

EMPLOYEE NAME: Birgit Blizzard

ADDRESS: [REDACTED]

MONTH ENDING: November 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 <i>yyyy-mm-dd</i> | Vendor Name | Description | GL Code (Fund-Object-Function) <i>#-####-#####</i> | Total before GST & HST | GST | HST | Total |
|-----------------------------------|-----------------------------|------------------------|--|---------------------------|----------------|-------------|------------------|
| 2023-11-06 | Virgin Plus Mobile | November Cell Phone | 1.2137.11214 | \$ 66.26 | \$ 2.55 | | \$ 68.81 |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | Mileage* | See PAGE 2 for details | 1.2133.11214 | \$ 51.68 | N/A | N/A | \$ 51.68 |
| | Per Diems* | See PAGE 2 for details | --- | \$ - | N/A | N/A | \$ - |
| | Education / Academic | See PAGE 3 for details | --- | \$ - | \$ - | \$ - | \$ - |
| | | | | \$ 117.94 | \$ 2.55 | \$ - | \$ 120.49 |

* 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: Nov 27, 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 Email | 29-Nov-23 |
| Print Name of Immediate Supervisor | Supervisor's Signature | Date |

Employee Name: Birgit Blizzard

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



CITY OF FORT SASKATCHEWAN

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

Table with 5 columns: Departed From (Location & City), Destination (Location & City), Business Purpose for Travel, Date (yyyy-mm-dd), Kilometers Driven. Includes a yellow shaded header row with G/L code 1.2133.11214 and one data row for Fort Saskatchewan to YMCA Edmonton.

Initial Below: Declared via Email, 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 Accomodation 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

Table with 5 columns: 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. Includes rows for Breakfast, Lunch, Dinner, Accommodation Allowance, and Total Claimed.

| | |
|---|------------------|
| Bill Date | November 6, 2023 |
| Next Bill Date | December 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 Dec 5,

| | | |
|---|-------|------------|
| 2023 Loy Sweet Pay 55 - 20GB | 55.00 | [REDACTED] |
| 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 | | |
| Voicemail 3 | 0.00 | |
| \$5.00 Discount - Price Protection-Term | -5.00 | |

Device Charges (non-taxable)

| | | |
|------------------------|--------|-------|
| Monthly Device Payment | Oct 18 | 15.31 |
|------------------------|--------|-------|

Usage

Airtime

Unlimited anytime minutes Unlimited Usage

@\$.00/minute [REDACTED]

Included incoming unlimited minutes [REDACTED]

Data

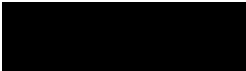

Smartphone Data - 20 GB Data Usage

@\$.00/MB [REDACTED]

0.00

Events

| | | |
|--------------------------------------|------------|------|
| Unlimited messages | [REDACTED] | 0.00 |
| TXT MSG Short Code Programs Received | [REDACTED] | 0.00 |
| TXT MSG Short Code Programs Received | [REDACTED] | 0.00 |
| TXT MSG Short Code Programs Sent | [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 | November 6, 2023 |
| Next Bill Date | December 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 (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 |
|------------------------------|----------------|

Jennifer Chapman

From: Andrew Kaiser
Sent: November 29, 2023 10:04 AM
To: Jennifer Chapman
Subject: RE: B. Blizzard Nov. Expense Claim - Approval Required
Attachments: Nov Expense Claim 2023.xlsx; 2023-11-Cell Phone-Birgit Blizzard.pdf

Approved, as attached.

I think there are multiple YMCA locations in Edmonton, but the milage looks consistent with the south-side one.

Andrew Kaiser

Director, Legislative Services
Phone: 780-992-6584

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Monday, November 27, 2023 11:15 AM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: B. Blizzard Nov. 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: Monday, November 27, 2023 9:32 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: RE: Nov. Expense Claim - Approval Required

I approve.
Birgit Blizzard

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Monday, November 27, 2023 9:13 AM
To: Birgit Blizzard <bblizzard@fortsask.ca>
Subject: RE: Nov. Expense Claim - Approval Required

Please review the updated expense claim form including the mileage and upon approving you make the declaration that you have the required vehicle insurance.

