

EMPLOYEE NAME: Jibs Abitoye

ADDRESS: [Redacted]

MONTH ENDING: February 2022



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
2022-02-28	Koodo	February Cell Phone Invoice	1.2137.11216	\$ 95.75	\$ 4.25		\$ 100.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	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	---	\$ -	\$ -	\$ -	\$ -
				\$ 95.75	\$ 4.25	\$ -	\$ 100.00

* 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 by Email

Date: Mar 11, 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 by email	14-Mar-22
Print Name of Immediate Supervisor	Supervisor's Signature	Date



Your Koodo Bill

February 28, 2022



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 \$64.00

New charges

Mobile services	\$156.82
GST / HST	\$7.84
Total new charges	\$164.66

Total due**\$164.66**

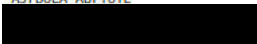
The total due will be charged to your credit card 15 days from your bill date.



Printing this pdf version of the bill will not provide the quality required for processing at a financial institution. Please by 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



From: [Brenda Molter](#)
Sent: March 14, 2022 3:44 PM
To: [Jennifer Chapman](#)
Subject: FW: J. Abitoye February Expense Claim - Approval Required
Attachments: Feb Expense Claim Form 2022.xlsx; Feb Cell Phone Invoice.PNG

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

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: March 14, 2022 8:09 AM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: J. Abitoye February Expense Claim - Approval Required

For your review and approval.

Thanks,
Jennifer

From: Jibs Abitoye <jabitoye@fortsask.ca>
Sent: March 11, 2022 10:34 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: RE: February Expense Claim - Approval Required

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: March 10, 2022 8:01 AM
To: Jibs Abitoye <jabitoye@fortsask.ca>
Subject: February Expense Claim - Approval Required

Councillor Abitoye,

Attached is the February expense claim form and a copy of your cell phone invoice for February 2022. Please respond by reply email that you have reviewed and approve of the attached expense.

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



CITY OF
FORT SASKATCHEWAN
ALBERTA

