

EMPLOYEE NAME: Jibs Abitoye

ADDRESS: [Redacted]

MONTH ENDING: December 2021



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, 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 Received 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
2021-12-28	KOODO	December Cell Phone	1.2137.11216	\$ 60.95	\$ 3.05		\$ 64.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	Mileage*	See PAGE 2 for details	1.2133.11216	\$ -	N/A	N/A	\$ -
	Per Diems*	See PAGE 2 for details	---	\$ -	N/A	N/A	\$ -
	Education / Academic	See PAGE 3 for details	---	\$ -	\$ -	\$ -	\$ -
				<b>\$ 60.95</b>	<b>\$ 3.05</b>	<b>\$ -</b>	<b>\$ 64.00</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: Electronically approved via email

Date: Jan 7, 2022

**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	Electronically approved via email	07-Jan-22
Print Name of Immediate Supervisor	Supervisor's Signature	Date



# Your Koodo Bill

December 28, 2021



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 \$64.00

### New charges

Mobile services .....\$60.95

GST / HST .....\$3.05

Total new charges .....\$64.00

**Total due.....\$64.00**

The total due will be charged to your credit card 15 days from your bill date.



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



\* 100652652 QST# 100508068 Koodo is a trade name of TELUS Communications Inc.

**From:** [Brenda Molter](#)  
**Sent:** January 7, 2022 8:50 AM  
**To:** [Jennifer Chapman](#)  
**Subject:** FW: J. Abitoye December Expense Claim - Approval Required  
**Attachments:** December Expense Claim.xlsx; December Cell Phone .pdf

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

Thanks,  
Brenda

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** January 7, 2022 8:48 AM  
**To:** Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
**Subject:** J. Abitoye December Expense Claim - Approval Required

For your review and approval.

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**From:** Jibs Abitoye <[jabitoye@fortsask.ca](mailto:jabitoye@fortsask.ca)>  
**Sent:** January 7, 2022 8:43 AM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** Re: December Expense Claim - Approval Required

Approved, thank you!

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

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** Friday, January 7, 2022 8:06:40 AM  
**To:** Jibs Abitoye <[jabitoye@fortsask.ca](mailto:jabitoye@fortsask.ca)>  
**Subject:** December Expense Claim - Approval Required

Good morning,

Please review the attached expense claim for December. You can respond by reply email that you approve of the expense.

Thank you,

**Jennifer Chapman**  
Administrative Assistant - Legislative Services



**CITY OF FORT SASKATCHEWAN**

Council Per Diem

Conferences/Seminars/Workshops/Meetings (CSWM)

Name: <b>Jibs Abitoye</b>		Date: <b>07-Dec-21</b>		Payroll No.: <b>██████</b>		
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
02-Dec-21	Municipal Elected Official Training at the DCC	1	<b>x</b>	\$ 100.00	1.2041.11216	\$ 100.00
<b>Net Claim</b>						\$ 100.00

Signature: Electronically approved by email on December 7, 2021

Approved by: Electronically approved by email on December 8, 2021  
Director, Legislative Services

Date Submitted for Payment: \_\_\_\_\_

**From:** [Brenda Molter](#)  
**Sent:** December 8, 2021 7:58 AM  
**To:** [Jennifer Chapman](#)  
**Subject:** FW: J. Abitoye Per Diem - Municipal Elected Official Training  
**Attachments:** Per Diem MEO Dec 2 2021.xls

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Jennifer, I approve of the attached per diem request for Councillor Abitoye.

Thanks,  
Brenda

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** December 8, 2021 7:55 AM  
**To:** Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
**Subject:** J. Abitoye Per Diem - Municipal Elected Official Training

For your review and approval.

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**From:** Jibs Abitoye <[jabitoye@fortsask.ca](mailto:jabitoye@fortsask.ca)>  
**Sent:** December 7, 2021 7:31 PM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** Re: Per Diem - Municipal Elected Official Training

Approved. Thank you

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)

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** Tuesday, December 7, 2021 1:40 PM  
**To:** Jibs Abitoye <[jabitoye@fortsask.ca](mailto:jabitoye@fortsask.ca)>  
**Subject:** Per Diem - Municipal Elected Official Training

Good afternoon Councillor Abitoye,

Please review the attached per diem expense claim. Respond by reply email that you approve of the ½ day per diem for attending the MEO Training course at the DCC on December 2, 2021.

Thank you,

Jennifer Chapman