

EMPLOYEE NAME: Patrick Noyen

ADDRESS:

MONTH ENDING: July 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 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
2023-07-01	Rogers	July Cell Phone	1.2137.11204	\$ 95.75	\$ 4.25		\$ 100.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	<b>Mileage*</b>	See PAGE 2 for details	---	\$ -	N/A	N/A	\$ -
	<b>Per Diems*</b>	See PAGE 2 for details	---	\$ -	N/A	N/A	\$ -
	<b>Education / Academic</b>	See PAGE 3 for details	---	\$ -	\$ -	\$ -	\$ -
				<b>\$ 95.75</b>	<b>\$ 4.25</b>	<b>\$ -</b>	<b>\$ 100.00</b>

\* 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: Sep 11, 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	11-Sep-23
Print Name of Immediate Supervisor	Supervisor's Signature	Date



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



### Wireless 780-240-9875

PATRICK NOYEN

Monthly charges		\$
Bonus 10GB/month	Jun 02 - Jul 01	0.00
Infinite +10 Financing	Jul 02 - Aug 01	58.00
<b>Savings:</b> Wireless Plan	Jul 02 - Aug 01	-3.00
iPhone Visual Voicemail	Jul 02 - Aug 01	7.00
Alberta Gov't 911 Fee	Jul 02 - Aug 01	0.95
Enhanced VM included in Plan	Jul 02 - Aug 01	0.00
<b>Credit:</b> Financing Program Promotion	Jul 02 - Aug 01	-5.00
<b>Total monthly charges</b>		<b>57.95</b>

You saved \$3.00 on your Wireless services this bill.

Your services include: Infinite +10 Financing

Usage summary		Ending Jul 01, 2023
Usage type	You used	\$
Voice (S) Unlimited Shared Minutes	[redacted]	✓
Voice Non-shared Minutes	[redacted]	✓
Long Distance Charges	[redacted]	3.00
Data (S) Data Used - Included	[redacted]	✓
Msg (S) Messaging Bundle - Received	[redacted]	✓
Messaging Bundle - Sent	[redacted]	✓
<b>Total usage</b>		<b>3.00</b>

<b>Total before taxes</b>	<b>60.95</b>
GST: 815781448	3.05
<b>Total after taxes</b>	<b>64.00</b>

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

(\* Credits include GST/HST/QST/QC IPT where applicable)

**Total for Wireless 780-240-9875 \$120.23**

Legend: (S) Shared Services | ✓ No charge

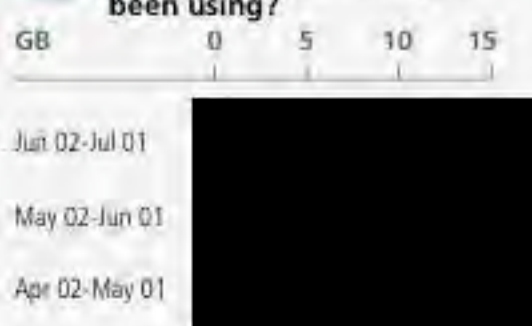
For full details of usage on this service, see page 8

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).

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



How much data have you been using?



## Jennifer Chapman

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**From:** Andrew Kaiser  
**Sent:** September 11, 2023 8:25 AM  
**To:** Jennifer Chapman  
**Subject:** RE: P. Noyen July Expense Claim - Approval Required  
**Attachments:** July Cell .jpeg; July Expense .xlsx

Approved, as attached.

Thanks,

### Andrew Kaiser

Director, Legislative Services  
Phone: 780-992-6584

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**From:** Jennifer Chapman <JChapman@fortsask.ca>  
**Sent:** Monday, September 11, 2023 8:14 AM  
**To:** Andrew Kaiser <AKaiser@fortsask.ca>  
**Subject:** P. Noyen July 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](http://fortsask.ca)

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**From:** Patrick Noyen <[pnoyen@fortsask.ca](mailto:pnoyen@fortsask.ca)>  
**Sent:** Monday, September 11, 2023 8:10 AM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** Re: July Expense Claim - Approval Required

Yes, I approve.

Patrick Noyen  
City Councillor  
Fort Saskatchewan, AB  
780.240.9875

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** Monday, September 11, 2023 7:51:29 AM  
**To:** Patrick Noyen <[pnoyen@fortsask.ca](mailto:pnoyen@fortsask.ca)>  
**Subject:** July Expense Claim - Approval Required

Good morning, please review the attached expense claim for July and respond by reply email that you approve.



## Statement

<b>Account Name:</b>	NOYEN, PATRICK	<b>Card Number:</b>	xxxx-xxxx-xxxx-5419
<b>Company Name:</b>	CITY OF FORT SASKATCHEWAN	<b>Account Limit:</b>	\$ 5,000.00
<b>Employee ID:</b>	██████████		
<b>Statement Date (MM/DD/YYYY):</b>	08/15/2023	<b>Currency:</b>	CANADIAN DOLLAR

### Statement Summary:

*Report any items which do not agree with your records within 30 days of the statement date.*

<b>Payments:</b>	\$ 0.00
<b>Adjustments:</b>	\$ 0.00
<b>Net Purchases:</b>	\$ 1,024.80
<b>Cash Advance:</b>	\$ 0.00
<b>Fees:</b>	\$ 0.00
<b>Other Charges:</b>	\$ 0.00
<b>New Account Balance:</b>	\$ 1,024.80

**For your records only. No payment required.**

### Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
07/17	07/18 482701814	ARPA EDM EDMONTON AB	\$ 976.00 006533	\$ 48.80 (e)	\$ 1,024.80

