

# EMPLOYEE EXPENSE CLAIM FORM 2018

Complete Yellow Shaded Areas

PAGE 1

Name of Employee Lisa Makin

Address of Employee [Redacted]

Expenses for the Month Ending: As stated above August

# COPY



## CITY OF FORT SASKATCHEWAN

### Claim Receipted Expenses (EXCLUDING EDUCATION) in this Area

All original receipts must be attached and submitted to Accounts Payable

Where receipt is misplaced & not attached, please complete a Request for Reimbursement (located on the Intranet) this form must be attached and submitted

Tabs 2 & 3 must be submitted & form part of this Expense Claim if completed

Claim Mileage, Per Diems and Education / Academic reimbursement on Tab 2 & 3

Receipt Date yyyy-mm-dd	Vendor Name	Expense Description	GL Code 8-8888-88888	Total before GST & HST	GST	HST	Total
2018-08-04	Bell Mobility	August Cell Phone	1.2137.11220	\$ 95.24	\$ 4.76		\$ 100.00
							\$ -
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	Mileage *	As per Page 2 detail	---	-	-		\$ -
	Per Diems *	As per Page 2 detail	---	-	-		\$ -
	Education / Academic *	As per Page 3 detail	---	-	-		\$ -
				<b>\$ 95.24</b>	<b>\$ 4.76</b>	<b>\$ -</b>	<b>\$ 100.00</b>

\* Use Excel Tab 2 & 3 to provide detail. If Tab 2 & 3 have been completed, print & submit as part of this claim form

"I hereby certify that the expenditures claimed in this report are valid and have not been claimed through any other source, and that I am aware that any false or improper claim may be grounds for disciplinary action up to and including, but not limited to, termination."

Lisa Makin Employee Signature Approved as per attached email Date Sept 13, 2018

"I have reviewed the expenditures claimed and hereby approve it(them) for payment" Brenda Molter, Director, Legislative Services Immediate Supervisor Date Sept 14/18

The information on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) and is used solely for



## Jennifer Chapman

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**From:** Lisa Makin  
**Sent:** September 13, 2018 8:20 PM  
**To:** Jennifer Chapman  
**Subject:** Re: August Expenses

Approved, thank you

Sent from my iPhone

> On Sep 13, 2018, at 1:13 PM, Jennifer Chapman <JChapman@fortsask.ca> wrote:

>

> Hi Lisa,

>

> Please respond by reply email that you approve the attached expenses for August.

>

> Thank you,

>

> Jennifer Chapman

> Administrative Assistant, Legislative Services City of Fort

> Saskatchewan

> 10005 102 St

> Fort Saskatchewan, AB T8L 2C5

> P: 780.992.6227

> jchapman@fortsask.ca

>

>

>

>

> -----Original Message-----

> From: printer@fortsask.local <printer@fortsask.local>

> Sent: September 13, 2018 2:10 PM

> To: Jennifer Chapman <JChapman@fortsask.ca>

> Subject: Send data from MFP07817950

>

> Scanned from MFP07817950

> Date:09/13/2018 13:09

> Pages:2

> Resolution:200x200 DPI

> -----

> <DOC091318.pdf>

**Page**  
**Bill Date**  
**Next Bill Date**  
**Mobile Number**  
**Account Number**  
**Client ID Number**  
 (14 Digit Number for online/telebanking)

6 / 7  
 August 4, 2018  
 September 4, 2018  
 780-340-0054

**CURRENT CHARGES for 780-340-0054**

**Monthly charges** billed to Sep 3, 2018

SB Smart Utd Canada 145 Share	145.00
Includes: 3 Way Calling	
Call Waiting	
20GB of Shareable Data	0.00
Alberta Government 911 fee	0.44
Message Centre	0.00
Call Display	0.00
Roam Better - 100MB	0.00
Unltd Picture & Video Messaging	0.00
Mobile TV - 24 Month Promotion	0.00
SPC Multi-Line Better Plan	9.35
Unlimited Canada minutes	0.00
Can-Can Messaging - Unlimited	0.00

**FOR YOUR INFORMATION...**

<u>Usage Summary</u>	<u>min:sec</u>
<b>Total time used</b>	
<b>Event Summary</b>	
Total Events	
Total this month	
<b>Packet Plan Usage Summary</b>	
Total megabytes	
Total this month	

**Usage**

**Airtime**

Unlimited Canada minutes Unlimited Usage	
@\$.00/minute	818:00 min:sec
Included incoming unlimited minutes	312:00 min:sec

**Data**

20GB of Shareable Data Data Usage	
@\$.00/MB	4,536.7756 MB 0.00

**Events**

Unlimited messages	0.00
TXT MSG Short Code Programs Sent	0.00
TXT MSG Short Code Programs Received	0.00
TXT MSG Short Code Programs Received	0.00
Picture/Video/File messaging	0.00

*Premium and short code messages can be 3rd party alerts, content, or text messages interacting with contests and promotions that require an additional fee in order to subscribe/participate. These may be billed at a premium rate and/or outside your text messaging bundle.*

**Taxes**

GST	7.74
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**Total current charges** **\$162.53**