

EMPLOYEE NAME: Lisa Makin

ADDRESS: [Redacted]

MONTH ENDING: September 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
2023-09-03	Bell Mobility	September Cell Phone	1.2137.11220	\$ 95.25	\$ 4.75		\$ 100.00
2023-09-27	Diamond Parking Service HONK	Parkade Parking to attend 2023 AB Municipalities Convention	1.2133.11220	\$ 17.50			\$ 17.50
2023-09-27	Diamond Parking Service HONK	Parkade Parking additional time added to attend 2023 AB	1.2133.11220	\$ 11.20			\$ 11.20
2023-09-28	Diamond Parking Service HONK	Parkade Parking to attend 2023 AB Municipalities Convention	1.2133.11220	\$ 26.95			\$ 26.95
2023-09-28	Diamond Parking Service HONK	Parkade Parking additional time added to attend 2023 AB	1.2133.11220	\$ 5.95			\$ 5.95
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	Mileage*	See PAGE 2 for details	1.2133.11220	\$ 106.08	N/A	N/A	\$ 106.08
	Per Diems*	See PAGE 2 for details	---	\$ -	N/A	N/A	\$ -
	Education / Academic	See PAGE 3 for details	---	\$ -	\$ -	\$ -	\$ -
				<b>\$ 262.93</b>	<b>\$ 4.75</b>	<b>\$ -</b>	<b>\$ 267.68</b>

\* 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: Oct 16, 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	19-Oct-23
Print Name of Immediate Supervisor	Supervisor's Signature	Date

Employee Name: Lisa Makin

Expense for the month of: ='Page 1 EXPENSE RECEIPTS'!\$B\$8



CITY OF FORT SASKATCHEWAN

Vehicle Mileage Allowances

Mileage Allowance Rate: **\$0.680 per Km** (under 5000 KM from Canada Revenue Agency)

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/reasonable-kilom>

Refer to the Mileage Guide for standard distances between City Facilities

Departed From (Location & City)	Destination (Location & City)	Business Purpose for Travel	Date yyyy-mm-dd	Kilometers Driven
<b>ENTER G/L TO EXPENSE IN THE YELLOW BOX BELOW BEFORE PROCEEDING</b>				
	1.2133.11220			
Fort Saskatchewan	Edmonton Convention Centre 9797 Jasper Ave	2023 Alberta Municipalities Convention	2023-09-27	52.00
Fort Saskatchewan	Edmonton Convention Centre 9797 Jasper Ave	2023 Alberta Municipalities Convention	2023-09-28	52.00
Fort Saskatchewan	Edmonton Convention Centre 9797 Jasper Ave	2023 Alberta Municipalities Convention	2023-09-29	52.00
				<b>156.00</b>

Initial Below:

Declared via Email

I, Lisa Makin, declare that my vehicle insurance coverage is not less than \$1,000,000 public liability and property damage.

Travel Meal and Private Accomodation Per Diems

Daily Per Diems are claimable if receipts for meals and accommodations are not available.  
 Claimants are eligible for meal expenses while travelling on City business:  
 (a) for breakfast, if the departure time is 7:30 a.m. or earlier or the return time is 7:30 a.m. or later, or  
 (b) for lunch, if the departure time is 1:00 p.m. or earlier or the return time is 1:00 p.m. or later, or  
 (c) for dinner, if the departure time is 6:30 p.m. or earlier or the return time is 6:30 p.m. or later.

