

CO object name	Cost element name	Date
MAYOR'S OFFICE	Conference Registration	18-Mar
		20-Apr
		20-Apr
		18-May
		18-May
	Conference Registration Total	
	Public Relations	20-Apr
	18-May	
	18-Jun	
Public Relations Total		
MAYOR'S OFFICE Total		
WARD 1 - ALLEN		
WARD 1 - ALLEN Total		
WARD 1 - BALSOM	Conference Registration	18-Mar
		20-Apr
		20-Apr
	Conference Registration Total	
	Public Relations	18-Mar
		20-Apr
	Public Relations Total	
WARD 1 - BALSOM Total		
WARD 1 - MCGRATH	Promotional Materials	30-Mar
		20-Apr
	Promotional Materials Total	
	Public Relations	18-Feb
		18-Mar
		20-Apr
	Public Relations Total	
WARD 1 - MCGRATH Total		
WARD 1 - MEAGHER		
WARD 1 - MEAGHER Total		
WARD 1 - MURPHY		
	Public Relations	20-Apr
		20-Apr
	Public Relations Total	
WARD 1 - MURPHY Total		
WARD 1 - PEDDLE	Public Relations	20-Apr
	Public Relations Total	
	WARD 1 - PEDDLE Total	
WARD 2 - INGLIS		
	NOTE - due to location and required travel, the Business Travel	20-Apr
	Business Travel Total	
WARD 2 - INGLIS Total		
WARD 2 - VOYAGEUR		
	NOTE - due to location and required travel, the Business Travel	18-May
		18-Jun
	Business Travel Total	
WARD 2 - VOYAGEUR Total		

CO object name	Cost element name	Date
WARD 3 - LALONDE	Conference Registration	18-Mar
		18-May
	Conference Registration Total	
NOTE - due to location and required travel, the WARD 3 - LALONDE Total	Public Relations	20-Apr
	Public Relations Total	
WARD 3 - LALONDE Total		
WARD 4 - STROUD	Conference Registration	18-Mar
		20-Apr
	Conference Registration Total	
	Promotional Materials	20-Apr
	Promotional Materials Total	
	Public Relations	20-Apr
Public Relations Total		
WARD 4 - STROUD Total		
COUNCIL TOTAL		

Comment

Registration - Rural Municipalities of Alberta Spring 2021 Virtual Convention
Registration - Alberta Urban Municipalities Association Spring 2021 Conference
Ticket - NAABA Aboriginal Business Showcase
Registration - Federation of Canadian Municipalities Conference
Mayor's Luncheon - Business Resiliency through Community & Inclusion

Fort McMurray Opolo board games
Northern Lights Health Foundation Spring Fling
Mayor's Youth Citizenship Award giftbaskets

** No expenses were incurred in Q1 and Q2 of 2021*

Registration - Rural Municipalities of Alberta Spring 2021 Virtual Convention
Registration - Alberta Urban Municipalities Association Spring 2021 Conference
Registration - Federation of Canadian Municipalities Conference

Ticket - NAABA 2021 Aboriginal Business Showcase
Ticket - Girls Inc. Women of Inspiration Event

RMWB Branded Items (3 Shirts, 3 Hats, 3 Scarves)
Wood Buffalo Arctic Winter Games Merchandise

Gift Basket for Council Colleague
Ticket - NAABA 2021 Aboriginal Business Showcase
Ticket - Girls Inc. Women of Inspiration Event

** No expenses were incurred in Q1 or Q2 of 2021*

** No expenses were incurred in Q1 of 2021*

Ticket - Girls Inc. Women of Inspiration Event
Ticket - NAABA 2021 Aboriginal Business Showcase

