

EMPLOYEE NAME: Brian Kelly

ADDRESS: [REDACTED]

MONTH ENDING: August 2021



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 Accommodation (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>

**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
2021-08-24	Telus	August Cell	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	---	\$ -	\$ -	\$ -	\$ -
				<b>\$ 67.44</b>	<b>\$ 3.37</b>	<b>\$ -</b>	<b>\$ 70.81</b>

\* 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 1, 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	01-Nov-21
<b>Print Name of Immediate Supervisor</b>	<b>Supervisor's Signature</b>	<b>Date</b>



August 24, 2021  
 BRIAN KELLY  
 Account number: [REDACTED]

*[Handwritten signature]*

Mobile services (continued)

**BRIAN KELLY**  
**Charges for 780 991-4575**

**Monthly and other charges (Aug 25 to Sep 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	
<b>Total monthly and other charges</b>		<b>\$60.44</b>

**Add-ons (Aug 25 to Sep 24)**

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

**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	
<b>Total usage charges</b>		<b>\$0.00</b>

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