

Complete Yellow Shaded Areas

EMPLOYEE NAME: Gordon Harris

ADDRESS: [Redacted]

MONTH ENDING: June 2019



CITY OF FORT SASKATCHEWAN

**COPY**

**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 yyyy-mm-dd	Vendor Name	Description	GL Code (Fund-Object-Function) #-####-#####	Total before GST & HST	GST	HST	Total
2019-06-25	Rogers	June Cell Phone Bill	1.2137.11217	\$ 95.24	\$ 4.76		\$ 100.00
2019-06-02	Taxi Coop	Taxi to Convention Centre in Quebec City to attend FCM Conference	1.2133.11217	\$ 10.00	\$	\$	\$ 10.00
2019-06-02	Taxi Coop	Taxi to hotel in Quebec City from FCM Convention	1.2133.11217	\$ 8.40	\$	\$	\$ 8.40
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	Mileage*	See PAGE 2 for details	1.2133.11217	\$ 177.76	N/A	N/A	\$ 177.76
	Per Diems*	See PAGE 2 for details	1.2132.11217	\$ 83.10	N/A	N/A	\$ 83.10
	Education / Academic	See PAGE 3 for details	--	\$ -	\$ -	\$ -	\$ -
				<b>\$ 374.64</b>	<b>\$ 5.67</b>	<b>\$ 1.85</b>	<b>\$ 382.16</b>

\* GST cannot be claimed on allowances and per diems

379.26

I, Gordon Harris, 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: July 9/19

**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  
 Print Name of Immediate Supervisor

[Signature]  
 Supervisor's Signature

July 9/18  
 Date

Complete Yellow Shaded Areas

Employee Name: **Gordon Harris**

Expense for the month of:



CITY OF FORT SASKATCHEWAN

Vehicle Mileage Allowances

Mileage Allowance Rate: **\$0.505 per Km** (from Government of Alberta)

<https://finance.alberta.ca/business/planning-accountability/accountability/GoA-Travel-Meal-and-Hospitality-Expense-Policy.pdf>

Refer to the Mileage Guide for standard distances between City Facilities

Departed From (Location & City)	Destination (Location & City)	Business Purpose for Travel	Date (yyyy-mm-dd)	Kilometers Driven
<b>ENTER G/L TO EXPENSE IN THE YELLOW BOX BELOW BEFORE PROCEEDING</b>				
1.2133.11217				
Fort Saskatchewan	Edmonton City Hall	RVA Board Meeting	2019-06-10	70.00
Fort Saskatchewan	Laurier Park, Edmonton	Riverfest Launch Event	2019-06-13	98.00
Fort Saskatchewan	Strathcona County Hall	IMRC Meeting	2019-06-17	44.00
Fort Saskatchewan	EPCOR Tower, Edmonton	RVA Board Meeting	2019-06-19	70.00
Fort Saskatchewan	Chateau Louis Hotel Edmonton	RTSC Transition Team Meeting	2019-06-20	70.00
				<b>352.00</b>

Initial Below:

See attached email

I, Gordon Harris, declare that my vehicle insurance coverage is not less than \$1,000,000 public liability and property damage.

Travel Meal and Private Accommodation Per Diems

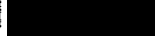
Daily Per Diems are claimable if receipts for meals and accommodations are not available.

Claimants are eligible for meal expenses while travelling on City business:

- (a) for breakfast, if the departure time is 7:30 a.m. or earlier or the return time is 7:30 a.m. or later, or
- (b) for lunch, if the departure time is 1:00 p.m. or earlier or the return time is 1:00 p.m. or later, or
- (c) for dinner, if the departure time is 6:30 p.m. or earlier or the return time is 6:30 p.m. or later.

