

EMPLOYEE NAME: Ed Sperling

ADDRESS: [Redacted]

MONTH ENDING: November 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 Receipted 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
2020-11-06	Telus	November Cell Phone	1-2137-11212	\$ 95.24	\$ 4.76		\$ 100.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	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 on allowances and per diems				\$ 95.24	\$ 4.76	\$ -	\$ 100.00

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: Nov 30, 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	01-Dec-20
Print Name of Immediate Supervisor	Supervisor's Signature	Date

November 06, 2020
EDWARD T. SPERLING
Account number: ██████████

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 (Nov 07 to Dec 06)

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

Add-ons (Nov 07 to Dec 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
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
	\$0.00
Total usage charges	\$0.00
Total before taxes.....	\$130.44
GST	\$6.52
Total for 780 719-1150, with taxes.....	\$136.96

From: [Jennifer Chapman](#)
Sent: December 1, 2020 8:02 AM
To: [Accounts Payable](#)
Subject: E. Sperling November Expense Claim Approved
Attachments: Ed - Telus - November.pdf; Nov Expense Claim Form.xlsx

Good morning,

Attached is the completed and approved November expense claim form and cell phone bill for Ed Sperling.

Below are the approvals from Ed Sperling 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: December 1, 2020 7:56 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: FW: E. Sperling November Expense Claim - Approval Required

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

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: December 1, 2020 7:28 AM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: E. Sperling November Expense Claim - Approval Required

Good morning Brenda,

Please respond by reply email that you approve of the attached November expense claim for Councillor 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

From: Ed Sperling <esperling@fortsask.ca>
Sent: November 30, 2020 4:04 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: November Expense Claim - Approval Required

Approved.

Sent from my iPad

On Nov 30, 2020, at 3:24 PM, Jennifer Chapman <JChapman@fortsask.ca>
wrote:

Good afternoon Ed,

Please respond by reply email that you approve of the attached expense claim
for November 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

<Nov Expense Claim Form.xlsx>
<Ed - Telus - November.pdf>



CITY OF FORT SASKATCHEWAN

Council Per Diem

Conferences/Seminars/Workshops/Meetings (CSWM)

Name: Ed Sperling		Date: 24-Nov-20		Payroll No.: [REDACTED]		
Date of CSWM	Details & Location of CSWM	Duration: No. of days including travel time	X	Honorarium: <i>half day</i> - 2 to 4 hrs. (\$100.00) / <i>full day</i> - in excess of 4 hrs. (\$200.00)	Code to account	Total
16-Nov-20	Budget Deliberations -November 16, 2020	1	x	\$ 200.00	1.2041.11212	\$ 200.00
18-Nov-20	Budget Deliberations November 18, 2020	1	x	\$ 200.00	1.2041.11212	\$ 200.00
24-Nov-20	Budget Deliberations November 24, 2020	1	x	\$ 200.00	1.2041.11212	\$ 200.00
					Net Claim	\$ 600.00

Signature: _____

Approved by attached email. _____

Approved by: _____

Approved as per attached email

Director, Legislative Services

Date Submitted for Payment: _____

2020-11-26

From: [Jennifer Chapman](#)
Sent: November 26, 2020 8:39 AM
To: [April Norcott](#)
Subject: E. Sperling Council Per Diem - Budget Deliberations
Attachments: Per Diem Form Ed Sperling.xls

Good morning April,

Please find attached the approved Council Per Diem for Councillor Ed Sperling. Below are the emailed approvals from Councillor Sperling 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: November 26, 2020 8:01 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: FW: E. Sperling Council Per Diem - Budget Deliberations

Jennifer, I approve of this per diem expense claim for Councillor Sperling.

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: November 26, 2020 7:40 AM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: E. Sperling Council Per Diem - Budget Deliberations

Good morning Brenda,

Please respond by reply email that you approve of the attached Council Per Diem for Councillor 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

From: Ed Sperling <esperling@fortsask.ca>
Sent: November 25, 2020 6:22 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: Council Per Diem - Budget Deliberations

Approved.

Ed Sperling
Councillor City of Fort Saskatchewan

Sent from my iPad

On Nov 25, 2020, at 4:07 PM, Jennifer Chapman <JChapman@fortsask.ca>
wrote:

Good afternoon Ed,

Please respond by reply email that you approve of the attached per diem
expense for Budget Deliberations on November 16, 18, and November 24,
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

<Per Diem Form Ed Sperling.xls>