

EMPLOYEE NAME: Gordon Harris

ADDRESS: [Redacted]

MONTH ENDING: January 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 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 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
2022-01-11	TELUS MOBILITY	JANUARY CELL 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	---	\$ -	\$ -	\$ -	\$ -
* GST cannot be claimed on allowances and per diems				<b>\$ 58.45</b>	<b>\$ 2.92</b>	<b>\$ -</b>	<b>\$ 61.37</b>

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: Jan 20, 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	21-Jan-22
Print Name of Immediate Supervisor	Supervisor's Signature	Date

The information on this form is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act (FOIP)* and is used solely for EXP2022-01V1

January 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 (Jan 12 to Feb 11)**

Unlimited 30 - Unlimited nationwide	\$80.00
30GB High Speed Data	
Endless Data - No Data Overages	
Hotspot up to 30GB	
Unlimited nationwide calls	
Unlimited nationwide texts, picture	
Mobile & Home Offer*	-\$15.00
AB 911 Government Fee	\$0.95
Family Discount	-\$7.50
<b>Total monthly and other charges .....</b>	<b>\$58.45</b>

**Add-ons (Jan 12 to Feb 11)**

Easy Roam US - \$9/day	Free
Easy Roam INTL - \$13/day	Free
Call Control	Free
<b>Total add-ons .....</b>	<b>\$0.00</b>

**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.

[REDACTED]	\$0.00
[REDACTED]	\$0.00
[REDACTED]	\$0.00
[REDACTED]	\$0.00
[REDACTED]	\$0.00
[REDACTED]	\$0.00
[REDACTED]	\$0.00
<b>Total usage charges .....</b>	<b>\$0.00</b>

**Total before taxes.....\$58.45**

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

**From:** [Jennifer Chapman](#)  
**Sent:** January 21, 2022 7:49 AM  
**To:** [Brenda Molter](#)  
**Subject:** G. Harris January Expense Claim - Approval Required  
**Attachments:** G Harris January 2022 Cell Bill\_.pdf; Jan Expense Claim Form 2022.xlsx

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For your review and approval.

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**From:** Gordon Harris <[gharris@fortsask.ca](mailto:gharris@fortsask.ca)>  
**Sent:** January 20, 2022 4:50 PM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** Re: January Expense Claim - Approval Required

I approve the attached January 2022 expense claim.

Gordon Harris  
C: 780-934-4903

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** Thursday, January 20, 2022 4:17:09 PM  
**To:** Gordon Harris <[gharris@fortsask.ca](mailto:gharris@fortsask.ca)>  
**Subject:** January Expense Claim - Approval Required

Good afternoon Councillor Harris,

Please review the attached expense claim for January 2022. Respond by reply email that you approve of the expense.

Thank you,

**Jennifer Chapman**

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



CITY OF  
FORT SASKATCHEWAN  
ALBERTA



STATEMENT OF EARNINGS  
BULLETIN DE PAIE

EMPLOYEE DEDUCTIONS AND EMPLOYER CONTRIBUTIONS  
RETENUES DE L'EMPLOYE ET COTISATIONS PATRONALES

TYPE	HOURS HEURES	RATE TAUX	AMOUNT MONTANT	Y.T.D. A JOUR	TYPE	CURRENT COURANT	Y.T.D. A JOUR	TYPE	CURRENT COURANT	Y.T.D. A JOUR
EXPENSES HONORARI			22.42 195.00	22.42 195.00						

ACR WC

SUMMARY SOMMAIRE	GROSS PAY PAIE BRUTE	DEDUCTIONS REVENUES	NET PAY PAIE NETTE	NET PAY ALLOCATION DETAILS DE LA PAIE NETTE	
Current Courant	217.42	.00	217.42	217.42	DEPOSIT
Year-to-date	217.42	.00	217.42		


# Statement Of Earnings And Deductions

Pay Period Start: January 1, 2022  
 Pay Period End: January 31, 2022  
 Cheque Date: February 15, 2022

(23724)W EDMONTON METRO TRANSIT SVCS - MONTHLY

Earnings	Rate	Current Hours	Current Amount	YTD Hours	YTD Amount
HONORARIUM			239.58		479.16
PER DIEM			200.00		750.00
<b>Total Earnings</b>			<b>439.58</b>		<b>1,229.16</b>
Deductions			Current Amount		YTD Amount
Income Tax			93.80		275.10
C.P.P.					
E.I.					
<b>Total Deductions</b>			<b>93.80</b>		<b>275.10</b>
			<b>345.78</b>		
<b>Net Pay</b>			<b>345.78</b>		

Confidential  
 3003

HARRIS, GORDON  


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

Direct Deposit

Net Pay: 345.78

**deluxe.**