

EMPLOYEE NAME: Deanna Lennox

ADDRESS: [Redacted]

MONTH ENDING: June 2020



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, Meals, and Accommodation (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 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
2020-06-09	Rogers	June Cell phone	1.2137.11219	\$ 55.44	\$ 2.77		\$ 58.21
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	Mileage*	See PAGE 2 for details	1.2133.11219	\$ -	N/A	N/A	\$ -
	Per Diems*	See PAGE 2 for details	---	\$ -	N/A	N/A	\$ -
	Education / Academic	See PAGE 3 for details	1.2131.11219	\$ 775.00	\$ -	\$ -	\$ 775.00
				<b>\$ 830.44</b>	<b>\$ 2.77</b>	<b>\$ -</b>	<b>\$ 833.21</b>

\* GST cannot be claimed on allowances and per diems

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: Jun 25, 2020

**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	Approved as per attached email	26-Jun-20
Print Name of Immediate Supervisor	Supervisor's Signature	Date

EMPLOYEE EXPENSE CLAIM FORM - EXP2020-01V1 - CONTINUED

Complete Yellow Shaded Areas

Employee Name: Deanna Lennox

Expense for the month of: \_\_\_\_\_

**INSTRUCTIONS:**

Please refer to the City's Staff Training and Development Policy (HUM-022-A) for authorized education to be claimed on this form.



Claim Education / Academic Course Details in this Area

ENTER G/L INTO YELLOW BOX BELOW		Tuition / Registration Fee				Books / Material Costs						Total Claim	
1.2131.11219													
Course Name	Receipt Date	Institution Name	Amount Paid	% Paid for by Employer	Eligible Amount	Amount Paid	GST	HST	% Paid for by Employer	Eligible Amount	Eligible GST + HST Amount	Total Books / Materials Claim	
	yyyy-mm-dd												(without GST)
Leadership Fundamentals	#####	UofA Faculty of Extensio	\$ 775.00	100%	\$ 775.00					\$ -	\$ -	\$ -	\$ 775.00
					\$ -					\$ -	\$ -	\$ -	\$ -
					\$ -					\$ -	\$ -	\$ -	\$ -
					\$ -					\$ -	\$ -	\$ -	\$ -
					\$ -					\$ -	\$ -	\$ -	\$ -
					\$ -					\$ -	\$ -	\$ -	\$ -
<b>Tuition / Registration Fee Claimed</b>					<b>\$ 775.00</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 775.00</b>

I, Deanna Lennox, hereby agree to reimburse the City of Fort Saskatchewan for any amounts claimed above and paid in advance by the City for any course in which I do not receive a passing grade. If I do not reimburse the City within 30 days, I hereby understand and authorize the City of Fort Saskatchewan to deduct any amounts owing from my future payroll deposits.

Approved as per attached email  
Employee Signature

Jun 25, 2020  
Date

Brenda Molter, Director Legislative Services  
Print Name of Department Director

Approved as per attached email  
Department Director's Signature

June 26, 2020  
Date



Account number

Bill number

Bill date

Jun 09, 2020

Page

8 of 27



## Wireless 780-909-2487

JERRY LENNOX

## Monthly charges

Jun 10 - Jul 09

\$

ShareEverything 6GB LGCY Prem

55.00

Alberta Gov't 911 Fee

0.44

## Total monthly charges

55.44

## Usage summary

Ending Jun 09, 2020

## Usage type

You used

\$

Voice (S) Unlimited Shared Minutes

✓

Voice Between Us Calling

✓

Weeknight/Weekend

✓

Data (S) LTE Shared Internet - Included

✓

Msg (S) Messaging Bundle - Received

✓

Messaging Bundle - Sent

✓

## Total usage

0.00

## Total before taxes

55.44

GST: 815781448

2.77

## Total for Wireless 780-909-2487

\$58.21

Legend: (S) Shared Services | ✓ No charge

For full details of usage on this service, see page 17

Unless otherwise stated, all voice minutes, messages and wireless internet details set out above and/or in your agreement refer to usage on our network (i.e. within Canada and to a Canadian number, as applicable).

Begin forwarded message:

**From:** UOFA FACULTY OF EXTENSION <[esp\\_receipt@moneris.com](mailto:esp_receipt@moneris.com)>

**Date:** June 22, 2020 at 4:38:14 PM MDT

**To:** Deanna Lennox <[dlennox@fortsask.ca](mailto:dlennox@fortsask.ca)>

**Subject:** Transaction Receipt - Do Not Reply

## UOFA FACULTY OF EXTENSION

Faculty of Extension

Edmonton AB

T5J 4P6

T: 780-492-3116

<http://www.extension.ualberta.ca>

Thank you for your payment.

## TRANSACTION APPROVED - THANK YOU

### PAYMENT DETAILS

<b>TYPE</b>	PURCHASE
<b>DATE</b>	2020-06-22 16:38:01
<b>ORDER ID</b>	BX2Zesy9Lb7kPkFpKbdlAsvjiZt98=
<b>AMOUNT(CAD)</b>	\$775.00
<b>CARDHOLDER</b>	Deanna L Lennox
<b>CARD NUM</b>	**** * 4081
<b>ACCOUNT</b>	VISA
<b>REF NUM</b>	661940910011260210
<b>AUTH CODE</b>	040484
<b>REFUND POLICY</b>	<a href="http://www.extension.ualberta.ca/register/policies">http://www.extension.ualberta.ca/register/policies</a>

### CUSTOMER DETAILS

<b>CUST ID</b>	1686852
<b>EMAIL</b>	<a href="mailto:dlennox@fortsask.ca">dlennox@fortsask.ca</a>
<b>NOTE</b>	

Please keep this email as your transaction receipt.  
This receipt has been sent from an unmonitored email account.  
Do not reply to this email.

**From:** [Jennifer Chapman](#)  
**Sent:** June 26, 2020 8:19 AM  
**To:** [Accounts Payable](#)  
**Subject:** FW: D. Lennox June Expense Claim Form  
**Attachments:** Expense Claim Form.xlsx; June Cell Phone .PNG; U of A Course Receipt.docx

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Good morning,

Below are the approvals for the attached expenses from Deanna Lennox and Brenda Molter. Attached is the expense claim and receipts.

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](mailto:jchapman@fortsask.ca)

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**From:** Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
**Sent:** June 26, 2020 8:04 AM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** RE: D. Lennox June Expense Claim Form

Jennifer, I approve of these expenses for Councillor Lennox.

Thanks,  
Brenda

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** June 25, 2020 4:01 PM  
**To:** Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
**Subject:** D. Lennox June Expense Claim Form

Hi Brenda,

Please respond by reply email that you approve the attached expenses for Deanna Lennox.

Deanna has given her approval below.

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](mailto:jchapman@fortsask.ca)

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**From:** Deanna Lennox <[dlennox@fortsask.ca](mailto:dlennox@fortsask.ca)>  
**Sent:** June 25, 2020 3:54 PM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** Re: June Expense Claim Form

Good afternoon Jennifer,  
Please accept this email as confirmation of the attached expenses for June.

Thank you,  
Deanna

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

On Jun 25, 2020, at 2:50 PM, Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
wrote:

Good afternoon Deanna,

Please respond by reply email that you approve the attached expenses for  
June 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](mailto:jchapman@fortsask.ca)

<Expense Claim Form.xlsx>  
<June Cell Phone .PNG>  
<U of A Course Receipt.docx>