

EMPLOYEE NAME: Brian Kelly

ADDRESS: [Redacted]

MONTH ENDING: July 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
2023-07-24	Telus Mobility	July Cell Phone	1.2137.11218	\$ 68.75	\$ 3.44		\$ 72.19
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	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	---	\$ -	\$ -	\$ -	\$ -
				\$ 68.75	\$ 3.44	\$ -	\$ 72.19

* 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

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

Mobile services (continued)

BRIAN KELLY
Charges for 780 991-4575

Monthly and other charges (Jul 25 to Aug 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 (Jul 25 to Aug 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]	\$0.80	
[REDACTED]	\$0.00	
[REDACTED]	\$0.00	
[REDACTED]	\$0.00	
[REDACTED]	\$0.00	
[REDACTED]	\$0.00	
[REDACTED]	\$0.00	
Total usage charges		\$0.80

Total before taxes **\$68.75**

GST **\$3.44**

Total for 780 991-4575, with taxes **\$72.19**

City of Fort Saskatchewan



CITY OF
FORT SASKATCHEWAN

Cheque Requisition Form

Payable to: Fort Saskatchewan Minor Football Association (FSMFA) **Date:** 14-Jul-23
Address: Attention: Ryan Nerbas

REASON FOR REQUEST	GL CODE	Base Amt	GST	Total Amount
Donation to the FSMFA to support their 24-hour Flag-a-thon Charity Football Event in support of the Stollery Children's Hospital Foundation on August 11-12, 2023 (see attached documentation)	1.2140.11218	100.00		\$ 100.00
				\$ 100.00

Requested by: Councillor Brian Kelly
(please print name)

Signature : Electronically approved via email (attached)
(Signature)

Please attach all back up showing reason for the cheque request.

Jennifer Chapman

From: Andrew Kaiser
Sent: July 18, 2023 8:22 AM
To: Jennifer Chapman
Subject: RE: BK Donation Request FSMFA
Attachments: Flag Marathon - Stollery Fundraiser - Mayor and City Council Letter.pdf; BK Cheque Request FSMFA.xls

Approved, as attached.

Thanks!

Andrew Kaiser

Director, Legislative Services
Phone: 780-992-6584

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Friday, July 14, 2023 9:13 AM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: BK Donation Request FSMFA

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, July 13, 2023 5:27 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Fwd: Fort Sask Minor Football - 24 Hour Charity Football Event

Jennifer. Would you please provide this group with \$100 from my promotion account to be used by them in general support of the event.

Thank you

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

From: Equipment Director <equipment.fsmfa@gmail.com>

Sent: Wednesday, July 12, 2023 9:12:22 AM

To: Gale Katchur <GKatchur@fortsask.ca>; Jibs Abitoye <jabitoye@fortsask.ca>; Birgit Blizzard <bblizzard@fortsask.ca>; Gordon Harris <gharris@fortsask.ca>; Brian Kelly <bkelly@fortsask.ca>; Lisa Makin <lmakin@fortsask.ca>; Patrick Noyen <pnoyen@fortsask.ca>

Cc: President <fsmfa.president@gmail.com>; Communications <communications.fsmfa@gmail.com>

Subject: Fort Sask Minor Football - 24 Hour Charity Football Event

Mayor Katchur and Council Members,

I want to start by thanking you for allowing us to present our 24-Hour Flag-A-Thon Charity Football Event in support of the Stollery Children's Hospital Foundation. As requested by a few of the council members, here is a list of the activities we are planning during the event that we are looking for help to cover the costs for. I know some of you mentioned you could use your promotional funds to help us cover these costs. Let us know if this is something you would be interested in. Once again, thank you for listening to us and reaching out to offer help and suggestions afterwards. Let us know if you have any questions or concerns.

Thanks again,



Ryan Nerbas
Equipment and Field Director
Fort Saskatchewan Minor Football Association
equipment.fsmfa@gmail.com
www.fortsaskfootball.com



Virus-free. www.avast.com

Jennifer Chapman

From: Andrew Kaiser
Sent: October 26, 2023 11:32 AM
To: Jennifer Chapman
Subject: RE: B. Kelly July Expense - Approval Required
Attachments: July Expense Claim 2023.xlsx; July Cell.pdf

Hey Jennifer,

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

Thank you,

Andrew Kaiser

Director, Legislative Services
Phone: 780-992-6584

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Thursday, October 26, 2023 10:00 AM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: B. Kelly July Expense - 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 9:39 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: July Expense - Approval Required

I approve the July expense in the amount of \$72.19

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

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Thursday, October 26, 2023 7:56:27 AM
To: Brian Kelly <bkelly@fortsask.ca>
Subject: July Expense - Approval Required

Good morning Councillor Kelly,

Please review the attached expense claim and respond by reply 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