

EMPLOYEE NAME: Lisa Makin

ADDRESS: [Redacted]

MONTH ENDING: December 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 Accommodation (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
2020-12-03	Bell Mobility	December Cell Phone	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: Jan 10, 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	Approved as per attached email.	11-Jan-21
Print Name of Immediate Supervisor	Supervisor's Signature	Date

2:35



Service details

Dec 03 - Jan 02, 2021



(780) 340-0054

Monthly charges and credits	\$93.44	▼
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Usage charges & credits	 \$0.40	▼
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Subtotal (before taxes)	\$93.84
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[Learn more about charges & credits](#)

From: [Jennifer Chapman](#)
Sent: January 11, 2021 8:42 AM
To: [Accounts Payable](#)
Subject: L. Makin December Expense Claim
Attachments: Dec Cell phone bill.docx; Lisa's Expense Claim Form Dec 2020.xlsx

Good morning,

Please find attached Councillor Lisa Makin's expense claim form and cell phone bill for December 2020. Below is the emailed 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: January 11, 2021 8:03 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: FW: L. Makin December Expense Claim - Approval Required

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

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: January 11, 2021 7:42 AM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: L. Makin December Expense Claim - Approval Required

Good morning Brenda,

Please respond by reply email that you approve of the attached expense claim for Councillor Lisa Makin. Lisa has given her approval in the email 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: January 10, 2021 1:15 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: December Expense Claim - Approval Required

Approved

Sent from my iPhone

On Jan 7, 2021, at 2:50 PM, Jennifer Chapman <JChapman@fortsask.ca>
wrote:

Hi Lisa,

Please respond by reply email that you approve of the attached expense claim
for December 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

<Lisa's Expense Claim Form Dec 2020.xlsx>
<Dec Cell phone bill.docx>

Capital Region Assessment Services Commission

0779

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Date	Invoice	Payee: Ms. L. Makin Amount	Discount	Paid	Total
11 Dec 20	FEES	164.00	0.00	164.00	164.00