

EMPLOYEE NAME: Lisa Makin

ADDRESS: [Redacted]

MONTH ENDING: August 2020



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
2020-08-03	Bell Mobility	August Cell Phone Bill	1-2137-11220	\$ 93.44	\$ 4.67		\$ 98.11
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	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	---	\$ -	\$ -	\$ -	\$ -
				\$ 93.44	\$ 4.67	\$ -	\$ 98.11

* 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: Oct 7, 2020

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.	08-Oct-20
Print Name of Immediate Supervisor	Supervisor's Signature	Date



Service details

Aug 03 - Sep 02, 2020



(780) 340-0054

Monthly charges \$93.44

Usage charges & credits \$0.00

Subtotal
(before taxes) \$93.44

[Learn more about charges & credits](#)

From: [Jennifer Chapman](#)
Sent: October 8, 2020 8:20 AM
To: [Accounts Payable](#)
Subject: L. Makin August Expense Claim Form
Attachments: Lisa's Expense Claim Form Aug 2020.xlsx; August Cell Phone Bill.pdf

Good morning,

Attached is Councillor Lisa Makin's expense claim form and cell phone bill for the month of August 2020. Below are the approvals from Lisa Makin 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

From: Brenda Molter <BMolter@fortsask.ca>
Sent: October 8, 2020 8:05 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: FW: L. Makin August Expense Form - Approval Required

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

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: October 8, 2020 7:38 AM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: L. Makin August Expense Form - Approval Required

Good morning Brenda,

Please respond by reply email that you approve of the attached expense claim for Councillor Lisa Makin in the month of August 2020. Lisa has given her approval below.

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

From: Lisa Makin <lmakin@fortsask.ca>
Sent: October 7, 2020 4:20 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: August Expense Form - Approval Required

Approved

Sent from my iPhone

On Oct 7, 2020, at 3:48 PM, Jennifer Chapman <JChapman@fortsask.ca> wrote:

Good afternoon Lisa,

Please respond by reply email that you approve of the attached expense for August 2020.

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

<August Cell Phone Bill.docx>
<Lisa's Expense Claim Form Aug 2020.xlsx>