

EMPLOYEE NAME: BIRGIT BLIZZARD

ADDRESS:

MONTH ENDING: April 2022

CITY OF  
FORT SASKATCHEWAN

## INSTRUCTIONS:

Original itemized receipts must be attached and submitted to Accounts Payable.

**MISSING RECEIPTS:** If a receipt is missing, claim the appropriate per diem. If no per diem applies, please complete and attach a Request for Reimbursement form (see MyFort) to this claim. The Request for Reimbursement form cannot be used when a per diem rate is available.

**Allowances for Mileage, Meals, and Accommodation (Per Diems)** must be claimed on PAGE 2, and attached to this expense claim.

<https://open.alberta.ca/publications/travel-meal-and-hospitality-expenses-policy-expenses-policy>

**Education and Academic Courses** must be claimed on PAGE 3, and attached to this expense claim.

## Claim Receipted Expenses (EXCLUDING EDUCATION) in this Area

Receipt Date yyyy-mm-dd	Vendor Name	Description	GL Code (Fund-Object-Function) # #### #####	Total before GST & HST	GST	HST	Total
2022-04-06	Virgin Plus	April Cell Phone Bill	1.2137.11214	\$ 66.94	\$ 2.30		\$ 69.24
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	Mileage*	See PAGE 2 for details	1.2133.11214	\$ 21.21	N/A	N/A	\$ 21.21
	Per Diems*	See PAGE 2 for details	---	\$ -	N/A	N/A	\$ -
	Education / Academic	See PAGE 3 for details	---	\$ -	\$ -	\$ -	\$ -
				\$ 88.15	\$ 2.30	\$ -	\$ 90.45

\* GST cannot be claimed on allowances and per diems

I, BIRGIT BLIZZARD, HEREBY CERTIFY THAT:

*the expenditures claimed in this report are compliant with the Employee Business Expense Policy FIN-012-A and have not been claimed through any other source. I am aware that any false or improper claim may be grounds for disciplinary action up to and including, but not limited to, termination.*

Signed:

B.BLIZZARD ELECTRONICALLY APPROVED BY EMAIL

Date:

Apr 23, 2022

## APPROVAL (IMMEDIATE SUPERVISOR):

*I have reviewed the expenditures claimed. I have confirmed that these expenditures are compliant with the Employee Business Expense Policy FIN-012-A. Therefore, I do hereby approve this expense claim for payment.*

BRENDA MOLTER, DIRECTOR LEGISLATIVE SERVICES	ELECTRONICALLY APPROVED BY EMAIL	25-Apr-22
Print Name of Immediate Supervisor	Supervisor's Signature	Date

The information on this form is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act (FOIP)* and is used solely for

EXP2022-01V1

Employee Name: BIRGIT BLIZZARD



CITY OF FORT SASKATCHEWAN

Expense for the month of: April 2022

Vehicle Mileage Allowances

Mileage Allowance Rate: \$0.505 per Km (from Government of Alberta)

https://finance.alberta.ca/business/planning-accountability/accountability/GoA-Travel-Meal-and-Hospitality-Expense-Policy.pdf

Refer to the Mileage Guide for standard distances between City Facilities

Table with 5 columns: Departed From (Location & City), Destination (Location & City), Business Purpose for Travel, Date (yyyy-mm-dd), Kilometers Driven. Includes a yellow shaded header row with code 1.2133.11214 and one data row for a trip to Millennium Place on 2022-04-08 for 42.00 km.

Initial Below:

Approved as per Email, I, BIRGIT BLIZZARD, declare that my vehicle insurance coverage is not less than \$1,000,000 public liability and property damage.

Travel Meal and Private Accommodation Per Diems

Daily Per Diems are claimable if receipts for meals and accommodations are not available.

