

EMPLOYEE NAME: Gordon Harris

ADDRESS: [Redacted]

MONTH ENDING: February 2022



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.

<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 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
2022-02-11	TELUS MOBILITY	FEBRUARY CELL PHONE BILL	1.2137.11217	\$ 58.45	\$ 2.92		\$ 61.37
2022-02-10	BROWNLEE LLP	REGISTRATION TO ATTEND FEB 10, 2022 EMERGING TRENDS IN MUNICIPAL LAW CONFERENCE (VIRTUAL)	1.2131.11217	\$ 85.00	\$ 4.25		\$ 89.25
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	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	---	\$ -	\$ -	\$ -	\$ -
				\$ 143.45	\$ 7.17	\$ -	\$ 150.62

* 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: G. HARRIS ELECTRONICALLY APPROVED BY EMAIL

Date: Feb 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	B. MOLTER ELECTRONICALLY APPROVED VIA EMAIL	17-Feb-22
Print Name of Immediate Supervisor	Supervisor's Signature	Date



February 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 (Feb 12 to Mar 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 (Feb 12 to Mar 11)

Easy Roam US - \$9/day	Free
Easy Roam INTL - \$13/day	Free
Call Control	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
	\$0.00

Total usage charges	\$0.00
Total before taxes	\$58.45
GST	\$2.92
Total for 780 934-4903, with taxes	\$61.37

Order Summary

Order #2606030129 - 19 January 2022

\$89.25 paid by MasterCard

Last 4 digits: 8307

Appears on your card statement as
EB *2022 Emerging Tren

Gordon	1 x Virtual	\$85.00
Harris	Registration	
GST		\$4.25

\$89.25

[View and manage your order online](#)

[Contact the organizer](#) for any questions

Reply



Mail



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Calendar

2022 Emerging Trends in Municipal Law - Virtual



BROWNLEE LLP
Barristers & Solicitors

EMERGING TRENDS IN MUNICIPAL LAW

**The trends you need to know
for your community to grow**

VIRTUAL CONFERENCE

February 10, 2022

Attend through Zoom

BrownleeLaw.com

 1 x Registration

Order total: \$89.25

 Thursday, 10 February 2022 from 8:30 AM to 3:30 PM (MST)

Add to [Google](#) · [Outlook](#) · [iCal](#) · [Yahoo](#)

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Brownlee LLP

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Order Summary

Order [#2606030129](#) - 19 January 2022

\$89.25 paid by MasterCard

Last 4 digits: 8307

Appears on your card statement as EB *2022 Emerging Tren

Gordon Harris	1 x Virtual Registration	\$85.00
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GST		\$4.25
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\$89.25

[View and manage your order online](#)

[Contact the organizer](#) for any questions related to this purchase.

This order is subject to Eventbrite [Terms of Service](#), [Privacy Policy](#), and [Cookie Policy](#).

From: [Brenda Molter](#)
Sent: February 17, 2022 11:21 AM
To: [Jennifer Chapman](#)
Subject: FW: REVISED: February Expense Claim Form
Attachments: Feb Expense Claim Form 2022.xlsx; 2022 Emerging Trends in Municipal Law Registration and Receipt.docx; G Harris Feb 22 Cell Bill .pdf

Jennifer, I approve of the attached expense claims for Councillor Harris.

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: February 17, 2022 11:19 AM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: REVISED: February Expense Claim Form

For your review and approval.

From: Gordon Harris <gharris@fortsask.ca>
Sent: February 17, 2022 9:51 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: REVISED: February Expense Claim Form

I approve the two attached expense claims for legal seminar attendance and February cell phone expense.

Gordon Harris
C: 780-934-4903

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Thursday, February 17, 2022 8:59:46 AM
To: Gordon Harris <gharris@fortsask.ca>
Subject: REVISED: February Expense Claim Form

Good morning Councillor Harris,

I revised the expense claim to include the expense you incurred for registering to the Brownlee LLP Emerging Trends conference.

Please review and respond by reply email that you approve. Do you want me to prepare a per diem expense for attending? It was a full day correct?

Thank you,

Jennifer Chapman
Administrative Assistant – Legislative Services



From: Gordon Harris <gharris@fortsask.ca>
Sent: February 16, 2022 1:13 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: February Expense Claim Form

I approve the attached expense claim.

Gordon Harris
C: 780-934-4903

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Wednesday, February 16, 2022 12:40:55 PM
To: Gordon Harris <gharris@fortsask.ca>
Subject: February Expense Claim Form

Councillor Harris,

Please review the attached expense claim form for February 2022. If the form is correct, please respond by reply email that you approve.

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