<https://finance.alberta.ca/business/planning-accountability/accountability/GoA-Travel-Meal-and-Hospitality-Expense-Policy.pdf>

<b>ENTER TRAVEL, MEAL &amp; ACCOM. EXPENSE G/L IN THE YELLOW BOX BELOW BEFORE PROCEEDING</b>				
Per Diem	# of Per Diem Days	Dates Claimed Type in dates as required (e.g June 7, June 23)	Per Diem Rates (Gov't of Alberta)	Per Diem Claimed
Breakfast			\$ 9.20	\$ -
Lunch			\$ 11.60	\$ -

4:26







## Service details



Sep 03 - Oct 02, 2023




(780) 340-0054

Monthly charges and credits  \$65.95 

Hardware charges & credits  \$62.94 

Partial charges & credits  CR \$5.43 

Usage charges & credits \$0.00 

**Subtotal** \$676.63  
(before taxes)

[Learn more about charges & credits](#)

## Jennifer Chapman

---

**From:** Andrew Kaiser  
**Sent:** October 19, 2023 12:15 PM  
**To:** Jennifer Chapman  
**Subject:** RE: L. Makin Sept Expense Claim - Approval Requested  
**Attachments:** Sept Expense Claim.xlsx; LM Mileage Request.pdf; Sept 27 Added Time Parkade Parking.pdf; Sept 27 Parkade Parking.pdf; Sept 28 Added Time Parkade Parking.pdf; Sept 28 Parkade Parking.pdf; Sept Cell.jpeg

Hey Jennifer,

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

Thanks,

### Andrew Kaiser

Director, Legislative Services  
Phone: 780-992-6584

---

**From:** Jennifer Chapman <JChapman@fortsask.ca>  
**Sent:** Monday, October 16, 2023 10:16 AM  
**To:** Andrew Kaiser <AKaiser@fortsask.ca>  
**Subject:** L. Makin Sept Expense Claim - Approval Requested

For your review and approval.

### 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](http://fortsask.ca)

---

**From:** Lisa Makin <[lmakin@fortsask.ca](mailto:lmakin@fortsask.ca)>  
**Sent:** Monday, October 16, 2023 10:08 AM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** RE: Sept Expense Claim - Approval Requested

Approved. I, Lisa Makin , declare that my vehicle insurance coverage is not less than \$1,000,000 public liability and property damage.

---

**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** Friday, October 13, 2023 12:28 PM

**Jennifer Chapman**

---

**From:** Alberta Municipalities Event Registration <registration@abmunis.ca>  
**Sent:** July 31, 2023 10:37 AM  
**To:** Jennifer Chapman  
**Subject:** Registration Confirmed - 2023 Alberta Municipalities Convention



# Alberta Municipalities

## Strength In Members

Thank you for registering for the 2023 Alberta Municipalities Convention. Please save this email for your records.

Event: 2023 Alberta Municipalities Convention

Attending: Lisa Makin

Number in Party: 1

Date: September 27-29, 2023

Confirmation Number: HBNR3Q9MHM9

### Registration Information

**Lisa Makin**

Full Convention Registration - Member

Sessions

September 28, 2023

6:00 p.m. - 7:00 p.m.

Host City Reception

**Order:** PPNWLD39TX8

**Invoice:** CONV23-0093-0724-0721

**Order Date:** 31-Jul-2023 10:35 AM MT

Item	Price	Quantity	Amount
Full Convention Registration - Member	CAD 620.00	1	CAD 620.00
Host City Reception	CAD 25.00	1	CAD 25.00
GST #R106694623	5.00%		CAD 32.25
		<b>Order Total</b>	CAD 677.25

Thank you for registering for the 2023 Alberta Municipalities Convention.

**\*\*Please note that seating for each session is limited and will be based on first come, first served\*\***

Location

Edmonton Convention Centre  
 9797 Jasper Avenue  
 Edmonton AB, T5J 1N9  
 780-421-9797

Dates & Time

September 27-29, 2023

Buffet breakfast will be served each morning, refer to the agenda online for start times.

Hotels

Need a hotel? Be sure to check out our [Hotels page on our website](#). But book soon, room blocks are filling up fast!

Dress Code

Business Casual

Voting Credentials

Voting credentials will be sent to all eligible attendees one week prior to the start of Convention.

