

EMPLOYEE NAME: Lisa Makin

ADDRESS:

MONTH ENDING: October 2023



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 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 |
|---|----------------------|------------------------|---|---------------------------|---------|------|-----------|
| 2023-10-03 | Bell Mobility | October Cell Phone | 1.2137.11220 | \$ 95.25 | \$ 4.75 | | \$ 100.00 |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | | | | | | | \$ - |
| | Mileage* | See PAGE 2 for details | 1.2133.11220 | \$ - | N/A | N/A | \$ - |
| | Per Diems* | See PAGE 2 for details | --- | \$ - | N/A | N/A | \$ - |
| | Education / Academic | See PAGE 3 for details | --- | \$ - | \$ - | \$ - | \$ - |
| * GST cannot be claimed on allowances and per diems | | | | \$ 95.25 | \$ 4.75 | \$ - | \$ 100.00 |

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: Nov 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 | 27-Nov-23 |
| Print Name of Immediate Supervisor | Supervisor's Signature | Date |

9:19

📶 100



Service details

Oct 03 - Nov 02, 2023



(780) 340-0054

Monthly charges and credits \$65.95 ▾

Hardware charges & credits ⓘ \$62.94 ▾



Subtotal

(before taxes)



[Learn more about charges & credits](#)

Jennifer Chapman

From: Andrew Kaiser
Sent: November 27, 2023 10:01 AM
To: Jennifer Chapman
Subject: RE: L. Makin Oct expenses - Approval Required.
Attachments: Oct Expense Claim.xlsx; October Cell.docx

Good morning Jennifer,

I approve of Lisa's October Expense Claim Form, as attached.

Thank you,

Andrew Kaiser

Director, Legislative Services
Phone: 780-992-6584

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Friday, November 24, 2023 10:02 AM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: L. Makin Oct expenses - Approval Required.

For your review and approval.

Jennifer Chapman

From: Lisa Makin <lmakin@fortsask.ca>
Sent: Friday, November 24, 2023 9:37 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: Oct expenses

Approved. Thanks Jennifer.

Get [Outlook for iOS](#)

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Friday, November 24, 2023 9:04:19 AM
To: Lisa Makin <lmakin@fortsask.ca>
Subject: Re: Oct expenses

Good morning,

Please review the attached expense claim for October and respond by replying to this email that you approve.

Thank you,