

EMPLOYEE NAME: Birgit Blizzard

ADDRESS:

MONTH ENDING: June 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
2023-06-06	Virgin Plus	June Cell Phone	1.2137.11214	\$ 66.26	\$ 2.55		\$ 68.81
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	Mileage*	See PAGE 2 for details	1.2133.11214	\$ 96.56	N/A	N/A	\$ 96.56
	Per Diems*	See PAGE 2 for details	---	\$ -	N/A	N/A	\$ -
	Education / Academic	See PAGE 3 for details	---	\$ -	\$ -	\$ -	\$ -
				\$ 162.82	\$ 2.55	\$ -	\$ 165.37

* 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 via Email

Date: Jul 10, 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.

Andrew Kaiser, Director, Legislative Services	Electronically Approved Via Emil	10-Jul-23
Print Name of Immediate Supervisor	Supervisor's Signature	Date

Employee Name: **Birgit Blizzard**



CITY OF FORT SASKATCHEWAN

Expense for the month of: **'Page 1 EXPENSE RECEIPTS'!**\$B\$8

Vehicle Mileage Allowances

Mileage Allowance Rate: **\$0.680 per Km** (under 5000 KM from Canada Revenue Agency)

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

Refer to the Mileage Guide for standard distances between City Facilities

Departed From (Location & City)	Destination (Location & City)	Business Purpose for Travel	Date yyyy-mm-dd	Kilometers Driven
ENTER G/L TO EXPENSE IN THE YELLOW BOX BELOW BEFORE PROCEEDING				
1.2133.11214				
Fort Saskatchewan	Canadian Brewhouse Parking Lot - 1320 Webber Greens Dr. NW Edmonton, AB	UDI Housing Innovation Bus Tour	2023-06-09	97.00
Fort Saskatchewan	Strathcona County Community Centre - 402 Festival Lane, Sherood Park	IMRC Meeting	2023-06-16	45.00
				142.00

Initial Below:
B. Blizzard

I, **Birgit Blizzard**, declare that my vehicle insurance coverage is not less than \$1,000,000 public liability and property damage.

Travel Meal and Private Accommodation Per Diems

Daily Per Diems are claimable if receipts for meals and accommodations are not available. Claimants are eligible for meal expenses while travelling on City business:

- (a) for breakfast, if the departure time is 7:30 a.m. or earlier or the return time is 7:30 a.m. or later, or
- (b) for lunch, if the departure time is 1:00 p.m. or earlier or the return time is 1:00 p.m. or later, or
- (c) for dinner, if the departure time is 6:30 p.m. or earlier or the return time is 6:30 p.m. or later.

<https://finance.alberta.ca/business/planning-accountability/accountability/GoA-Travel-Meal-and-Hospitality-Expense-Policy.pdf>

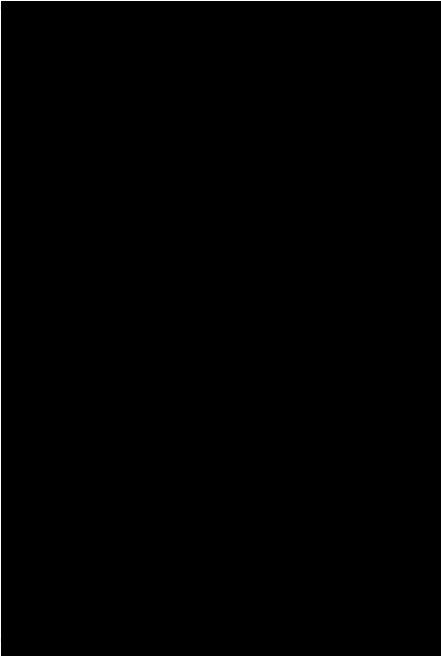
ENTER TRAVEL, MEAL & ACCOM. EXPENSE G/L IN THE YELLOW BOX BELOW BEFORE PROCEEDING				
Per Diem	# of Per Diem Days	Dates Claimed Type in dates as required (e.g June 7, June 23)	Per Diem Rates (Gov't of Alberta)	Per Diem Claimed

