



CITY OF
FORT SASKATCHEWAN

EMPLOYEE EXPENSE CLAIM FORM

Complete Yellow Shaded Areas

PAGE 1

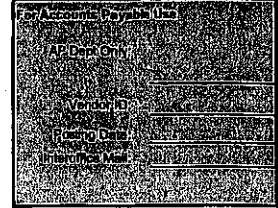
Councillor Ed Sperling

Name of Employee

Address of Employee

December 2017

COPY



Expenses for the Month and Year Ending:

Claim Receipted Expenses in this Area

All original receipts must be attached and submitted to Accounts Payable

Where receipt is misplaced & not attached, please complete a Request for Reimbursement (located on the Intranet) this form must be attached and submitted
Tabs 2 & 3 must be submitted & form part of this Expense Claim if completed

Claim Mileage, Per Diems and Education / Academic reimbursement on Tab 2 & 3

Vendor Name	Expense Description	GL Code #####	Total before GST & HST	GST	HST	Total
Telus	Cell Phone Bill for December	1.2137.11212	\$ 55.44	\$ 2.77		\$ 58.21
						\$ -
						\$ -
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Mileage *	As per Page 2 detail	1.2133.11212	-	-		\$ -
Per Diems *	As per Page 2 detail		-	-		\$ -
Education / Academic *	As per Page 3 detail		-	-		\$ -
			\$ 55.44	\$ 2.77		\$ 58.21

* Use Excel Tab 2 & 3 to provide detail. If Tab 2 & 3 have been completed, print & submit as part of this claim form

Councillor Ed Sperling

Print Name of Employee

Approved by attached email

Employee Signature

Jan. 4/18

Date

Brenda Molter, Director, Legislative Services

Print Name of Immediate Supervisor

Immediate Supervisor

Jan 4/18

Date

The information on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) and is used solely for purposes relating to City operation. Should you have questions about the collection information please contact the City of Fort Saskatchewan FOIP Coordinator at 780.992.6236.

December 06, 2017
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 Oct 29, 2018.

Monthly and other charges (Dec 07 to Jan 06)

YourChoice 300 L - Prem 55	\$55.00	
Evening&Weekend(6PM-7AM)		
includes Free Weekends & Evenings		
Family Calling LD		
SMS Unlimited		
AB 911 Government Fee	\$0.44	
Total monthly and other charges		\$55.44

Add-ons (Dec 07 to Jan 06)

Easy Roam US - \$7/day	Free	
Access to Shared Data	Free	
Total add-ons		\$0.00

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.

Text Msg - Received	\$0.00	
Total used 2 (Msg)		
Data Usage	\$0.00	
Total used 6.269 (MB)		
Total usage charges		\$0.00

Total before taxes..... \$55.44

GST \$2.77

Total for 780 719-1150, with taxes..... \$58.21

Sheryl Exley

From: Ed Sperling
Sent: January-04-18 1:41 PM
To: Sheryl Exley
Subject: Re: Approval of December Expense

Approved.

Sent from my iPad

On Jan 3, 2018, at 1:50 PM, Sheryl Exley <sheryl_exley@fortsask.ca> wrote:

Ed, please reply by return email that you approve the attached expense.

Thank you,

Sheryl Exley
Legislative Officer
Legislative Services
City of Fort Saskatchewan
10005 - 102 ST
Fort Saskatchewan, AB T8L 2C5
Phone: 780-992-6154
Email: sheryl_exley@fortsask.ca
Website: fortsask.ca
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