In-person attendees must have access to a smart device (cell phone, laptop, tablet) with internet access in order to vote during elections and resolutions. If you do not have your own device, devices will be available on-site. We strongly encourage attendees to bring their own devices.

Virtual Attendance:

Virtual registrants will NOT have access to live breakout session. Slide presentations and audio from each session will be recorded and made available following Convention.



**CITY OF FORT SASKATCHEWAN**

Council Per Diem

Conferences/Seminars/Workshops/Meetings (CSWM)

Name: <b>Lisa Makin</b>		Date: <b>13-Oct-23</b>		Payroll No.: <span style="background-color: black; color: black;">[REDACTED]</span>		
Date of CSWM	Details & Location of CSWM	Duration: No. of days including travel time	X	Honorarium: <i>half day</i> - 2 to 4 hrs. (\$100.00) / <i>full day</i> - in excess of 4 hrs. (\$200.00)	Code to account	Total
Sept 27-29. 2023	2023 Alberta Municipalities Convention - Edmonton Convention Centre	3	<b>x</b>	\$ 200.00	1.2041.11220	\$ 600.00
<b>Net Claim</b>						\$ 600.00

Signature: \_\_\_\_\_

Approved via attached email

Approved by: \_\_\_\_\_

Approved as per attached email.

Director, Legislative Services

Date Submitted for Payment: \_\_\_\_\_

JC 2023-10-19

## Jennifer Chapman

---

**From:** Andrew Kaiser  
**Sent:** October 19, 2023 12:18 PM  
**To:** Jennifer Chapman  
**Subject:** FW: L. Makin September Per Diem - Approval Required  
**Attachments:** Sept Per Diem.xls

I approve of Councillor Makin's September per-diem request, as attached.

Thank you,

### Andrew Kaiser

Director, Legislative Services  
Phone: 780-992-6584

---

**From:** Jennifer Chapman <JChapman@fortsask.ca>  
**Sent:** Monday, October 16, 2023 10:14 AM  
**To:** Andrew Kaiser <AKaiser@fortsask.ca>  
**Subject:** L. Makin September Per Diem - Approval Required

For your review and approval.

### 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](http://fortsask.ca)

---

**From:** Lisa Makin <[lmakin@fortsask.ca](mailto:lmakin@fortsask.ca)>  
**Sent:** Monday, October 16, 2023 10:07 AM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** RE: September Per Diem - Approval Required

Approved. Thank you!

---

**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** Friday, October 13, 2023 12:34 PM  
**To:** Lisa Makin <[lmakin@fortsask.ca](mailto:lmakin@fortsask.ca)>  
**Subject:** September Per Diem - Approval Required

Good afternoon,

Please review the attached per diem for attending the 2023 Alberta Municipalities Convention September 27-29, 2023.



**Jennifer Chapman**

---

**From:** Lisa Makin  
**Sent:** October 11, 2023 4:38 PM  
**To:** Jennifer Chapman  
**Subject:** Fwd: HONK - Payment Receipt

Added time on the 27th

Get [Outlook for iOS](#)

---

**From:** HONK <noreply@honkmobile.com>  
**Sent:** Wednesday, September 27, 2023 6:10:30 PM  
**To:** Lisa Makin <lmakin@fortsask.ca>  
**Subject:** HONK - Payment Receipt



# Thank you for using HONK!

Here are your transaction details:



**Start Time**

Wed, 27 Sep 2023 at 6:09PM

**End Time**

Thu, 28 Sep 2023 at 5:00AM

**Invoice**



Wed, 27 Sep 2023 at 6:10PM

**Payment Info**



**Total Charges**

\$11.20

(taxes included)

**Lot Info**

Diamond Parking Service

Lot C209

9939 Jasper Ave

Edmonton

Questions regarding this invoice?  
[support@honkmobile.com](mailto:support@honkmobile.com)

Jennifer Chapman

---

**From:** Lisa Makin  
**Sent:** October 11, 2023 4:38 PM  
**To:** Jennifer Chapman  
**Subject:** Fwd: HONK Parking Receipt

