

EMPLOYEE NAME: PATRICK NOYEN

ADDRESS:

MONTH ENDING: February 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 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
2023-02-01	ROGERS	FEBRUARY CELL PHONE	1.2137.11204	\$ 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, PATRICK NOYEN, 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.

A. Kaiser, Acting Director, Legislative Services	ELECTRONICALLY APPROVED VIA EMAIL	14-Apr-23
Print Name of Immediate Supervisor	Supervisor's Signature	Date



Account number [redacted] Bill number [redacted] Bill date Feb 01, 2023 Page [redacted]



Wireless 780-240-9875

PATRICK NOYEN

Monthly charges		\$
Bonus 5GB/month - 6 mos. - ends Feb 01/23	Jan 02 - Feb 01	0.00
Bonus 10GB/month - 15 mos.	Jan 02 - Feb 01	0.00
Infinite +10 Financing	Feb 02 - Mar 01	55.00
iPhone Visual Voicemail	Feb 02 - Mar 01	7.00
Alberta Gov't 911 Fee	Feb 02 - Mar 01	0.95
Enhanced VM included in Plan	Feb 02 - Mar 01	0.00
Credit: Financing Program Promotion	Feb 02 - Mar 01	-5.00
Total monthly charges		57.95

Your services include

Infinite +10 Financing

- 10GB Shared High Speed
- Unlimited Canada-Voicemail
- Unlimited Canada-Voicemail Received Text, Pictures & Messages
- Call & Name Display
- Voicemail
- 2500 Call Forwarding Minutes
- Conference Calling
- Call Waiting
- Beyond high speed unlimited data at reduced speeds. See rogers.ca for Data Policy
- 5G access (requires 5G & coverage)
- LTE Shared Internet

Usage summary		Ending Feb 01, 2023
Usage type	You used	\$
Voice (S) Unlimited Shared Minutes	[redacted]	✓
Voice Non-shared Minutes	[redacted]	✓
Data (S) Data Used - Included	[redacted]	✓
Msg (S) Messaging Bundle - Received	[redacted]	✓
Messaging Bundle - Sent	[redacted]	✓
Total usage		0.00

For your complete bill including talk, text and usage please visit [rogers.ca/myrogers](#).

Total before taxes	57.95
GST: 815781448	2.90
Total after taxes	60.85

How much data have you been using?



Additional charges & credits (after applicable taxes)		\$
Financed: Monthly Device Payment	Jan 06	53.55
Financed: Monthly Device Tax Payment - GST	Jan 06	2.68
Total additional charges and credits		56.23

(*Credits include GST/HST/QST where applicable)

Total for Wireless 780-240-9875 \$117.08

Legend: (S) Shared Services | ✓ No charge

For full details of usage on this service, see page 10

Unless otherwise stated, all voice minutes, messages and wireless internet details set out above and/or in your agreement refer to usage on our network (i.e. within Canada and to a Canadian number, as applicable).

CHANGES TO YOUR WIRELESS PLAN RATE

The monthly service fee for your wireless plan shown on this bill will increase by \$3 (plus taxes) starting on the date of your first bill after March 6, 2023.

If this wireless line has a financing agreement or fixed term, this rate increase will not apply until your term is over. For the remainder of your term, an offsetting discount will be applied so your plan's total monthly service fee does not change. This discount will end once your term expires, and your wireless plan rate will increase on the following bill. If you change your wireless plan prior to the end of your term, the discount will end. We will

Account number [redacted] Bill number [redacted] Bill date Feb 01, 2023 Page [redacted]



Jennifer Chapman

From: Andrew Kaiser
Sent: April 14, 2023 11:13 AM
To: Jennifer Chapman
Subject: RE: P. Noyen February Expense Claim - Approval Required
Attachments: Feb Expense.xlsx; Feb Cell.pdf

Good morning Jennifer,

I approve of Patrick Noyen's February Expense Claim Form, as attached.

Thank you,

Andrew Kaiser

Fort Saskatchewan Legislative Services – Senior Legislative Officer
Phone: 780-992-6584

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Friday, April 14, 2023 9:20 AM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: P. Noyen February Expense Claim - Approval Required

Andrew, 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

From: Patrick Noyen <pnoyen@fortsask.ca>
Sent: April 13, 2023 4:20 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: February Expense Claim - Approval Required

Approved thanks

Patrick Noyen
City Councillor
Fort Saskatchewan, AB
780.240.9875

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Thursday, April 13, 2023 4:13:45 PM
To: Patrick Noyen <pnoyen@fortsask.ca>
Subject: February Expense Claim - Approval Required

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)

Website: fortsask.ca