

EMPLOYEE NAME: Lisa Makin

ADDRESS:

MONTH ENDING: April 2023



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 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
2023-04-03	Bell Mobility	April Cell Phone	1.2137.11220	\$ 95.75	\$ 4.25		\$ 100.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	Mileage*	See PAGE 2 for details	1.2133.11220	\$ 81.60	N/A	N/A	\$ 81.60
	Per Diems*	See PAGE 2 for details	---	\$ -	N/A	N/A	\$ -
	Education / Academic	See PAGE 3 for details	---	\$ -	\$ -	\$ -	\$ -
				\$ 177.35	\$ 4.25	\$ -	\$ 181.60

* 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 via Email

Date: May 24, 2023

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.

Andrew Kaiser, Director, Legislative Services	Electronically Approved Via Email	25-May-23
Print Name of Immediate Supervisor	Supervisor's Signature	Date

11:59

83




Service details

Apr 03 - May 02, 2023



(780) 340-0054

Monthly charges and credits \$73.95

Hardware charges & credits  \$35.63

Usage charges & credits \$0.00

Subtotal
(before taxes) \$109.58

[Learn more about charges & credits](#)

Jennifer Chapman

From: Andrew Kaiser
Sent: May 25, 2023 5:16 PM
To: Jennifer Chapman
Subject: RE: L. Makin April Expense Claim - Approval Required
Attachments: LM April Cell.pdf; Expense Claim 2023.xlsx

I approve of Councillor Makin's April 2023 Expense Claim Form, as attached.

Thank you,

Andrew Kaiser

Director, Legislative Services
Phone: 780-992-6584

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Thursday, May 25, 2023 10:59 AM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: L. Makin April Expense Claim - Approval Required

For your review and approval.

Jennifer Chapman

Legislative Services Department - Legislative Officer
City of Fort Saskatchewan
10005 102 ST, Fort Saskatchewan, AB T8L 2C5
Direct: [780-992-6227](tel:780-992-6227)
Website: fortsask.ca

From: Lisa Makin <lmakin@fortsask.ca>
Sent: Wednesday, May 24, 2023 2:49 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: April Expense Claim - Approval Required

Approved.

I, Lisa Makin, declare that my vehicle insurance coverage is not less than \$1,000,000 public liability and property damage.

Get [Outlook for iOS](#)

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Wednesday, May 24, 2023 11:51:40 AM
To: Lisa Makin <lmakin@fortsask.ca>
Subject: April Expense Claim - Approval Required

Good morning,

Please review the attached expense claim and respond by reply email that you approve. Upon approval, you also make the following declaration (due to mileage):

I, Lisa Makin, declare that my vehicle insurance coverage is not less than \$1,000,000 public liability and property damage.

Thank you,

Jennifer Chapman

Legislative Services Department - Legislative Officer


City of Fort Saskatchewan

10005 102 ST, Fort Saskatchewan, AB T8L 2C5

Direct: [780-992-6227](tel:780-992-6227)

Website: fortsask.ca

Statement

Account Name:	CHAPMAN, JENNIFER	Card Number:	xxxx-xxxx-xxxx-1835
Company Name:	CITY OF FORT SASKATCHEWAN	Account Limit:	\$ 2,500.00
Employee ID:		Currency:	CANADIAN DOLLAR
Statement Date (MM/DD/YYYY):	05/15/2023		

Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date.

Payments:	\$ 0.00
Adjustments:	\$ 0.00
Net Purchases:	\$ 792.17
Cash Advance:	\$ 0.00
Fees:	\$ 0.00
Other Charges:	\$ 0.00
New Account Balance:	\$ 792.17

For your records only. No payment required.

Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
04/13	04/17 469258266	SHERWOOD PARK CHAMBER SHERWOOD PARK AB	\$ 120.00 093155	\$ 6.00 (e)	\$ 126.00

TOTAL CREDITS	xxxx-xxxx-xxxx-1835	\$ 0.00
TOTAL DEBITS	xxxx-xxxx-xxxx-1835	\$ 792.17

Registration for Sherwood Park Chamber Monthly Mtg April 19
 Councillor Noyen 42.00 (gst incl)
 Councillor Harris 42.00 (gst incl)
 Councillor Makin 42.00 (gst incl)



Statement

Account Name:	CHAPMAN, JENNIFER	Card Number:	xxxx-xxxx-xxxx-1835
Company Name:	CITY OF FORT SASKATCHEWAN	Account Limit:	\$ 2,500.00
Employee ID:	██████████	Currency:	CANADIAN DOLLAR
Statement Date (MM/DD/YYYY):	04/15/2023		

Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date.

