

EMPLOYEE NAME: Lisa Makin

ADDRESS: [Redacted]

MONTH ENDING: July 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 <i>yyyy-mm-dd</i>	Vendor Name	Description	GL Code (Fund-Object-Function) <i>#-###-####</i>	Total before GST & HST	GST	HST	Total
2023-07-03	Bell Mobility	July Cell Phone	1.2137.11220	\$ 94.75	\$ 5.25		\$ 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	---	\$ -	\$ -	\$ -	\$ -
				\$ 94.75	\$ 5.25	\$ -	\$ 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: Aug 22, 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	22-Aug-23
Print Name of Immediate Supervisor	Supervisor's Signature	Date

## Jennifer Chapman

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**From:** Andrew Kaiser  
**Sent:** August 22, 2023 11:11 AM  
**To:** Jennifer Chapman  
**Subject:** RE: L. Makin July expense claim - Approval Required  
**Attachments:** Expense Claim 2023.xlsx; July Cell.jpeg

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

Thanks Jennifer,

### Andrew Kaiser

Director, Legislative Services  
Phone: 780-992-6584

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**From:** Jennifer Chapman <JChapman@fortsask.ca>  
**Sent:** Tuesday, August 22, 2023 7:59 AM  
**To:** Andrew Kaiser <AKaiser@fortsask.ca>  
**Subject:** L. Makin July expense claim - Approval Required

For your review and approval.

Jennifer Chapman

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**From:** Lisa Makin <[lmakin@fortsask.ca](mailto:lmakin@fortsask.ca)>  
**Sent:** Tuesday, August 22, 2023 7:51 AM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** Re: July expense claim - Approval Required

Approved, thanks so much.

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** Tuesday, August 22, 2023 7:46:44 AM  
**To:** Lisa Makin <[lmakin@fortsask.ca](mailto:lmakin@fortsask.ca)>  
**Subject:** July expense claim - Approval Required

Hi Councillor Makin,

Apologies for not sending this sooner.

Please review the attached expense claim and respond by reply email that you approve.

Thank you,




## Service details

Jul 03 - Aug 02, 2023



(780) 340-0054

Monthly charges and credits \$98.95 

Hardware charges & credits  \$35.63 

Usage charges & credits  \$40.50 

**Subtotal** \$175.08  
(before taxes)

[Learn more about charges & credits](#)



Services



Usage



Bills



Shop



Support

City of Fort Saskatchewan



**Cheque Requisition Form**

**Payable to:** Fort Saskatchewan Minor Football Association (FSMFA) **Date:** 12-Jul-23  
**Address:** Attention: Ryan Nerbas

REASON FOR REQUEST	GL CODE	Base Amt	GST	Total Amount
Donation to the FSMFA to support their 24-hour Flag-a-thon Charity Football Event in support of the Stollery Children's Hospital Foundation on August 11-12, 2023 (see attached documentation)	1.2140.11220	300.00		\$ 300.00
				\$ 300.00

Requested by: Councillor Lisa Makin  
(please print name)

Signature : Electronically approved via email (attached)  
(Signature)

**Please attach all back up showing reason for the cheque request.**

## Jennifer Chapman

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**From:** Lisa Makin  
**Sent:** July 12, 2023 12:04 PM  
**To:** Jennifer Chapman  
**Subject:** FW: Fort Sask Minor Football - 24 Hour Charity Football Event  
**Attachments:** Flag Marathon - Stollery Fundraiser - Mayor and City Council Letter.pdf

Jennifer, I will give \$300 from my promotional account for this. Let me know if you need any other info.

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**From:** Equipment Director <equipment.fsmfa@gmail.com>  
**Sent:** Wednesday, July 12, 2023 9:12 AM  
**To:** Gale Katchur <GKatchur@fortsask.ca>; Jibs Abitoye <jabitoye@fortsask.ca>; Birgit Blizzard <bblizzard@fortsask.ca>; Gordon Harris <gharris@fortsask.ca>; Brian Kelly <bkelly@fortsask.ca>; Lisa Makin <lmakin@fortsask.ca>; Patrick Noyen <pnoyen@fortsask.ca>  
**Cc:** President <fsmfa.president@gmail.com>; Communications <communications.fsmfa@gmail.com>  
**Subject:** Fort Sask Minor Football - 24 Hour Charity Football Event

Mayor Katchur and Council Members,

I want to start by thanking you for allowing us to present our 24-Hour Flag-A-Thon Charity Football Event in support of the Stollery Children's Hospital Foundation. As requested by a few of the council members, here is a list of the activities we are planning during the event that we are looking for help to cover the costs for. I know some of you mentioned you could use your promotional funds to help us cover these costs. Let us know if this is something you would be interested in. Once again, thank you for listening to us and reaching out to offer help and suggestions afterwards. Let us know if you have any questions or concerns.

Thanks again,



**Ryan Nerbas**  
Equipment and Field Director  
Fort Saskatchewan Minor Football Association  
[equipment.fsmfa@gmail.com](mailto:equipment.fsmfa@gmail.com)  
[www.fortsaskfootball.com](http://www.fortsaskfootball.com)



Virus-free [www.avast.com](http://www.avast.com)