

EMPLOYEE NAME: Gordon Harris

ADDRESS: [Redacted]

MONTH ENDING: June 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 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
2022-06-11	TELUS MOBILITY	June Cell Phone	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				\$ 58.45	\$ 2.92	\$ -	\$ 61.37

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: Jun 15, 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	15-Jun-22
Print Name of Immediate Supervisor	Supervisor's Signature	Date



June 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 (Jun 12 to Jul 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	
<b>Total monthly and other charges .....</b>		<b>\$58.45</b>

Add-ons (Jun 12 to Jul 11)

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

	\$0.00	
	\$8.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
<b>Total usage charges .....</b>		<b>\$8.00</b>
<b>Total before taxes.....</b>		<b>\$66.45</b>
GST	\$3.32	
<b>Total for 780 934-4903, with taxes.....</b>		<b>\$69.77</b>

From: [Brenda Molter](#)  
Sent: June 15, 2022 3:37 PM  
To: [Jennifer Chapman](#)  
Subject: FW: G. Harris June Expense Claim Form - Approval Required  
Attachments: June Cell Phone.pdf; June Expense Claim Form 2022.xlsx

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

Thanks,  
Brenda

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From: Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
Sent: June 15, 2022 3:35 PM  
To: Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
Subject: G. Harris June Expense Claim Form - Approval Required

For your review and approval.

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From: Gordon Harris <[gharris@fortsask.ca](mailto:gharris@fortsask.ca)>  
Sent: June 15, 2022 3:01 PM  
To: Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
Subject: Re: June Expense Claim Form - Approval Required

I approve the attached invoice for June 2022 expenses.

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

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From: Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
Sent: Wednesday, June 15, 2022 2:41:45 PM  
To: Gordon Harris <[gharris@fortsask.ca](mailto:gharris@fortsask.ca)>  
Subject: June Expense Claim Form - Approval Required

Please review and respond by reply email that you approve of the attached expenses.

Thank you,

**Jennifer Chapman**

Legislative Officer | Legislative Services Department  
**City of Fort Saskatchewan**  
10005 102 ST, Fort Saskatchewan, AB T8L 2C5  
Direct: 780-992-6227  
Website: [fortsask.ca](http://fortsask.ca)



**CITY OF FORT SASKATCHEWAN**

Council Per Diem

Conferences/Seminars/Workshops/Meetings (CSWM)

Name: <b>Gordon Harris</b>		Date: <b>15-Jun-22</b>		Payroll No.: <span style="background-color: black; color: black;">[REDACTED]</span>		
Date of CSWM	Details & Location of CSWM	Duration: No. of days including travel time	X	Honorarium: <i>half day</i> - 2 to 4 hrs. (\$100.00) / <i>full day</i> - in excess of 4 hrs. (\$200.00)	Code to account	Total
07-Jun-22	IAP2 Public Engagement Training Session at the DCC	1	<b>x</b>	\$ 100.00	1.2041.11217	\$ 100.00
<b>Net Claim</b>						<b>\$ 100.00</b>

Signature: \_\_\_\_\_

Approved via attached email

Approved by: \_\_\_\_\_

Approved as per attached email.

Director, Legislative Services

Date Submitted for Payment: \_\_\_\_\_

JC 2022-06-16

From: [Brenda Molter](#)  
Sent: June 16, 2022 8:20 AM  
To: [Jennifer Chapman](#)  
Subject: FW: G. Harris Per Diem Form - IAP2 Public Engagement June 7  
Attachments: GH Per Diem June 7.xls

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Jennifer, I approve of the attached per diem claim for Councillor Harris.

Thanks,  
Brenda

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From: Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
Sent: June 16, 2022 8:13 AM  
To: Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
Subject: G. Harris Per Diem Form - IAP2 Public Engagement June 7

For your review and approval.

