

EMPLOYEE NAME: Brian Kelly

ADDRESS: [Redacted]

MONTH ENDING: January 2022



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 Received 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
2022-01-24	Telus	January 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	---	\$ -	\$ -	\$ -	\$ -
* GST cannot be claimed on allowances and per diems				\$ 67.95	\$ 3.39	\$ -	\$ 71.34

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

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

Mobile services (continued)

BRIAN KELLY
Charges for 780 991-4575

Monthly and other charges (Jan 25 to Feb 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 (Jan 25 to Feb 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]	\$28.20
[REDACTED]	\$6.40
[REDACTED]	\$0.00
[REDACTED]	\$2.50
[REDACTED]	\$0.00
[REDACTED]	\$5.20
[REDACTED]	\$0.00
[REDACTED]	\$5.00
[REDACTED]	\$5.00
[REDACTED]	\$0.00
[REDACTED]	\$0.00
[REDACTED]	\$0.00
[REDACTED]	\$0.00

67.85
3.39
71.34
B5F 5%
CLAIM
✓

From: [Andrew Kaiser](#)
Sent: May 27, 2022 4:38 PM
To: [Jennifer Chapman](#)
Cc: [Brenda Molter](#)
Subject: RE: B. Kelly January 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 11:20 AM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Cc: Brenda Molter <BMolter@fortsask.ca>
Subject: B. Kelly January Expense Claim - Approval Required

For your review and approval.

Jennifer Chapman

From: Brian Kelly <bkelly@fortsask.ca>
Sent: May 27, 2022 11:18 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: January Expense Claim - Approval Required

I approve the January expense claim for cell phone.

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

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Friday, May 27, 2022 9:05:05 AM
To: Brian Kelly <bkelly@fortsask.ca>
Subject: January Expense Claim - Approval Required

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

Thank you,

Jennifer Chapman

Legislative Officer | Legislative Services Department