

EMPLOYEE NAME: Jibs Abitoye

ADDRESS: [Redacted]

MONTH ENDING: April 2021



**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 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
2021-04-28	KOODO	April Cell Phone Bill	1.2137.11216	\$ 81.44	\$ 4.07		\$ 85.51
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	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	---	\$ -	\$ -	\$ -	\$ -
				<b>\$ 81.44</b>	<b>\$ 4.07</b>	<b>\$ -</b>	<b>\$ 85.51</b>

\* GST cannot be claimed on allowances and per diems

I, Jibs Abitoye, 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: Approved as per attached email

Date: May 4, 2021

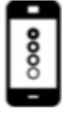
**APPROVAL (IMMEDIATE SUPERVISOR):**

*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	Approved as per attached email	05-May-21
Print Name of Immediate Supervisor	Supervisor's Signature	Date

**From:** [Jibs Abitoye](#)  
**Sent:** May 4, 2021 11:55 AM  
**To:** [Jennifer Chapman](#)  
**Subject:** Re: April Expenses

Please find Attached. Thank you



## Your Koodo Bill

April 28, 2021

**Koodo**  
mobile™

AJIBOLA ABITOYE  
Account number: [REDACTED]

**Account summary**

View details at  
[koodo.com/selfserve](http://koodo.com/selfserve)

Balance forward from your last bill .....\$0.00  
This reflects payments of \$85.51

**New charges**

Mobile services	\$81.44
GST / HST	\$4.07
<b>Total new charges</b>	<b>\$85.51</b>

**Total due** .....**\$85.51**

GST/HST# 100662892 QST# 100252895B Koodo is a trade name of TELUS Communications Inc.

PAGE 1 of 10

For payment options, see page 2.

<b>Your account number</b>	<b>Bill date</b>	<b>Total if received by May 25, 2021</b>
[REDACTED]	Apr 28, 2021	\$85.51

Payable on receipt

Amount you're paying  
\$

Printing this pdf version of the bill will not provide the quality required for processing at a financial institution. Please try paying online or by telephone using your credit card.

L'impression de la facture en format PDF ne sera pas d'une qualité permettant le traitement à une institution financière. Si possible, payez la facture en ligne ou par téléphone à l'aide d'une carte de crédit.

AJIBOLA ABITOYE  
[REDACTED]  
[REDACTED]

Jibs Abitoye  
Councillor, City of Fort Saskatchewan  
P: (780)-200-6863  
E: [jabitoye@fortsask.ca](mailto:jabitoye@fortsask.ca)  
[www.fortsask.ca](http://www.fortsask.ca)

**From:** [Jennifer Chapman](#)  
**Sent:** May 5, 2021 7:48 AM  
**To:** [Accounts Payable](#)  
**Subject:** J. Abitoye April Expense Claim Form - Approved  
**Attachments:** April Cell Phone.pdf; April Expense Claim.xlsx

---

Good morning,

Attached is the completed April expense claim and cell phone bill for Jibs Abitoye. Below are the emailed approvals from Jibs and Brenda Molter.

Thank you,

Jennifer Chapman  
Administrative Assistant, Legislative Services  
City of Fort Saskatchewan  
10005 102 St  
Fort Saskatchewan, AB T8L 2C5  
P: 780.992.6227  
[jchapman@fortsask.ca](mailto:jchapman@fortsask.ca)

---

**From:** Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
**Sent:** May 4, 2021 3:59 PM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** FW: J. Abitoye April Expense Claim Form - Approval Requested

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

Thanks,  
Brenda

---

**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** May 4, 2021 3:44 PM  
**To:** Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
**Subject:** J. Abitoye April Expense Claim Form - Approval Requested

Good afternoon Brenda,

Please respond by reply email that approve of the attached expense claim for Jibs Abitoye.

Thank you,

Jennifer Chapman  
Administrative Assistant, Legislative Services  
City of Fort Saskatchewan  
10005 102 St

Fort Saskatchewan, AB T8L 2C5  
P: 780.992.6227  
[jchapman@fortsask.ca](mailto:jchapman@fortsask.ca)

---

**From:** Jibs Abitoye <[jabitoye@fortsask.ca](mailto:jabitoye@fortsask.ca)>  
**Sent:** May 4, 2021 2:34 PM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** Re: April Expense Claim Form - Approval Requested

Approved. Thanks Jennifer

Jibs Abitoye  
Councillor, City of Fort Saskatchewan  
P: (780)-200-6863  
E: [jabitoye@fortsask.ca](mailto:jabitoye@fortsask.ca)  
[www.fortsask.ca](http://www.fortsask.ca)

On May 4, 2021, at 12:49 PM, Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)> wrote:

Good afternoon,

Please respond by reply email that you approve of the attached expense for April 2021.

Thank you,

Jennifer Chapman  
Administrative Assistant, Legislative Services  
City of Fort Saskatchewan  
10005 102 St  
Fort Saskatchewan, AB T8L 2C5  
P: 780.992.6227  
[jchapman@fortsask.ca](mailto:jchapman@fortsask.ca)

<April Cell Phone.pdf>  
<April Expense Claim.xlsx>

**CAPITAL REGION NORTHEAST WATER**

PO BOX 3438 LCD MAIN

SHERWOOD PARK ALBERTA T8H2T3

T: 780 467 7785

005878

DATE 2021-05-10

Y Y Y Y M M D D

PAY to Sibs Abitoye \$ 640.00

the order of

[Redacted]

Six Hundred Forty

100 DOLLARS  
CAPITAL REGION NORTHEAST WATER  
Security Features Included

RE April 12 & 26, May 3/21 Per Diem

PER

[Redacted]

PER