

EMPLOYEE NAME: Lisa Makin

ADDRESS: [Redacted]

MONTH ENDING: January 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 yyyy-mm-dd	Vendor Name	Description	GL Code (Fund-Object-Function) #-####-#####	Total before GST & HST	GST	HST	Total
2022-01-03	Bell Mobility	January Cell Phone Invoice	1.2137.11220	\$ 94.35	\$ 4.72		\$ 99.07
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	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	---	\$ -	\$ -	\$ -	\$ -
				\$ 94.35	\$ 4.72	\$ -	\$ 99.07

* 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 8, 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	08-Mar-22
Print Name of Immediate Supervisor	Supervisor's Signature	Date



Service details

Jan 03 - Feb 02, 2022



(780) 340-0054

Monthly charges and credits	\$93.95	▼
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Usage charges & credits	 \$0.40	▼
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Subtotal (before taxes)	\$94.35
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[Learn more about charges & credits](#)

From: [Brenda Molter](#)
Sent: March 8, 2022 3:32 PM
To: [Jennifer Chapman](#)
Subject: FW: L. Makin January Expense Claim
Attachments: Jan Expense Claim Form 2022.xlsx; Jan Cell Phone.PNG

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

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: March 8, 2022 3:30 PM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: L. Makin January Expense Claim

For your review and approval.

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

