

EMPLOYEE NAME: Brian Kelly

ADDRESS: [Redacted]

MONTH ENDING: September 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
2020-09-24	Telus	September 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: Nov 12, 2020

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	12-Nov-20
Print Name of Immediate Supervisor	Supervisor's Signature	Date

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

SEPT

Mobile services (continued)

BRIAN KELLY
Charges for 780 991-4575

Monthly and other charges (Sep 25 to Oct 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 (Sep 25 to Oct 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
Total usage charges	\$0.00

JTAS765282-0024368-08034

Total before taxes	\$67.44
GST	\$3.37
Total for 780 991-4575, with taxes	\$70.81

Additional Information
Items 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.

Payment options
Online at telus.com/myaccount
Pre-authorized credit card or debit payments
Through your bank or financial institution
By mail with a cheque or money order

From: [Jennifer Chapman](#)
Sent: November 12, 2020 1:16 PM
To: [Accounts Payable](#)
Subject: B. Kelly September Expense
Attachments: Sept Cell Phone.docx; Sept Expense Claim Form.xlsx

Attached is the completed September expense claim form and cell phone bill for Councillor Brian Kelly. Below are the 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 12, 2020 1:11 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: FW: B. Kelly September Expense

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

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: November 12, 2020 12:03 PM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: B. Kelly September Expense

Good afternoon Brenda,

Please respond by reply email that you approve of the attached expense 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 12, 2020 11:55 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: September Expense

I approve the September expense claim in amount of \$70.81

Sincerely,

Brian Kelly CA

780 991 4575

On Nov 12, 2020, at 10:35 AM, Jennifer Chapman <JChapman@fortsask.ca> wrote:

Good morning Councillor Kelly,

Please respond by reply email that you approve of the attached expense for September 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

<Sept Cell Phone.docx>
<Sept Expense Claim Form.xlsx>