Get [Outlook for iOS](#)

---

**From:** HONK <noreply@honkmobile.com>  
**Sent:** Wednesday, September 27, 2023 8:27:56 AM  
**To:** Lisa Makin <lmakin@fortsask.ca>  
**Subject:** HONK Parking Receipt



**You're all set!**

START DATE

**8:27AM**  
Wed, Sep 27

END DATE

**6:00PM**  
Wed, Sep 27

LOCATION

**9939 Jasper Ave, Edmonton**  
**Zone C209**  
**Operated by Diamond Parking Service**

VEHICLE PLATE



INVOICE #



PAYMENT

**\$17.50**



PAYMENT DATE

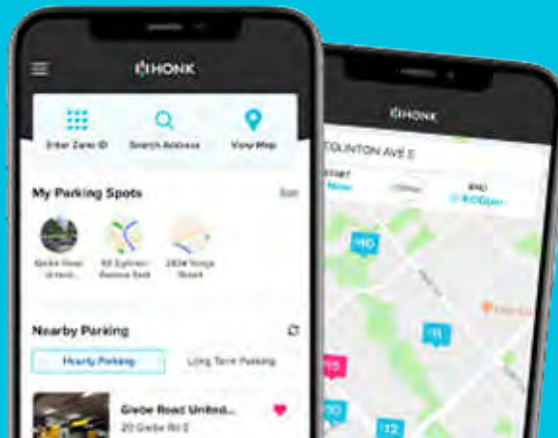
**Wed, Sep 27**

PARKING INSTRUCTIONS



# Pay for parking, anywhere, anytime

Get the HONK App



**Jennifer Chapman**

---

**From:** Lisa Makin  
**Sent:** October 11, 2023 4:38 PM  
**To:** Jennifer Chapman  
**Subject:** Fwd: HONK - Payment Receipt

Added time 28th

Get [Outlook for iOS](#)

---

**From:** HONK <noreply@honkmobile.com>  
**Sent:** Thursday, September 28, 2023 5:49:48 PM  
**To:** Lisa Makin <lmakin@fortsask.ca>  
**Subject:** HONK - Payment Receipt



# Thank you for using HONK!

Here are your transaction details:

## Vehicle

[REDACTED]

## Start Time

Thu, 28 Sep 2023 at 6:00PM

## End Time

Thu, 28 Sep 2023 at 7:00PM

## Invoice

[REDACTED]

Thu, 28 Sep 2023 at 5:49PM

## Payment Info



[REDACTED]

## Total Charges

\$5.95

(taxes included)

## Lot Info

Diamond Parking Service

Lot C209

9939 Jasper Ave

Edmonton

Questions regarding this invoice?  
[support@honkmobile.com](mailto:support@honkmobile.com)

**Jennifer Chapman**

---

**From:** Lisa Makin  
**Sent:** October 11, 2023 4:38 PM  
**To:** Jennifer Chapman  
**Subject:** Fwd: HONK - Payment Receipt

28th all day parking

Get [Outlook for iOS](#)

---

**From:** HONK <noreply@honkmobile.com>  
**Sent:** Thursday, September 28, 2023 9:07:42 AM  
**To:** Lisa Makin <lmakin@fortsask.ca>  
**Subject:** HONK - Payment Receipt



# Thank you for using HONK!

Here are your transaction details:

**Vehicle**



**Start Time**

Thu, 28 Sep 2023 at 9:07AM

**End Time**

Thu, 28 Sep 2023 at 6:00PM

**Invoice**



Thu, 28 Sep 2023 at 9:07AM

**Payment Info**



**Total Charges**

\$26.95

(taxes included)

**Lot Info**

Diamond Parking Service

Lot C209

9939 Jasper Ave

Edmonton

Questions regarding this invoice?  
[support@honkmobile.com](mailto:support@honkmobile.com)