EMPLOYEE EXPENSE CLAIM FORM - EXP2020-01V1

Complete Yellow Shaded Areas

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EMPLOYEE NAME:	Deanna Lennox	
ADDRESS:		
MONTH ENDING:	July 2020	



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, Meals, and Accomodation (Per Diems) must be claimed on PAGE 2, and attached to this expense claim.

Education and Academic Courses must be claimed on PAGE 3, and attached to this expense claim.

Claim Receipted Exp	enses (EXCLUDING EDUCAT	ON) in this Area					
Receipt Date	Vendor Name	Description	GL Code (Fund-Object-Function) #-###-#####	Total before GST & HST	GST	HST	Total
2020-07-09	Rogers	July Cell phone	1.2137.11219	\$ 55.44	\$ 2.77		\$ 58.21
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	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		\$ -	\$ -	\$ -	\$ -
	* GST cannot be claimed or	n allowances and per diems		\$ 55.44	\$ 2.77	\$ -	\$ 58.21

I, Deanna Lennox, 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: Approved as per attached email Date: Sep 8, 2020	
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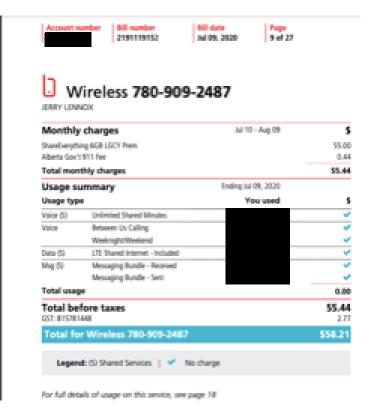
APPROVAL (IMMEDIATE SUPERVISOR):

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.

Brenda Molter, Director Legislative Services Print Name of Immediate Supervisor	Approved as per attached em Supervisor's Signature	nail 08-Sep-20 Date
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The information on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) and is used

EXP2020-01V1



From: <u>Jennifer Chapman</u>

Sent: September 8, 2020 10:00 AM

To: <u>Accounts Payable</u>

Subject: July Expense Claim - Deanna Lennox

Attachments: Expense Claim Form.pdf; July Cell Phone Bill.pdf

Accounts Payable,

Attached is the completed and approved July expense claim form and cell phone bill for Deanna Lennox. Below are the emailed approvals from Deanna and Brenda Molter.

Thank you,

Jennifer Chapman
Administrative Assistant, Legislative Services
City of Fort Saskatchewan
10005 102 St
Fort Saskatchewan, AB T8L 2C5
P: 780.992.6227
jchapman@fortsask.ca

From: Brenda Molter < BMolter@fortsask.ca>

Sent: September 8, 2020 9:52 AM

To: Jennifer Chapman < <u>JChapman@fortsask.ca</u>> **Subject:** RE: July Expense Claim - Approval Required

Jennifer, I approve this monthly cell phone expense claim from Councillor Lennox.

Thanks, Brenda

From: Jennifer Chapman < <u>JChapman@fortsask.ca</u>>

Sent: September 8, 2020 8:42 AM

To: Brenda Molter < <u>BMolter@fortsask.ca</u>>

Subject: FW: July Expense Claim - Approval Required

Good morning Brenda,

Attached is the July expense claim form and cell phone bill for Deanna Lennox. Please respond by reply email that you approve of the expenses. Deanna has given her approval below.

Thank you,

Jennifer Chapman Administrative Assistant, Legislative Services City of Fort Saskatchewan 10005 102 St Fort Saskatchewan, AB T8L 2C5

P: 780.992.6227 jchapman@fortsask.ca

From: Deanna Lennox <<u>dlennox@fortsask.ca</u>>

Sent: September 8, 2020 8:00 AM

To: Jennifer Chapman < <u>JChapman@fortsask.ca</u>> **Subject:** Re: July Expense Claim - Approval Required

Good morning Jennifer,

I approve the attached expenses for July 2020.

Thank you, Deanna

Deanna Lennox Councillor City of Fort Saskatchewan 780-909-2487

On Sep 8, 2020, at 7:44 AM, Jennifer Chapman < <u>JChapman@fortsask.ca</u>> wrote:

Good morning Deanna,

Please respond by reply email that you approve of the attached expenses for July 2020.

Thank you,

Jennifer Chapman
Administrative Assistant, Legislative Services
City of Fort Saskatchewan
10005 102 St
Fort Saskatchewan, AB T8L 2C5
P: 780.992.6227
jchapman@fortsask.ca

<Expense Claim Form.xlsx> <July Cell Phone Bill.docx>