<https://finance.alberta.ca/business/planning-accountability/accountability/GoA-Travel-Meal-and-Hospitality-Expense-Policy.pdf>

<b>ENTER TRAVEL, MEAL &amp; ACCOM. EXPENSE G/L IN THE YELLOW BOX BELOW BEFORE PROCEEDING</b>				
1.2133.11217				
Per Diem	# of Per Diem Days	Dates Claimed Type in dates as required (e.g June 7, June 23)	Per Diem Rates (Gov't of Alberta)	Per Diem Claimed
Breakfast	2	May 29, June 3, 2019	\$ 9.20	\$ 18.40
Lunch	2	May 29, June 3, 2019	\$ 11.60	\$ 23.20
Dinner	2	May 29, June 3, 2019	\$ 20.75	\$ 41.50
Accommodation Allowance			\$ 20.15	\$ -
<b>Total Claimed</b>				<b>\$ 83.10</b>



# Wireless 780-934-4903

GORDON HARRIS

Monthly charges	Jun 26 - Jul 25	\$
SE Flex - Prem+ Tab		115.00
<b>Savings:</b> Monthly Service Fee		-20.00
<b>Savings:</b> 10% Off Monthly Fee		-9.50
Premium Device Protection		13.00
Enhanced VM included in Plan		0.00
Alberta Gov't 911 Fee		0.44
<b>Total monthly charges</b>		<b>98.94</b>

**Wireless savings \$29.50**

Usage Summary	Ending Jun 25, 2019	
Usage type	Used	\$
		✓
		✓
		✓
		✓
		✓
<b>Total used</b>		<b>0.00</b>
<b>Total before taxes</b>		<b>98.94</b>
GST: 815781448		4.94
<b>Total for Wireless 780-934-4903</b>		<b>\$103.88</b>

Legend: (S) Shared Services | ✓ No charge

Unless otherwise stated, all voice minutes, messages and wireless internet details set out above and/or in your agreement refer to usage on our network (i.e. within Canada and to a Canadian number, as applicable).

TAXI COOP  
QUÉBEC

- Courrier / Livraisons
- Gros et petits colis
- Commission
- Survolage / Déverrouillage




496, 2<sup>e</sup> Avenue, Québec  
taxiscoop-quebec.com



Date 02-05-2019

Montant 10

  
Signature chauffeur

CHAUFFEUR No. <u>320</u>
-----------------------------

SERVICE 7 JOURS / 24 HEURES

TAXI COOP QUEBEC  
496 2E AVENUE  
QUEBEC QC G1L3B1  
TAXI 280

TERM # 22712302  
INVOICE # 0000868  
SEQUENCE # 1000460

CARD \*\*\*\*\*8307  
CREDIT/MASTERCARD C  
2019/06/02 18:03:26

PURCHASE

AMOUNT \$ 7.30  
TIP ~~\$ 4.00~~ 1.10  
TOTAL \$ ~~11.30~~ 8.40.

AUTH#: 099035 E: 0018  
HTS#: 20190602180330

TRANSACTION  
APPROVED 000

THANK YOU



MASTERCARD  
AID: A0000000041010  
TVR: 0000000000

VER: CTF\_PAX\_APP\_107  
CUSTOMER COPY

1570 = 1.10

Reimbursed \$8.40

## Jennifer Chapman

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**From:** Gordon Harris  
**Sent:** July 9, 2019 2:09 PM  
**To:** Jennifer Chapman  
**Subject:** Re: June Expense Claim

I approve the June 2019 expense submission.

Gordon Harris, Councillor  
City of Fort Saskatchewan  
780-934-4903  
gharris@fortsask.ca

> On Jul 9, 2019, at 1:23 PM, Jennifer Chapman <JChapman@fortsask.ca> wrote:  
>  
> Good Afternoon Gordon,  
>  
> Please respond by reply email that you approve the attached expenses for June.  
>  
> 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  
>  
>  
>  
> -----Original Message-----  
> From: printer@fortsask.local <printer@fortsask.local>  
> Sent: July 9, 2019 2:23 PM  
> To: Jennifer Chapman <JChapman@fortsask.ca>  
> Subject: Send data from MFP13427920  
>  
> Scanned from MFP13427920  
> Date:07/09/2019 13:22  
> Pages:5  
> Resolution:200x200 DPI  
> -----  
> <DOC070919.pdf>



## Jennifer Chapman

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**From:** Gordon Harris  
**Sent:** July 9, 2019 2:08 PM  
**To:** Jennifer Chapman  
**Subject:** Re: June Per Diem

I approve the per diem submission for the June 20 RSTC Team meeting.

