

EMPLOYEE NAME: Ed Sperling

ADDRESS: [Redacted]

MONTH ENDING: May 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 <i>yyyy-mm-dd</i>	Vendor Name	Description	GL Code (Fund-Object-Function) <i>#-####-#####</i>	Total before GST & HST	GST	HST	Total
2020-05-06	Telus	May Cell Phone Bill	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: Jun 10, 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	11-Jun-20
Print Name of Immediate Supervisor	Supervisor's Signature	Date

May 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 (May 07 to Jun 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 (May 07 to Jun 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]	\$0.00
[REDACTED]	\$0.00
[REDACTED]	\$0.00
<b>Total usage charges</b> .....	<b>\$0.00</b>

<b>Total before taxes</b> .....	<b>\$130.44</b>
GST	\$6.52
<b>Total for 780 719-1150, with taxes</b> .....	<b>\$136.96</b>

**From:** [Jennifer Chapman](#)  
**Sent:** June 11, 2020 8:36 AM  
**To:** [Accounts Payable](#)  
**Subject:** Ed Sperling May Expense Claim  
**Attachments:** Cell phone Invoice.pdf; May Expense Claim Form.xlsx

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Good morning,

Below are the approvals from Ed Sperling and Brenda Molter for Ed's expenses for the month of May.

Attached is the receipt and expense claim 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](mailto:jchapman@fortsask.ca)

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**From:** Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
**Sent:** June 11, 2020 8:21 AM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** RE: Ed Sperling May Expense Claim

Jennifer, I approve this expense for Councillor Sperling.

Thanks,  
Brenda

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** June 11, 2020 7:54 AM  
**To:** Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
**Subject:** Ed Sperling May Expense Claim

Please respond by reply email that you approve the expenses for Ed Sperling. Attached is his expense claim form and invoice and below is his approval.

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:** Ed Sperling <[esperling@fortsask.ca](mailto:esperling@fortsask.ca)>  
**Sent:** June 10, 2020 6:10 PM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** Re: May Expense Claim

Approved.

Sent from my iPad

On Jun 9, 2020, at 4:31 PM, Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
wrote:

Hello Ed,

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

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)

<Cell phone Invoice.pdf>  
<May Expense Claim Form.xlsx>