: \_\_\_\_\_

Expense: \$ \_\_\_\_\_ -

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: \$ \_\_\_\_\_ -**  
**Total Per Diem: 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: \_\_\_\_\_



Cheque #: \_\_\_\_\_

Payroll: 200

A/P: Ø

# Council Activity Report

Name: Nicole Boutestein

Month:

| Date    | Function / Event                                 | Comments      | Duration |
|---------|--|---------------|----------|
| 16-Apr  | COW  |               |          |
| 23-Apr  | council meeting                                  |               |          |
| May 1-3 | Albert Capital Region<br>Waste Water Commission  |               |          |
| 6-May   | IIAC meeting                                     |               |          |
| 6-May   | Morinville Fire Department<br>Council Open House |               |          |
| 7-May   | Admim meeting                                    |               |          |
| 8-May   | 2019 McHappy Day                                 |               |          |
| 14-May  | Council meeting                                  |               |          |
|         |  |               |          |
|         |  |               |          |
|         |  |               |          |
|         |  |               |          |
|         |  |               |          |
|         |  |               |          |
|         |  |               |          |
|         |  |               |          |
|         |  | <b>Total:</b> | <b>0</b> |

# Council Expense Claim Form

Name: Sarah Hall

For the Month: April/May Date: May 13, 2019

**hours**

|   |  |
|---|--|
| Function/Event: <u>Community Services Advisory Board</u><br>Date(s) of Event: <u>17-Apr</u><br>Duration of Event: <u>2</u><br>Location of Event: <u>Morinville</u><br>Mileage Traveled (km): _____<br>Other: _____<br>Per Diem: <u>\$50</u> | Registration Expense: \$ _____<br>Lodging Expense: \$ _____<br>Total Meal Expense: \$ _____<br>Mileage (\$) Expense: \$ _____<br>Incidental Expense: _____ |
|---|--|

GL: \_\_\_\_\_ Expense: \$ **-**

|   |   |
|---|---|
| Function/Event: <u>Regional Transit Services Commission</u><br>Date(s) of Event: <u>25-Apr</u><br>Duration of Event: <u>5</u><br>Location of Event: <u>Edmonton</u><br>Mileage Traveled (km): <u>76</u><br>Other: _____<br>Per Diem: <u>\$200</u> | Registration Expense: \$ _____<br>Lodging Expense: _____<br>Total Meal Expense: \$ _____<br>Mileage (\$) Expense: \$ <b>38.38</b><br>Incidental Expense: \$ _____ |
|---|---|

GL: 01-720-11-272074 Expense: \$ **38.38**

|  |   |
|--|---|
| Function/Event: <u>RTSC meeting</u><br>Date(s) of Event: <u>26-Apr</u><br>Duration of Event: <u>1.5 hrs</u><br>Location of Event: <u>Morinville</u><br>Mileage Traveled (km): _____<br>Other: _____<br>Per Diem: <u>50</u> | Registration Expense: _____<br>Lodging Expense: _____<br>Total Meal Expense: _____<br>Mileage (\$) Expense: \$ _____<br>Incidental Expense: _____ |
|--|---|

GL: \_\_\_\_\_ Expense: \$ **-**

|   |  |
|---|--|
| Function/Event: <u>RTSC Conference call</u><br>Date(s) of Event: <u>24-Apr</u><br>Duration of Event: <u>1 hr</u><br>Location of Event: <u>Morinville</u><br>Mileage Traveled (km): _____<br>Other: _____<br>Per Diem: <u>50</u> | Registration Expense: _____<br>Lodging Expense: _____<br>Total Meal Expense: \$ _____<br>Mileage (\$) Expense: \$ _____<br>Incidental Expense: _____ |
|---|--|

GL: \_\_\_\_\_ Expense: \$ **-**

|  |                                 |
|--|---------------------------------|
| <b>Meal Allowance maximum \$41.55 daily ):</b>                 | <b>Expense: \$ -</b>            |
| <i>Breakfast \$9.20      Lunch \$11.60      Dinner \$20.75</i> | <b>Total Expenses: \$ 38.38</b> |
| <b>Mileage:</b> per Kilometre \$0.505                          | <b>Total Per Diem: 350.00</b>   |
| <b>Per Diem:</b>   |                                 |
| 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: 

Cheque #: \_\_\_\_\_

Payroll: 350

A/P: 38.38

# Council Activity Report

Name: Sarah Hall

Month:

| Date          | Function / Event                  | Comments  | Duration |
|---------------|-----------------------------------|---|----------|
| 8-Apr         | Council Prep                      | Agenda review and notes   | 4        |
| 9-Apr         | Council Meeting                   | Attended regular meeting of council   | 4.5      |
| 10-Apr        | TOM & MPL Meeting                 | Attended meeting with Morinville Libray Board   | 2        |
| 15-Apr        | Meeting Prep                      | Agenda review & notes   | 3        |
| 16-Apr        | Committee of the Whole            | Attended Committee of the Whole meetind   | 4        |
| 17-Apr        | Community Services Advisory Board | Attended meeting  | 2        |
| 20-Apr        | Easter Celebration                | Volunteered at the community Easter Egg hunt  | 3        |
| 21-Apr        | Council Prep                      | Agenda review and notes   | 2        |
| 22-Apr        | Council Prep                      | Agenda review and notes   | 2        |
| 23-Apr        | Council Meeting                   | Attended regular meeting of Council   | 5        |
| 24-Apr        | MPS Career Day                    | Presented to five, grade 3 & 4 classes for the MPS elementary career day                              | 3        |
| 24-Apr        | RSTC Conference call              | Participated in an information gathering conference call for the regional transit servises commission | 1        |
| 25-Apr        | Homeland Housing                  | Attended monthly Homeland housing meeting   | 3        |
| 25-Apr        | Regional Transit Services Commi   | Attended RTSC meeting and workshop in Edmonton  | 5        |
| 26-Apr        | RTSC meeting                      | Attended meeting with CAO and Councillor Michael Walters to discuss RTSC progress and concerns        | 1.5      |
| 1-May         | Mock Council meeting - MPS        | Participated in mock Council meeting for Morinville Public School Students in coucil chambers         | 1.5      |
| 1-May         | MLC tour                          | Attended tour of the nearly finished Morinville Leisure Center  | 1.5      |
| <b>Total:</b> |                                   |   | 48       |