

EMPLOYEE NAME: Gordon Harris

ADDRESS: [Redacted]

MONTH ENDING: November 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
2023-11-11	Telus Mobility	November Cell Phone	1.2137.11217	\$ 63.45	\$ 3.17		\$ 66.62
2023-11-02	ePark	Parkade Parking to attend Edmonton Global Forward/Slash 2023 Event	1.2133.11217	\$ 12.00			\$ 12.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	Mileage*	See PAGE 2 for details	1.2133.11217	\$ 40.80	N/A	N/A	\$ 40.80
	Per Diems*	See PAGE 2 for details	---	\$ -	N/A	N/A	\$ -
	Education / Academic	See PAGE 3 for details	---	\$ -	\$ -	\$ -	\$ -
				\$ 116.25	\$ 3.17	\$ -	\$ 119.42

* 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: Nov 28, 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	29-Nov-23
Print Name of Immediate Supervisor	Supervisor's Signature	Date

Complete Yellow Shaded Areas

Employee Name: **Gordon Harris**



CITY OF
FORT SASKATCHEWAN

Expense for the month of: = 'Page 1 EXPENSE RECEIPTS'!\$B\$8

Vehicle Mileage Allowances

Mileage Allowance Rate: **\$0.680 per Km** (under 5000 KM from Canada Revenue Agency)

[https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/reasonable-kilometre-:](https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/reasonable-kilometre-)

Refer to the Mileage Guide for standard distances between City Facilities

Departed From (Location & City)	Destination (Location & City)	Business Purpose for Travel	Date yyyy-mm-dd	Kilometers Driven
ENTER G/L TO EXPENSE IN THE YELLOW BOX BELOW BEFORE PROCEEDING				
1.2133.11217				
Fort Saskatchewan	Edmonton Convention Centre 9797 Jasper Ave NW	Edmonton Global Forward/Slash 2023 Event	2023-11-02	60.00
				60.00

Initial Below:

I, **Gordon Harris**, declare that my vehicle insurance coverage is not less than \$1,000,000 public liability and property damage.

Travel Meal and Private Accomodation Per Diems

Daily Per Diems are claimable if receipts for meals and accommodations are not available. Claimants are eligible for meal expenses while travelling on City business:

- (a) for breakfast, if the departure time is 7:30 a.m. or earlier or the return time is 7:30 a.m. or later, or
- (b) for lunch, if the departure time is 1:00 p.m. or earlier or the return time is 1:00 p.m. or later, or
- (c) for dinner, if the departure time is 6:30 p.m. or earlier or the return time is 6:30 p.m. or later.

<https://finance.alberta.ca/business/planning-accountability/accountability/GoA-Travel-Meal-and-Hospitality-Expense-Policy.pdf>

ENTER TRAVEL, MEAL & ACCOM. EXPENSE G/L IN THE YELLOW BOX BELOW BEFORE PROCEEDING				
Per Diem	# of Per Diem Days	Dates Claimed Type in dates as required (e.g June 7, June 23)	Per Diem Rates (Gov't of Alberta)	Per Diem Claimed
Breakfast			\$ 9.20	\$ -
Lunch			\$ 11.60	\$ -
Dinner			\$ 20.75	\$ -
Accommodation Allowance			\$ 20.15	\$ -

November 11, 2023
 GORDON HARRIS
 Account number: [REDACTED]

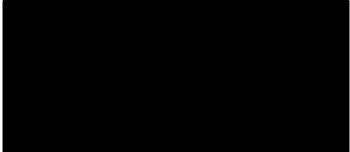
Mobile services (continued)

GORDON HARRIS
Charges for 780 934-4903

Savings this month	\$7.50
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Monthly and other charges (Nov 12 to Dec 11)

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



Mobile & Home Offer* -\$15.00
 Monthly TELUS Easy Payment \$43.34
 AB 911 Government Fee \$0.95
 Family Discount -\$7.50

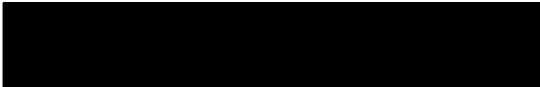
Total monthly and other charges\$106.79

Handwritten calculation:
 - 43.34

 63.45
 + 3.17

 \$ 66.62

Add-ons (Nov 12 to Dec 11)



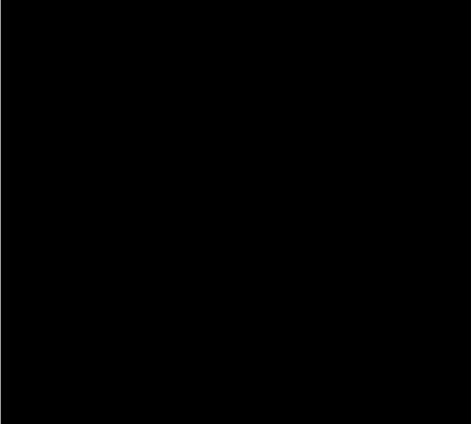
Free

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.

