

EMPLOYEE NAME: Brian Kelly

ADDRESS: [REDACTED]

MONTH ENDING: August 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 (CRA rates), Meals, and Accommodation (Alberta 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>

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/reasonable-kilometre-allowance.html>

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
2022-08-25	Telus Mobility	August Cell Bill	1.2137.11218	\$ 67.95	\$ 3.40		\$ 71.35
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	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	---	\$ -	\$ -	\$ -	\$ -
	* GST cannot be claimed on allowances and per diems			\$ 67.95	\$ 3.40	\$ -	\$ 71.35

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: Oct 28, 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.

Brenda Molter, Director, Legislative Services	Electronically approved via email	28-Oct-22
Print Name of Immediate Supervisor	Supervisor's Signature	Date

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	\$0.95	
Total monthly and other charges		\$60.95

Add-ons (Aug 25 to Sep 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.

	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
Total usage charges		\$0.00

Total before taxes **\$67.95**

GST **\$3.40**

Total for 780 991-4575, with taxes **\$71.35**

Jennifer Chapman

From: Brenda Molter
Sent: October 28, 2022 10:19 AM
To: Jennifer Chapman
Subject: FW: B. Kelly August Expense Claim
Attachments: Aug Cell Invoice.jpg; August Expense Claim Form.xlsx

Jennifer, I approve of the attached monthly expense claim for Councillor Kelly.

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: October 28, 2022 8:17 AM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: B. Kelly August Expense Claim

For your review and approval.

From: Brian Kelly <bkelly@fortsask.ca>
Sent: October 28, 2022 4:42 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: August Expense Claim

I approve the claim in the amount of \$71.35.

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

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Thursday, October 27, 2022 4:21:47 PM
To: Brian Kelly <bkelly@fortsask.ca>
Subject: August Expense Claim

Good afternoon,

Please review the attached expense claim for August and respond by reply email that you approve.

Thank you,

Jennifer Chapman
Legislative Officer | Legislative Services Department
City of Fort Saskatchewan