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From: Gordon Harris <[gharris@fortsask.ca](mailto:gharris@fortsask.ca)>  
Sent: June 15, 2022 6:07 PM  
To: Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
Subject: Re: Per Diem Form - IAP2 Public Engagement June 7

I approve the attached per diem claim for the June 7 Council in-service session.

Gordon Harris  
C: 780-934-4903

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From: Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
Sent: Wednesday, June 15, 2022 3:58:51 PM  
To: Gordon Harris <[gharris@fortsask.ca](mailto:gharris@fortsask.ca)>  
Subject: Per Diem Form - IAP2 Public Engagement June 7

Good afternoon,

Please review and respond by reply email that you approve of the attached per diem.

The per diem is for attending the IAP2 Public Engagement Training Session on June 7. The session was scheduled in-person from 1:00 p.m. – 4:00 p.m.

If you did not attend please let me know.

**Jennifer Chapman**  
Legislative Officer | Legislative Services Department



**CITY OF FORT SASKATCHEWAN**

Council Per Diem

Conferences/Seminars/Workshops/Meetings (CSWM)

Name: <b>Gordon Harris</b>		Date: <b>15-Jun-22</b>		Payroll No.: <span style="background-color: black; color: black;">[REDACTED]</span>		
Date of CSWM	Details & Location of CSWM	Duration: No. of days including travel time	X	Honorarium: <i>half day</i> - 2 to 4 hrs. (\$100.00) / <i>full day</i> - in excess of 4 hrs. (\$200.00)	Code to account	Total
09-Jun-22	Land Use Planning Session at WRE	1	<b>x</b>	\$ 100.00	1.2041.11217	\$ 100.00
<b>Net Claim</b>						<b>\$ 100.00</b>

Signature: \_\_\_\_\_

Approved via attached email

Approved by: \_\_\_\_\_

Approved as per attached email.

Director, Legislative Services

Date Submitted for Payment: \_\_\_\_\_

JC 2022-06-16

From: [Brenda Molter](#)  
Sent: June 16, 2022 8:22 AM  
To: [Jennifer Chapman](#)  
Subject: FW: G. Harris Per Diem Claim - Land Use Planning June 9  
Attachments: GH Per Diem June 9.xls

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Jennifer, I approve of the attached per diem claim for Councillor Harris.

Thanks,  
Brenda

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From: Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
Sent: June 16, 2022 8:13 AM  
To: Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
Subject: G. Harris Per Diem Claim - Land Use Planning June 9

For your review and approval.

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From: Gordon Harris <[gharris@fortsask.ca](mailto:gharris@fortsask.ca)>  
Sent: June 15, 2022 6:08 PM  
To: Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
Subject: Re: Per Diem Claim - Land Use Planning June 9

I approve the attached per diem claim for a June 9 Council in-service session.

Gordon Harris  
C: 780-934-4903

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From: Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
Sent: Wednesday, June 15, 2022 4:12:17 PM  
To: Gordon Harris <[gharris@fortsask.ca](mailto:gharris@fortsask.ca)>  
Subject: Per Diem Claim - Land Use Planning June 9

Good afternoon,

Please review the attached per diem and respond by reply email that you approve of the claim.

This per diem is for attending the Land Use Planning Session at West Rivers Edge on June 9 from 1:00 – 4:30 p.m.

If you did not attend this session, please let me know and I will not submit.

**Jennifer Chapman**

# Statement Of Earnings And Deductions

Pay Period Start : June 1, 2022

Pay Period End : June 30, 2022

Cheque Date : July 15, 2022

(23724)W EDMONTON METRO TRANSIT SVCS - MONTHLY

Earnings	Rate	Current Hours	Current Amount	YTD Hours	YTD Amount
HONORARIUM			239.58		1,677.06
PER DIEM			550.00		3,600.00
Total Earnings			789.58		5,277.06
Deductions			Current Amount		YTD Amount
[REDACTED]					
	660.88				
Net Pay		***	660.88	***	

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: 660.88

deluxe.