Long Distance - Domestic Phone \$0.00



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

Total usage charges\$0.00

Total before taxes\$106.79

GST \$3.18

Total for 780 934-4903, with taxes\$109.97



Account Activity Report

2023-Nov-1 to 2023-Nov-28

As of: Nov 28, 2023, 3:02 PM
Requested by: Gordon Harris

Date	Description	Cell #	Nickname	Location	Debits	Credits	Parking Cost	Balance
	Opening balance							
Nov 2, 2023	Parking from 2023-11-02 04:36 pm to 2023-11-03 06:58 pm Canada Place Parkade - 9700 Jasper Avenue	(780)934-4903 via cpamobileapp	Gord	7020			\$12.00	
Total:								
							\$12.00	

Jennifer Chapman

From: Andrew Kaiser
Sent: November 29, 2023 9:33 AM
To: Jennifer Chapman
Subject: RE: G. Harris November Expense Claim
Attachments: ePark GH.pdf; Nov Cell.pdf; Copy of Nov Expense Claim GH.xlsx

Approved, as attached. I made a small adjustment of \$0.01 to correct the GST on his cell phone bill, just so you're aware.

Thanks!

Andrew Kaiser

Director, Legislative Services
Phone: 780-992-6584

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Wednesday, November 29, 2023 7:52 AM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: G. Harris November Expense Claim

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: Tuesday, November 28, 2023 4:55 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: November Expense Claim

I approve the attached November expense claim for cell phone expense together with parking and mileage charges to attend a regional public event.

Gordon Harris

Councillor, City of Fort Saskatchewan

C: 780-934-4903

E: gharris@fortsask.ca

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Tuesday, November 28, 2023 4:01:59 PM
To: Gordon Harris <gharris@fortsask.ca>
Subject: November Expense Claim

Councillor Harris,

Please review the attached expense claim for November. I've included mileage to Edmonton and the parkade parking. Please let me know if this is correct.

Thank you,

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



CITY OF FORT SASKATCHEWAN

Council Per Diem

Conferences/Seminars/Workshops/Meetings (CSWM)

Name: Gordon Harris		Date: 27-Nov-23		Payroll No.: [REDACTED]		
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
16-Oct-23	Capital Budget Deliberations	1	x	\$ 200.00	1.2041.11217	\$ 200.00
Nov 15, 20, 23, 2023	Operating Budget Deliberations	3		\$ 200.00	1.2041.11217	\$ 600.00
Net Claim						\$ 800.00

Signature: _____

Approved via attached email

Approved by: _____

Approved as per attached email.

Director, Legislative Services

Date Submitted for Payment: _____

2023-11-30 JC

Jennifer Chapman

Subject: FW: GH Per Diem - Budget Deliberations
Attachments: GH Per Diem Budget.xls

From: Andrew Kaiser <AKaiser@fortsask.ca>
Sent: Wednesday, November 29, 2023 10:00 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: RE: GH Per Diem - Budget Deliberations

Approved, as attached.

Thanks,

Andrew Kaiser
Director, Legislative Services
Phone: 780-992-6584

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Monday, November 27, 2023 2:23 PM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: GH Per Diem - Budget Deliberations

For your review and approval.

Jennifer Chapman
Legislative Services Department - Legislative Officer

From: Gordon Harris <gharris@fortsask.ca>
Sent: Monday, November 27, 2023 2:10 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: Per Diem - Budget Deliberations

I approve the attached 2023 Budget per diem claim form.

Gordon Harris
C: 780-934-4903

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Monday, November 27, 2023 1:22:58 PM
To: Gordon Harris <gharris@fortsask.ca>
Subject: Per Diem - Budget Deliberations

Please review the attached per diem request for attending the Capital and Operating Budget Deliberations.

Thank you,
Jennifer Chapman
Legislative Services Department - Legislative Officer