

EMPLOYEE NAME: Ed Sperling

ADDRESS:

MONTH ENDING: January 2021

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.

<https://open.alberta.ca/publications/travel-meal-and-hospitality-expenses-policy-expenses-policy>

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 yyyy-mm-dd	Vendor Name	Description	GL Code (Fund-Object-Function) #-####-#####	Total before GST & HST	GST	HST	Total
2021-01-06	Telus Mobility	January 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: Feb 10, 2021

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	10-Feb-21
Print Name of Immediate Supervisor	Supervisor's Signature	Date

January 06, 2021
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. You are within 120 days of expiry.

Monthly and other charges (Jan 07 to Feb 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 (Jan 07 to Feb 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
	\$2.50
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
Total usage charges	\$2.50
Total before taxes	\$132.94
GST	\$6.65
Total for 780 719-1150, with taxes	\$139.59

From: [Jennifer Chapman](#)
Sent: February 10, 2021 12:57 PM
To: [Accounts Payable](#)
Subject: Ed Sperling January 2021 Expense Claim
Attachments: Telus January 2021.pdf; Expense Claim Form Jan.xlsx

Good afternoon,

Please see attached the completed January expense claim form and cell phone bill for Ed Sperling. Below are the emailed 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

From: Brenda Molter <BMolter@fortsask.ca>
Sent: February 10, 2021 10:47 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: FW: Ed Sperling January 2021 Expense Claim - Approval Required

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

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: February 10, 2021 9:51 AM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: Ed Sperling January 2021 Expense Claim - Approval Required

Good morning Brenda,

Please respond by reply email that you approve of the attached expense claim for Councillor 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: February 10, 2021 9:47 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: January 2021 Expense Claim - Approval Required

Approved.

Sent from my iPad

On Feb 10, 2021, at 9:28 AM, Jennifer Chapman <JChapman@fortsask.ca> wrote:

Good morning Councillor Sperling,

Please respond by reply email that you approve of the attached expense claim form for January 2021.

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

<Expense Claim Form Jan.xlsx>
<Telus January 2021.pdf>