

EMPLOYEE NAME: Lisa Makin

ADDRESS: [REDACTED]

MONTH ENDING: July 2021



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 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
2021-07-03	Bell Mobility	July 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 12, 2021

APPROVAL (IMMEDIATE SUPERVISOR):

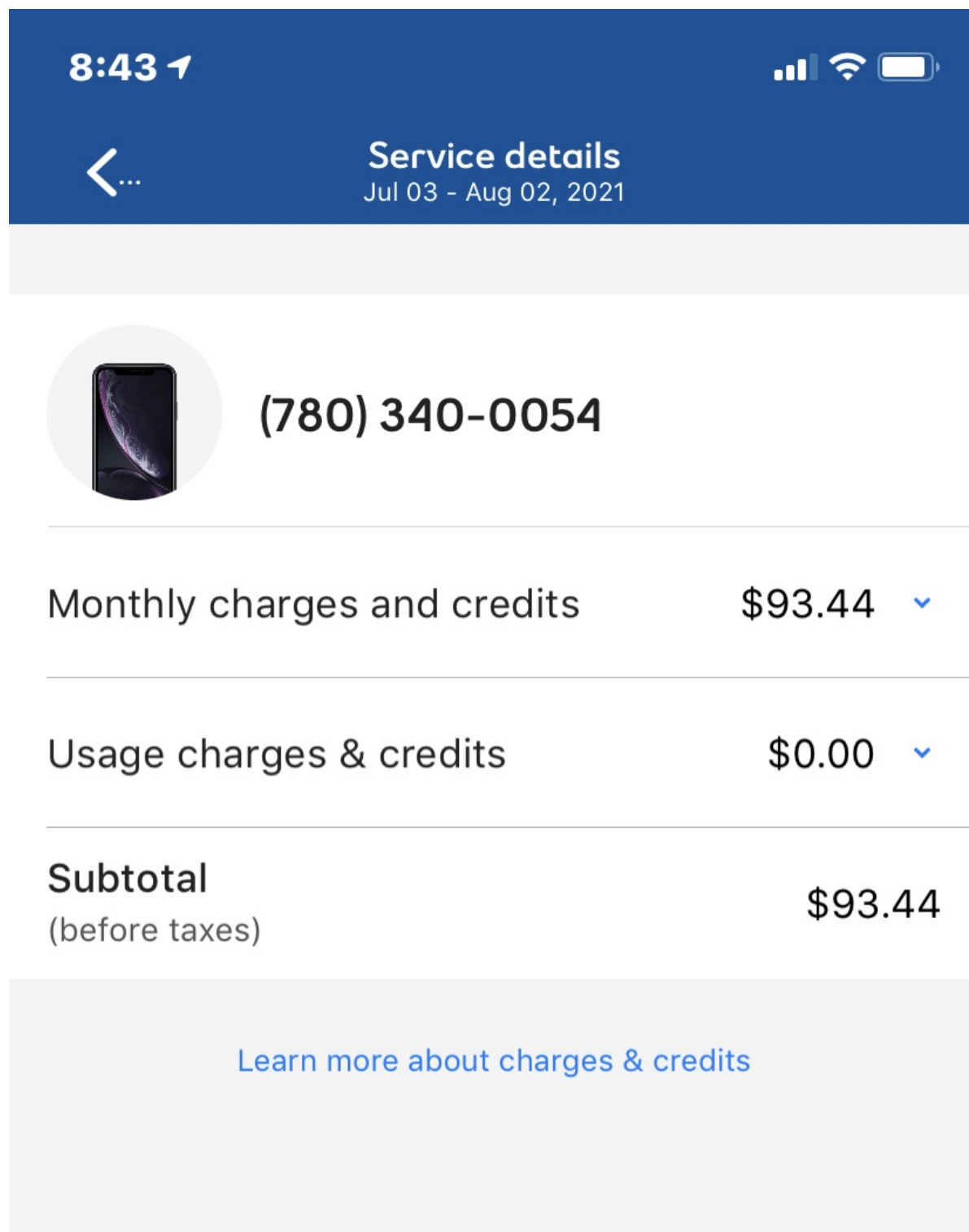
I have reviewed the expenditures claimed. I have confirmed that these expenditures are compliant with the Employee Business Expense Policy FIN-012-A. Therefore, I do hereby approve this expense claim for payment.




Andrew Kaiser, Senior Legislative Officer	Approved as per attached Email	13-Aug-21
Print Name of Immediate Supervisor	Supervisor's Signature	


From: [Lisa Makin](#)
Sent: August 12, 2021 8:45 AM
To: [Jennifer Chapman](#)
Subject: Screenshot 2021-08-12 at 8.43.51 AM


This is the only July expense I have.


Thanks Jennifer hope you are having a good summer!




8:43   

 **Service details**
Jul 03 - Aug 02, 2021

 **(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: [Andrew Kaiser](#)
Sent: August 13, 2021 4:18 PM
To: [Jennifer Chapman](#)
Subject: RE: L. Makin July Expense Claim Form - Approval Requested
Attachments: July Cell Phone.pdf; Copy of July Expense Claim Form.xlsx

Approved, as attached.

Andrew Kaiser

Fort Saskatchewan Legislative Services – Senior Legislative Officer
Phone: 780-992-6584

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Thursday, August 12, 2021 3:33 PM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: L. Makin July Expense Claim Form - Approval Requested

Good afternoon,

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

From: Lisa Makin <lmakin@fortsask.ca>
Sent: August 12, 2021 3:11 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: July Expense Claim Form - Approval Requested

Thanks Jennifer it looks good.

Sent from my iPhone

On Aug 12, 2021, at 9:27 AM, Jennifer Chapman <JChapman@fortsask.ca> wrote:

Good morning Councillor Makin,

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

<July Expense Claim Form.xlsx>
<July Cell Phone.pdf>