

EMPLOYEE NAME: Brian Kelly

ADDRESS: [Redacted]

MONTH ENDING: March 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
2023-03-24	Telus Mobility	March 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	29-Jun-23
Print Name of Immediate Supervisor	Supervisor's Signature	Date

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

Mobile services (continued)

BRIAN KELLY
Charges for 780 991-4575

Monthly and other charges (Mar 25 to Apr 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 (Mar 25 to Apr 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] \$0.00
[REDACTED] \$0.00
[REDACTED] \$0.00
[REDACTED] \$35.00
[REDACTED] \$5.00
[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

Roaming Details for 780 991-4575

DATE	NUMBER AND PLACE YOU CALLED	WHERE YOU CALLED FROM	MINS: SECS	LOCAL AIRTIME RATE	LOCAL AIRTIME CHARGE	LONG DISTANCE CHARGE	OTHER CHARGE	TOTAL
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Jennifer Chapman

From: Andrew Kaiser
Sent: June 29, 2023 5:55 PM
To: Jennifer Chapman
Subject: RE: B. Kelly March Expense Claim - Approval Required
Attachments: B. Kelly March Cell.jpg; Expense Claim 2023.xlsx

Approved, as attached.

Andrew Kaiser

Director, Legislative Services
Phone: 780-992-6584

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Wednesday, June 28, 2023 3:54 PM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: B. Kelly March 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 2:41 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: March Expense Claim - Approval Required

I approve the March 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 1:52:30 PM
To: Brian Kelly <bkelly@fortsask.ca>
Subject: March Expense Claim - Approval Required

Please review and respond by replying 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