

EMPLOYEE NAME: Brian Kelly

ADDRESS: [Redacted]

MONTH ENDING: February 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 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
2023-02-24	Telus Mobility	February 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: Jun 28, 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	05-Jul-23
Print Name of Immediate Supervisor	Supervisor's Signature	Date

February 24, 2023
BRIAN KELLY
Account number: [REDACTED]

Mobile services (continued)

BRIAN KELLY
Charges for 780 991-4575

Monthly and other charges (Feb 25 to Mar 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

60.95

Add-ons (Feb 25 to Mar 24)

Bus Visual Voicemail 5	\$5.00	
Business Call Control	Free	
Bus Roam Ready US v5	\$2.00	
Total add-ons		\$7.00

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	
Total usage charges		\$65.00

CLAIM
= \$71.34

Total before taxes		\$132.95
GST	\$4.90	
Total for 780 991-4575, with taxes		\$137.85

3 39
71.34

Jennifer Chapman

From: Andrew Kaiser
Sent: July 5, 2023 3:53 PM
To: Jennifer Chapman
Subject: RE: B. Kelly February Expense Claim - Approval Required
Attachments: B. Kelly Feb Cell.jpg; Feb Expense Claim 2023.xlsx

Importance: High

I approve of Councillor Kelly's February 2023 Expense Claim Form, as attached.

Thank you,

Andrew Kaiser

Director, Legislative Services
Phone: 780-992-6584

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Wednesday, July 5, 2023 1:22 PM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: RE: B. Kelly February Expense Claim - Approval Required
Importance: High

I don't see any email from you approving the February expenses. Please review.

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: Jennifer Chapman
Sent: Wednesday, June 28, 2023 3:51 PM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: B. Kelly February 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: Wednesday, June 28, 2023 1:52 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: February Expense Claim - Approval Required

I approve the February expense claim in amount of \$71.34
Thank you

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

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Wednesday, June 28, 2023 1:41:16 PM
To: Brian Kelly <bkelly@fortsask.ca>
Subject: February Expense Claim - Approval Required

Good afternoon

Please review the attached expense claim for February and respond to this email that you approve.

Thank you,

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