

**EMPLOYEE EXPENSE CLAIM FORM - EXP2022-01V2**

Complete Yellow Shaded Areas

EMPLOYEE NAME: Brian Kelly

ADDRESS: [REDACTED]

MONTH ENDING: October 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 (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 yyyy-mm-dd	Vendor Name	Description	GL Code (Fund-Object-Function) #-####-#####	Total before GST & HST	GST	HST	Total
2022-10-24	Telus Mobility	October Cell Bill	1.2137.11218	\$ 69.95	\$ 3.50		\$ 73.45
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	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	---	\$ -	\$ -	\$ -	\$ -
				\$ 69.95	\$ 3.50	\$ -	\$ 73.45

\* 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: 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

October 24, 2022

BRIAN KELLY

Account number: [REDACTED]

Mobile services (continued)

**BRIAN KELLY**

**Charges for 780 991-4575**

**Monthly and other charges (Oct 25 to Nov 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 (Oct 25 to Nov 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

**\$2.00**

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

**Total usage charges .....\$2.00**

**Total before taxes .....\$69.95**

**GST**

**\$3.50**

**Total for 780 991-4575, with taxes .....\$73.45**

## Jennifer Chapman

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**From:** Brenda Molter  
**Sent:** October 28, 2022 11:04 AM  
**To:** Jennifer Chapman  
**Subject:** FW: B. Kelly October Expense Claim  
**Attachments:** October Cell Bill.jpg; October Expense Claim Form.xlsx

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

Thanks,  
Brenda

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** October 28, 2022 10:53 AM  
**To:** Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
**Subject:** B. Kelly October Expense Claim

For your review and approval.

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**From:** Brian Kelly <[bkelly@fortsask.ca](mailto:bkelly@fortsask.ca)>  
**Sent:** October 28, 2022 10:08 AM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** Re: October Expense Claim

Yes I approve in amount of \$73.35

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

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** Friday, October 28, 2022 8:53:16 AM  
**To:** Brian Kelly <[bkelly@fortsask.ca](mailto:bkelly@fortsask.ca)>  
**Subject:** October Expense Claim

Good morning Councillor Kelly,

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

Thank you,

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