

EMPLOYEE NAME: Lisa Makin

ADDRESS:

MONTH ENDING: August 2022



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 (CRA rates), Meals, and Accommodation (Alberta 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>

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/reasonable-kilometre-allowance.html>

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
2022-08-03	Bell Mobility	Aug Cell Phone	1.2137.11220	\$ 95.75	\$ 4.25		\$ 100.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	<b>Mileage*</b>	See PAGE 2 for details	---	\$ -	N/A	N/A	\$ -
	<b>Per Diems*</b>	See PAGE 2 for details	---	\$ -	N/A	N/A	\$ -
	<b>Education / Academic</b>	See PAGE 3 for details	---	\$ -	\$ -	\$ -	\$ -
				<b>\$ 95.75</b>	<b>\$ 4.25</b>	<b>\$ -</b>	<b>\$ 100.00</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 Electronically via Email

Date: Sep 9, 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 Services	Electronically Approved via Email	09-Sep-22
Print Name of Immediate Supervisor	Supervisor's Signature	Date

2:45



## Service details

Aug 03 - Sep 02, 2022



(780) 340-0054

Monthly charges and credits \$73.95 ▾

Hardware charges & credits ⓘ \$35.63 ▾

Usage charges & credits \$0.00 ▾

**Subtotal** \$109.58  
(before taxes)

[Learn more about charges & credits](#)

**From:** [Brenda Molter](#)  
**Sent:** September 9, 2022 1:22 PM  
**To:** [Jennifer Chapman](#)  
**Subject:** FW: L. Makin August Expense Claim - Approval Required  
**Attachments:** Aug Cell Invoice.jpeg; L. Makin Aug Expense Claim Form.xlsx

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

Thanks,  
Brenda

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** September 9, 2022 1:14 PM  
**To:** Brenda Molter <[BMolter@fortsask.ca](mailto:BMolter@fortsask.ca)>  
**Subject:** L. Makin August Expense Claim - Approval Required

For your review and approval.

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**From:** Lisa Makin <[lmakin@fortsask.ca](mailto:lmakin@fortsask.ca)>  
**Sent:** September 9, 2022 12:54 PM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** RE: August Expense Claim - Approval Required

Approved. Thank you.

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** September 8, 2022 7:58 AM  
**To:** Lisa Makin <[lmakin@fortsask.ca](mailto:lmakin@fortsask.ca)>  
**Subject:** August Expense Claim - Approval Required

Please review the attached expense claim form and respond by reply email that you approve of the expense claimed for August.

Thank you,

**Jennifer Chapman**

Legislative Officer | Legislative Services Department  
Direct: 780-992-6227

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CITY OF  
FORT SASKATCHEWAN  
ALBERTA



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**From:** Lisa Makin <[lmakin@fortsask.ca](mailto:lmakin@fortsask.ca)>  
**Sent:** September 7, 2022 2:46 PM