

EMPLOYEE NAME: Brian Kelly

ADDRESS: [Redacted]

MONTH ENDING: February 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
2021-02-24	Telus	February Cell Phone	1.2137.11218	\$ 66.04	\$ 3.30		\$ 69.34
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	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	---	\$ -	\$ -	\$ -	\$ -
				\$ 66.04	\$ 3.30	\$ -	\$ 69.34

* 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: May 6, 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	06-May-21
Print Name of Immediate Supervisor	Supervisor's Signature	Date

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

Mobile services (continued)

BRIAN KELLY
Charges for 780 991-4575

Monthly and other charges (Feb 25 to Mar 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 (Feb 25 to Mar 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]	\$5.60	
[REDACTED]	\$0.00	
[REDACTED]	\$0.00	
[REDACTED]	\$0.00	
[REDACTED]	\$0.00	
[REDACTED]	\$0.00	
[REDACTED]	\$0.00	
[REDACTED]	\$0.00	

Total usage charges		\$5.60
Total before taxes		\$73.04
GST	\$3.65	
Total for 780 991-4575, with taxes		\$76.69

Additional Information

Items returned unpaid for any reason, including insufficient funds, are subject to a \$25.00 administration charge.

JT A6250514-0022016-08541

66.04
3.30

69.34

From: [Jennifer Chapman](#)
Sent: May 7, 2021 9:53 AM
To: [Accounts Payable](#)
Subject: B. Kelly February Expense Claim - Approved
Attachments: Feb Cell Phone.pdf; February Expense Claim.xlsx

Good morning Accounts Payable,

Attached is the approved February expense claim for Brian Kelly. The emailed approvals are below from Brian 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: May 6, 2021 1:40 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: FW: B. Kelly February Expense Claim - Approval Requested

Jennifer, I approve of the attached monthly cell phone invoice for Councillor Kelly.

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: May 6, 2021 12:07 PM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: B. Kelly February Expense Claim - Approval Requested

Good afternoon Brenda,

Please respond by reply email that you approve of the attached February expense claim for 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: May 6, 2021 10:07 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: February Expense Claim - Approval Requested

I approve the February expense claim for \$69.34

Sincerely,

Brian Kelly CA
Councillor, City of Fort Saskatchewan
780 991 4575

On May 5, 2021, at 9:46 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 February 2021.

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

<Feb Cell Phone.pdf>
<February Expense Claim.xlsx>



CITY OF FORT SASKATCHEWAN

Council Per Diem

Conferences/Seminars/Workshops/Meetings (CSWM)

Name: Brian Kelly		Date: 16-Feb-21		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
02-Feb-21	Special Council Meeting - Strategic Planning	1	x	\$ 200.00	1.2041.11218	\$ 200.00

Net Claim \$ 200.00

Signature: _____ **Approved via attached email**

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

Date Submitted for Payment: _____ **2021-02-16**

From: [Jennifer Chapman](#)
Sent: February 16, 2021 9:54 AM
To: [April Norcott](#)
Subject: B. Kelly - Per Diem
Attachments: Per Diem Form Brian Kelly.xls

Good morning,

Please find attached the completed and approved per diem 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: Brenda Molter <BMolter@fortsask.ca>
Sent: February 16, 2021 9:46 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: FW: B. Kelly - Per Diem

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

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: February 16, 2021 9:39 AM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: B. Kelly - Per Diem

Good morning Brenda,

Please respond by reply email that you approve of the attached per diem 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: February 16, 2021 9:34 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: Approval Requested - Per Diem Form

Yea I approve of the per diem for the February 2, 2021 meeting.
Thank you

Sincerely,

Brian Kelly CA

780 991 4575

On Feb 16, 2021, at 9:31 AM, Jennifer Chapman <JChapman@fortsask.ca> wrote:

Good morning Councillor Kelly,

Please respond by reply email that you approve of the attached per diem request form for attending the Special Council Meeting – Strategic Planning on February 2, 2021.

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>