

EMPLOYEE NAME: Lisa Makin

ADDRESS: [Redacted]

MONTH ENDING: February 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
2023-02-03	Bell Mobility	February 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: Mar 9, 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.

Brenda Molter, Director, Legislative Services	Electronically Approved Via Email	13-Mar-23
Print Name of Immediate Supervisor	Supervisor's Signature	Date



Service details

Feb 03 - Mar 02, 2023



(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](#)

Jennifer Chapman

From: Brenda Molter
Sent: March 13, 2023 8:20 AM
To: Jennifer Chapman
Subject: FW: LM February Expense Claim
Attachments: February Expense Claim Form 2023.xlsx; L. Makin Feb Cell.jpeg

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

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: March 9, 2023 4:29 PM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: LM February Expense Claim

For your review and approval.

Jennifer Chapman

From: Lisa Makin <lmakin@fortsask.ca>
Sent: Thursday, March 9, 2023 4:25 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: February Expense Claim

Approved. Thanks Jennifer :)

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From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Wednesday, March 8, 2023 2:03:18 PM
To: Lisa Makin <lmakin@fortsask.ca>
Subject: February Expense Claim

Please review the attached expense claim for February 2023 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

Interac[®] e-Transfer History - Details

Date	Status	Message
21-Feb-2023	Transfer Requested	JAN 20/2023 BANK APT mileage \$45.14 FEB 16/2023 Board Meeting Per Diems and Mileage \$251.94
21-Feb-2023	Recipient Notified	JAN 20/2023 BANK APT mileage \$45.14 FEB 16/2023 Board Meeting Per Diems and Mileage \$251.94
21-Feb-2023	Authentication Successful	
21-Feb-2023	Completed	

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