

EMPLOYEE NAME: Lisa Makin

ADDRESS: [Redacted]

MONTH ENDING: August 2019

COPY



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 Accomodation (Per Diems) must be claimed on PAGE 2, and attached to this expense claim.

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 yyyy-mm-dd	Vendor Name	Description	GL Code (Fund-Object-Function) #-####-#####	Total before GST & HST	GST	HST	Total
2019-08-04	Bell Mobility	August Cell Phone	1.2137.11220	\$ 95.24	\$ 4.76		\$ 100.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	Mileage*	See PAGE 2 for details	1.2133.11220	\$ -	N/A	N/A	\$ -
	Per Diems*	See PAGE 2 for details	---	\$ -	N/A	N/A	\$ -
	Education / Academic	See PAGE 3 for details	---	\$ -	\$ -	\$ -	\$ -
				\$ 95.24	\$ 4.76	\$ -	\$ 100.00

* GST cannot be claimed on allowances and per diems

I, Lisa Makin, 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: Sept 9/19

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
 Print Name of Immediate Supervisor
 Supervisor's Signature: [Signature]
 Date: Sept 9/19

CURRENT CHARGES for 780-340-0054

Monthly charges billed to Sep 3, 2019

FOR YOUR INFORMATION...
Usage Summary min:sec

	min:sec

145.00

0.00
0.44
0.00
0.00
0.00
0.00
9.35
0.00
0.00

Usage

Airtime

Unlimited Canada minutes. Unlimited Usage
@\$.00/minute
Included incoming unlimited minutes

Data

20GB of Shareable Data Data Usage
@\$.00/MB

0.00

Events

Unlimited messages 0.00
TXT MSG Short Code Programs Sent 0.00
TXT MSG Short Code Programs Received 0.00
Picture/Video/File messaging 0.00
Data Usage Alerts 0.00

Premium and short code messages can be 3rd party alerts, content, or text messages interacting with contests and promotions that require an additional fee in order to subscribe/participate. These may be billed at a premium rate and/or outside your text messaging bundle.

Taxes

GST 7.74

Total current charges \$162.53

Jennifer Chapman

From: Lisa Makin
Sent: September 9, 2019 3:35 PM
To: Jennifer Chapman
Subject: Re: August Expense Claim

Approved

Sent from my iPhone

> On Sep 9, 2019, at 2:44 PM, Jennifer Chapman <JChapman@fortsask.ca> wrote:
>
> Hi Lisa,
>
> Please respond by reply email that you approve the attached expense for August.
>
> 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
>
>
>
> -----Original Message-----
> From: printer@fortsask.local <printer@fortsask.local>
> Sent: September 9, 2019 3:42 PM
> To: Jennifer Chapman <JChapman@fortsask.ca>
> Subject: Send data from MFP13427920
>
> Scanned from MFP13427920
> Date:09/09/2019 14:42
> Pages:2
> Resolution:200x200 DPI
> -----
> <DOC090919.pdf>

CARDHOLDER
NAME: Lisa Makin



CITY OF
FORT SASKATCHEWAN

STATEMENT DATE: August 12, 2019

COPY

INSTRUCTIONS:

Original itemized receipts must be attached and submitted to Accounts Payable.

MISSING RECEIPTS: If a receipt is missing, 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.

Education and Academic Courses must be claimed on PAGE 2, and attached to this expense claim.

Claim Received Expenses (EXCLUDING EDUCATION) in this Area

Transaction Date <i>yyyy-mm-dd</i>	Vendor Name	Description	GL Code (Fund-Object-Function) <i>#-####-####</i>	Total before GST & HST	GST	HST	Total
2019-07-31	AUMA	2019 AUMA Convention in Edmonton, AB	1.2131.11220	\$ 575.00	\$ 28.75		\$ 603.75
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	Education / Academic	See PAGE 2 for details	---	\$ -	\$ -	\$ -	\$ -
				\$ 575.00	\$ 28.75	\$ -	\$ 603.75

* If more space is required, attach multiple copies of this PAGE 1

I, Lisa Makin, 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: Aug 15/19

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
Print Name of Immediate Supervisor

Brenda Molter
Supervisor's Signature

Aug 19/19
Date

The information on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) and is used solely for purposes relating to City operations. Should you have questions about the collection information please contact the City of Fort Saskatchewan FOIP Coordinator at 780.992.6236.

Jennifer Chapman

From: Heather Harcott <registration@auma.ca>
Sent: July 30, 2019 8:13 AM
To: Jennifer Chapman
Subject: Registration Confirmed - 2019 AUMA Convention

Dear Jennifer:

Please save this email for future reference.

****Please note that seating for each session is limited and will be based on first come, first served****

Event: 2019 AUMA Convention

Number in Party: 1

Time: 7:00 am

Date: Wednesday, September 25, 2019

Location: Edmonton Convention Centre

Address: 9797 Jasper Avenue NW, Edmonton, Alberta, T5J 1N9, Canada

Group Confirmation Number: KXN223PXXM3

Primary Registrant (Lisa Makin)

Confirmation Number: JGNDDJ2D7XD

Lisa Makin

Order Date	Invoice	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due	
30-Jul-2019 8:05 AM MT	CONV19-0028- 0514-0548	Online Charge	(GST #R106694623)	Tax	CAD 28.75	CAD 28.75	CAD 0.00	
30-Jul-2019 8:05 AM MT	CONV19-0028- 0514-0548	Online Charge	Full Convention Registration - Member	Admission Item	CAD 575.00	CAD 575.00	CAD 0.00	
					Amt Ordered	Amt Paid	Amt Due	
					Total	CAD	CAD	CAD
					603.75	603.75	0.00	

To view or modify the online registration for anyone in your group, [Click here](#). You will be asked to enter your name and the group confirmation number shown above.

If you no longer want to receive emails from Heather Harcott, [Opt-Out](#)

Jennifer Chapman

From: Lisa Makin
Sent: August 15, 2019 5:58 PM
To: Jennifer Chapman
Subject: Re: August Visa Expense Claim Form

Approved

Sent from my iPhone

> On Aug 15, 2019, at 2:38 PM, Jennifer Chapman <JChapman@fortsask.ca> wrote:
>
> Good Afternoon Lisa,
>
> Please respond by reply email that you approve the attached visa expense claim.
>
> 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
>
>
>
>
> -----Original Message-----
> From: printer@fortsask.local <printer@fortsask.local>
> Sent: August 15, 2019 3:37 PM
> To: Jennifer Chapman <JChapman@fortsask.ca>
> Subject: Send data from MFP13427920
>
> Scanned from MFP13427920
> Date:08/15/2019 14:37
> Pages:4
> Resolution:200x200 DPI
> -----
> <DOC081519.pdf>