

EMPLOYEE NAME: Ed Sperling

ADDRESS: [Redacted]

MONTH ENDING: September 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
2020-09-06	Telus	September 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	---	\$ -	\$ -	\$ -	\$ -
				\$ 95.24	\$ 4.76	\$ -	\$ 100.00

* 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: Oct 14, 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	19-Oct-20
Print Name of Immediate Supervisor	Supervisor's Signature	Date

September 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 (Sep 07 to Oct 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 (Sep 07 to Oct 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.

[REDACTED]	\$0.00
[REDACTED]	\$0.00
[REDACTED]	\$0.00
[REDACTED]	\$0.00
[REDACTED]	\$40.00
[REDACTED]	\$0.00
[REDACTED]	\$0.00
Total usage charges	\$40.00

Total before taxes	\$170.44
GST	\$8.52
Total for 780 719-1150, with taxes	\$178.96

From: [Jennifer Chapman](#)
Sent: October 19, 2020 10:19 AM
To: [Accounts Payable](#)
Subject: E. Sperling September Expense Claim
Attachments: Sept Cell phone.pdf; Sept Expense Claim Form.xlsx

Good morning,

Attached is the completed September expense claim form and invoice for Councillor Ed Sperling.

Below are the emailed approvals from Ed 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: October 19, 2020 9:08 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: FW: E. Sperling September 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: October 14, 2020 11:12 AM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: E. Sperling September Expense Claim - Approval Required

Good morning Brenda,

Please respond by reply email that you approve of the attached expenses for Councillor Sperling in the month of September 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

From: Ed Sperling <esperling@fortsask.ca>
Sent: October 14, 2020 11:09 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: September Expense Claim - Approval Required

Approved.

Sent from my iPad

On Oct 14, 2020, at 11:07 AM, Jennifer Chapman <JChapman@fortsask.ca> wrote:

Good morning Ed,

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

<Sept Cell phone.pdf>
<Sept Expense Claim Form.xlsx>