

EMPLOYEE NAME: Gordon Harris

ADDRESS:

MONTH ENDING: December 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 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
2020-12-25	Rogers	December Cell Phone	1.2137.11217	\$ 75.44	\$ 3.77		\$ 79.21
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	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				\$ 75.44	\$ 3.77	\$ -	\$ 79.21

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: Jan 4, 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.	04-Jan-21
Print Name of Immediate Supervisor	Supervisor's Signature	Date

# Wireless 780-934-4903

GORDON HARRIS

## Monthly charges

		\$
Bonus: 10GB per month	Nov 26 - Dec 25	0.00
Infinite +10 - No Tab	Dec 26 - Jan 25	75.00
Enhanced VM included in Plan	Dec 26 - Jan 25	0.00
Alberta Gov't 911 Fee	Dec 26 - Jan 25	0.44
<b>Total monthly charges</b>		<b>75.44</b>

## Usage Summary

Ending Dec 25, 2020

Usage type	Used	\$
Voice (S) Unlimited Shared Minutes		✓
Voice Unlimited Eve & Wknd Minutes		✓
Between Us Calling		✓
Data (S) Data Used - Included		✓
Msg (S) Messaging Bundle - Sent		✓
Messaging Bundle - Received		✓
<b>Total used</b>		<b>0.00</b>

## Total before taxes

GST: 815781448 75.44

**Total for Wireless 780-934-4903** **\$79.21**

**Legend:** (S) Shared Services | ✓ No charge

### Your services include:

- Infinite +10 - No Tab**
- 10GB Shared Max Speed Data
- Unlimited Canada-Wide Calling
- Unlimited Canada-Wide Sent & Received Text, Picture & Video Messages
- Call & Name Display
- Voicemail
- 2500 Call Frwd Mins
- Conference Calling
- Call Waiting
- Beyond max speed data, unlimited data at reduced speeds. See [rogers.com/terms](http://rogers.com/terms) for Data Policy
- 5G access (requires 5G device & coverage)

For your complete billing details including talk, text and data usage please visit [rogers.com/bss](http://rogers.com/bss).

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).

**From:** [Jennifer Chapman](#)  
**Sent:** January 4, 2021 10:32 AM  
**To:** [Accounts Payable](#)  
**Subject:** G. Harris December Expense Claim  
**Attachments:** G Harris Dec 2020 Cell Bill.pdf; December Expense Claim Form.xlsx

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Good morning Accounts Payable,

Attached is the completed December expense claim form and cell phone bill for Councillor Gordon Harris. Below are the emailed approvals from Gordon 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](mailto:jchapman@fortsask.ca)

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**From:** Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
**Sent:** January 4, 2021 10:28 AM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** FW: G. Harris December Expense Claim - Approval Required

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

Thanks,  
Brenda

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** January 4, 2021 9:55 AM  
**To:** Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
**Subject:** G. Harris December Expense Claim - Approval Required

Good morning Brenda,

Please respond by reply email that you approve of the attached expense claim for Councillor Gordon Harris.

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](mailto:jchapman@fortsask.ca)

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**From:** Gordon Harris <[gharris@fortsask.ca](mailto:gharris@fortsask.ca)>  
**Sent:** January 4, 2021 9:44 AM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** Re: December Expense Claim - Approval Required

I approve the December 2020 expense claim as attached.

Gordon Harris, Councillor  
City of Fort Saskatchewan

C: 780-934-4903  
E: [gharris@fortsask.ca](mailto:gharris@fortsask.ca)

On Jan 4, 2021, at 9:41 AM, Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
wrote:

Hi Gord,

Have you had a chance to review the attached expense claim? If so, please  
respond by reply email that you approve of the attached expense for  
December 2020.

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](mailto:jchapman@fortsask.ca)

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**From:** Jennifer Chapman  
**Sent:** December 31, 2020 9:13 AM  
**To:** Gordon Harris <[gharris@fortsask.ca](mailto:gharris@fortsask.ca)>  
**Subject:** December Expense Claim - Approval Required

Good morning Gordon,

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

December 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](mailto:jchapman@fortsask.ca)

<G Harris Dec 2020 Cell Bill.pdf>

<December Expense Claim Form.xlsx>

**CAPITAL REGION NORTHEAST WATER**

PO BOX 3438 LCD MAIN  
SHERWOOD PARK ALBERTA T8H2T3  
T: 780 467 7785

005797

DATE 2020-12-14  
Y Y Y Y M M D D

PAY to Gordow Harris  
the order of

\$ 189.50

One Hundred Eighty Nine

50 DOLLARS  
100



Security features included.

CAPITAL REGION NORTHEAST WATER

PER

PER

RE Nov 23/20 Per Diem