Gordon Harris, Councillor  
City of Fort Saskatchewan  
780-934-4903  
gharris@fortsask.ca

> On Jul 9, 2019, at 1:24 PM, Jennifer Chapman <JChapman@fortsask.ca> wrote:

>

> Good Afternoon Gordon,

>

> Please respond by reply email that you approve the attached Council Per Diem for attending the RTSC Meeting on June 20, 2019.

>

> 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

>

>

>

>

> -----Original Message-----

> From: printer@fortsask.local <printer@fortsask.local>

> Sent: July 9, 2019 2:23 PM

> To: Jennifer Chapman <JChapman@fortsask.ca>

> Subject: Send data from MFP13427920

>

> Scanned from MFP13427920

> Date:07/09/2019 13:22

> Pages:1

> Resolution:200x200 DPI

> -----

> <DOC070919.pdf>





## Jennifer Chapman

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**From:** chamber@fortsaskchamber.com  
**Sent:** May 21, 2019 8:27 AM  
**To:** Jennifer Chapman  
**Subject:** Confirmation: Members Meeting - AGM

### Registration Confirmation

Your registration for Members Meeting - AGM has been received.

Confirmation Number: e.1900.4616.14701  
Primary Contact: Jennifer Chapman (*City Of Fort Saskatchewan*)  
Payment Type: Credit Card

[Add to Calendar](#)

[Edit Registration](#)

Summary			
Item	Description	Quantity	Total Amt
Monthly Meeting Lunch - Member	Gordon harris	1	\$28.57
			<b>Sales Tax</b> \$1.43
			<b>Total:</b> \$30.00
			PAID

### Members Meeting - AGM

## Annual General Meeting; Election of the President and Board of Directors, and approval of the amended By Laws and the 2019/2020 Budget.

### Sponsored by Apulia Catering

Please join us at our Annual General Meeting (AGM) on June 5 from 11:30 am to 1:00 pm. During this meeting we will be holding the election for the new President and Board of Directors as well as selecting the new Executive Committee. This year, the current Board of Directors have recommended some changes to the By Laws to be approved by the membership at the AGM.

Following the formal AGM, we are excited to announce our guest speaker Chris Sisson, President of Superior Show Service. Chris is a very successful local business person who is rapidly growing and expanding his business. His presentation will focus on the the challenges of growing your business.

**Date:** June 5, 2019

**Time:** 11:30 AM - 01:00 PM MDT

**Location:** Dow Centennial Centre  
Lions Mane Room

8700 84 St

Fort Saskatchewan, AB

T8L 4P5

**Contact:** Erin Duncan

**Email:** events@fortsaskchamber.com

**Date/Time Details:** 11:30 am - 1:00 pm  
Check-In & Networking 11:30 am  
Lunch 11:45 am  
Presentation 12:00 pm

**Jennifer Chapman**

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**From:** chamber@fortsaskchamber.com  
**Sent:** May 21, 2019 8:27 AM  
**Subject:** Online Payment Confirmation

Your online payment request has been received by Fort Saskatchewan Chamber of Commerce.

**Payment Confirmation**

**Name:** Jennifer Chapman  
**Company:** City of Fort Saskatchewan  
**Transaction Number:** ch\_F6mULYcNbNkWTx  
**Last 4 of Acct Number:** 9653  
**Amount:** \$30.00

Description	Item(s)	Quantity	Total Amount
Registration - Members Meeting - AGM	Attendees: 1	1	\$30.00
<b>Grand Total:</b>			<b>\$30.00</b>

This Email was automatically generated. For questions or feedback, please contact us at:

