

EMPLOYEE NAME: Lisa Makin

ADDRESS: [Redacted]

MONTH ENDING: March 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 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
2023-03-03	Bell Mobility	March Cell Phone Bill	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: Apr 13, 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-Apr-23
Print Name of Immediate Supervisor	Supervisor's Signature	Date

1:18



## Service details

Mar 03 - Apr 02, 2023



(780) 340-0054

Monthly charges and credits \$73.95 ▾

Hardware charges & credits ⓘ \$35.63 ▾

### Usage charges & credits ▲

View usage

Add data

**Subtotal** \$239.03  
(before taxes)

[Learn more about charges & credits](#)



Services



Usage



Bills



Support

## Jennifer Chapman

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**From:** Brenda Molter  
**Sent:** April 13, 2023 2:17 PM  
**To:** Jennifer Chapman  
**Subject:** FW: L. Makin March Expense Claim - Approval Required  
**Attachments:** March Cell.pdf; March Expense.xlsx

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

Thanks,  
Brenda

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**From:** Jennifer Chapman <JChapman@fortsask.ca>  
**Sent:** April 13, 2023 10:08 AM  
**To:** Brenda Molter <BMolter@fortsask.ca>  
**Subject:** L. Makin March Expense Claim - Approval Required

Brenda, for your review and approval.

## Jennifer Chapman

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**From:** Lisa Makin <[lmakin@fortsask.ca](mailto:lmakin@fortsask.ca)>  
**Sent:** April 13, 2023 9:20 AM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** Re: March Expense Claim - Approval Required

Approved thanks Jennifer

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** Thursday, April 13, 2023 9:12:02 AM  
**To:** Lisa Makin <[lmakin@fortsask.ca](mailto:lmakin@fortsask.ca)>  
**Subject:** March Expense Claim - Approval Required

Good morning,

Please review the attached expense claim 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)