

EMPLOYEE NAME: Lisa Makin

ADDRESS: [Redacted]

MONTH ENDING: February 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, 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
2022-02-03	Bell Mobility	February Cell Phone Invoice	1.2137.11220	\$ 93.95	\$ 4.70		\$ 98.65
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	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	---	\$ -	\$ -	\$ -	\$ -
				\$ 93.95	\$ 4.70	\$ -	\$ 98.65

* 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: ELECTRONICALLY APPROVED BY EMAIL

Date: Mar 15, 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 BY EMAIL	15-Mar-22
Print Name of Immediate Supervisor	Supervisor's Signature	Date

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 solely for EXP2022-01V1



Service details

Feb 03 - Mar 02, 2022



(780) 340-0054

Monthly charges and credits	\$93.95	▼
-----------------------------	---------	---

Usage charges & credits	\$0.00	▼
-------------------------	--------	---

Subtotal (before taxes)	\$93.95
-----------------------------------	---------

[Learn more about charges & credits](#)

From: [Brenda Molter](#)
Sent: March 15, 2022 11:14 AM
To: [Jennifer Chapman](#)
Subject: FW: L. MAKIN FEBRUARY EXPENSE CLAIM - APPROVAL REQUIRED
Attachments: Feb Expense Claim Form 2022.xlsx; Feb Cell Phone .PNG

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

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: March 15, 2022 10:56 AM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: L. MAKIN FEBRUARY EXPENSE CLAIM - APPROVAL REQUIRED

For your review and approval.

From: Lisa Makin <lmakin@fortsask.ca>
Sent: March 15, 2022 10:52 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: FEBRUARY EXPENSE CLAIM - APPROVAL REQUIRED

Approved. Thanks :)

From: Jennifer Chapman
Sent: March 8, 2022 3:32 PM
To: Lisa Makin <lmakin@fortsask.ca>
Subject: FEBRUARY EXPENSE CLAIM - APPROVAL REQUIRED

Councillor Makin,

Attached is the February expense claim form and a copy of your cell phone invoice for February 2022. Please respond by reply email that you have reviewed and approve of the attached expense.

Jennifer Chapman

Administrative Assistant - Legislative Services

City of Fort Saskatchewan

10005 102 ST, Fort Saskatchewan, AB T8L 2C5

Direct: 780-992-6227

Website: fortsask.ca



CITY OF
FORT SASKATCHEWAN
ALBERTA



Transfer Date	Contact	Amount	Status	Transfer Type	
24-Feb-2022	Lisa Makin [REDACTED]	\$219.00	Completed	Send Money	Details

Interac® e-Transfer History - Details

Date	Status	Message
24-Feb-2022	Transfer Requested	Feb 16 2022 CRASC Board Meet Per Diem
24-Feb-2022	Recipient Notified	Feb 16 2022 CRASC Board Meet Per Diem
24-Feb-2022	Authentication Successful	
24-Feb-2022	Completed	