

EMPLOYEE NAME: Gordon Harris

ADDRESS: [REDACTED]

MONTH ENDING: July 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 Accommodation (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
2020-07-25	Rogers	July Cell Phone	1.2137.11217	\$ 56.11	\$ 2.80		\$ 58.91
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	Mileage*	See PAGE 2 for details	1.2133.11217	\$ -	N/A	N/A	\$ -
	Per Diems*	See PAGE 2 for details	---	\$ -	N/A	N/A	\$ -
	Education / Academic	See PAGE 3 for details	---	\$ -	\$ -	\$ -	\$ -
				<b>\$ 56.11</b>	<b>\$ 2.80</b>	<b>\$ -</b>	<b>\$ 58.91</b>

\* GST cannot be claimed on allowances and per diems

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: Sep 3, 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.	04-Sep-20
Print Name of Immediate Supervisor	Supervisor's Signature	Date



# Wireless 780-934-4903

GORDON HARRIS

Changes since the last bill		Jun 30 - Jul 25	\$
Infinite +10 - No Tab			62.98
Cancelled: SE Flex			-71.39
Cancelled: Premium Device Protection			-10.92
<b>Total changes since the last bill</b>			<b>-19.33</b>
Monthly charges		Jul 26 - Aug 25	\$
Infinite +10 - No Tab			75.00
Enhanced VM included in Plan			0.00
Alberta Gov't 911 Fee			0.44
<b>Total monthly charges</b>			<b>75.44</b>
Usage Summary		Ending Jul 25, 2020	
Usage type		Used	\$
Voice	Other Minutes	[REDACTED]	✓
Data (S)	6GB Shared Data - Included	[REDACTED]	✓
	10GB Shared Max Speed Data - Included	[REDACTED]	✓
Data	Provisioning - Included	[REDACTED]	✓
Msg (S)	Messaging Bundle - Sent	[REDACTED]	✓
	Messaging Bundle - Received	[REDACTED]	✓
<b>Total used</b>			<b>0.00</b>
<b>Total before taxes</b>			<b>56.11</b>
GST: 815781448			2.80
<b>Total for Wireless 780-934-4903</b>			<b>\$58.91</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).


**+** You added new **Wireless services on Jun 30**. You'll see charges for Jun 30 - Jul 25 (26 extra days) along with your full monthly service fees from Jul 26 - Aug 25.

**-** You removed **Wireless services on Jun 30**. You'll see a credit for these services from Jun 30 - Jul 25 (26 day(s)).

**i** 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 until Mar 7, 2021 (requires 5G device & coverage)

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

**From:** [Jennifer Chapman](#)  
**Sent:** September 4, 2020 8:28 AM  
**To:** [Accounts Payable](#)  
**Subject:** G. Harris July Expense Claim Approved  
**Attachments:** G. Harris Expense Claim Form July.xlsx; July Cell Bill.pdf

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Good morning,

Attached is the completed and approved July expense claim and cell phone bill for Gordon Harris. Below is the emailed approved 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:** September 4, 2020 8:01 AM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** RE: G. Harris July Expense Claim - Approval Required

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

Thanks,  
Brenda

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** September 3, 2020 9:00 AM  
**To:** Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
**Subject:** G. Harris July Expense Claim - Approval Required

Good morning Brenda,

Please respond by reply email that you approve of the attached July 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:** September 3, 2020 8:40 AM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** Re: July Expense Claim - Approval Required

I approve the attached claim for cell phone expenses for July 2020.

Gordon Harris, Councillor  
City of Fort Saskatchewan  
780-934-4903  
[gharris@fortsask.ca](mailto:gharris@fortsask.ca)

On Sep 3, 2020, at 8:14 AM, Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
wrote:

Good morning Gordon,

Please respond by reply email that you approve of the attached expense claim  
for July 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 Expense Claim Form July.xlsx>  
<July Cell Bill.pdf>