

EMPLOYEE NAME: BIRGIT BLIZZARD  
 ADDRESS: [REDACTED]  
 MONTH ENDING: February 2022



**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 <i>yyyy-mm-dd</i>	Vendor Name	Description	GL Code (Fund-Object-Function) <i>#-####-#####</i>	Total before GST & HST	GST	HST	Total
2022-02-06	VIRGIN PLUS	FEB CELL PHONE INVOICE	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	---	\$ -	\$ -	\$ -	\$ -
				<b>\$ 66.94</b>	<b>\$ 2.30</b>	<b>\$ -</b>	<b>\$ 69.24</b>

\* 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: Mar 18, 2022

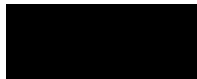
**APPROVAL (IMMEDIATE SUPERVISOR):**

*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	21-Mar-22
Print Name of Immediate Supervisor	Supervisor's Signature	Date

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

6 / 9  
 February 6, 2022  
 March 6, 2022  
 780-996-5406



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

**Monthly charges** billed to Mar 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	Jan 14	20.99
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**Usage**

**Airtime**

Unlimited anytime minutes Unlimited Usage	
@\$.00/minute	23:00 min:sec
Included incoming unlimited minutes	22:00 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	1262 events	0.00
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Page  
Bill Date  
Next Bill Date  
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(14 Digit Number for online/telebanking)

7 / 9  
February 6, 2022  
March 6, 2022  
780-996-5406

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

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**

If you have concerns about your service, head to [vpc.ca/contactus](http://vpc.ca/contactus) or call us at 1 866-266-6648. We're always here to help! Do you have a complaint regarding a telecom or residential TV service that we haven't been able to resolve? The independent Commission for Complaints for Telecom-television Services (CCTS) may be able to assist you, free of charge: [www.ccts-cprst.ca](http://www.ccts-cprst.ca) or 1-888-221-1687. Heads up! The CCTS won't be able to help with pricing, equipment, and networking services.

**From:** [Brenda Molter](#)  
**Sent:** March 21, 2022 8:10 AM  
**To:** [Jennifer Chapman](#)  
**Subject:** FW: B. Blizzard Feb Expense Claim - Approval Required  
**Attachments:** FEB Expense Claim Form 2022.xlsx; 2022-02-Cell Phone Bill.pdf

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

Thanks,  
Brenda

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** March 18, 2022 2:39 PM  
**To:** Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
**Subject:** B. Blizzard Feb Expense Claim - Approval Required

For your review and approval.

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**From:** Birgit Blizzard <[bblizzard@fortsask.ca](mailto:bblizzard@fortsask.ca)>  
**Sent:** March 18, 2022 2:23 PM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** Re: Feb Expense Claim - Approval Required

I approve.  
Birgit Blizzard

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** Friday, March 18, 2022 2:16 PM  
**To:** Birgit Blizzard <[bblizzard@fortsask.ca](mailto:bblizzard@fortsask.ca)>  
**Subject:** Feb Expense Claim - Approval Required

Please respond by reply email that you approve of the attached expense claim for February.

Thanks  
Jennifer

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**From:** Jennifer Chapman  
**Sent:** March 9, 2022 10:57 AM  
**To:** Birgit Blizzard <[bblizzard@fortsask.ca](mailto:bblizzard@fortsask.ca)>  
**Subject:** Feb Expense Claim - Approval Required

Councillor Blizzard,

Attached is the February expense claim form and copy of your cell phone invoice for February 2022. Please respond by reply email that you have reviewed and approve of the attached expense.

Thank you,

**Jennifer Chapman**

Administrative Assistant - Legislative Services

**City of Fort Saskatchewan**

10005 102 ST, Fort Saskatchewan, AB T8L 2C5

Direct: 780-992-6227

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

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CITY OF  
**FORT SASKATCHEWAN**  
ALBERTA