**Fort Saskatchewan Chamber of Commerce**

Box 3072 Fort Saskatchewan , AB T8L 2T1

(780) 998-4355

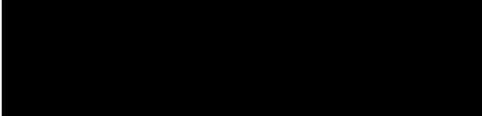
chamber@fortsaskchamber.com

<https://www.fortsaskchamber.com/>

  
**LE SAINT  
PIERRE**  
 AUBERGE

**Invoice: 74496A**

Gordon Harris  
CITY OF FORT SASKATCHEWAN



Printed on: 6/3/2019 at 7:54:10

CheckIn: 5/29/2019  
 CheckOut: 6/3/2019  
 Room: 401  
 Conf WEB

Date	Description	Quantity	Amount
<b>Package &amp; Room Charge</b>			
5/29/2019	Breakfast included		249,00
5/30/2019	Breakfast included		249,00
5/31/2019	Breakfast included		249,00
6/1/2019	Breakfast included		249,00
6/2/2019	Breakfast included		249,00
	<b>Package Total</b>		<b>1245,00</b>
<b>Other charge</b>			
5/30/2019	Breakfast 401 : 108562	1,00	15,00
5/30/2019	Gratuïty Estèbe (no tax) 401 : 108562	1,00	3,00
	<b>Total - Other charge</b>		<b>18,00</b>
	<b>Lodging Tax</b>		<b>43,60</b>
	<b>Total - Before taxes</b>		<b>1306,60</b>
	<b>Lodging Taxe</b>		<b>0,00</b>
	<b>GST # 141749101</b>		<b>65,20</b>
	<b>PST # 1019921871</b>		<b>130,05</b>
	<b>Total amount due</b>		<b>1501,85</b>
<b>Payments</b>			
6/3/2019	Visa 401 : 051039		-1501,85
	<b>Total - Payments</b>		<b>-1501,85</b>
	<b>Balance due</b>		<b>\$0,00</b>

*charged to City  
Credit Card*

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton  
Tax Code CA3%

POF 1st Fl 03/06/19 19:09  
Receipt 000163

Short-term parking tkt  
VP - No. 002360  
29/05/19 05:20  
03/06/19 19:09  
Period 5d13h50'  
(Tax) \$76.25

Total \$76.25

Payment Received  
VISA \$76.25  
XXXXXXXXXXXX9653  
Merch:82005340013  
Auth:085252  
Type: Swiped

Sub Total \$72.62  
Tax 5% \$3.63

121 - 14/06/2019

*no airport*

TAXI COOP QUEBEC TAXI 412  
496 2E AVENUE  
QUEBEC QC G1L3E1  
TAXI 412

TERM # 22721601  
INVOICE # 0002237  
SEQUENCE # 1001349

CARD \*\*\*\*\*9653  
CREDIT/VISA 0  
2019/06/03 08:53:16

**PURCHASE**

AMOUNT \$ 35.10  
TIP \$ 5.00  
TOTAL \$ 40.10

AUTH#: 056600 E: 0058  
HTS#: 20190803085321

OPERATION  
APPROVED 000  
THANK YOU

VISA CREDIT  
AID: A0000000031010  
TC: 79C866075480E6FC  
TVR: 0080000000  
TSI: F800

CUSTOMER COPY

## Jennifer Chapman

---

**From:** Gordon Harris  
**Sent:** June 20, 2019 10:30 AM  
**To:** Jennifer Chapman  
**Subject:** Re: Visa Expense Claim Form

I approve the attached Visa expense form.

Gordon Harris, Councillor  
City of Fort Saskatchewan  
780-934-4903  
gharris@fortsask.ca

> On Jun 20, 2019, at 10:06 AM, Jennifer Chapman <JChapman@fortsask.ca> wrote:  
>  
> Hi Gordon,  
>  
> Have you had a chance to review the attached visa expense claim form? If you have any questions please let me know. If you approve of the expense please respond by replying to this email.  
>  
> 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  
>  
>  
>  
> -----Original Message-----  
> From: Jennifer Chapman  
> Sent: June 17, 2019 1:45 PM  
> To: Gordon Harris <gharris@fortsask.ca>  
> Subject: Visa Expense Claim Form  
>  
> Good Afternoon Gordon,  
>  
> Please respond by reply email that you approve the attached visa expenses.  
>  
> Thank you,  
>  
>  
> Jennifer Chapman  
> Administrative Assistant, Legislative Services City of Fort  
> Saskatchewan