

EMPLOYEE NAME: Ed Sperling

ADDRESS: [Redacted]

MONTH ENDING: July 2019

COPY



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 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 Received 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
2019-07-06	Telus Mobility	July Cell Phone	1.2137.11212	\$ 95.24	\$ 4.76		\$ 100.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	Mileage*	See PAGE 2 for details	1.2133.11212	\$ -	N/A	N/A	\$ -
	Per Diems*	See PAGE 2 for details	1.2132.11212	\$ -	N/A	N/A	\$ -
	Education / Academic	See PAGE 3 for details	---	\$ -	\$ -	\$ -	\$ -
				<b>\$ 95.24</b>	<b>\$ 4.76</b>	<b>\$ -</b>	<b>\$ 100.00</b>

\* GST cannot be claimed on allowances and per diems

I, Ed Sperling, 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: Aug 27/19

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 Bmolter Aug 27/19  
 Print Name of Immediate Supervisor Supervisor's Signature Date

July 06, 2019  
EDWARD T. SPERLING  
Account number: [REDACTED]

Mobile services (continued)

**ED SPERLING**  
**Charges for 780 719-1150**

Service continues on a month-to-month basis after your commitment  
end date of Apr 14, 2021.

Monthly and other charges (Jul 07 to Aug 06) \$90.00

AB 911 Government Fee \$0.44  
Total monthly and other charges .....\$90.44

Add-ons (Jul 07 to Aug 06)  
Free  
Free  
Free  
Total add-ons .....\$40.00

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.

\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00

Total usage charges .....\$0.00  
Total before taxes.....\$130.44  
GST \$6.52  
Total for 780 719-1150, with taxes.....\$136.96

## Jennifer Chapman

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**From:** Ed Sperling  
**Sent:** August 27, 2019 3:51 PM  
**To:** Jennifer Chapman  
**Subject:** Re: July Expense Claim

Thought it was complete - approved.

Ed

Sent from my iPad

> On Aug 27, 2019, at 9:14 AM, Jennifer Chapman <JChapman@fortsask.ca> wrote:  
>  
> Hi Ed, Did you review the attached expense claim form for July? I haven't received a response from you that I can recall seeing. Do you approve the expense form?  
>  
> 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  
>  
>  
>  
> -----Original Message-----  
> From: Jennifer Chapman  
> Sent: August 19, 2019 9:24 AM  
> To: Ed Sperling <esperling@fortsask.ca>  
> Subject: FW: July Expense Claim  
>  
> Hi Ed,  
>  
> Did you have a chance to review the attached expense claim for July?  
>  
> Jennifer Chapman  
>  
> -----Original Message-----  
> From: Jennifer Chapman  
> Sent: August 14, 2019 8:51 AM  
> To: Ed Sperling <esperling@fortsask.ca>  
> Subject: FW: July Expense Claim  
>  
> Good Morning Ed,