

EMPLOYEE NAME: Lisa Makin

ADDRESS: [Redacted]

MONTH ENDING: January 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 Accommodation (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 <i>yyyy-mm-dd</i>	Vendor Name	Description	GL Code (Fund-Object-Function) <i>#-####-#####</i>	Total before GST & HST	GST	HST	Total
2021-01-03	Bell Mobility	January 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	---	\$ -	\$ -	\$ -	\$ -
				<b>\$ 93.44</b>	<b>\$ 4.67</b>	<b>\$ -</b>	<b>\$ 98.11</b>

\* 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: Feb 11, 2021

**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	12-Feb-21
Print Name of Immediate Supervisor	Supervisor's Signature	Date

2:17

LTE



**Service details**  
Jan 03 - Feb 02, 2021



**(780) 340-0054**

Monthly charges and credits \$93.44

Usage charges & credits \$0.00

**Subtotal** \$93.44  
(before taxes)

[Learn more about charges & credits](#)

**From:** [Jennifer Chapman](#)  
**Sent:** February 12, 2021 8:12 AM  
**To:** [Accounts Payable](#)  
**Subject:** APPROVED EXPENSE L. Makin January Expense Claim  
**Attachments:** Jan Cell Phone.docx; Expense Claim Form 2021.xlsx

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Good morning Accounts Payable,

Attached is the approved January Expense claim form and invoice for Councillor Lisa Makin. Below are the emailed approvals.

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](mailto:jchapman@fortsask.ca)

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**From:** Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
**Sent:** February 12, 2021 8:10 AM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** FW: L. Makin January Expense Claim - Approval Required

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

Thanks,  
Brenda

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** February 12, 2021 8:07 AM  
**To:** Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
**Subject:** L. Makin January Expense Claim - Approval Required

Good morning Brenda,

Please respond by reply email that you approve of the attached expenses 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](mailto:jchapman@fortsask.ca)

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**From:** Lisa Makin <[lmakin@fortsask.ca](mailto:lmakin@fortsask.ca)>  
**Sent:** February 11, 2021 5:06 PM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** Re: January Expense Claim - Approval Required

Good thanks

Sent from my iPhone

On Feb 11, 2021, at 3:01 PM, Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)> wrote:

Good afternoon Councillor Makin,

Please respond by reply email that you approve of the attached expense claim for January 2021.

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](mailto:jchapman@fortsask.ca)

<Expense Claim Form 2021.xlsx>

<Jan Cell Phone.docx>