

EMPLOYEE NAME: Brian Kelly

ADDRESS: [Redacted]

MONTH ENDING: November 2020



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, Meals, and Accomodation (Per Diems) must be claimed on PAGE 2, and attached to this expense claim.

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 |
|-----------------------------------|----------------------|------------------------|--|---------------------------|----------------|-------------|-----------------|
| 2020-11-24 | Telus | November Cell phone | 1.2137.11218 | \$ 67.44 | \$ 3.37 | | \$ 70.81 |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | 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 | --- | \$ - | \$ - | \$ - | \$ - |
| | | | | \$ 67.44 | \$ 3.37 | \$ - | \$ 70.81 |

* GST cannot be claimed on allowances and per diems

I, Brian Kelly , 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: Approved as per attached Email.

Date: Jan 15, 2021

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 | Approved as per attached email | 15-Jan-21 |
| Print Name of Immediate Supervisor | Supervisor's Signature | Date |

November 24, 2020
BRIAN KELLY
Account number: [REDACTED]

Mobile services (continued)

BRIAN KELLY
Charges for 780 991-4575

Monthly and other charges (Nov 25 to Dec 24)

| | |
|--|----------------|
| SB Share+ 60 3GB Que PDA | \$60.00 |
| Can - Can/US LD \$0.80/min | |
| UL Can - Can LD min | |
| Unlimited Messaging | |
| AB 911 Government Fee | \$0.44 |
| Total monthly and other charges | \$60.44 |

Add-ons (Nov 25 to Dec 24)

| | |
|------------------------|---------------|
| Bus Visual Voicemail 5 | \$5.00 |
| Business Call Control | Free |
| Bus Roam Ready US v5 | \$2.00 |
| Total add-ons | \$7.00 |

Usage charges

*Free airtime refers to non-chargeable minutes that are not part of your included minutes, and may include bonus minutes, evening and weekend calling, *611 calls, etc.*

| | |
|----------------------------|---------------|
| [REDACTED] | \$0.00 |
| [REDACTED] | \$0.00 |
| [REDACTED] | \$0.00 |
| [REDACTED] | \$0.00 |
| [REDACTED] | \$0.00 |
| [REDACTED] | \$0.00 |
| [REDACTED] | \$0.00 |
| [REDACTED] | \$0.00 |
| [REDACTED] | \$0.00 |
| Total usage charges | \$0.00 |

Total before taxes\$67.44

GST\$3.37
Total for 780 991-4575, with taxes.....\$70.81

Additional Information

Payments returned unpaid for any reason, including insufficient funds, are subject to a \$25.00 administration charge.
Services suspended for non-payment are subject to a reconnection fee.
Security deposits are not shown on your bill.

From: [Jennifer Chapman](#)
Sent: January 15, 2021 9:39 AM
To: [Accounts Payable](#)
Subject: B. Kelly November Expense Claim
Attachments: Nov Cell.pdf; November Expense Claim Form.xlsx

Good morning Accounts Payable,

Please find attached the completed and approved November expense claim form and cell phone bill for Councillor Brian Kelly.

Below are the emailed approvals from Brian Kelly and Brenda Molter.

Thank you,

Jennifer Chapman
Administrative Assistant, Legislative Services
City of Fort Saskatchewan
10005 102 St
Fort Saskatchewan, AB T8L 2C5
P: 780.992.6227
jchapman@fortsask.ca

From: Brenda Molter <BMolter@fortsask.ca>
Sent: January 15, 2021 9:36 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: FW: November Expense Claim - Approval Required

Jennifer, I approve of this monthly cell phone expense for Councillor Kelly.

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: January 15, 2021 9:08 AM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: FW: November Expense Claim - Approval Required

Good morning Brenda,

Please respond by reply email that you approve of the attached expense claim for Councillor Brian Kelly in the month of November 2020.