Payments:	\$ 0.00
Adjustments:	\$ 0.00
Net Purchases:	\$ 262.15
Cash Advance:	\$ 0.00
Fees:	\$ 0.00
Other Charges:	\$ 0.00
New Account Balance:	\$ 262.15

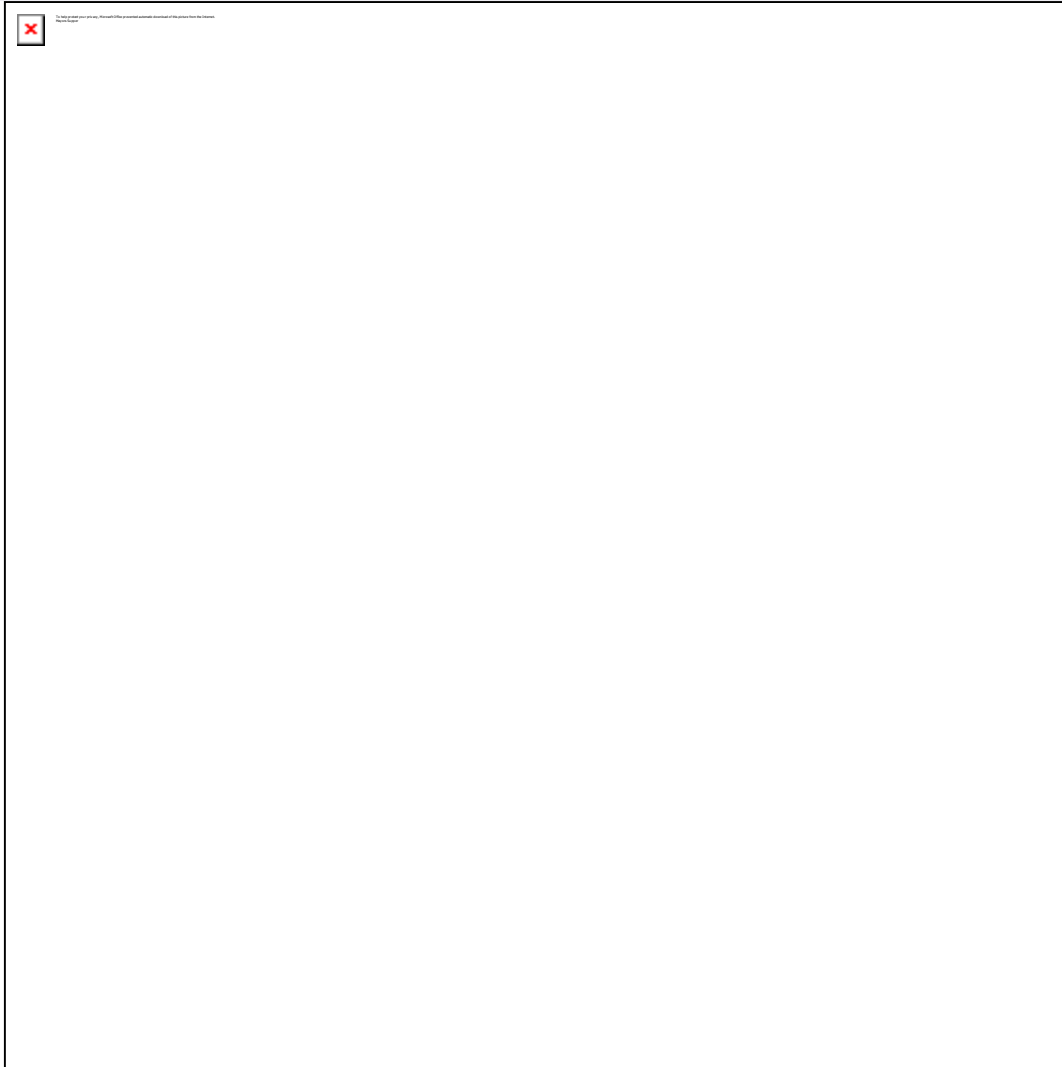
For your records only. No payment required.


Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
1	03/21 465580833	03/22 FORT SASKATCHEWAN CHAM FORT SASKATCH AB	\$ 30.00 049629	\$ 1.50 (e)	\$ 31.50
2	04/07 468164888	04/10 EVENTBRITE/MAYORSSUPPE SAINT JOHN NB	\$ 36.89 008290	\$ 5.53 (e)	\$ 42.42


TOTAL CREDITS	xxxx-xxxx-xxxx-1835	\$ 0.00
TOTAL DEBITS	xxxx-xxxx-xxxx-1835	\$ 262.15

1. Registration for Councillor Makin to attend the April 5, 2023 Fort Sask Chamber Members Mtg
2. Registration for Councillor Makin to attend the Bruderheim Mayor's Supper Gala on April 29, 2023



 **1 x Ticket**
Order total: \$42.42

 **Saturday, 29 April 2023 from 5:30 p.m. to 9:30 p.m. (MT)**
Add to [Google](#) · [Outlook](#) · [iCal](#) · [Yahoo](#)

 **Memorial Community Centre**
5014 Queen Street
Bruderheim, AB T0B 0S0
Canada
[View on map](#)

[View event details](#)

Town of Bruderheim

Follow

Questions about this event?

[Contact the organizer](#)

Order Summary

Order #6339772809 - 7 April 2023

CA\$42.42 paid by MasterCard

Last 4 digits: 1835

Appears on your card statement as EB *Mayors Supper

Lisa Makin	1 x General Admission	\$42.42
		\$42.42

[View and manage your order online](#)

Printable PDF tickets are attached to this email

[Contact the organizer](#) for any questions related to this purchase.

This order is subject to Eventbrite [Terms of Service](#) and [Privacy Policy](#), and [Cookie Policy](#).



This email was sent to jchapman@fortsask.ca

Eventbrite | 535 Mission Street, 8th Floor | San Francisco, CA 94105

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Jennifer Chapman

From: chamber@fortsaskchamber.com
Sent: March 21, 2023 11:21 AM
To: Jennifer Chapman
Subject: Confirmation: Members Meeting - Mayor Gale Katchur State of the City Address

Registration Information

Members Meeting - Mayor Gale Katchur State of the City Address

Date: April 5, 2023 11:30 AM - 1:00 PM MDT
Location: Dow Centennial Centre

Date/Time Details: Wednesday, April 5th, 2023
Doors open: 11:30am
Lunch and Keynote: 12:00pm
Expected finish: 1:30pm

You've successfully completed registration for Members Meeting - Mayor Gale Katchur State of the City Address via Fort Saskatchewan Chamber of Commerce Website.

[Click Here for More Information](#)

Summary			
Item	Details	Quantity	Total Amt
New Monthly Meeting - Member Lunch	Lisa Makin	1	\$30.00
			Sales Tax \$1.50
			Total: \$31.50
			PAID

[Edit Registration / Edit Attendee\(s\)](#)

[Add to Google Calendar](#)

[Add to Yahoo Calendar](#)

[Add to iCal \(Outlook, Apple, or other\) Calendar](#)

Members Meeting - Mayor Gale Katchur State of the City Address

Date: April 5, 2023 11:30 AM - 1:00 PM MDT



Location: Dow Centennial Centre

Date/Time Details: Wednesday, April 5th, 2023
Doors open: 11:30am
Lunch and Keynote: 12:00pm
Expected finish: 1:30pm

Item: New Monthly Meeting - Member Lunch

Attendee Name: Lisa Makin

Attendee ID: 24709

Confirmation Number: e.1900.5597.20861

Sherwood Park & District Chamber of Commerce **INVOICE**

100 Ordze Avenue
 Sherwood Park, AB T8B 1M6

Invoice No.: 69680
 Date: 04/06/23
 Ship Date:
 Page: 1
 Re: Order No.

Sold to:
City of Fort Saskatchewan
 10005 - 102 Street
 Fort Saskatchewan, AB T8L 2C5

Ship to:
 City of Fort Saskatchewan
 10005 - 102 Street
 Fort Saskatchewan, AB T8L 2C5

Business No.: 10797 7159

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			Chamber Mayor's Luncheon - April 19, 2023			
		1	Councillor Patrick Noyen	G	40.00	40.00
		1	Councillor Lisa Makin	G	40.00	40.00
			G - GST 5.00%			
			GST			4.00
Sherwood Park & District Chamber of Commerce GST: #10797 7159						
Shipped By: _____ Tracking Number: _____					Total Amount	84.00
Comment: PAYABLE ON RECEIPT * PLEASE MARK INVOICE ON CHEQUE, PAYMENT ACCEPTED BY CREDIT CARD 780-416-3055					Amount Paid	0.00
Sold By: _____					Amount Owing	84.00