Claimants are eligible for meal expenses while travelling on City business:

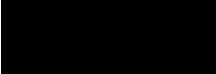
- (a) for breakfast, if the departure time is 7:30 a.m. or earlier or the return time is 7:30 a.m. or later, or
(b) for lunch, if the departure time is 1:00 p.m. or earlier or the return time is 1:00 p.m. or later, or
(c) for dinner, if the departure time is 6:30 p.m. or earlier or the return time is 6:30 p.m. or later.

https://finance.alberta.ca/business/planning-accountability/accountability/GoA-Travel-Meal-and-Hospitality-Expense-Policy.pdf

Table for Travel Meal & Accommodation Per Diems. Header: ENTER TRAVEL, MEAL & ACCOM. EXPENSE G/L IN THE YELLOW BOX BELOW BEFORE PROCEEDING. Columns: Per Diem, # of Per Diem Days, Dates Claimed, Per Diem Rates (Gov't of Alberta), Per Diem Claimed. Includes rows for Breakfast, Lunch, Dinner, Accommodation Allowance, and a Total Claimed row.

**Page**  
**Bill Date**  
**Next Bill Date**  
**Virgin Plus Number**  
**Account Number**  
**Client ID Number**  
 (14 Digit Number for online/telebanking)

7 / 9  
 April 6, 2022  
 May 6, 2022  
 780-996-5406



**CURRENT CHARGES for 780-996-5406**

**Monthly charges** billed to May 5, 2022

Sweet Pay 47 - 4GB	\$47.00	
less Promotional credit	<u>-2.00</u>	45.00
Alberta Government 911 fee		0.95
Call Display		0.00
Canada-Wide Calling		0.00
Smartphone Data - 4 GB		0.00
Unltd Picture & Video Messaging		0.00
myPeeps (vpc.ca/mypeeps)		0.00
Unlimited anytime minutes		0.00
Can-US/International Text		0.00
Includes: Messaging		
Voicemail 3		0.00

**Device Charges (non-taxable)**

Monthly Device Payment	Mar 14	20.99
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**Usage**

**Airtime**

Unlimited anytime minutes Unlimited Usage	
@\$.00/minute	111:00 min:sec
Included incoming unlimited minutes	47:00 min:sec

**Data**

Smartphone Data - 4 GB Data Usage		0.00
Rate Details:	Data Used	Tier Charged
		0.00
		10.00
		20.00
		30.00
		40.00
		50.00
		60.00
		70.00
		80.00

LEGEND

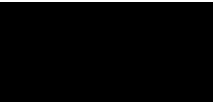
MB = Megabyte                      GB = Gigabyte                      1 GB = 1024 MB

**Events**

Unlimited messages	0.00
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Page  
Bill Date  
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Virgin Plus Number  
Account Number  
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(14 Digit Number for online/telebanking)

8 / 9  
April 6, 2022  
May 6, 2022  
780-996-5406



**CURRENT CHARGES for 780-996-5406** (continued)

TXT MSG Short Code Programs Sent	0.00
TXT MSG Short Code Programs Received	0.00
TXT MSG Short Code Programs Received	0.00
Picture/Video/File messaging	0.00
Picture Message	0.00

*Premium and short code messages can be 3rd party alerts, content, or text messages interacting with contests and promotions that require an additional fee in order to subscribe/participate. These may be billed at a premium rate and/or outside your text messaging bundle.*

**Taxes**

GST	2.30
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**Total current charges** **\$69.24**

## Jennifer Chapman

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**From:** Brenda Molter  
**Sent:** April 25, 2022 9:16 AM  
**To:** Jennifer Chapman  
**Subject:** FW: B. Blizzard April Expense Claim - Approval Requested  
**Attachments:** April Expense Claim Form 2022.xlsx; April Cell Phone.pdf

Jennifer, I approve of this monthly expense claim for Councillor Blizzard.

Thanks,  
Brenda

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** April 25, 2022 8:41 AM  
**To:** Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
**Subject:** B. Blizzard April Expense Claim - Approval Requested

For your review and approval.

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**From:** Birgit Blizzard <[bblizzard@fortsask.ca](mailto:bblizzard@fortsask.ca)>  
**Sent:** April 23, 2022 8:51 AM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** Re: April Expense Claim - Approval Requested

I approve.  
Birgit Blizzard

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** Friday, April 22, 2022 10:29 AM  
**To:** Birgit Blizzard <[bblizzard@fortsask.ca](mailto:bblizzard@fortsask.ca)>  
**Subject:** April Expense Claim - Approval Requested

Please review and respond by reply email that you approve of the attached expense claim for April which includes mileage and cell phone invoice.

