

EMPLOYEE NAME: Gordon Harris
 ADDRESS: [REDACTED]
 MONTH ENDING: August 2022



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 (CRA rates), Meals, and Accommodation (Alberta 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>

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/reasonable-kilometre-allowance.html>

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 yyyy-mm-dd	Vendor Name	Description	GL Code (Fund-Object-Function) #-####-#####	Total before GST & HST	GST	HST	Total
2022-08-11	Telus Mobility	Monthly Phone Bill	1-2137-11217	\$ 58.45	\$ 2.92		\$ 61.37
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	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	---	\$ -	\$ -	\$ -	\$ -
				\$ 58.45	\$ 2.92	\$ -	\$ 61.37

* 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: Aug 17, 2022

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	18-Aug-22
Print Name of Immediate Supervisor	Supervisor's Signature	Date

August 11, 2022
 GORDON HARRIS
 Account number: [REDACTED]

Mobile services (continued)

GORDON HARRIS
Charges for 780 934-4903

Savings this month	\$7.50
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Monthly and other charges (Aug 12 to Sep 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
Mobile & Home Offer*	-\$15.00
AB 911 Government Fee	\$0.95
Family Discount	-\$7.50
Total monthly and other charges	\$58.45

Add-ons (Aug 12 to Sep 11)

Call Control	Free
Easy Roam INTL - \$14/day	Free
Easy Roam US - \$11/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 \$58.45

GST \$2.92
Total for 780 934-4903, with taxes \$61.37

From: [Gordon Harris](#)
Sent: August 17, 2022 8:40 PM
To: [Jonathan Milke](#)
Subject: Re: August Expense Form

I approve the attached expense form for August 2022.

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

From: Jonathan Milke <JMilke@fortsask.ca>
Sent: Wednesday, August 17, 2022 2:15:58 PM
To: Gordon Harris <gharris@fortsask.ca>
Subject: August Expense Form

Good afternoon, Councillor Harris,

Please confirm the attached expense form for August is correct.

Thank you,

Jonathan Milke (he/him)
Administrative Assistant to the Mayor
City of Fort Saskatchewan
10005 102 Street, Fort Saskatchewan, AB, T8L 2C5
T: 780-992-6232 E: jmilke@fortsask.ca

From: [Brenda Molter](#)
Sent: August 18, 2022 8:34 AM
To: [Jonathan Milke](#)
Cc: [Jennifer Chapman](#)
Subject: FW: Councillor Harris' August Expense Form
Attachments: Re: August Expense Form ; G Harris Cell Bill - Aug 2022.pdf;
G Harris Expense Form - Aug. 2022.xlsx

Jonathan, I approve of this monthly expense claim for Councillor Harris.

Thanks,
Brenda

From: Jonathan Milke <JMilke@fortsask.ca>
Sent: August 18, 2022 8:06 AM
To: Brenda Molter <BMolter@fortsask.ca>
Cc: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Councillor Harris' August Expense Form

Good morning,

Attached please find Councillor Harris' August Expense Form and related documents for your approval.

Thank you,

Jonathan Milke (he/him)
Administrative Assistant to the Mayor
City of Fort Saskatchewan
10005 102 Street, Fort Saskatchewan, AB, T8L 2C5
T: 780-992-6232 E: jmilke@fortsask.ca



CITY OF
FORT SASKATCHEWAN
ALBERTA



Statement Of Earnings And Deductions

Pay Period Start: August 1, 2022
 Pay Period End: August 31, 2022
 Cheque Date: September 15, 2022

(23724)W EDMONTON METRO TRANSIT SVCS - MONTHLY

Earnings	Rate	Current Hours	Current Amount	YTD Hours	YTD Amount
HONORARIUM			239.58		2,156.22
PER DIEM			200.00		4,000.00
Total Earnings			439.58		6,156.22
Deductions			Current Amount		YTD Amount
[REDACTED]					
	396.80				
Net Pay		***	396.80	***	

Confidential
 3003

HARRIS, GORDON
 [REDACTED]

(23724)W EDMONTON METRO TRANSIT SVCS - MONTHLY
 SERVICES COMMISSION
 #300, 10055 106 STREET
 EDMONTON, AB T5J 2Y2

Direct Deposit

Net Pay: 396.80

deluxe.