

EMPLOYEE NAME: Jibs Abitoye

ADDRESS: [Redacted]

MONTH ENDING: October 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 yyyy-mm-dd	Vendor Name	Description	GL Code (Fund-Object-Function) #-####-#####	Total before GST & HST	GST	HST	Total
2021-10-28	KODO	October Cell Phone	1.2137.11216	\$ 60.95	\$ 3.05		\$ 64.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	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	---	\$ -	\$ -	\$ -	\$ -
				\$ 60.95	\$ 3.05	\$ -	\$ 64.00

* 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: Nov 30, 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	Electronically approved via email	30-Nov-21
Print Name of Immediate Supervisor	Supervisor's Signature	Date



Your Koodo Bill

October 28, 2021



AJIBOLA ABITOYE

Account number: [REDACTED]

Account summary

View details at
koodo.com/selfserve

Balance forward from your last bill\$0.00

This reflects payments of \$255.04

New charges

Mobile services	\$60.95
Other charges and credits	\$7.65
GST / HST	\$3.05

Total new charges\$71.65

Total due.....\$71.65

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

[REDACTED]

100652052 QST# 1009520050 Koodo is a trade name of TELUS Communications Inc.

From: [Brenda Molter](#)
Sent: November 30, 2021 4:05 PM
To: [Jennifer Chapman](#)
Subject: FW: J. Abitoye October Expense Claim
Attachments: October Expense Claim.xlsx; October Cell Phone .pdf

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

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: November 30, 2021 3:54 PM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: J. Abitoye October Expense Claim

For your review and approval.

From: Jibs Abitoye <jabitoye@fortsask.ca>
Sent: November 30, 2021 3:52 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: October Expense Claim

Approved. Thank you.

Jibs Abitoye
Councillor, City of Fort Saskatchewan
P: 780-200-6863
E: jabitoye@fortsask.ca
www.fortsask.ca

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Tuesday, November 30, 2021 3:45 PM
To: Jibs Abitoye <jabitoye@fortsask.ca>
Subject: October Expense Claim

Good afternoon Councillor Abitoye,

Please review the attached expense claim for the October cell phone bill. Respond by reply email that you approve and I will forward to Accounts Payable.

Thank you,

Jennifer Chapman
Administrative Assistant – Legislative Services
City of Fort Saskatchewan

City of Fort Saskatchewan



Cheque Requisition Form

Payable to: Fort High School

Date: 20-Oct-21

Address: 10002 97 Ave Fort Sask, AB T8L 1R2

RE: Fort High Family Feast

REASON FOR REQUEST	GL CODE	Base Amt	GST	Total Amount
Donation Request from Councillor Jibs Abitoye for the Fort High Family Feast	1.2140.11216	200.00		\$ 200.00
				\$ 200.00

Requested by: Jennifer Chapman for Councillor Abitoye
(please print name)

Signature : See attached email.
(Signature)

Please attach all back up showing reason for the cheque request.

From: [Jennifer Chapman](#)
Sent: October 25, 2021 10:56 AM
To: [Accounts Payable](#)
Subject: J. Abitoye Cheque Request
Attachments: J. Abitoye Fort High Family Feast Cheque Request Form.xls

Good morning,

Attached is a cheque request form for Fort High from Councillor Jibs Abitoye.

Thank you,

Jennifer Chapman

Administrative Assistant – Legislative Services
City of Fort Saskatchewan
Direct: 780-992-6227

From: Brenda Molter <BMolter@fortsask.ca>
Sent: October 25, 2021 8:36 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: FW: J. Abitoye Donation Request FORT HIGH FAMILY FEAST 2021!!

Jennifer, I approve of the attached expense claim for Councillor Abitoye.

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: October 22, 2021 7:53 AM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: J. Abitoye Donation Request FORT HIGH FAMILY FEAST 2021!!

Good morning,

Please respond by reply email that you approve of the attached donation request from Councillor Abitoye.

Thank you,

Jennifer Chapman

Administrative Assistant - Legislative Services
City of Fort Saskatchewan
10005 102 ST, Fort Saskatchewan, AB T8L 2C5
Direct: 780-992-6227

Website: fortsask.ca

From: Jibs Abitoye <jabitoye@fortsask.ca>
Sent: October 20, 2021 3:52 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: FORT HIGH FAMILY FEAST 2021!!

I will do the same amount thank you.

It's not urgent, pls take your time. Thank you for all your hard work.

Jibs

On Oct 20, 2021, at 3:35 PM, Jennifer Chapman
<JChapman@fortsask.ca> wrote:

Hi,

Sorry for not responding to you sooner. Yes, I did get your email and I was just going to get to it after I sent this one out. It's been a little crazy this week and I am now catching up on my emails.

Councillor Kelly is donating \$200 from his promo account.

For reference last year you gave \$200.00.

Thanks for your patience.

Jennifer Chapman

From: Jibs Abitoye <jabitoye@fortsask.ca>
Sent: October 20, 2021 3:32 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: FORT HIGH FAMILY FEAST 2021!!

Hey Jennifer,

What are others giving?

Did you get my email about the promotional items?

Jibs

On Oct 20, 2021, at 3:29 PM, Jennifer Chapman
<JChapman@fortsask.ca> wrote:



JOURNAL ENTRY REQUEST FORM

Complete Yellow Shaded Areas

Instructions

After completing this form, please email **AS AN EXCEL SPREADSHEET** to acarpenter@fortsask.ca (General Accountant).
 Please attach **any and all supporting documents in the email** that help explain this entry.
 Please **indicate the date** on which the journal entry should be dated (in cases of backdating entries)
 Please **fill in ALL columns** . Incomplete requests will be returned. Use this format for the GL Code: **- - - - -**
 Email verification is now accepted, instead of signatures.
 Multiple line items are encouraged to be within one journal entry request.

Jennifer Chapman for Councillor Jibs Abitoye - October 21, 2021

Journal Entry Requested by (provide name) & Date of request

2021-10-21

Date for journal entry

Description/Explanation of Request	GL Code	Debit	Credit
Councillor Abitoye purchased 2 picnic blankets (\$22.45 ea) from the Mayor's Promotional Inventory	1.2140.11216	\$44.90	
Mayor's Promotional Inventory	1.2140.11101		\$44.90
These totals must be the same		\$ 44.90	\$ 44.90