

EMPLOYEE NAME: Ed Sperling

ADDRESS:

MONTH ENDING: July 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 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
2020-07-06	Telus	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	---	\$ -	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 13, 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	13-Aug-20
Print Name of Immediate Supervisor	Supervisor's Signature	Date

July 06, 2020  
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)**

YourChoice L&R Platinum 90 - Data manager Unlimited nationwide calls Unlimited nationwide texts, picture AB 911 Government Fee	\$90.00    \$0.44
<b>Total monthly and other charges</b> .....	<b>\$90.44</b>

**Add-ons (Jul 07 to Aug 06)**

Easy Roam US - \$7/day	Free
Easy Roam INTL - \$12/day	Free
Data manager extras	Free
Promo 5+3 GB Shareable Data	\$40.00
<b>Total add-ons</b> .....	<b>\$40.00</b>

**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]	\$0.00
[REDACTED]	\$0.00
[REDACTED]	\$0.00
[REDACTED]	\$0.00
[REDACTED]	\$0.40
[REDACTED]	\$0.00
[REDACTED]	\$0.00
<b>Total usage charges</b> .....	<b>\$0.40</b>

<b>Total before taxes</b> .....	<b>\$130.84</b>
GST	\$6.54
<b>Total for 780 719-1150, with taxes</b> .....	<b>\$137.38</b>

**From:** Jennifer Chapman  
**Sent:** August 13, 2020 3:04 PM  
**To:** Accounts Payable  
**Subject:** E. Sperling - July Expense Claim Form  
**Attachments:** Ed - Telus bill.pdf; July Expense Claim Form.pdf

---

See attached the July 2020 expense claim form and cell phone invoice for Ed Sperling.

Below are the approvals from Brenda Molter and Ed Sperling.

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)

-----Original Message-----

From: Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
Sent: August 13, 2020 1:16 PM  
To: Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
Subject: RE: E. Sperling - July Expense Claim Form Approval Required

Jennifer, I approve of this monthly cell phone expense for Councillor Sperling.

Thanks,  
Brenda

-----Original Message-----

From: Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
Sent: August 13, 2020 1:10 PM  
To: Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
Subject: E. Sperling - July Expense Claim Form Approval Required

Hi Brenda,

Please respond by reply email that you approve of the attached expense for Ed Sperling.

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)

-----Original Message-----

From: Ed Sperling <[esperling@fortsask.ca](mailto:esperling@fortsask.ca)>

Sent: August 13, 2020 12:44 PM

To: Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>

Subject: Re: Ed - July Expense Claim Form Approval Required

Approved.

Sent from my iPad

> On Aug 13, 2020, at 12:42 PM, Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)> wrote:

>

> Good afternoon Ed,

>

> Please respond by reply email that you approve of the attached expense claim for July.

>

> 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)

>

>

> <Ed - Telus bill.pdf>

> <July Expense Claim Form.xlsx>