** No expenses were incurred in Q1 of 2021*
Ticket - NAABA 2021 Aboriginal Business Showcase

** No expenses were incurred in Q1 of 2021*

Parking at McMurray Aviation - 1 month

** No expenses were incurred in Q1 of 2021*

Parking at McMurray Aviation - 1 week
Parking at McMurray Aviation - 2 weeks

Comment

Registration - Rural Municipalities of Alberta Spring 2021 Virtual Convention

Registration - Alberta Urban Municipalities Association Spring 2021 Conference

Ticket - NAABA 2021 Aboriginal Business Showcase

Registration - Rural Municipalities of Alberta Spring 2021 Virtual Convention

Registration - Federation of Canadian Municipalities Conference

Wood Buffalo Arctic Winter Games Merchandise

Ticket - Girls Inc. Women of Inspiration Event

Total

200.00
50.00
20.00
600.00
10.00

880.00

179.58
100.00
237.65

517.23

1,397.23

-

200.00
50.00
600.00

850.00

21.40
25.00

46.40

896.40

385.65
2,391.20
2,776.85

95.23
21.40
25.00

141.63

2,918.48

-

25.00

20.40

45.40

45.40

20.40

20.40

20.40

100.00

100.00

100.00

56.00

112.00

168.00

168.00

Total

200.00

50.00

250.00

20.40

20.40

270.40

200.00

600.00

800.00

51.20

51.20

25.00

25.00

876.20

6,692.51

Comments as an example - for consistency

COST CENTRE

Expense Claim	Business Travel
	Conference Travel
	Business Travel
	Business Travel
	Public Relations
Tickets	Public Relations
	Public Relations
	Public Relations
	Public Relations
	Public Relations
Accommodations	Conference Travel
	Business Travel
	Business Travel
	Business Travel
	Business Travel
Sponsorships	Public Relations
	Public Relations
Flights	Business Travel
	Business Travel
	Business Travel
	Conference Travel
	Business Travel
Registration	Conference Registration
	Conference Registration
	Conference Registration
	Conference Registration
Other	Public Relations
	Conference Registration
	Public Relations

EXAMPLE

Expense claim for Council business July 1 - 31
Expense claim - during Federation of Canadian Municipalities (FCM) Conference
Expense claim - Ottawa Advocacy Days April 30 - May 3
Expense claim - Mileage Jan 1 - May 31, 2019 & other business related expenses
Expense claim - Business Lunch and Gifts for Graduation Ceremonies
Ticket - Networking Luncheon May 16 - Fort McMurray Chamber of Commerce
Ticket - First Responders Golf Tournament - for Canadian Mental Health Association
Ticket - Networking Luncheon May 2 - Fort McMurray Construction Association
Ticket - Tom Jackson Christmas in June - for Salvation Army
Tickets - Oil Sands Trade Show Keynote Luncheon (Tuesday), Keynote Luncheon (Wednesday)
Accommodations - Federation of Canadian Municipalities (FCM) Conference
Accommodations - Fort Chipewyan Winter Carnival
Accommodations - Feb 12 & 26 Council meetings
Accommodations - July 8 Council meeting, Breakfast meeting
Accommodations - Apr 8 Governance Training, Apr 9 & 23 Council meetings
Sponsorship - Re/Max Charity Golf Classic
Sponsorship - Youth with a Mission Golf Tournament
Flights - Mar 26 & Apr 9 Council meetings, airport parking
Flight - Ottawa Advocacy Days - Ottawa to Fort McMurray
Flight Change Fee - Ottawa Advocacy Days
Flights - Federation of Canadian Municipalities (FCM) Conference
Flights - Meeting with Ministers Aug 28, Oil Sands Trade Show, Sept 10 Council Meeting, Open ticket for future use, Parking at McMurray Aviation
Registration - Federation of Canadian Municipalities (FCM) Annual Conference
Registration - Alberta Urban Municipalities Association (AUMA) Convention
Cancellation fee - Municipal Leader's Caucus
Registration - Rural Municipalities of Alberta (RMA) Spring Convention (Refund not available due to late cancellation date)
Course - Professional Certificate in Asset Management Planning
Creative Cities Summit Excursion
Business Cards

NOTE

include the recipient of the funds (Canadian Mental Health Association)
include the recipient of the funds
include the recipient of the funds
Ward 2
Ward 2
Ward 2
Ward 2
Ward 2 - try to assign a date to "open ended ticket for future use"
Add detail if necessary
Purchased with Conference Registration

Date

Cost Centre

General Ledger

Posting da

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Details