

EMPLOYEE NAME: BIRGIT BLIZZARD

ADDRESS: [REDACTED]

MONTH ENDING: January 2023



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 Accommodation (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 |
|----------------------------|----------------------|------------------------|---|---------------------------|---------|------|----------|
| 2023-01-06 | VIRGIN PLUS | JANUARY CELL PHONE | 1.2137.11214 | \$ 66.26 | \$ 2.55 | | \$ 68.81 |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | 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 | --- | \$ - | \$ - | \$ - | \$ - |
| | | | | \$ 66.26 | \$ 2.55 | \$ - | \$ 68.81 |

* 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: ELECTRONICALLY APPROVED

Date: Feb 1, 2023

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 | 02-Feb-23 |
| Print Name of Immediate Supervisor | Supervisor's Signature | Date |

| | |
|---|---|
| Bill Date | January 6, 2023 |
| Next Bill Date | February 6, 2023 |
| Virgin Plus Number | 780-996-5406 |
| Account Number |  |
| Client ID Number |  |
| (14 Digit Number for online/telebanking) | |

CURRENT CHARGES *for 780-996-5406*

Monthly charges *billed to Feb 5,*

| | |
|---|-------|
| 2023 Loy Sweet Pay 50 - 20GB | 50.00 |
| Includes: 3 Way Calling Call Waiting | |
| Alberta Government 911 fee | 0.95 |
| Roam Sweet Roam - home data | 0.00 |
| Data Overage | 0.00 |
| Smartphone Data - 20 GB | 0.00 |
| Call Display | 0.00 |
| Canada-Wide Calling | 0.00 |
| Unltd Picture & Video Messaging | 0.00 |
| myPeeps (vpc.ca/mypeeps) | 0.00 |
| Data speeds up to 150 Mbps | 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 18 | 15.31 |
|------------------------|--------|-------|

Usage

Airtime


Unlimited anytime minutes Unlimited Usage
@\$.00/minute

Data

| | |
|------------------------------------|------|
| Smartphone Data - 20 GB Data Usage | 0.00 |
|------------------------------------|------|

Events

| | |
|--------------------|------|
| Unlimited messages | 0.00 |
|--------------------|------|

| | |
|---|---|
| Bill Date | January 6, 2023 |
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| Virgin Plus Number | 780-996-5406 |
| Account Number |  |
| Client ID Number | |
| (14 Digit Number for online/telebanking) | |

CURRENT CHARGES for 780-996-5406 (continued)

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 | 2.55 |
|-----|------|

| | |
|------------------------------|----------------|
| Total current charges | \$68.81 |
|------------------------------|----------------|

Heads up. As of March 9, 2023, the price for Roam Sweet Roam with home data will increase from \$12/day to \$13/day in the U.S. and from \$15/day to \$16/day in International destinations. You'll only be charged when you use your phone while you roam. No action is required on your part. Check out virginplus.ca/sweetroam for info.

Jennifer Chapman

From: Brenda Molter
Sent: February 2, 2023 7:50 AM
To: Jennifer Chapman
Subject: FW: B. Blizzard January Expense Claim - Approval Required
Attachments: 2023-01-Cell Phone-Birgit Blizzard.pdf; Jan Expense Claim.xlsx

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

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: February 2, 2023 7:38 AM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: B. Blizzard January Expense Claim - Approval Required

For your review and approval.

Jennifer Chapman

Legislative Services Department - Legislative Officer

City of Fort Saskatchewan

10005 102 ST, Fort Saskatchewan, AB T8L 2C5

Direct: [780-992-6227](tel:780-992-6227)

Website: fortsask.ca

From: Birgit Blizzard <bblizzard@fortsask.ca>
Sent: February 1, 2023 5:11 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: January Expense Claim - Approval Required

I approve.
Birgit Blizzard

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Wednesday, February 1, 2023 4:16 PM
To: Birgit Blizzard <bblizzard@fortsask.ca>
Subject: January Expense Claim - Approval Required

Good afternoon Councillor Blizzard,

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

Jennifer Chapman

From: chamber@fortsaskchamber.com
Sent: January 4, 2023 8:01 AM
To: Jennifer Chapman
Subject: Confirmation: Members meeting with Economic Development City of Fort Saskatche

Registration Information

Members meeting with Economic Development City of Fort Saskatchewan

Date: January 11, 2023 11:30 AM - 1:30 PM MST

Location: DOW Centennial Centre

Lions Mane

8700 84th Street

Fort Saskatchewan, T8L 4P5

Date/Time Details: January 11th, 2023

Doors open 11:30

Lunch and keynote 12:00

Expected finish 1:30

You've successfully completed registration for Members meeting with Economic Development City of Fort Saskatchewan via Fort Saskatchewan Chamber of Commerce Website.

