

EMPLOYEE NAME: Birgit Blizzard

ADDRESS: [Redacted]

MONTH ENDING: July 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
2022-07-06	Virgin Plus	July Cell Phone Bill	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: 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	Electronically approved by email	16-Aug-22
Print Name of Immediate Supervisor	Supervisor's Signature	Date

Bill Date	July 6, 2022
Next Bill Date	August 6, 2022
Virgin Plus Number	780-996-5406
Account Number	[REDACTED]
Client ID Number	[REDACTED]
(14 Digit Number for online/telebanking)	

CURRENT CHARGES for 780-996-5406

Monthly charges billed to Aug 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	Jun 14	20.99
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Usage

Airtime

Unlimited anytime minutes Unlimited Usage	
@\$.00/minute	84:00 min:sec
Included incoming unlimited minutes	32:00 min:sec

Data

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

0.00

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

July 6, 2022
August 6, 2022
780-996-5406



CURRENT CHARGES for 780-996-5406 (continued)

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

From: [Brenda Molter](#)
Sent: August 16, 2022 8:29 AM
To: [Jennifer Chapman](#)
Subject: FW: B. Blizzard July Expense Claim - Approval Required
Attachments: 2022-07-Cell Phone-Birgit Blizzard.pdf; B. Blizzard 2022 Expense Claim Form.xlsx

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

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: August 16, 2022 8:20 AM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: B. Blizzard July Expense Claim - Approval Required

For your review and approval.

Get [Outlook for iOS](#)

From: Birgit Blizzard <bblizzard@fortsask.ca>
Sent: Monday, August 15, 2022 2:02:33 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: July Expense Claim - Approval Required

I approve.
Birgit

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Monday, August 15, 2022 1:01 PM
To: Birgit Blizzard <bblizzard@fortsask.ca>
Subject: July Expense Claim - Approval Required

Good afternoon,

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

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

From: [Alberta Municipalities Event Registration](#)
Sent: July 4, 2022 2:09 PM
To: [Jennifer Chapman](#)
Subject: Registration Confirmed - 2022 Alberta Municipalities Convention



Dear Jennifer,

Please save this email for future reference.

Event: 2022 Alberta Municipalities Convention

Number in Party: 1

Date: September 21-23, 2022

Location: Calgary TELUS Convention Centre

Address: 136 8 Ave SE, Calgary, Alberta, T2G 0K6, Canada

Group Confirmation Number: FNNWRMNYQ9B

Group Registrant 0 (Birgit Blizzard)

Confirmation Number: RVN35NT8WLR

Birgit Blizzard								
Order Date	Invoice	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due	
04-Jul-2022 2:09 PM MT	CONV22-0082-0169-0171	Online Charge	Full Convention Registration - Member	Admission Item	CAD 600.00	CAD 600.00	CAD 0.00	
04-Jul-2022 2:09 PM MT	CONV22-0082-0169-0171	Online Charge	GST #R106694623	Tax	CAD 31.25	CAD 31.25	CAD 0.00	
04-Jul-2022 2:09 PM MT	CONV22-0082-0169-0171	Online Charge	Host City Reception	Session	CAD 25.00	CAD 25.00	CAD 0.00	
					Amt Ordered	Amt Paid	Amt Due	
					Total	CAD 656.25	CAD 656.25	CAD 0.00

Order: K5N753PWWCC	Invoice: CONV22-0082-0169-0171	Order Date: 04-Jul-2022 2:09 PM MT	
Item	Price	Quantity	Amount
Full Convention Registration - Member	CAD 600.00	1	CAD 600.00
Host City Reception	CAD 25.00	1	CAD 25.00
GST #R106694623	5.00%		CAD 31.25
		Order Total	CAD 656.25

To view or modify the online registration for anyone in your group, [Click here](#). You will be asked to enter your name and the group confirmation number shown above.



Alberta Municipalities

Strength In Members

If you no longer want to receive emails from Alberta Municipalities Events, please [Opt-Out](#).



Statement

Account Name:	CHAPMAN, JENNIFER	Card Number:	xxxx-xxxx-xxxx-1835
Company Name:	CITY OF FORT SASKATCHEWAN	Account Limit:	\$ 2,500.00
Employee ID:	[REDACTED]		
Statement Date (MM/DD/YYYY):	07/15/2022	Currency:	CANADIAN DOLLAR

Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date.

Payments:	\$ 0.00
Adjustments:	\$ 0.00
Net Purchases:	\$ 1,518.17
Cash Advance:	\$ 0.00
Fees:	\$ 0.00
Other Charges:	\$ 0.00
New Account Balance:	\$ 1,518.17

For your records only. No payment required.

Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
07/04	07/05 429633989	ALBERTA MUNICIPALITIES EDMONTON AB	\$ 625.00 013800	\$ 31.25 (e)	\$ 656.25

Councillor Birgit Blizzard Registration to attend the 2022 Alberta Municipalities Convention
September 21-23 in Calgary, Alberta