

EMPLOYEE NAME: Lisa Makin

ADDRESS: [Redacted]

MONTH ENDING: July 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 Receipted 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
2020-07-04	Bell Mobility	July 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: Aug 4, 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.	07-Aug-20
Print Name of Immediate Supervisor	Supervisor's Signature	Date

Page 9 / 11
 Bill Date July 4, 2020
 Next Bill Date August 4, 2020
 Mobile Number 781-540-0054
 Account Number XXXXXXXXXX
 Client ID Number XXXXXXXXXX
 (14 Digit Number for online/mobile banking)

CURRENT CHARGES for 780-340-0054

Monthly charges billed in Aug 2, 2020	
55 Smart Canada 105 CE 2020	105.00
Includes: 3 Way Calling	
Call Waiting	
25GB of Shareable Data	0.00
Alberta Government 911 fee	0.44
Message Centre	0.00
Call Display	0.00
Roam Better - w/ home data	0.00
Unltd Picture & Video Messaging	0.00
Data Overage	0.00
SPC Plan	13.00
Unlimited Canada minutes	0.00
Can-Can Messaging - Unlimited	0.00
ADD line discount (if eligible)	-25.00
Usage	
Airtime	
Unlimited Canada minutes Unlimited Usage	
@ \$0/minute	
Included incoming unlimited minutes	
Data	
25GB of Shareable Data Data Usage	
@ \$10/MB	0.00
Events	
Unlimited messages	0.00
TXT MSG Short Code Programs Received	0.00
TXT MSG Short Code Programs Received	0.00
TXT MSG Short Code Programs Received	0.00
Picture/Video/File messaging	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	4.67
Total current charges	\$96.11

From: Jennifer Chapman
Sent: August 7, 2020 2:43 PM
To: Accounts Payable
Subject: L. Makin Expense Claim Form July 2020
Attachments: July Cell Phone.PNG.pdf; Lisa's Expense Claim Form July 2020.pdf

Attached is the July expense claim and invoice for Lisa Makin.

Below is the approval emails 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

-----Original Message-----

From: Brenda Molter <BMolter@fortsask.ca>
Sent: August 7, 2020 11:32 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: RE: L. Makin Expense Claim Form July 2020 - Approval Required

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

Thanks,
Brenda

-----Original Message-----

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: August 7, 2020 11:22 AM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: L. Makin Expense Claim Form July 2020 - Approval Required

Brenda,

Please respond by reply email that you approve of the attached July expense for Lisa Makin.

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: Lisa Makin <lmakin@fortsask.ca>
Sent: August 4, 2020 8:31 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: Expense Claim Form July 2020

Approved

Sent from my iPhone

> On Jul 31, 2020, at 3:12 PM, Jennifer Chapman <JChapman@fortsask.ca> wrote:
>
> Hello Lisa,
>
> Please respond by reply email that you approve of the attached expense claim for July
> 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 July 2020.xlsx> <July Cell Phone.jpg>