

EMPLOYEE NAME: Lisa Makin

ADDRESS: [Redacted]

MONTH ENDING: March 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 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
2020-03-04	Bell Mobility	March 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: Mar 27, 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	30-Mar-20
Print Name of Immediate Supervisor	Supervisor's Signature	Date

Page
Bill Date
Next Bill Date
Mobile Number
Account Number
Client ID Number
(14 Digit Number for online/telebanking)

9 / 10
March 4, 2020
April 4, 2020
780-340-0054

CURRENT CHARGES for 780-340-0054

Monthly charges billed to Apr 3, 2020

SB Smart Canada 105 Share 20GB	105.00
Includes: 3 Way Calling Call Waiting	
20GB 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
Addl line discount (if eligible)	-25.00

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 Received	0.00
TXT MSG Short Code Programs Sent	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 \$98.11

From: [Brenda Molter](#)
Sent: March 30, 2020 8:25 AM
To: [Jennifer Chapman](#)
Subject: RE: Lisa Makin March Expense Claim Form

Jennifer, I approve of this expense.

Thanks,
Brenda

From: Jennifer Chapman
Sent: March 30, 2020 8:08 AM
To: Brenda Molter
Subject: Lisa Makin March Expense Claim Form

Good morning,

Please respond by reply email that you approve the expense claim for Lisa Makin for the month of March. Lisa's approval is 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: March 27, 2020 8:06 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: March Expense Claim Form

Approved. Thank you

Sent from my iPhone

On Mar 27, 2020, at 10:16 AM, Jennifer Chapman <JChapman@fortsask.ca> wrote:

Good morning Lisa,

Please respond by reply email that you approve the attached expense for March, 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