

EMPLOYEE NAME: Brian Kelly

ADDRESS:

MONTH ENDING: April 2022

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 yyyy-mm-dd	Vendor Name	Description	GL Code (Fund-Object-Function) #-####-#####	Total before GST & HST	GST	HST	Total
2022-04-24	Telus	April Cell Phone	1.2137.11218	\$ 67.95	\$ 3.39		\$ 71.34
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	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	---	\$ -	\$ -	\$ -	\$ -
				\$ 67.95	\$ 3.39	\$ -	\$ 71.34

* 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: Electronically Approved via email

Date: May 27, 2022

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, Acting Director Legislative Services	Electronically Approved by email	27-May-22
Print Name of Immediate Supervisor	Supervisor's Signature	Date

The information on this form is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act (FOIP)* and is used solely for
EXP2022-01V1

April 24, 2022
BRIAN KELLY
Account number: [REDACTED]

Mobile services (continued)

BRIAN KELLY
Charges for 780 991-4575

Monthly and other charges (Apr 25 to May 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	\$0.95
Total monthly and other charges	\$60.95

Add-ons (Apr 25 to May 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]	\$25.00
[REDACTED]	\$5.00
[REDACTED]	\$35.00
[REDACTED]	\$0.00
[REDACTED]	\$0.00
[REDACTED]	\$0.00
[REDACTED]	\$0.00
[REDACTED]	\$0.00
[REDACTED]	\$0.00
[REDACTED]	\$0.00
Total usage charges	\$65.00
Total before taxes	\$132.95
GST	\$4.90
Total for 780 991-4575, with taxes	\$137.85

67.95
GST 3.37
CLAIM 71.34

From: [Andrew Kaiser](#)
Sent: May 27, 2022 4:39 PM
To: [Jennifer Chapman](#)
Cc: [Brenda Molter](#)
Subject: RE: B. Kelly April Expense Claim - Approval Required

Approved, as attached.

Thank you

Andrew Kaiser

Fort Saskatchewan Legislative Services – Senior Legislative Officer
Phone: 780-992-6584

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Friday, May 27, 2022 11:23 AM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Cc: Brenda Molter <BMolter@fortsask.ca>
Subject: B. Kelly April Expense Claim - Approval Required

For your review and approval.

From: Brian Kelly <bkelly@fortsask.ca>
Sent: May 27, 2022 11:20 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: April Expense Claim - Approval Required

I approve the April expense claim fo cell phone in amount of \$71.34

Brian Kelly
Councillor
City of Fort Saskatchewan
780-991-4575

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Friday, May 27, 2022 9:13:50 AM
To: Brian Kelly <bkelly@fortsask.ca>
Subject: April Expense Claim - Approval Required

Good morning,

Please respond by reply email that you approve of the attached expense claim for April 2022.

Thank you,

Jennifer Chapman

Legislative Officer | Legislative Services Department



CITY OF FORT SASKATCHEWAN
 Council Per Diem
 Conferences/Seminars/Workshops/Meetings (CSWM)

Name: Brian Kelly		Date: 02-May-22		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
28-Apr-22	Strategic Planning Session - DCC	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: 2022-05-03 JC

From: [Brenda Molter](#)
Sent: May 3, 2022 7:54 AM
To: [Jennifer Chapman](#)
Subject: FW: B. Kelly Per Diem - April 28, 2022
Attachments: Per Diem April 28, 2022.xls

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

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: May 3, 2022 7:52 AM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: B. Kelly Per Diem - April 28, 2022

For your review and approval.

From: Brian Kelly <bkelly@fortsask.ca>
Sent: May 2, 2022 6:53 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: Per Diem - April 28, 2022

I approve the per diem for the council strategic planning meeting.
Thank you

Brian Kelly
Councillor
City of Fort Saskatchewan
780-991-4575

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Monday, May 2, 2022 2:59:36 PM
To: Brian Kelly <bkelly@fortsask.ca>
Subject: Per Diem - April 28, 2022

Good afternoon Councillor Kelly,

Please review the attached per diem expense form and respond by reply email that you approve. The per diem is for attending the Strategic Planning Session on April 28, 2022.

As per the Council Remuneration & Expense Procedure GOV-009-C:

7. Councillors shall be eligible to receive Per Diems for attendance at Council meetings, when the meeting is 6 hours or longer in length.
8. Per Diems shall be paid at a rate of \$100 per half day and \$200 per

full day.

- a. A half day Per Diem is defined as being from 2 to 4 hours.
- b. A full day Per Diem is defined as being in excess of 4 hours.

Jennifer Chapman

Legislative Officer | Legislative Services Department

City of Fort Saskatchewan

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Direct: 780-992-6227

Website: fortsask.ca



CITY OF
FORT SASKATCHEWAN
ALBERTA

