

EMPLOYEE NAME: BRIAN KELLY

ADDRESS: [REDACTED]

MONTH ENDING: November 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 <i>yyyy-mm-dd</i>	Vendor Name	Description	GL Code (Fund-Object-Function) <i>#-####-#####</i>	Total before GST & HST	GST	HST	Total
2023-11-24	Telus Mobility	November Cell Phone	1.2137.11218	\$ 95.25	\$ 4.75		\$ 100.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	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	---	\$ -	\$ -	\$ -	\$ -
				\$ 95.25	\$ 4.75	\$ -	\$ 100.00

* 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: Jan 2, 2024

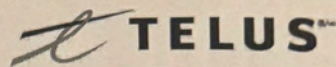
APPROVAL (IMMEDIATE SUPERVISOR):

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	02-Jan-24
Print Name of Immediate Supervisor	Supervisor's Signature	Date



November 24, 2023
 BRIAN KELLY
 Account number [REDACTED]



Mobile services (continued)

BRIAN KELLY
Charges for 780 991-4575

Monthly and other charges (Nov 25 to Dec 24)

Essential Non-Share 100 5G+ for	\$75.00
Call Forward - Local Calling Area only	
100GB High Speed Non-Share Data	
5G+ Speed (up to 2Gbps)	
Endless Data - No Data Overages	
Hotspot up to 100GB	
UL Can - Can / US LD min	
UL Can-Can/US/Intl SMS & MMS	
USA talk, text & data	
Monthly TELUS Easy Payment	\$87.80
AB 911 Government Fee	\$0.95
Total monthly and other charges	\$163.75

Add-ons (Nov 25 to Dec 24)

[REDACTED]	
Total add-ons	[REDACTED]

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]	
Total usage charges	\$0.00

Total before taxes	\$173.75
GST	\$4.30
Total for 780 991-4575, with taxes	\$178.05

Jennifer Chapman

From: Andrew Kaiser
Sent: January 2, 2024 11:23 AM
To: Jennifer Chapman
Subject: RE: B. Kelly November Expense Claim - Approval Required
Attachments: Nov Cell Phone.pdf; Nov Expense Claim 2023.xlsx

Approved, as attached.

Thank you,

Andrew Kaiser

Director, Legislative Services
Phone: 780-992-6584

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Tuesday, January 2, 2024 9:31 AM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: B. Kelly November 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: Tuesday, January 2, 2024 9:08 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: November Expense Claim - Approval Required

Yes, I approve in amount of \$100

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

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Tuesday, January 2, 2024 9:01:50 AM
To: Brian Kelly <bkelly@fortsask.ca>
Subject: November Expense Claim - Approval Required



CITY OF FORT SASKATCHEWAN

Council Per Diem

Conferences/Seminars/Workshops/Meetings (CSWM)

Name: Brian Kelly		Date: 27-Nov-23		Payroll No.: [REDACTED]		
Date of CSWM	Details & Location of CSWM	Duration: No. of days including travel time	X	Honorarium: <i>half day</i> - 2 to 4 hrs. (\$100.00) / <i>full day</i> - in excess of 4 hrs. (\$200.00)	Code to account	Total
16-Oct-23	Capital Budget Deliberations	1	x	\$ 200.00	1.2041.11218	\$ 200.00
Nov 15, 20, 23, 2023	Operating Budget Deliberations	3		\$ 200.00	1.2041.11218	\$ 600.00

Net Claim \$ 800.00

Signature: _____ **Approved via attached email**

Approved by: _____ **Approved via attached email**
 Director, Legislative Services

Date Submitted for Payment: _____ **2023-11-30 JC**

Jennifer Chapman

From: Andrew Kaiser
Sent: November 29, 2023 9:48 AM
To: Jennifer Chapman
Subject: RE: BK Per Diem - Budget Deliberations
Attachments: BK Per Diem Budget.xls

Approved, as attached.

Thanks Jennifer,

Andrew Kaiser

Director, Legislative Services
Phone: 780-992-6584

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Monday, November 27, 2023 2:52 PM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: BK Per Diem - Budget Deliberations

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: Monday, November 27, 2023 2:51 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: Per Diem - Budget Deliberations

I approve the per diem request in amount of \$800. Thank w

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

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Monday, November 27, 2023 1:22:25 PM
To: Brian Kelly <bkelly@fortsask.ca>
Subject: Per Diem - Budget Deliberations



CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION

PO BOX 3438 LCD MAIN
SHERWOOD PARK ALBERTA T8H 2T3
T: 780 893 7965

DATE 2023-12-14
Y Y Y M M D D

PAY to Brian Kelly \$ 371.24

the order of Three Hundred Seventy One ²⁴ DOLLARS

ROYAL BANK OF CANADA  

RE Per Diem Nov 21/23



CAPITAL REGION NORTHEAST WATER