Bill Date	June 6, 2023
Next Bill Date	July 6, 2023
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 Jul 5,

2023 Loy Sweet Pay 55 - 20GB	55.00
Includes: 3 Way Calling Call Waiting	
Alberta Government 911 fee	0.95
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	
Vicemail 3	0.00
\$5.00 Discount - Price Protection-Term	-5.00



Device Charges (non-taxable)

Monthly Device Payment	May 18	15.31
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Usage

Airtime

Unlimited anytime minutes Unlimited Usage

@\$.00/minute [REDACTED]

Included incoming unlimited minutes [REDACTED]

Data

Smartphone Data - 20 GB Data Usage

@\$.00/MB [REDACTED] 0.00

Events

Unlimited messages	[REDACTED]	0.00
TXT MSG Short Code Programs Sent	[REDACTED]	0.00
TXT MSG Short Code Programs Received	[REDACTED]	0.00
TXT MSG Short Code Programs Received	[REDACTED]	0.00
Picture/Video/File messaging	[REDACTED]	0.00
Picture Message	[REDACTED]	0.00
Roaming Notification	[REDACTED]	0.00
Roaming Welcome SMS	[REDACTED]	0.00

Bill Date	June 6, 2023
Next Bill Date	July 6, 2023
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(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
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Total current charges	\$68.81
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If you have concerns about your service, head to vpc.ca/contactus or call us at 1866-266-6648. 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.

Jennifer Chapman

From: Andrew Kaiser
Sent: July 10, 2023 1:47 PM
To: Jennifer Chapman
Subject: RE: B. Blizzard June Expense Claim & Per Diem
Attachments: 2023-06-Cell Phone-Birgit Blizzard.pdf; BB Per Diem June 9.xls; Mileage Request.pdf; UDI Housing Innovation Bus Tour June 9 Agenda (2).pdf; Expense Claim 2023.xlsx

Approved, as attached.

Thank you Jennifer!

Andrew Kaiser

Director, Legislative Services
Phone: 780-992-6584

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Monday, July 10, 2023 12:14 PM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: B. Blizzard June Expense Claim & Per Diem

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: Monday, July 10, 2023 10:10 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: RE: June Expense Claim & Per Diem

I approve.
Birgit Blizzard

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Monday, July 10, 2023 9:29 AM
To: Birgit Blizzard <bblizzard@fortsask.ca>
Subject: June Expense Claim & Per Diem

Good morning Councillor Blizzard,

Please review the attached expense claim and per diem for June and respond by reply email that you approve.

UDI Housing Innovation Bus Tour

Friday, June 9, 2023



**Urban
Development
Institute**

Edmonton Metro

Time	Agenda Item	Location
10:00 a.m.	Bus arrives	Canadian Brewhouse Parking Lot 1320 Webber Greens Drive NW Edmonton, AB T5T 0W5
10:15 a.m.	Arrive at The Uplands	Altius 19326 27 Avenue Edmonton, AB T6M 1K9
11:45 a.m.	Leave The Uplands (Lunch provided on the bus)	
12:00 p.m.	Arrive at Rosenthal	Cantiro Family Sky View Showhome 8019 227 Street NW Edmonton, AB T5T 5X7
12:45 p.m.	Leave Rosenthal	
12:47 p.m.	Arrive at Secord	Secord Blvd & 92 Avenue Edmonton, AB T5T 5X7
1:30 p.m.	Leave Secord	
1:45 p.m.	Arrive at Canadian Brewhouse Tour Ends	Canadian Brewhouse Parking Lot 1320 Webber Greens Drive NW Edmonton, AB T5T 0W5



CITY OF FORT SASKATCHEWAN

Council Per Diem

Conferences/Seminars/Workshops/Meetings (CSWM)

