

EMPLOYEE NAME: Gordon Harris

ADDRESS: [Redacted]

MONTH ENDING: September 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 yyyy-mm-dd	Vendor Name	Description	GL Code (Fund-Object-Function) #-####-#####	Total before GST & HST	GST	HST	Total
2023-09-11	Telus Mobility	September Cell Phone	1.1237.11217	\$ 63.45	\$ 3.18		\$ 66.63
2023-09-27	ePark	Parkade Parking to attend AB Municipalites Convention	1.2133.11217	\$ 25.00			\$ 25.00
2023-09-28	ePark	Parkade Parking to attend AB Municipalites Convention	1.2133.11217	\$ 25.00			\$ 25.00
2023-09-29	ePark	Parkade Parking to attend AB Municipalites Convention	1.2133.11217	\$ 15.00			\$ 15.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	Mileage*	See PAGE 2 for details	1.2133.11217	\$ 138.72	N/A	N/A	\$ 138.72
	Per Diems*	See PAGE 2 for details	---	\$ -	N/A	N/A	\$ -
	Education / Academic	See PAGE 3 for details	---	\$ -	\$ -	\$ -	\$ -
				\$ 267.17	\$ 3.18	\$ -	\$ 270.35

* 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: Oct 13, 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	19-Oct-23
Print Name of Immediate Supervisor	Supervisor's Signature	Date

Complete Yellow Shaded Areas

Employee Name:

Expense for the month of:



CITY OF FORT SASKATCHEWAN

Vehicle Mileage Allowances

Mileage Allowance Rate: (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-kilom>

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	2023 Alberta Muncipalities Convention	2023-09-27	68.00
Fort Saskatchewan	Edmonton Convention Centre 9797 Jasper Ave	2023 Alberta Muncipalities Convention	2023-09-28	68.00
Fort Saskatchewan	Edmonton Convention Centre 9797 Jasper Ave	2023 Alberta Muncipalities Convention	2023-09-29	68.00
				204.00

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	\$ -

HARRIS GORDON Employee # [REDACTED] Department # [REDACTED] Employer # [REDACTED] Period Start 2023/09/11 Payday 2023/10/04
 Period End 2023/09/24 Sequence G9434675

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			16.32 195.00	134.64 1,462.50						

SUMMARY SOMMAIRE	GROSS PAY PAIE BRUTE	DEDUCTIONS RETENUES	NET PAY PAIE NETTE	NET PAY ALLOCATION DETAILS DE LA PAIE NETTE	
Current courant	211.32	.00	211.32	211.32	DEPOSIT [REDACTED]
Year-to-date cumul annuel	1,597.14	.00	1,597.14		

Employee # [REDACTED] ALBERTA CAPITAL REGION WASTEWATER COMMISSION 23262 TOWNSHIP RD 540 FORT SASKATCHEWAN, AB T8L 4A2

September 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 (Sep 12 to Oct 11)

UL \$85/30GB	\$85.00
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
Total monthly and other charges	\$63.45

Add-ons (Sep 12 to Oct 11)

Call Control	Free
Easy Roam INTL- PayPerUse Access On	
Easy Roam US - PayPerUse Access On	
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
[REDACTED]	\$0.00
[REDACTED]	\$0.00
[REDACTED]	\$0.00
Total usage charges	\$0.00

Total before taxes	\$63.45
GST	\$3.18
Total for 780 934-4903, with taxes	\$66.63

Jennifer Chapman

From: Gordon Harris [REDACTED]
Sent: October 5, 2023 8:16 AM
To: Jennifer Chapman
Subject: Fwd: Account activity report
Attachments: [REDACTED]

Hi Jennifer, attached is a pdf of my parking charges amounting to \$65 for parking to attend the AM conference.

Mileage from my residence to the Library parkade was 204km (68km/day) for travel over the three days.

