

EMPLOYEE NAME: Lisa Makin

ADDRESS: [Redacted]

MONTH ENDING: August 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 Accomodation (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
2023-08-03	Bell Mobility	August Cell Phone	1.2137.11220	\$ 95.75	\$ 4.25		\$ 100.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	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	---	\$ -	\$ -	\$ -	\$ -
				\$ 95.75	\$ 4.25	\$ -	\$ 100.00

* 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: Sep 11, 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	13-Oct-23
Print Name of Immediate Supervisor	Supervisor's Signature	Date



Service details

Aug 03 - Sep 02, 2023



(780) 340-0054

Monthly charges and credits \$98.95 ▼

Hardware charges & credits ⓘ \$35.63 ▼

Usage charges & credits \$0.00 ▼

Subtotal \$134.58
(before taxes)

[Learn more about charges & credits](#)

Jennifer Chapman

From: Andrew Kaiser
Sent: October 13, 2023 11:39 AM
To: Jennifer Chapman
Subject: RE: L. Makin August Expense Claim - Approval Required

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

Thank you,

Andrew Kaiser

Director, Legislative Services
Phone: 780-992-6584

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Monday, September 11, 2023 1:10 PM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: L. Makin August Expense Claim - Approval Required

For your review and approval.

Jennifer Chapman

From: Lisa Makin <lmakin@fortsask.ca>
Sent: Monday, September 11, 2023 9:36 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: August Expense Claim - Approval Required

Approved, thank you!

Get [Outlook for iOS](#)

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Monday, September 11, 2023 8:21:02 AM
To: Lisa Makin <lmakin@fortsask.ca>
Subject: August Expense Claim - Approval Required

Good morning, please review the attached expense claim for August and respond by reply email that you approve.

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