Thank you,

Jennifer Chapman

Administrative Assistant, Legislative Services
City of Fort Saskatchewan
10005 102 St
Fort Saskatchewan, AB T8L 2C5
P: 780.992.6227
jchapman@fortsask.ca

From: Brian Kelly <bkelly@fortsask.ca>
Sent: January 15, 2021 9:02 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: November Expense Claim - Approval Required

Yes. I approve the November expense claim for cell phone

Thank you Jennifer

Sincerely,

Brian Kelly CA

780 991 4575

On Jan 15, 2021, at 9:01 AM, Jennifer Chapman <JChapman@fortsask.ca>
wrote:

Good morning Councillor Kelly,

Please respond by reply email that you approve of the attached expense claim
for November 2020.

Thank you,

Jennifer Chapman
Administrative Assistant, Legislative Services
City of Fort Saskatchewan
10005 102 St
Fort Saskatchewan, AB T8L 2C5
P: 780.992.6227
jchapman@fortsask.ca

<November Expense Claim Form.xlsx>

<Nov Cell.docx>



CITY OF FORT SASKATCHEWAN

Council Per Diem

Conferences/Seminars/Workshops/Meetings (CSWM)

| Name: Brian Kelly | | Date: 24-Nov-20 | | 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-Nov-20 | Budget Deliberations November 16, 2020 | 1 | x | \$ 200.00 | 1.2041.11218 | \$ 200.00 |
| 18-Nov-20 | Budget Deliberations November 18, 2020 | 1 | | \$ 200.00 | 1.2041.11218 | \$ 200.00 |
| 24-Nov-20 | Budget Deliberations November 24, 2020 | 1 | | \$ 200.00 | 1.2041.11218 | \$ 200.00 |

Net Claim \$ 600.00

Signature: _____ **Approved via attached email**

Approved by: _____ Approved via attached email
Director, Legislative Services

Date Submitted for Payment: _____ 2020-11-26

From: [Jennifer Chapman](#)
Sent: November 26, 2020 8:37 AM
To: [April Norcott](#)
Subject: B. Kelly Council Per Diem - Budget Deliberations
Attachments: Per Diem Form Brian Kelly.xls

Good morning April,

Please find attached the approved Council Per Diem for Councillor Brian Kelly. Below are the emailed approvals from Councillor Kelly and Brenda Molter.

Thank you,

Jennifer Chapman
Administrative Assistant, Legislative Services
City of Fort Saskatchewan
10005 102 St
Fort Saskatchewan, AB T8L 2C5
P: 780.992.6227
jchapman@fortsask.ca

From: Brenda Molter <BMolter@fortsask.ca>
Sent: November 26, 2020 8:01 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: FW: B. Kelly Council Per Diem - Budget Deliberations

Jennifer, I approve of this per diem expense claim for Councillor Kelly.

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: November 26, 2020 7:43 AM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: B. Kelly Council Per Diem - Budget Deliberations

Good morning Brenda,

Please respond by reply email that you approve of the attached per diem request for Councillor Brian Kelly.

Thank you,

Jennifer Chapman

Administrative Assistant, Legislative Services
City of Fort Saskatchewan
10005 102 St
Fort Saskatchewan, AB T8L 2C5
P: 780.992.6227
jchapman@fortsask.ca

From: Brian Kelly <bkelly@fortsask.ca>
Sent: November 25, 2020 5:33 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: Council Per Diem - Budget Deliberations

I approve the per diems of \$600 for budget deliberations.
Thank you Jennifer

Sincerely,

Brian Kelly CA

780 991 4575

On Nov 25, 2020, at 4:04 PM, Jennifer Chapman <JChapman@fortsask.ca>
wrote:

Good afternoon Brian,

Please respond by reply email that you approve of the attached per diem
expense for Budget Deliberations on November 16, 18, and November 24,
2020.

Thank you,

Jennifer Chapman
Administrative Assistant, Legislative Services
City of Fort Saskatchewan
10005 102 St
Fort Saskatchewan, AB T8L 2C5
P: 780.992.6227
jchapman@fortsask.ca

<Per Diem Form Brian Kelly.xls>