

EMPLOYEE NAME: BIRGIT BLIZZARD

ADDRESS: [REDACTED]

MONTH ENDING: January 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 Received 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
2022-01-06	VIRGIN PLUS	JAN 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	---	\$ -	\$ -	\$ -	\$ -
* GST cannot be claimed on allowances and per diems				\$ 66.94	\$ 2.30	\$ -	\$ 69.24

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: Jan 27, 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	27-Jan-22
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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
 January 6, 2022
 February 6, 2022
 780-996-5406



CURRENT CHARGES for 780-996-5406

Monthly charges billed to Feb 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	Dec 14	20.99
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Usage

Airtime

Unlimited anytime minutes Unlimited Usage	
@\$.00/minute	48:00 min:sec
Included incoming unlimited minutes	23:00 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	1095 events	0.00
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Page
Bill Date
Next Bill Date
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Account Number
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(14 Digit Number for online/telebanking)

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



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

Total current charges \$69.24

If you have concerns about your service, head to 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 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: January 27, 2022 2:55 PM
To: [Jennifer Chapman](#)
Subject: FW: B. Blizzard January Expense Claim - Approval Required
Attachments: JAN Expense Claim Form 2022.xlsx; January Cell Phone Invoice
B. Blizzard.pdf

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

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: January 27, 2022 9:51 AM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: B. Blizzard January Expense Claim - Approval Required

For your review and approval.

From: Birgit Blizzard <bblizzard@fortsask.ca>
Sent: January 27, 2022 9:24 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: January Expense Claim - Approval Required

Hi Jennifer!
Sorry for the delay. Yes, I approve.
Birgit

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Thursday, January 27, 2022 9:20 AM
To: Birgit Blizzard <bblizzard@fortsask.ca>
Subject: RE: January Expense Claim - Approval Required

Good morning,

Did you have a chance to review the expense claim I sent on Tuesday?

Thanks,
Jennifer

From: Jennifer Chapman
Sent: January 25, 2022 10:48 AM
To: Birgit Blizzard <bblizzard@fortsask.ca>
Subject: January Expense Claim - Approval Required

Good morning Councillor Blizzard,

Please review and respond by reply email that you approve of the attached expense claim for January 2022.

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



CITY OF
FORT SASKATCHEWAN
ALBERTA





CITY OF FORT SASKATCHEWAN

Council Per Diem

Conferences/Seminars/Workshops/Meetings (CSWM)

Name: Birgit Blizzard		Date: 02-Feb-22		Payroll No.: [REDACTED]		
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-Jan-22	Alberta Industrial Heartland Orientation - Virtual	1	x	\$ 100.00	1.2041.11214	\$ 100.00
01-Feb-22	Alberta Provincial Police Service Transition Study Engagement Session - Southfort Inn Fort Sask	1		\$ 100.00	1.2041.11214	\$ 100.00
Net Claim						\$ 200.00

Signature: _____

Approved via attached email

Approved by: _____

Approved as per attached email.

Director, Legislative Services

Date Submitted for Payment: **02-Feb-22**

Alberta Provincial Police Transition Study Engagement - Fort Saskatchewan General Admission

Southfort Inn Fort Saskatchewan, 140 Town Crest Road, Fort Saskatchewan, AB T8L 0G7, Canada

Tuesday, 1 February 2022 from 2:00 PM to 4:30 PM (MST)

Free Order

Order Information

Order #2620890299. Ordered by Jennifer Chapman on 21 January 2022 9:54 AM



26208902993930249639001

Do you organize events?

Start selling in minutes with Eventbrite!

www.eventbrite.ca

From: [Brenda Molter](#)
Sent: February 2, 2022 2:20 PM
To: [Jennifer Chapman](#)
Subject: FW: B. Blizzard Per Diem Expense Claim - Approval Requested
Attachments: Jan Per Diem Form Birgit Blizzard.xls

Jennifer, I approve of the attached per diem claims for Councillor Blizzard.

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: February 2, 2022 1:53 PM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: B. Blizzard Per Diem Expense Claim - Approval Requested

Please review and respond by reply email that you approve. Thank you.

From: Birgit Blizzard <bblizzard@fortsask.ca>
Sent: February 2, 2022 1:34 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: Per Diem Expense Claim - Approval Requested

I approve.
Birgit Blizzard

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Wednesday, February 2, 2022 1:27 PM
To: Birgit Blizzard <bblizzard@fortsask.ca>
Subject: Per Diem Expense Claim - Approval Requested

Good afternoon Councillor Blizzard,

As requested, please review the attached per diem expense claim and respond by reply email that you approve.

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