

EMPLOYEE NAME: Gordon Harris

ADDRESS: [Redacted]

MONTH ENDING: October 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
2021-10-11	Telus Mobility	October Cell Phone Invoice	1.2137.11217	\$ 73.45	\$ 3.67		\$ 77.12
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	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	---	\$ -	\$ -	\$ -	\$ -
				\$ 73.45	\$ 3.67	\$ -	\$ 77.12

* 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: Electronically approved via email

Date: Nov 15, 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	Electronically approved via email	16-Nov-21
Print Name of Immediate Supervisor	Supervisor's Signature	Date

October 11, 2021
 GORDON HARRIS
 Account number: XXXXXXXXXX

Mobile services (continued)

GORDON HARRIS
Charges for 780 934-4903

Savings this month	\$7.50
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Monthly and other charges (Oct 12 to Nov 11)

Unlimited 30 - Unlimited nationwide 30GB High Speed Data Endless Data - No Data Overages Hotspot up to 30GB Unlimited nationwide calls Unlimited nationwide texts, picture	\$80.00	
AB 911 Government Fee	\$0.95	
Phone Number Change-CR	-\$15.00	
Phone Number Change	\$15.00	
Family Discount	-\$7.50	
Total monthly and other charges		\$73.45

Add-ons (Oct 12 to Nov 11)

Easy Roam US - \$9/day	Free	
Easy Roam INTL - \$13/day	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.

	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
Total usage charges		\$0.00

Total before taxes		\$73.45
GST	\$3.67	
Total for 780 934-4903, with taxes		\$77.12

From: [Brenda Molter](#)
Sent: November 16, 2021 8:11 AM
To: [Jennifer Chapman](#)
Subject: FW: G. Harris October Expense Form - Approval Requested
Attachments: G. Harris Oct Expense Claim Form.xlsx; G Harris October 2021 Cell Phone Bill.pdf

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

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: November 15, 2021 3:53 PM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: G. Harris October Expense Form - Approval Requested

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

Jennifer Chapman

Administrative Assistant – Legislative Services
City of Fort Saskatchewan
Direct: 780-992-6227



CITY OF
FORT SASKATCHEWAN
ALBERTA



From: Gordon Harris <gharris@fortsask.ca>
Sent: November 15, 2021 2:12 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: October Expense Form - Approval Requested

I approve the attached expense claim for October 2021 cell phone cost reimbursement.

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

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Monday, November 15, 2021 2:10:49 PM
To: Gordon Harris <gharris@fortsask.ca>
Subject: October Expense Form - Approval Requested

Councillor Harris,

Please review the attached expense claim for October and respond by reply email that you approve of the expenses.

Thank you,

Jennifer Chapman

Administrative Assistant - Legislative Services

City of Fort Saskatchewan

10005 102 ST, Fort Saskatchewan, AB T8L 2C5

Direct: 780-992-6227

Website: fortsask.ca



CITY OF
FORT SASKATCHEWAN
ALBERTA



Statement Of Earnings And Deductions

Pay Period Start: October 1, 2021
 Pay Period End: October 31, 2021
 Cheque Date: November 15, 2021

(23724)W EDMONTON METRO TRANSIT SVCS - MONTHLY

Earnings	Rate	Current Hours	Current Amount	YTD Hours	YTD Amount
HONORARIUM			239.58		2,156.24
PER DIEM					4,350.00
Total Earnings			239.58		6,506.24
Deductions			Current Amount		YTD Amount
Income Tax			44.18		1,485.14
C.P.P.					
E.I.					
ADVANCES					3,608.34
Total Deductions			44.18		5,093.48
			195.40		
Net Pay		***	195.40	***	

Confidential
 3003

HARRIS, GORDON


Direct Deposit

Net Pay: 195.40

(23724)W EDMONTON METRO TRANSIT SVCS - MONTHLY
 SERVICES COMMISSION
 602, 9990 JASPER AVENUE
 EDMONTON, AB T5J 1P7

deluxe.