

EMPLOYEE NAME: Brian Kelly

ADDRESS:

MONTH ENDING: May 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 Received 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
2023-05-24	Telus Mobility	May Cell Phone	1.2137.11218	\$ 67.95	\$ 3.40		\$ 71.35
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	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	\$ 3.40	\$ -	\$ 71.35

* 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

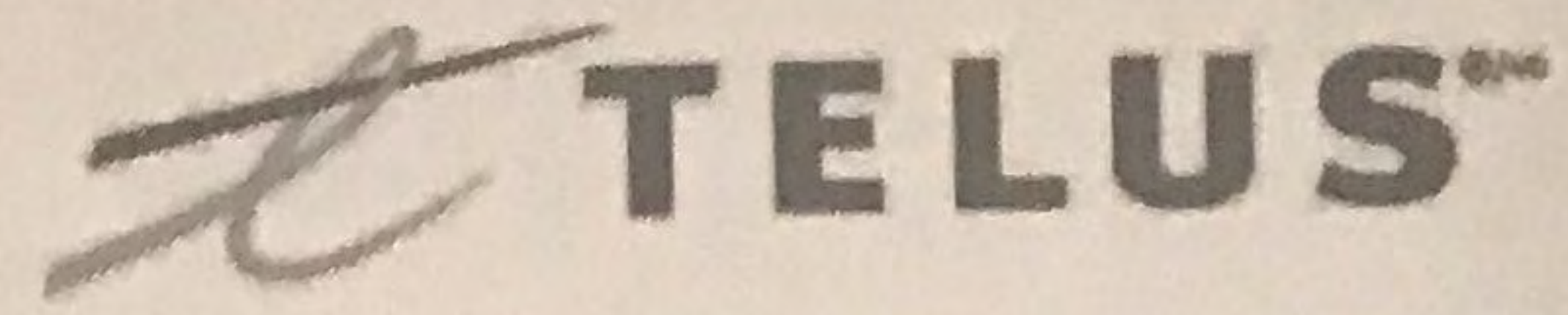
Print Name of Immediate Supervisor

Supervisor's Signature

Date



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



Mobile services (continued)

BRIAN KELLY
Charges for 780 991-4575

Monthly and other charges (May 25 to Jun 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 (May 25 to Jun 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]	\$0.00	
[REDACTED]	\$0.00	
[REDACTED]	\$0.00	
[REDACTED]	\$0.00	
[REDACTED]	\$0.00	
[REDACTED]	\$0.00	
Total usage charges		\$0.00

CALL = 71.35

Total before taxes		\$67.95
GST	\$3.40	
Total for 780 991-4575, with taxes		\$71.35

3.40

71.35

Airtime 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 5:57 PM
To: Jennifer Chapman
Subject: RE: B. Kelly May Expense Claim - Approval Required
Attachments: B. Kelly May 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 3:56 PM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: B. Kelly May 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 2:42 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: May Expense Claim - Approval Required

I approve the May expense claim in amount of \$71.35.
Thank you

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

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Wednesday, June 28, 2023 1:56:32 PM
To: Brian Kelly <bkelly@fortsask.ca>
Subject: May Expense Claim - Approval Required

Please review and respond by replying to this email that you approve of the expense for May.

CAPITAL REGION NORTHEAST WATER

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

DATE 2 0 2 3 - 0 5 - 1 0
Y Y Y Y Y M M D D

PAY to
the order of

Brian Kelly \$ 421.76

Four Hundred Twenty One

76 DOLLARS Security feature indicated.



ROYAL BANK OF CANADA
FORT SASKATCHEWAN BRANCH
9816-102ND ST
FORT SASKATCHEWAN AB T8L 2C3

WATER

PER

PER

RE Per Diem April 28 & May 8/23