

EMPLOYEE NAME: Lisa Makin

ADDRESS:

MONTH ENDING: December 2021



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.

<https://open.alberta.ca/publications/travel-meal-and-hospitality-expenses-policy-expenses-policy>

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 yyyy-mm-dd	Vendor Name	Description	GL Code (Fund-Object-Function) #-####-#####	Total before GST & HST	GST	HST	Total
2021-12-03	Bell Mobility	December Cell Phone	1.2137.11220	\$ 93.95	\$ 4.70		\$ 98.65
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	Mileage*	See PAGE 2 for details	1.2133.11220	\$ -	N/A	N/A	\$ -
	Per Diems*	See PAGE 2 for details	---	\$ -	N/A	N/A	\$ -
	Education / Academic	See PAGE 3 for details	---	\$ -	\$ -	\$ -	\$ -
				\$ 93.95	\$ 4.70	\$ -	\$ 98.65

* 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: Electronically approved via email

Date: Jan 11, 2022

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 Service	Electronically approved via email	13-Jan-22
Print Name of Immediate Supervisor	Supervisor's Signature	

4:27 ↗



Service details
Dec 03 - Jan 02, 2022



(780) 340-0054

Monthly charges and credits **\$93.95** ▾

Usage charges & credits **\$0.00** ▾

Subtotal **\$93.95**
(before taxes)

[Learn more about charges & credits](#)

From: [Brenda Molter](#)
Sent: January 13, 2022 8:00 AM
To: [Jennifer Chapman](#)
Subject: FW: L. Makin December Expense Claim - Approval Requested
Attachments: December Cell Phone.pdf; December Expense Claim Form.xlsx

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

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: January 12, 2022 8:33 AM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: L. Makin December Expense Claim - Approval Requested

For your review and approval.

From: Lisa Makin <lmakin@fortsask.ca>
Sent: January 11, 2022 4:34 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: December Expense Claim - Approval Requested

Yes, I approve.

Get [Outlook for iOS](#)

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Tuesday, January 11, 2022 4:33:47 PM
To: Lisa Makin <lmakin@fortsask.ca>
Subject: December Expense Claim - Approval Requested

Good afternoon Councillor Makin,

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

Thank you,

Jennifer Chapman

Administrative Assistant - Legislative Services

City of Fort Saskatchewan

10005 102 ST, Fort Saskatchewan, AB T8L 2C5

Direct: 780-992-6227

Website: fortsask.ca



CITY OF FORT SASKATCHEWAN

Council Per Diem

Conferences/Seminars/Workshops/Meetings (CSWM)

Name: Lisa Makin		Date: 07-Dec-21		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
02-Dec-21	Municipal Elected Official Training at the DCC	1	x	\$ 100.00	1.2041.11220	\$ 100.00
Net Claim						\$ 100.00

Signature: Electronically approved via email December 7, 2021

Approved by: Electronically approved via email on December 8, 2021
Director, Legislative Services

Date Submitted for Payment: _____

From: [Brenda Molter](#)
Sent: December 8, 2021 7:32 AM
To: [Jennifer Chapman](#)
Subject: FW: L Makin Per Diem Expense - Municipal Elected Official Training
Attachments: Per Diem MEO DEC 2 2021.xls

Jennifer, I approve of the attached per diem request for Councillor Makin.

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: December 7, 2021 2:29 PM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: L Makin Per Diem Expense - Municipal Elected Official Training

For your review and approval.

Thank you,
Jennifer

From: Lisa Makin <lmakin@fortsask.ca>
Sent: December 7, 2021 1:55 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: Per Diem Expense - Municipal Elected Official Training

Approved

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From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Tuesday, December 7, 2021 1:47:31 PM
To: Lisa Makin <lmakin@fortsask.ca>
Subject: Per Diem Expense - Municipal Elected Official Training

Good afternoon Councillor Makin,

Please review the attached per diem expense claim and respond by reply email that you approve. This is for attending the ½ day MEO training at the DCC on December 2, 2021.

Jennifer Chapman

Administrative Assistant - Legislative Services

City of Fort Saskatchewan

10005 102 ST, Fort Saskatchewan, AB T8L 2C5

Direct: 780-992-6227