

EMPLOYEE NAME: Birgit Blizzard

ADDRESS: [Redacted]

MONTH ENDING: August 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 (CRA rates), Meals, and Accomodation (Alberta 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>

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/reasonable-kilometre-allowance.html>

**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
2022-08-06	Virgin Plus	August Cell Phone	1.2137.11214	\$ 66.94	\$ 2.30		\$ 69.24
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	Mileage*	See PAGE 2 for details	---	\$ -	N/A	N/A	\$ -
	Per Diems*	See PAGE 2 for details	---	\$ -	N/A	N/A	\$ -
	Education / Academic	See PAGE 3 for details	---	\$ -	\$ -	\$ -	\$ -
* GST cannot be claimed on allowances and per diems				<b>\$ 66.94</b>	<b>\$ 2.30</b>	<b>\$ -</b>	<b>\$ 69.24</b>

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: Aug 15, 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	Electroncially Approved via Email	16-Aug-22
Print Name of Immediate Supervisor	Supervisor's Signature	Date

**Bill Date** August 6, 2022  
**Next Bill Date** September 6, 2022  
**Virgin Plus Number** 780-996-5406  
**Account Number** XXXXXXXXXX  
**Client ID Number** XXXXXXXXXX  
**(14 Digit Number for online/telebanking)**

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

**Monthly charges** *billed to Sep 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	Jul 14	20.99
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**Usage**

**Airtime**

Unlimited anytime minutes Unlimited Usage  
@\$.00/minute 160:00 min:sec  
Included incoming unlimited minutes 97:00 min:sec

**Data**

Smartphone Data - 4 GB Data		0.00
Usage Rate Details:	Data Used	Tier Charged

0.00

<b>Bill Date</b>	August 6, 2022
<b>Next Bill Date</b>	September 6, 2022
<b>Virgin Plus Number</b>	780-996-5406
<b>Account Number</b>	
<b>Client ID Number</b>	
<b>(14 Digit Number for online/telebanking)</b>	

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

0.00  
0.00  
0.00  
0.00  
0.00  
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**

Member, for important tips and limitations to remember when calling 9-1-1 from a mobile phone, where 9-1-1 is available, visit [virginplus.ca/911](http://virginplus.ca/911).

**From:** [Brenda Molter](#)  
**Sent:** August 16, 2022 8:30 AM  
**To:** [Jennifer Chapman](#)  
**Subject:** FW: B. Blizzard August Expense Claim - Approval Required  
**Attachments:** 2022-08-Cell Phone-Birgit Blizzard.pdf; B. Blizzard 2022 August Expense Claim Form.xlsx

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

Thanks,  
Brenda

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** August 16, 2022 8:23 AM  
**To:** Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
**Subject:** B. Blizzard August Expense Claim - Approval Required

For your review and approval.

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**From:** Birgit Blizzard <[bblizzard@fortsask.ca](mailto:bblizzard@fortsask.ca)>  
**Sent:** August 15, 2022 2:03 PM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** Re: August Expense Claim - Approval Required

I approve.  
Birgit

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** Monday, August 15, 2022 1:05 PM  
**To:** Birgit Blizzard <[bblizzard@fortsask.ca](mailto:bblizzard@fortsask.ca)>  
**Subject:** August Expense Claim - Approval Required

Hello,

Please review and respond by reply email that you approve of the attached expense for August.

Thank you,

**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)