

EMPLOYEE NAME: PATRICK NOYEN

ADDRESS

MONTH ENDING: January 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 Received 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 |
|----------------------------|----------------------|------------------------|---|---------------------------|----------------|-------------|------------------|
| 2023-01-01 | ROGERS | JANUARY 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: Feb 1, 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 | 02-Feb-23 |
| Print Name of Immediate Supervisor | Supervisor's Signature | Date |



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

Wireless 780-240-9875

PATRICK NOYEN

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

| Usage summary | | Ending Jan 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 |

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

| Additional charges & credits (after applicable taxes) | | \$ |
|---|--------|--------------|
| Financed: Monthly Device Payment | Dec 06 | 53.55 |
| Financed: Monthly Device Tax Payment - GST | Dec 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

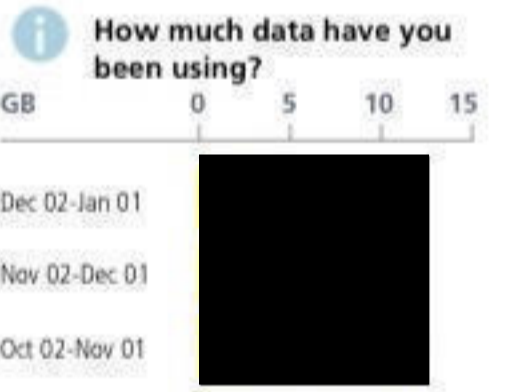
Legend: (S) Shared Services | ✓ No charge

For full details of usage on this service, see page 9

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).

- Your services include:**
- Infinite +10 Financing**
- 10GB Shared High Speed Data
 - Unlimited Canada-Wide Calling
 - Unlimited Canada-Wide Sent & Received Text, Picture & Video Messages
 - Call & Name Display
 - Voicemail
 - 2500 Call Frwd Mins
 - Conference Calling
 - Call Waiting
 - Beyond high speed data, unlimited data at reduced speeds. See rogers.com/terms for Data Policy
 - 5G access (requires 5G device & coverage)
 - LTE Shared Internet

For your complete billing details including talk, text and data usage please visit rogers.com/myrogers.



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

Jennifer Chapman

From: Brenda Molter
Sent: February 2, 2023 8:05 AM
To: Jennifer Chapman
Subject: FW: P. Noyen January Expense Claim - Approval Required
Attachments: JAN EXPENSE CLAIM FORM.xlsx; JAN CELL PHONE.pdf

Jennifer, I approve of the attached monthly expense claim for Councillor Noyen.

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: February 1, 2023 4:13 PM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: P. Noyen January Expense Claim - 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

From: Patrick Noyen <pnoyen@fortsask.ca>
Sent: February 1, 2023 4:07 PM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: January Expense Claim - Approval Required

Approved thanks

Patrick Noyen
City Councillor
Fort Saskatchewan, AB
780.240.9875

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Wednesday, February 1, 2023 4:00:45 PM
To: Patrick Noyen <pnoyen@fortsask.ca>
Subject: January Expense Claim - Approval Required

Good afternoon Councillor Noyen,

Please review the attached expense claim and respond by reply email that you approve the expense.

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



CITY OF FORT SASKATCHEWAN

CITY OF FORT SASKATCHEWAN

Council Per Diem

Conferences/Seminars/Workshops/Meetings (CSWM)

| Name: Patrick Noyen | | Date: 31-Jan-23 | | Payroll No.: ████████ | | |
|----------------------------|---|---|----------|---|-----------------|-----------|
| 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 |
| 31-Jan-23 | LUB Educational Session - Lang Room City Hall | 1 | x | \$ 200.00 | 1.2041.11204 | \$ 200.00 |
| | | | | | | |
| | | | | | | |
| Net Claim | | | | | | \$ 200.00 |

Signature:

Approved via attached email

Approved by:

Approved as per attached email.

Director, Legislative Services

Date Submitted for Payment:

2/1/2023 JC

Jennifer Chapman

From: Brenda Molter
Sent: February 1, 2023 9:33 AM
To: Jennifer Chapman
Subject: FW: P. Noyen Per Diem - January 31
Attachments: Jan 31 Per Diem Patrick Noyen.xls

Jennifer, I approve of the attached per diem claim for Councillor Noyen.

Thanks,
Brenda

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: February 1, 2023 8:46 AM
To: Brenda Molter <BMolter@fortsask.ca>
Subject: P. Noyen Per Diem - January 31

For your review and approval.

Jennifer Chapman

Legislative Officer - Legislative Services

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: Wednesday, February 1, 2023 8:44 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: Per Diem - January 31

It's correct thanks Jennifer.

Patrick Noyen
City Councillor
Fort Saskatchewan, AB
780.240.9875

From: Jennifer Chapman <JChapman@fortsask.ca>

Sent: Wednesday, February 1, 2023 8:42:35 AM

To: Patrick Noyen <pnoyen@fortsask.ca>

Subject: Per Diem - January 31

Good morning,

Please review the attached per diem for attending the full day LUB Educational Session at City Hall on Tuesday, January 31, 2023.

Thank you,

Jennifer Chapman

Legislative Officer - Legislative Services

City of Fort Saskatchewan

10005 102 ST, Fort Saskatchewan, AB T8L 2C5

Direct: [780-992-6227](tel:780-992-6227)

Website: fortsask.ca