

EMPLOYEE NAME: Gordon Harris

ADDRESS: [Redacted]

MONTH ENDING: December 2023



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 <i>yyyy-mm-dd</i>	Vendor Name	Description	GL Code (Fund-Object-Function) <i>#-####-#####</i>	Total before GST & HST	GST	HST	Total
2023-12-11	Telus Mobility	December Cell Phone	1.2137.11217	\$ 78.45	\$ 3.92		\$ 82.37
2023-12-06	ePark	Parkade Parking for meeting with Fortis.	1.2133.11217	\$ 10.00			\$ 10.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	Mileage*	See PAGE 2 for details	1.2133.11217	\$ 46.24	N/A	N/A	\$ 46.24
	Per Diems*	See PAGE 2 for details	---	\$ -	N/A	N/A	\$ -
	Education / Academic	See PAGE 3 for details	---	\$ -	\$ -	\$ -	\$ -
				\$ 134.69	\$ 3.92	\$ -	\$ 138.61

* 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: Dec 15, 2023

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.

Andrew Kaiser, Director, Legislative Services	Electronically approved via Email	01-Jan-24
Print Name of Immediate Supervisor	Supervisor's Signature	Date

December 11, 2023
 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 (Dec 12 to Jan 11)

L&R Unlimited 100 5G+ - Unlimited \$85.00



Monthly TELUS Easy Payment \$43.34
 AB 911 Government Fee \$0.95
 Family Discount -\$7.50

Total monthly and other charges\$121.79

Add-ons (Dec 12 to Jan 11)



Free

~~43.34~~
78.45
 + 3.92 GST

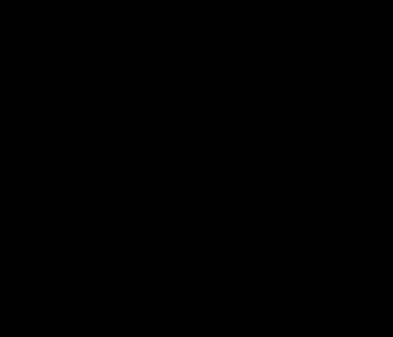
 \$ 82.37

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.

Long Distance - Domestic Phone \$0.00



\$0.00
 \$0.00
 \$0.00
 \$0.00
 \$0.00
 \$0.00

Total usage charges~~\$0.00~~

Total before taxes\$121.79

GST \$3.93

Total for 780 934-4903, with taxes.....\$125.72

Jennifer Chapman

From: Andrew Kaiser
Sent: January 1, 2024 8:00 AM
To: Jennifer Chapman
Subject: FW: G. Harris December Expense Claim - Approval Required
Attachments: Dec Expense Claim 2023.xlsx; Email request parking and mileage.pdf; ePark Dec 6.pdf; G Harris Dec23 Cell Phone Bill.pdf

Approved, as attached.

Thanks Jennifer!

Andrew Kaiser

Director, Legislative Services
Phone: 780-992-6584

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Friday, December 15, 2023 3:53 PM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: G. Harris December Expense Claim - Approval Required

For your review and approval.

Jennifer Chapman

Legislative Services Department - Legislative Officer

City of Fort Saskatchewan

10005 102 ST, Fort Saskatchewan, AB T8L 2C5

Direct: [780-992-6227](tel:780-992-6227)

Website: fortsask.ca

From: Gordon Harris <gharris@fortsask.ca>
Sent: Friday, December 15, 2023 3:47 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: December Expense Claim - Approval Required

I approve the attached December 2023 expense claim.

Gordon Harris
C: 780-934-4903