[Click Here for More Information](#)

| Summary | | | |
|--------------------------------|-----------------|----------|-------------------------|
| Item | Details | Quantity | Total Amt |
| Monthly Meeting Lunch - Member | Birgit Blizzard | 1 | \$30.00 |
| | | | Sales Tax \$1.50 |
| | | | Total: \$31.50 |
| | | | PAID |

[Edit Registration / Edit Attendee\(s\)](#)

[Add to Google Calendar](#)

[Add to Yahoo Calendar](#)

[Add to iCal \(Outlook, Apple, or other\) Calendar](#)

Members meeting with Economic Development City of Fort Saskatchewan



Date: January 11, 2023 11:30 AM - 1:30 PM MST

Location: DOW Centennial Centre
Lions Mane
8700 84th Street
Fort Saskatchewan, T8L 4P5

Date/Time Details: January 11th, 2023
Doors open 11:30
Lunch and keynote 12:00
Expected finish 1:30

Item: Monthly Meeting Lunch - Member

Attendee Name: Birgit Blizzard

Attendee ID: 24550

Confirmation Number: e.1900.5586.20742



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): 01/15/2023 **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: [REDACTED]
Cash Advance: \$ 0.00
Fees: \$ 0.00
Other Charges: \$ 0.00
New Account Balance: [REDACTED]

For your records only. No payment required.

Transaction Summary:

| Trans Date | Posting Date Trans ID | Description | Pre-Tax Amount Auth # | Total Tax | Trans Amount |
|------------|--------------------------|---|--------------------------|-------------|--------------|
| 01/04 | 01/05 454389198 | FORT SASKATCHEWAN CHAM FORT SASKATCH AB | \$ 30.00 097769 | \$ 1.50 (e) | \$ 31.50 |

TOTAL CREDITS xxxx-xxxx-xxxx-1835 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-1835 [REDACTED]

Councillor B.Blizzard Registration to attend Fort Saskatchewan Chamber Monthly Members Meeting Jan 11, 2023.



CITY OF FORT SASKATCHEWAN

Council Per Diem

Conferences/Seminars/Workshops/Meetings (CSWM)

| Name: Birgit Blizzard | | Date: 08-Feb-23 | | 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 |
| 31-Jan-23 | LUB Educational Session, City Hall Lang Room | 1 | x | \$ 200.00 | 1.2041.11214 | \$ 200.00 |
| | | | | | | |
| | | | | | | |
| Net Claim | | | | | | \$ 200.00 |

Signature: _____

Approved via attached email

Approved by: _____

Approved as per attached email.

Director, Legislative Services

Date Submitted for Payment: _____

2023-02-08 JC

Jennifer Chapman

From: Brenda Molter
Sent: February 8, 2023 11:07 AM
To: Jennifer Chapman
Subject: FW: B. Blizzard Per Diem - January 31
Attachments: Jan 31 Per Diem Birgit Blizzard.xls

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

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: February 8, 2023 9:37 AM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: B. Blizzard Per Diem - January 31

For your review and approval.

Jennifer Chapman

Legislative Services Department - Legislative Officer
City of Fort Saskatchewan
10005 102 ST, Fort Saskatchewan, AB T8L 2C5
Direct: [780-992-6227](tel:780-992-6227)
Website: fortsask.ca

From: Birgit Blizzard <bblizzard@fortsask.ca>
Sent: February 8, 2023 9:27 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: Per Diem - January 31

I was there from about 11:20-4:30 so yes a full day per diem.
Birgit

Get [Outlook for Android](#)

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Wednesday, February 8, 2023 6:59:13 AM
To: Birgit Blizzard <bblizzard@fortsask.ca>
Subject: RE: Per Diem - January 31

Good morning,

Following up from my last email, did you want to claim a per diem for attending the LUB Education Session on January 31? Half Day is 2-4 hours (100.00) full day is over 4 hours (200.00).

Thank you,

Jennifer Chapman

Legislative Services Department - Legislative Officer

City of Fort Saskatchewan

10005 102 ST, Fort Saskatchewan, AB T8L 2C5

Direct: [780-992-6227](tel:780-992-6227)

Website: fortsask.ca

From: Jennifer Chapman

Sent: February 1, 2023 8:42 AM

To: Birgit Blizzard <bblizzard@fortsask.ca>

Subject: Per Diem - January 31

Good morning,

Please review the attached per diem for attending the full day LUB Educational Session at City Hall on Tuesday, January 31, 2023.

Thank you,

Jennifer Chapman

Legislative Officer - Legislative Services

City of Fort Saskatchewan

10005 102 ST, Fort Saskatchewan, AB T8L 2C5

Direct: [780-992-6227](tel:780-992-6227) Website: fortsask.ca