

EMPLOYEE NAME: Brian Kelly

ADDRESS: [Redacted]

MONTH ENDING: August 2023



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 Accomodation (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
2023-08-25	Telus Mobility	August Cell Phone	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 26, 2023

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, Director, Legislative Services	Electronically approved via Email	26-Oct-23
Print Name of Immediate Supervisor	Supervisor's Signature	Date

Mobile services (continued)

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.

[REDACTED]	\$0.00	
[REDACTED]	\$0.00	
[REDACTED]	\$2.00	
[REDACTED]	\$0.00	
[REDACTED]	\$0.00	
[REDACTED]	\$0.00	
[REDACTED]	\$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

From: Andrew Kaiser
Sent: October 26, 2023 11:17 AM
To: Jennifer Chapman
Subject: RE: B. Kelly August Expense Claim - Approval Required
Attachments: Aug Cell.pdf; Aug Expense Claim 2023.xlsx

Hey Jennifer,

I approve of Councillor Kelly's August Expense Claim Form, as attached.

Thanks,

Andrew Kaiser

Director, Legislative Services
Phone: 780-992-6584

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Thursday, October 26, 2023 10:06 AM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: B. Kelly August Expense Claim - Approval Required

For your review and approval.

Jennifer Chapman

Legislative Services Department - Legislative Officer
City of Fort Saskatchewan
10005 102 ST, Fort Saskatchewan, AB T8L 2C5
Direct: [780-992-6227](tel:780-992-6227)
Website: fortsask.ca

From: Brian Kelly <bkelly@fortsask.ca>
Sent: Thursday, October 26, 2023 9:40 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: August Expense Claim - Approval Required

I approve the August expense claim in the amount of \$73.45

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

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Thursday, October 26, 2023 8:49:59 AM
To: Brian Kelly <bkelly@fortsask.ca>
Subject: August Expense Claim - Approval Required

CAPITAL REGION NORTHEAST WATER

PO BOX 3438 LCD MAIN
SHERWOOD PARK ALBERTA T8H2T3
T: 780 467 7785

DATE 2023-09-12
Y Y Y Y M M D D

PAY to
the order of

Brian Kelly

\$ 193.31

One Hundred Ninety Three

31 DOLLARS
100



ROYAL BANK OF CANADA

CAPITAL REGION NORTHEAST WATER

RE Per Diem August 24/23

PER

PER