### Jennifer Chapman

Legislative Officer | Legislative Services Department  
Direct: 780-992-6227

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CITY OF  
FORT SASKATCHEWAN  
ALBERTA





**CITY OF FORT SASKATCHEWAN**

Council Per Diem

Conferences/Seminars/Workshops/Meetings (CSWM)

Name: <b>Birgit Blizzard</b>		Date: <b>06-Apr-22</b>		Payroll No.: <span style="background-color: black; color: black;">[REDACTED]</span>		
Date of CSWM	Details & Location of CSWM	Duration: No. of days including travel time	X	Honorarium: <i>half day</i> - 2 to 4 hrs. (\$100.00) / <i>full day</i> - in excess of 4 hrs. (\$200.00)	Code to account	Total
06-Apr-22	Indigenous Cultural Awareness Training - Normandy Room - Community Hall Fort Saskatchewan	1	<b>x</b>	\$ 100.00	1.2041.11214	\$ 100.00
<b>Net Claim</b>						\$ 100.00

Signature: \_\_\_\_\_

Approved via attached email

Approved by: \_\_\_\_\_

Approved as per attached email.

Director, Legislative Services

Date Submitted for Payment: 12-Apr-22

**From:** [Brenda Molter](#)  
**Sent:** April 12, 2022 7:33 AM  
**To:** [Jennifer Chapman](#)  
**Subject:** FW: B. Blizzard Per Diem Expense - April 6, 2022  
**Attachments:** Per Diem Apr 6\_2022.xls

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Jennifer, I approve of this per diem claim for Councillor Blizzard.

Thanks,  
Brenda

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** April 11, 2022 9:20 AM  
**To:** Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
**Subject:** B. Blizzard Per Diem Expense - April 6, 2022

For your review and approval.

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**From:** Birgit Blizzard <[bblizzard@fortsask.ca](mailto:bblizzard@fortsask.ca)>  
**Sent:** April 8, 2022 3:52 PM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** Re: Per Diem Expense - April 6, 2022

Yes, I approve.  
Birgit Blizzard

Get [Outlook for Android](#)

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** Friday, April 8, 2022 11:26:56 AM  
**To:** Birgit Blizzard <[bblizzard@fortsask.ca](mailto:bblizzard@fortsask.ca)>  
**Subject:** Per Diem Expense - April 6, 2022

Please review and respond by reply email that you approve of the attached per diem expense claim.

The per diem is for attending the Indigenous Cultural Awareness Training on April 6, 2022 from 12:30 pm – 4:30 p.m.

### Jennifer Chapman

Legislative Officer | Legislative Services Department

#### City of Fort Saskatchewan

10005 102 ST, Fort Saskatchewan, AB T8L 2C5

Direct: 780-992-6227

Website: [fortsask.ca](http://fortsask.ca)



**CITY OF FORT SASKATCHEWAN**

Council Per Diem

Conferences/Seminars/Workshops/Meetings (CSWM)

Name: <b>Birgit Blizzard</b>		Date: <b>25-Apr-22</b>		Payroll No.: <span style="background-color: black; color: black;">[REDACTED]</span>		
Date of CSWM	Details & Location of CSWM	Duration: No. of days including travel time	X	Honorarium: half day - 2 to 4 hrs. (\$100.00) / full day - in excess of 4 hrs. (\$200.00)	Code to account	Total
22-Apr-22	EMRB Educational Session - ESG Climate Change 101 Dow Centennial Centre	1	x	\$ 100.00	1.2041.11214	\$ 100.00
<b>Net Claim</b>						<b>\$ 100.00</b>

**Signature:** \_\_\_\_\_ **Approved via attached email**

**Approved by:** \_\_\_\_\_ **Approved as per attached email.**  
 Director, Legislative Services

**Date Submitted for Payment:** \_\_\_\_\_ **2022-04-25**



## Jennifer Chapman

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**From:** Brenda Molter  
**Sent:** April 25, 2022 9:18 AM  
**To:** Jennifer Chapman  
**Subject:** FW: B. Blizzard: Per Diem for EMRB Educational Session  
**Attachments:** Per Diem April 22\_2022.xls

Jennifer, I approve of this per diem expense claim for Councillor Blizzard.

