

EMPLOYEE NAME: Birgit Blizzard

ADDRESS: [REDACTED]

MONTH ENDING: October 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 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
2023-10-06	Virgin Plus Mobile	October Cell Phone	1.2137.11214	\$ 66.26	\$ 2.55		\$ 68.81
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	Mileage*	See PAGE 2 for details	1.2133.11214	\$ 46.24	N/A	N/A	\$ 46.24
	Per Diems*	See PAGE 2 for details	---	\$ -	N/A	N/A	\$ -
	Education / Academic	See PAGE 3 for details	---	\$ -	\$ -	\$ -	\$ -
				\$ 112.50	\$ 2.55	\$ -	\$ 115.05

* 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: Oct 19, 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	Electronicall approved via Email	20-Oct-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	Westin Downtown Edmonton	UDI Panel Luncheon	2023-10-04	68.00
				68.00

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 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>

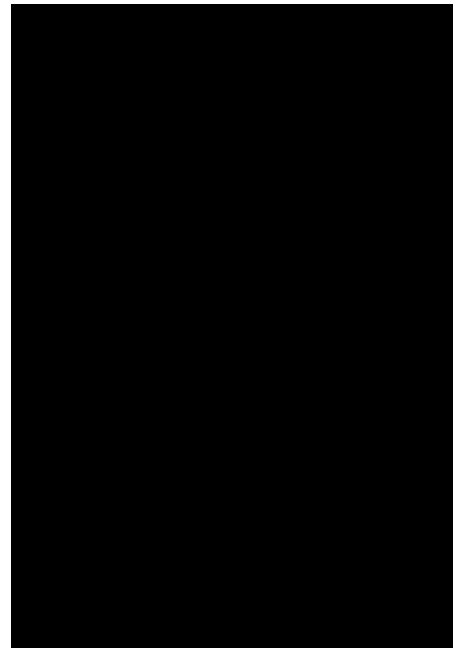
ENTER TRAVEL, MEAL & ACCOM. EXPENSE G/L IN THE YELLOW BOX BELOW BEFORE PROCEEDING				
Per Diem	# of Per Diem Days	Dates Claimed Type in dates as required (e.g June 7, June 23)	Per Diem Rates (Gov't of Alberta)	Per Diem Claimed
Breakfast			\$ 9.20	\$ -
Lunch			\$ 11.60	\$ -
Dinner			\$ 20.75	\$ -
Accommodation Allowance			\$ 20.15	\$ -
			Total Claimed	\$ -

Bill Date	October 6, 2023
Next Bill Date	November 6, 2023
Virgin Plus Number	780-996-5406
Account Number	[REDACTED]
Client ID Number (14 Digit Number for online/telebanking)	[REDACTED]

CURRENT CHARGES for 780-996-5406

Monthly charges billed to Nov 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	
Voicemail 3	0.00
\$5.00 Discount - Price Protection-Term	-5.00



Device Charges (non-taxable)

Monthly Device Payment	Sep 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 Received	0.00
TXT MSG Short Code Programs Received	0.00
Picture/Video/File messaging	0.00
Picture Message	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.

Bill Date	October 6, 2023
Next Bill Date	November 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 (continued)*

Taxes

GST	2.55
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Total current charges	\$68.81
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Member, for important tips and limitations to remember when calling 9-1-1 from a mobile phone, where 9-1-1 is available, visit virginplus.ca/911.

Jennifer Chapman

From: Andrew Kaiser
Sent: October 20, 2023 3:42 PM
To: Jennifer Chapman
Subject: RE: B. Blizzard October Expense Claim - Approval Required
Attachments: BB Oct Expense Claim .xlsx; 2023-10-Cell Phone-Birgit Blizzard.pdf; Mileage Request Email Oct.pdf

I approve of Councillor Blizzard's October Expense Claim Form, as attached.

Thank you,

Andrew Kaiser

Director, Legislative Services
Phone: 780-992-6584

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Friday, October 20, 2023 12:50 PM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: B. Blizzard October 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: Thursday, October 19, 2023 4:45 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: RE: October Expense Claim - Approval Required

I approve.
Birgit Blizzard

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Thursday, October 19, 2023 9:22 AM
To: Birgit Blizzard <bblizzard@fortsask.ca>
Subject: October Expense Claim - Approval Required

Good morning, please review the attached expense claim and respond by reply email that you approve. Upon approval is your approval on the following declaration:

**I, Birgit Blizzard, declare
that my vehicle insurance**

**coverage is not less than
\$1,000,000 public liability
and property damage.**

Thank you,

Jennifer Chapman

Legislative Services Department - Legislative Officer

City of Fort Saskatchewan

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