

EMPLOYEE NAME: Lisa Makin

ADDRESS: [Redacted]

MONTH ENDING: May 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 <i>yyyy-mm-dd</i>	Vendor Name	Description	GL Code (Fund-Object-Function) <i>#-###-#####</i>	Total before GST & HST	GST	HST	Total
2020-05-04	Bell Mobility	May 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

Cancel

05-04-2020



12 of 51

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

11 / 13
 May 4, 2020
 June 4, 2020
 780-340-0054

CURRENT CHARGES for 780-340-0054**Monthly charges** billed to Jun 2, 2020

SB Smart Canada 105 CE 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
Add'l line discount (if eligible)	-25.00

Usage**Airtime**

Unlimited Canada minutes Unlimited Usage
 @ \$0.00/minute
 Included incoming unlimited minutes

Data

20GB of Shareable Data Data Usage
 @ \$0.00/MB 0.00

Events

Unlimited messages	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 **\$98.11**

From: Jennifer Chapman
Sent: August 7, 2020 1:09 PM
To: Accounts Payable
Subject: L. Makin Expense Claim Form May 2020
Attachments: Lisa's Expense Claim Form May 2020.pdf; May Cell Phone .pdf

Attached is the completed expense claim form for Lisa Makin along with the cell phone invoice. Below are the approvals from Lisa and Brenda.

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 11:34 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: RE: L. Makin Expense Claim Form May 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 11:15 AM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: L. Makin Expense Claim Form May 2020 - Approval Required

Brenda,

Please respond by reply email that you approve the attached expense for Lisa Makin for May 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

-----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 May 2020 - Approval Required

Approved

Sent from my iPhone

> On Jul 31, 2020, at 2:48 PM, Jennifer Chapman <JChapman@fortsask.ca> wrote:

>

> Hello Lisa,

>

> Please respond by reply email that you approve the attached expense claim for May 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

>

>

> <May Cell Phone .pdf>

> <Lisa's Expense Claim Form May 2020.xlsx>