Thanks,  
Brenda

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**From:** Jennifer Chapman <JChapman@fortsask.ca>  
**Sent:** April 25, 2022 8:55 AM  
**To:** Brenda Molter <BMolter@fortsask.ca>  
**Subject:** B. Blizzard: Per Diem for EMRB Educational Session

For your review and approval.

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**From:** Birgit Blizzard <[bblizzard@fortsask.ca](mailto:bblizzard@fortsask.ca)>  
**Sent:** April 25, 2022 8:48 AM  
**To:** Jennifer Chapman <JChapman@fortsask.ca>  
**Subject:** Re: Per Diem for EMRB Educational Session

I approve.  
Birgit Blizzard

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**From:** Jennifer Chapman <JChapman@fortsask.ca>  
**Sent:** Monday, April 25, 2022 8:40 AM  
**To:** Birgit Blizzard <[bblizzard@fortsask.ca](mailto:bblizzard@fortsask.ca)>  
**Subject:** RE: Per Diem for EMRB Educational Session

Please review the attached and respond by reply email if approved.

Thank you,  
Jennifer Chapman

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**From:** Birgit Blizzard <[bblizzard@fortsask.ca](mailto:bblizzard@fortsask.ca)>  
**Sent:** April 23, 2022 8:53 AM  
**To:** Jennifer Chapman <JChapman@fortsask.ca>  
**Subject:** Per Diem for EMRB Educational Session

Hi Jennifer!

I attended the EMRB ESG Educational Session on Friday, April 22 from 9-Noon at the DCC. I will get the half day per diem for attending.

Thanks!  
Birgit



**CITY OF FORT SASKATCHEWAN**

Council Per Diem

Conferences/Seminars/Workshops/Meetings (CSWM)

Name: <b>Birgit Blizzard</b>		Date: <b>02-May-22</b>		Payroll No.: <span style="background-color: black; color: black;">[REDACTED]</span>		
Date of CSWM	Details & Location of CSWM	Duration: No. of days including travel time	X	Honorarium: <i>half day</i> - 2 to 4 hrs. (\$100.00) / <i>full day</i> - in excess of 4 hrs. (\$200.00)	Code to account	Total
28-Apr-22	Strategic Planning Session - DCC	1	<b>x</b>	\$ 200.00	1.2041.11214	\$ 200.00
<b>Net Claim</b>						\$ 200.00

Signature: \_\_\_\_\_

Approved via attached email

Approved by: \_\_\_\_\_

Approved as per attached email.

Director, Legislative Services

Date Submitted for Payment: 2022-05-03 JC

**From:** [Brenda Molter](#)  
**Sent:** May 3, 2022 7:55 AM  
**To:** [Jennifer Chapman](#)  
**Subject:** FW: B. Blizzard Per Diem - April 28, 2022  
**Attachments:** Per Diem April 28, 2022.xls

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Jennifer, I approve of this per diem claim for Councillor Blizzard.

Thanks,  
Brenda

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** May 3, 2022 7:53 AM  
**To:** Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
**Subject:** B. Blizzard Per Diem - April 28, 2022

For your review and approval.

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**From:** Birgit Blizzard <[bblizzard@fortsask.ca](mailto:bblizzard@fortsask.ca)>  
**Sent:** May 2, 2022 5:45 PM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** Re: Per Diem - April 28, 2022

I approve.  
Thanks Jennifer.  
Birgit Blizzard

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** Monday, May 2, 2022 2:58 PM  
**To:** Birgit Blizzard <[bblizzard@fortsask.ca](mailto:bblizzard@fortsask.ca)>  
**Subject:** Per Diem - April 28, 2022

Good afternoon Councillor Blizzard,

Please review the attached per diem expense form and respond by reply email that you approve. The per diem is for attending the Strategic Planning Session on April 28, 2022.

As per the Council Remuneration & Expense Procedure GOV-009-C:

7. Councillors shall be eligible to receive Per Diems for attendance at Council meetings, when the meeting is 6 hours or longer in length.
8. Per Diems shall be paid at a rate of \$100 per half day and \$200 per full day.
  - a. A half day Per Diem is defined as being from 2 to 4 hours.
  - b. A full day Per Diem is defined as being in excess of 4 hours.