

EMPLOYEE NAME: Gordon Harris

ADDRESS: [Redacted]

MONTH ENDING: October 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
2023-10-11	Telus Mobility	October Cell Phone	1.1237.11217	\$ 63.45	\$ 3.18		\$ 66.63
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	Mileage*	See PAGE 2 for details	1.2133.11217	\$ -	N/A	N/A	\$ -
	Per Diems*	See PAGE 2 for details	---	\$ -	N/A	N/A	\$ -
	Education / Academic	See PAGE 3 for details	---	\$ -	\$ -	\$ -	\$ -
				\$ 63.45	\$ 3.18	\$ -	\$ 66.63

* 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 27, 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	04-Dec-23
Print Name of Immediate Supervisor	Supervisor's Signature	Date

October 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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Partial charges

AB 911 Government Fee (Sep 19 To Oct 11)	- \$0.73
AB 911 Government Fee (Sep 18 To Oct 11)	\$0.76
L&R Unlimited 100 5G+ - Unlimited (Sep 18 To Oct 11)	\$68.00
UL \$85/30GB (Sep 18 To Oct 11)	- \$68.00
Total partial charges	\$0.03

Monthly and other charges (Oct 12 to Nov 11)

L&R Unlimited 100 5G+ - Unlimited	\$85.00
[REDACTED]	
Mobile & Home Offer*	- \$15.00
Connection Fee Refund	- \$60.00
Monthly TELUS Easy Payment	\$43.34
AB 911 Government Fee	\$0.95
[REDACTED]	
Connection Fee	\$60.00
[REDACTED]	
Family Discount	- \$7.50
Total monthly and other charges	\$106.79

- 43.34

 63.45

Add-ons (Oct 12 to Nov 11)

Easy Roam US - PayPerUse Access On	
Easy Roam INTL- PayPerUse Access On	
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.

Long Distance - Domestic Phone	\$0.00
[REDACTED]	\$0.00
[REDACTED]	\$0.00
[REDACTED]	\$0.00
[REDACTED]	\$0.00

Jennifer Chapman

Subject: FW: G. Harris October Expense Claim - Approval Requested
Attachments: Oct Expense Claim.xlsx; G Harris Oct23 Cell Bill.pdf

From: Andrew Kaiser <AKaiser@fortsask.ca>
Sent: Monday, December 4, 2023 1:46 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: RE: G. Harris October Expense Claim - Approval Requested

Approved, as attached. Thanks Jennifer.

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

From: Jennifer Chapman
Sent: Tuesday, November 28, 2023 8:07 AM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: G. Harris October Expense Claim - Approval Requested

For your review and approval.

Jennifer Chapman
Legislative Services Department - Legislative Officer

From: Gordon Harris <gharris@fortsask.ca>
Sent: Monday, November 27, 2023 8:25 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: October Expense Claim - Approval Requested

I approve the attached expense claim for October 2023.

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

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Friday, November 24, 2023 9:24:07 AM
To: Gordon Harris <gharris@fortsask.ca>
Subject: October Expense Claim - Approval Requested

Please review the attached expense claim for October 2024. You can respond by replying to this email that you approve.

Thank you,

Jennifer Chapman