

EMPLOYEE NAME: Lisa Makin

ADDRESS:

MONTH ENDING: March 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
2021-03-03	Bell Mobility	March 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: May 10, 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	11-May-21
Print Name of Immediate Supervisor	Supervisor's Signature	Date




**From:** [Lisa Makin](#)  
**Sent:** April 21, 2021 5:38 PM  
**To:** [Jennifer Chapman](#)  
**Subject:** Screenshot 2021-04-21 at 5.36.54 PM


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**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Is this the phone bill you need?  
No other items for March.


Thanks!

**5:36**   


 **Service details**  
Mar 03 - Apr 02, 2021

 **(780) 340-0054**

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

**From:** Jennifer Chapman  
**Sent:** May 11, 2021 9:57 AM  
**To:** Accounts Payable  
**Subject:** L. Makin March Expense Claim Form - Approved  
**Attachments:** March Cell.pdf; Expense Claim Form 2021.xlsx

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Attached is Councillor Lisa Makin's March expense claim along with her cell phone bill. 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)

-----Original Message-----

From: Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
Sent: May 11, 2021 9:42 AM  
To: Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
Subject: FW: L. Makin March Expense Claim Form - Approval Requested

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

Thanks,  
Brenda

-----Original Message-----

From: Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
Sent: May 10, 2021 1:19 PM  
To: Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
Subject: L. Makin March Expense Claim Form - Approval Requested

Hi Brenda,

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

-----Original Message-----

From: Lisa Makin <[lmakin@fortsask.ca](mailto:lmakin@fortsask.ca)>  
Sent: May 10, 2021 12:08 PM  
To: Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
Subject: Re: March Expense Claim Form - Approval Requested

Sorry, I thought I did! Yes approved

Sent from my iPhone

> On May 10, 2021, at 11:05 AM, Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)> wrote:

>

> Hi Lisa,

>

> This is still pending your approval. Please review the attached and respond by reply email if you approve of the expenses.

>

> 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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> -----Original Message-----

> From: Jennifer Chapman

> Sent: April 22, 2021 9:08 AM

> To: Lisa Makin <[lmakin@fortsask.ca](mailto:lmakin@fortsask.ca)>

> Subject: March Expense Claim Form - Approval Requested

>

> Good morning Councillor Makin,

>

> Please respond by reply email that you approve of the attached expense claim for March 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>  
> <March Cell.pdf>

Capital Region Assessment Services Commission

0806

806

Date: 08 Mar 21

Payee: Ms. L. Makin

Date Invoice

Amount Discount

Paid

Total

18 Feb 21 FEE

164.00

0.00

164.00

164.00