

EMPLOYEE NAME: Lisa Makin

ADDRESS: [Redacted]

MONTH ENDING: November 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
2020-11-03	Bell Mobility	November 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: Dec 15, 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.	15-Dec-20
Print Name of Immediate Supervisor	Supervisor's Signature	Date

1:40



Service details

Nov 03 - Dec 02, 2020



(780) 340-0054

Monthly charges and credits	\$93.44	▼
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Usage charges & credits	\$0.00	▼
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Subtotal (before taxes)	\$93.44
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[Learn more about charges & credits](#)

From: [Jennifer Chapman](#)
Sent: December 15, 2020 9:27 AM
To: [Accounts Payable](#)
Subject: L. Makin November Expense Claim - Approval Required
Attachments: Cell phone.pdf; Lisa's Expense Claim Form Nov 2020.xlsx

Good morning,

Attached is the November Expense Claim Form and Cell phone Invoice for Councillor Lisa Makin.

Below are 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: December 15, 2020 9:21 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: FW: L. Makin November 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: December 15, 2020 9:18 AM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: L. Makin November Expense Claim - Approval Required

Good morning Brenda,

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

From: Lisa Makin <lmakin@fortsask.ca>
Sent: December 15, 2020 9:15 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: November Expense Claim - Approval Required

Approved

Sent from my iPhone

On Dec 15, 2020, at 8:05 AM, Jennifer Chapman <JChapman@fortsask.ca> wrote:

Good morning Lisa,

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

From: Jennifer Chapman
Sent: December 10, 2020 2:28 PM
To: Lisa Makin <lmakin@fortsask.ca>
Subject: November Expense Claim - Approval Required

Hi Lisa,

Please respond by reply email that you approve of the attached expense claim for November 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 Nov 2020.xlsx>
<Cell phone.pdf>



CITY OF FORT SASKATCHEWAN

Council Per Diem

Conferences/Seminars/Workshops/Meetings (CSWM)

Name: Lisa Makin		Date: 24-Nov-20		Payroll No.: [REDACTED]		
Date of CSWM	Details & Location of CSWM	Duration: No. of days including travel time	X	Honorarium: <i>half day</i> - 2 to 4 hrs. (\$100.00) / <i>full day</i> - in excess of 4 hrs. (\$200.00)	Code to account	Total
16-Nov-20	Budget Deliberations November 16, 2020	1	x	\$ 200.00	1.2041.11220	\$ 200.00
18-Nov-20	Budget Deliberations November 18, 2020	1		\$ 200.00	1.2041.11220	\$ 200.00
24-Nov-20	Budget Deliberations November 24, 2020	1		\$ 200.00	1.2041.11220	\$ 200.00
Net Claim						\$ 600.00

Signature: _____

Approved via attached email

Approved by: _____

Approved as per attached email.

Director, Legislative Services

Date Submitted for Payment: _____

2020-11-26

From: [Jennifer Chapman](#)
Sent: November 26, 2020 3:35 PM
To: [April Norcott](#)
Subject: L. Makin Council Per Diem - Budget Deliberations
Attachments: Per Diem Form Lisa Makin.xls

Good afternoon April,

Please find attached the approved Council per diem expense claim form for Councillor Lisa Makin. Below are the approvals from Councillor 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: November 26, 2020 3:30 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: FW: Council Per Diem - Budget Deliberations

Jennifer, I approve of this per diem expense claim for Councillor Makin.

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: November 26, 2020 2:31 PM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: FW: Council Per Diem - Budget Deliberations

Good afternoon Brenda,

Please respond by reply email that you approve of the attached council per diem request for Councillor 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

From: Lisa Makin <lmakin@fortsask.ca>
Sent: November 26, 2020 11:42 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: Council Per Diem - Budget Deliberations

Approve

Sent from my iPhone

On Nov 25, 2020, at 4:09 PM, Jennifer Chapman <JChapman@fortsask.ca> wrote:

Good afternoon Lisa,

Please respond by reply email that you approve of the attached per diem expense for Budget Deliberations on November 16, 18, and November 24, 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

<Per Diem Form Lisa Makin.xls>