

EMPLOYEE NAME: Brian Kelly

ADDRESS: [REDACTED]

MONTH ENDING: October 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 |
|-----------------------------------|----------------------|-------------------------|--|---------------------------|----------------|-------------|------------------|
| 2023-10-24 | Telus Mobility | October Cell Phone Bill | 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 |



Mobile services (continued)

BRIAN KELLY
 Charges for 780 991-4575



Monthly and other charges (Oct 25 to Nov 24)

| | |
|--|-----------------|
| Essential Non-Share 100 5G+ for | \$75.00 |
| Call Forward - Local Calling Area only | |
| 100GB High Speed 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/Int'l SMS & MMS | |
| USA talk, text & data | |
| Monthly TELUS Easy Payment | \$87.80 |
| AB 911 Government Fee | \$0.95 |
| Connection Fee | \$60.00 |
| Total monthly and other charges | \$223.75 |

Add-ons (Oct 25 to Nov 24)

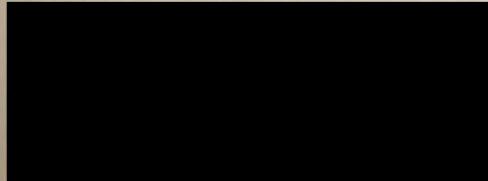
| | |
|--|----------------|
| Business Call Forwarding National 5 | \$5.00 |
| Bus Visual Voicemail 5 | \$5.00 |
| Business Call Control | Free |
| Easy Roam INTL Business - Access On | |
| Total add-ons | \$10.00 |

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.



Usage charges (continued)



| | |
|---|----------------------|
| Total usage charges | \$ [REDACTED] |
| Total before taxes | \$235.84 |
| HST-ON | \$0.10 |
| GST | \$7.37 |
| Total for 780 991-4575, with taxes | \$243.31 |

Jennifer Chapman

From: Andrew Kaiser
Sent: January 2, 2024 11:24 AM
To: Jennifer Chapman
Subject: RE: B. Kelly October Expense Claim - Approval Required
Attachments: Oct Cell Phone.pdf; Oct 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 9:30 AM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: B. Kelly October 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 9:07 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: October Expense Claim - Approval Required

Yes, I approve the claim 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 8:58:35 AM
To: Brian Kelly <bkelly@fortsask.ca>
Subject: October Expense Claim - Approval Required

CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION

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

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

PAY to Brian Kelly \$ 405.00
the order of Four Hundred Five

ROYAL BANK OF CANADA



RE Per Diem Oct 18 & 19 / 23

