

EMPLOYEE NAME: Birgit Blizzard

ADDRESS: [Redacted]

MONTH ENDING: September 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 <i>yyyy-mm-dd</i>	Vendor Name	Description	GL Code (Fund-Object-Function) <i>#-####-#####</i>	Total before GST & HST	GST	HST	Total
2023-09-06	Virgin Plus Mobile	September Cell Phone	1.2137.11214	\$ 66.26	\$ 2.55		\$ 68.81
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	Mileage*	See PAGE 2 for details	1.2133.11214	\$ 34.00	N/A	N/A	\$ 34.00
	Per Diems*	See PAGE 2 for details	---	\$ -	N/A	N/A	\$ -
	Education / Academic	See PAGE 3 for details	---	\$ -	\$ -	\$ -	\$ -
				\$ 100.26	\$ 2.55	\$ -	\$ 102.81

* 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 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.

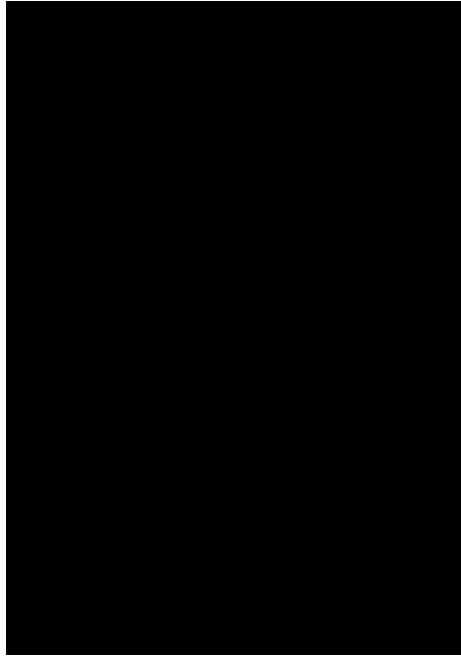
Andrew Kaiser, Director, Legislative Services	Electronically approved via Email	20-Oct-23
Print Name of Immediate Supervisor	Supervisor's Signature	Date

Bill Date	September 6, 2023
Next Bill Date	October 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 Oct 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	Aug 18	15.31
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Usage

Airtime

Unlimited anytime minutes Unlimited Usage	
@\$.00/minute	[REDACTED]
Included incoming unlimited minutes	[REDACTED]

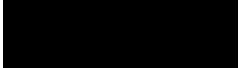
Data

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 Message	0.00
Picture/Video/File messaging	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	September 6, 2023
Next Bill Date	October 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)*

Taxes

GST	2.55
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Total current charges	\$68.81
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Confirmation

Your order has been successfully completed.

Invoice Number: 19517614

Date: 8/28/2023

Client

Jennifer Chapman
10005 1025
Tort Sasse, Hewlett, AB
T1E 2C5

Organization

Town of Gibbons
483/ 50 Avenue, PO Box 58
Gibbons, AB
T0A 1N0

Session activities

Fall 2023 Events - September Event Tickets - Mayors Brunch September 22nd

\$40.00

Biggit Bizzz

Taxes not included

Schedule:

On Friday, September 22, 2023, from 11:00 AM to 1:00 PM

Auditorium

Auditorium | 5115 5th Street, Gibbons, AB, T0A 1N0

Sub Total	\$40.00
GST	\$2.00
Order Total	\$42.00

Receipt of payment 71854915

Credit/Debit card payment: 8/28/2023

Cardholder's name:	Jennifer Chapman
Card number:	MasterCard 4600000000001885
Date:	2023-08-28 18:15 PST
Amount:	\$42.00
Order ID:	CAFE16/851636686-118
Approval code:	009899
Transaction ID:	572daf32-cc4e-4dc5-b8a1-7c13/c5111c9

Jennifer Chapman

From: Andrew Kaiser
Sent: October 20, 2023 3:41 PM
To: Jennifer Chapman
Subject: RE: B. Blizzard September Expense Claim - Approval Required
Attachments: BB Sept Expense Claim .xlsx; 2023-09-Cell Phone-Birgit Blizzard.pdf; Sept Mileage Request Email.pdf

Hey Jennifer,

I approve of Councillor Blizzard's September 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 12:48 PM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: B. Blizzard September 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: September Expense Claim - Approval Required

I approve.
Birgit Blizzard

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Thursday, October 19, 2023 9:02 AM
To: Birgit Blizzard <bblizzard@fortsask.ca>
Subject: September Expense Claim - Approval Required

Good morning, please review the attached expense claim for August. Respond by reply email that you approve of the expense and that upon approval you are making 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

10005 102 ST, Fort Saskatchewan, AB T8L 2C5

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

Website: fortsask.ca