

EMPLOYEE NAME: Lisa Makin

ADDRESS:

MONTH ENDING: June 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 Received 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
2021-06-03	Bell Mobility	June 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	---	\$ -	\$ -	\$ -	\$ -
* GST cannot be claimed on allowances and per diems				\$ 93.44	\$ 4.67	\$ -	\$ 98.11

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: Jul 15, 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	15-Jul-21
Print Name of Immediate Supervisor	Supervisor's Signature	

The information on this form is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act (FOIP)* and is used
EXP2020-01V1

9:24 ↗



Service details

Jun 03 - Jul 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: [Jennifer Chapman](#)
Sent: July 15, 2021 10:30 AM
To: [Accounts Payable](#)
Subject: L. Makin June Expense Claim - Approved
Attachments: June Cell Phone.pdf; June Expense Claim Form.xlsx

Good morning,

Attached is the completed June expense claim form and cell phone bill 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: July 15, 2021 10:27 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: FW: L. Makin June Expense Claim - Approval Requested

Jennifer, I approve of the attached monthly cell phone expense claim for Councillor Makin.

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: July 15, 2021 10:19 AM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: L. Makin June Expense Claim - Approval Requested

Good morning Brenda,

Please respond by reply email that you approve of the attached expense claim 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: July 15, 2021 10:15 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: June Expense Claim - Approval Requested

Approved

Sent from my iPhone

On Jul 15, 2021, at 10:08 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 June 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

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

Capital Region Assessment Services Commission

0856

856

Date	Invoice	Payee: Ms. L. Makin Amount	Discount	Paid	Total
17 Jun 21	FEES	164.00	0.00	164.00	164.00
24 Jun 21	FEES	164.00	0.00	164.00	328.00