Gordon Harris
C: 780-934-4903

[REDACTED]

----- Forwarded message -----

[REDACTED]



Account Activity Report

2023-Sep-1 to 2023-Sep-30

As of: Oct 5, 2023, 7:49 AM
Requested by: Gordon Harris

Date	Description	Cell #	Nickname	Location	Debits	Credits	Parking Cost	Balance
Sep 27, 2023	Parking from 2023-09-27 08:45 am to 2023-09-29 02:51 am Library Parkade, 10165 - 100 Street	(780)934-4903 via cpamobileapp	Gord	[REDACTED]			\$25.00	\$0.04
Sep 28, 2023	Parking from 2023-09-28 08:23 am to 2023-09-30 04:08 am Library Parkade, 10165 - 100 Street	(780)934-4903 via cpamobileapp	Gord	[REDACTED]			\$25.00	\$0.02
Sep 29, 2023	Parking from 2023-09-29 07:52 am to 2023-09-30 10:08 am Library Parkade, 10165 - 100 Street	(780)934-4903 via cpamobileapp	Gord	[REDACTED]			\$15.00	\$0.02
				Total:			\$65.00	

Jennifer Chapman

From: Andrew Kaiser
Sent: October 19, 2023 11:38 AM
To: Jennifer Chapman
Subject: RE: G. Harris September Expense Claim - Approval Required
Attachments: mileage email.pdf; Parkade Invoice.pdf; Sept Expense Claim.xlsx; G Harris September 23 Cell Bill.pdf

Importance: High

I approve of Councillor Harris' September Expense Claim Form, as attached.

Thank you,

Andrew Kaiser

Director, Legislative Services
Phone: 780-992-6584

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Thursday, October 19, 2023 8:47 AM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: FW: G. Harris September Expense Claim - Approval Required
Importance: High

Same with this one. Please review

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: Jennifer Chapman
Sent: Friday, October 13, 2023 3:52 PM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: G. Harris September 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)

From: Gordon Harris <gharris@fortsask.ca>
Sent: Friday, October 13, 2023 3:48 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: September Expense Claim - Approval Required

I approve the attached expense claim for September 2023.

Gordon Harris
C: 780-934-4903

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Friday, October 13, 2023 1:52:30 PM
To: Gordon Harris <gharris@fortsask.ca>
Subject: September Expense Claim - Approval Required

Good afternoon, please review the attached expense claim and respond by reply email that you approve.

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: 13-Oct-23		Payroll No.: XXXXXXXXXX		
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
Sept 27-29, 2023	2023 Alberta Municipalities Convention - Edmonton Convention Centre	3	x	\$ 200.00	1.2041.11217	\$ 600.00
Net Claim						\$ 600.00

Signature: _____ **Approved via attached email**

Approved by: _____ **Approved as per attached email.**
 Director, Legislative Services

Date Submitted for Payment: _____ **JC 2023-10-19**

Jennifer Chapman

From: Andrew Kaiser
Sent: October 19, 2023 11:35 AM
To: Jennifer Chapman
Subject: RE: GH Per Diem Expense - Approval Required
Attachments: Sept Per Diem GH.xls

Importance: High

I approve of Councillor Harris' September per-diem expense form, as attached.

Thank you,

Andrew Kaiser

Director, Legislative Services
Phone: 780-992-6584

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Thursday, October 19, 2023 8:46 AM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: FW: GH Per Diem Expense - Approval Required
Importance: High

I don't see a response from you on this yet. Can you please review.

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: Jennifer Chapman
Sent: Friday, October 13, 2023 3:50 PM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: GH Per Diem Expense - 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, October 13, 2023 3:48 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: Per Diem Expense - Approval Require

I approve the attached per-diem claim form for attendance at the AM conference.

Gordon Harris
C: 780-934-4903

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Friday, October 13, 2023 12:36:35 PM
To: Gordon Harris <gharris@fortsask.ca>
Subject: Per Diem Expense - Approval Require

Good afternoon,

Please review the attached per diem for attending the 2023 Alberta Municipalities Convention September 27-29, 2023.

Review and respond by reply email that you approve.

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