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: Birgit Blizzard <bblizzard@fortsask.ca>
Sent: Monday, November 27, 2023 8:46 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: RE: Nov. Expense Claim - Approval Required

Hi Jennifer!

I also drove to the RVA Strat Plan meeting on Nov. 18 at YMCA in Edmonton. 76KM.

Birgit

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Friday, November 24, 2023 9:12 AM
To: Birgit Blizzard <bblizzard@fortsask.ca>
Subject: Nov. Expense Claim - Approval Required

Good morning,

Please review the attached and respond via reply to this email that you approved of the expense claim for November. If you have any additional expenses please let me know.

Thank you,

Jennifer Chapman

From: Birgit Blizzard <bblizzard@fortsask.ca>
Sent: Tuesday, November 14, 2023 4:16 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Nov. Cell PHone Bill

Hi Jennifer!

Attached is my Nov. cell phone bill.

Birgit



CITY OF FORT SASKATCHEWAN

Council Per Diem

Conferences/Seminars/Workshops/Meetings (CSWM)

| Name: Birgit Blizzard | | Date: 27-Nov-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 |
| 16-Oct-23 | Capital Budget Deliberations | 1 | x | \$ 200.00 | 1.2041.11214 | \$ 200.00 |
| Nov 15, 20, 23, 2023 | Operating Budget Deliberations | 3 | | \$ 200.00 | 1.2041.11214 | \$ 600.00 |
| Net Claim | | | | | | \$ 800.00 |

Signature: _____

Approved via attached email

Approved by: _____

Approved as per attached email.

Director, Legislative Services

Date Submitted for Payment: _____

2023-12-04 JC

Jennifer Chapman

From: Andrew Kaiser
Sent: December 4, 2023 9:36 AM
To: Jennifer Chapman
Subject: RE: B. Blizzard Per Diem - Budget Deliberations
Attachments: BB - Budget Per Diem.xls

Approved, as attached.

Andrew Kaiser

Director, Legislative Services
Phone: 780-992-6584

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Monday, December 4, 2023 8:23 AM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: B. Blizzard Per Diem - Budget Deliberations

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: Sunday, December 3, 2023 10:43 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: RE: Per Diem - Budget Deliberations

I approve.
Birgit Blizzard

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Monday, November 27, 2023 1:22 PM
To: Birgit Blizzard <bblizzard@fortsask.ca>
Subject: Per Diem - Budget Deliberations

Please review the attached per diem request for attending the Capital and Operating Budget Deliberations. Respond by reply email that you approve.

Thank you,

Jennifer Chapman



CITY OF FORT SASKATCHEWAN

Council Per Diem

Conferences/Seminars/Workshops/Meetings (CSWM)

| Name: Birgit Blizzard | | Date: 04-Dec-23 | | Payroll No.: ██████████ | | |
|------------------------------|--|---|---|---|-----------------|-----------|
| 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 |
| 18-Nov-23 | RVA Strategic Planning Meeting - YMCA Edmonton | 1 | x | \$ 100.00 | 1.2041.11214 | \$ 100.00 |
| | | | | | | |
| | | | | | | |
| Net Claim | | | | | | \$ 100.00 |

Signature: _____

Approved via attached email

Approved by: _____

Approved as per attached email.

Director, Legislative Services

Date Submitted for Payment: _____

2023-12-04 JC

Jennifer Chapman

From: Andrew Kaiser
Sent: December 4, 2023 9:37 AM
To: Jennifer Chapman
Subject: RE: B. Blizzard Per Diem - RVA Strat Plan
Attachments: BB Per Diem Nov 18.xls

Approved, as attached.

Andrew Kaiser

Director, Legislative Services
Phone: 780-992-6584

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Monday, December 4, 2023 8:22 AM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: B. Blizzard Per Diem - RVA Strat Plan

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: Sunday, December 3, 2023 10:46 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: RVA Strat Plan

Hi Jennifer!

Please put in for a half day per diem for me for the RVA Strategic Plan meeting I attended on Nov. 18 from 9AM-noon at the YWCA in Edmonton.

Thanks!

Birgit