Name: Birgit Blizzard		Date: 10-Jul-23		Payroll No.: [REDACTED]		
Date of CSWM	Details & Location of CSWM	Duration: No. of days including travel time	X	Honorarium: <i>half day - 2 to 4 hrs. (\$100.00) / full day - in excess of 4 hrs. (\$200.00)</i>	Code to account	Total
09-Jun-23	UDI Housing Innovation Bus Tour - Meet at 1320 Webber Greens Drive NW, Edmonton, AB	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: _____

JC 2023-07-10

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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

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RECEIPT
REÇU

PAID
BOYS & GIRLS CLUB
FORT SASKEWICHEWAN

RECEIVED FROM	DATE	
REÇU DE	May 19, 2023	
Jennifer Chapman		\$ 15.00
FOR	Valentia - girls	100 DOLLARS
POUR	1x Gala ticket Bac	100 DOLLARS
TAX REG. NO.	BY	
N° DE TAXE	PAYÉ	
		STC715B

PRESENTED BY

059

bgc Fort
Saskatchewan

& Noyen Construction



Mardi
GRAS
Gala

SATURDAY JUNE 17TH 2023

DOW CENTENIAL CENTRE -

DOORS

// DINNER

//

TICKETS

// TABLES OF

THANK YOU!

TO OUR MANY SPONSORS!

&

DOOR PRIZE!

059

SILENT

Subject: FW: Confirmation: Members Meeting with Chamber Board President

Registration Information

Members Meeting with Chamber Board President

Date: June 14, 2023 10:00 AM - 11:30 AM MDT

Location: Normandy Room, Fort Saskatchewan Community Hall
9964 93 Ave, Fort Saskatchewan, AB

Date/Time Details: Wednesday, June 14th, 2023
10:00am - 11:30am

You've successfully completed registration for Members Meeting with Chamber Board President via Fort Saskatchewan Chamber of Commerce Website.

Summary			
Item	Details	Quantity	Total Amt
Monthly Meeting - Member	Birgit Blizzard	1	\$15.00
			Sales Tax \$0.75
			Total: \$15.75 PAID

Members Meeting with Chamber Board President

Date: June 14, 2023 10:00 AM - 11:30 AM MDT

Location: Normandy Room, Fort Saskatchewan Community Hall
9964 93 Ave, Fort Saskatchewan, AB

Date/Time Details: Wednesday, June 14th, 2023
10:00am - 11:30am

Item: Monthly Meeting - Member

Attendee Name: Birgit Blizzard

Attendee ID: 24864

Confirmation Number: e.1900.5608.21008



Statement

Account Name:	CHAPMAN, JENNIFER	Card Number:	xxxx-xxxx-xxxx-1835
Company Name:	CITY OF FORT SASKATCHEWAN	Account Limit:	\$ 2,500.00
Employee ID:	██████████		
Statement Date (MM/DD/YYYY):	06/15/2023	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:	\$ 90.75
Cash Advance:	\$ 0.00
Fees:	\$ 0.00
Other Charges:	\$ 0.00
New Account Balance:	\$ 90.75

For your records only. No payment required.

Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
1 05/19	05/22 474605984	FORT SASKATCHEWAN BOYS FORT SASKATCH AB	\$ 71.43 052920	\$ 3.57 (e)	\$ 75.00
2 05/24	05/25 475143249	FORT SASKATCHEWAN CHAM FORT SASKATCH AB	\$ 15.00 019060	\$ 0.75 (e)	\$ 15.75

TOTAL CREDITS	xxxx-xxxx-xxxx-1835	\$ 0.00
TOTAL DEBITS	xxxx-xxxx-xxxx-1835	\$ 90.75

1. Councillor Birgit Blizzard - Registration for the Fort Saskatchewan Boys & Girls Club Gala - June 17, 2023
2. Councillor Birgit Blizzard - Registration for the Fort Saskatchewan Chamber Members Monthly Meeting - June 14, 2023