<b>TOTAL CREDITS</b>	xxxx-xxxx-xxxx-5419	<b>\$ 0.00</b>
<b>TOTAL DEBITS</b>	xxxx-xxxx-xxxx-5419	<b>\$ 1,024.80</b>

**From:** Alberta Recreation and Parks Association [REDACTED]  
**Sent:** July 17, 2023 12:15 PM  
**To:** Jennifer Chapman  
**Subject:** Your Alberta Recreation and Parks Association receipt [#1620-0054]



## Receipt from Alberta Recreation and Parks Association

Receipt #1620-0054

AMOUNT PAID	DATE PAID	PAYMENT METHOD
C\$1,024.80	Jul 17, 2023, 12:14:06 PM	 [REDACTED]

### SUMMARY

Payment to Alberta Recreation and Parks Association	C\$1,024.80
<b>Amount charged</b>	<b>C\$1,024.80</b>

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If you have any questions, contact us at [arpa@arpaonline.ca](mailto:arpa@arpaonline.ca) or call at **+1 780-415-1745**.

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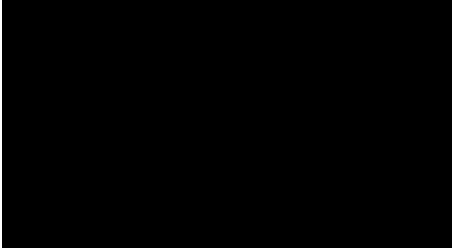
Something wrong with the email? [View it in your browser.](#)



## Your Registration Was Successfully Completed

Thank you for your registration(s). Your confirmation is below.

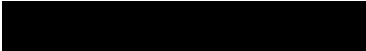

<b>Name</b>	Patrick Noyen	
<b>Organization</b>	City of Fort Saskatchewan	
<b>Job Title</b>	Councillor	
<b>Email</b>	pnoyen@fortsask.ca	
<b>Phone Number</b>	+17809926200	
<b>Member Type</b>	ARPA Member/Organization	
<b>ARPA Member #</b>	[REDACTED]	
<b>Registration Selection</b>	Full Registration	\$845.00
<b>Pre-Conference Selection</b>	No Thanks!	
<b>Guided Hiking Adventure: Fairview Lookout</b>	1	\$55.00
<b>Friday Breakfast - Qty.</b>	1	\$38.00
<b>Saturday Breakfast - Qty.</b>	1	\$38.00

<b>Photo/Video Release Waiver</b>	Yes	
<b>Cancellation Policy</b>	Yes	
<b>GST Registration #</b> 118781046 ---		\$48.80
<b>Registrant ID</b>		

## Would you like to create an account?

Creating an account allows you to manage your history and make changes to your information. You can always do this later.

## Billing Information

<b>Order Number</b>	
<b>Date</b>	07/17/2023
<b>Name</b>	Patrick Noyen
<b>Address</b>	10005 102 Street Fort Saskatchewan, AB T8L2C5 CA
<b>Payment Method</b>	Credit Card
<b>Credit Card</b>	
<b>Email</b>	jchapman@fortsask.ca
<b>Phone</b>	+17809926200
<b>Total</b>	\$1,024.80

City of Fort Saskatchewan



CITY OF  
FORT SASKATCHEWAN

**Cheque Requisition Form**

**Payable to:** Fort Saskatchewan Minor Football Association (FSMFA) **Date:** 05-Jul-23  
**Address:** RE: 24-Hour Flag-A-Thon Charity Football Event  
**Let Jenn Chapman know when cheque is ready. FSMFA will pick up.**

REASON FOR REQUEST	GL CODE	Base Amt	GST	Total Amount
Donation to the FSMFA to support their 24-hour Flag-a-thon Charity Football Event in support of the Stollery Children's Hospital Foundation on August 11-12, 2023 (see attached documentation)	1.2140.11204	300.00		\$ 300.00
				\$ 300.00

Requested by: **Councillor Patrick Noyen**  
(please print name)

Signature : Electronically approved via email (attached)  
(Signature)

**Please attach all back up showing reason for the cheque request.**



## Jennifer Chapman

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**From:** Andrew Kaiser  
**Sent:** July 5, 2023 4:09 PM  
**To:** Jennifer Chapman  
**Subject:** RE: P. Noyen Fort Sask Minor Football Donation Request  
**Attachments:** Cheque Request FSMFA.xls

Hey Jennifer,

Approved, as attached.

### Andrew Kaiser

Director, Legislative Services  
Phone: 780-992-6584

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**From:** Jennifer Chapman <JChapman@fortsask.ca>  
**Sent:** Wednesday, July 5, 2023 1:08 PM  
**To:** Andrew Kaiser <AKaiser@fortsask.ca>  
**Subject:** P. Noyen Fort Sask Minor Football Donation Request

For your review.

### 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)

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**From:** Patrick Noyen <[pnoyen@fortsask.ca](mailto:pnoyen@fortsask.ca)>  
**Sent:** Wednesday, July 5, 2023 12:52 PM  
**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Subject:** Re: Fort Sask Minor Football Donation Request

Yes approved thanks Jennifer

Patrick Noyen  
City Councillor  
Fort Saskatchewan, AB  
780.240.9875

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**From:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>  
**Sent:** Wednesday, July 5, 2023 12:01:59 PM  
**To:** Patrick Noyen <[pnoyen@fortsask.ca](mailto:pnoyen@fortsask.ca)>  
**Subject:** Fort Sask Minor Football Donation Request

Good morning Councillor Noyen,

As requested, please review the attached cheque request in the amount of \$300.00 for the FSMFA. Please respond by reply email that you approve and I will move forward with getting it processed.

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](http://fortsask.ca)

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**From:** Patrick Noyen <[pnoyen@fortsask.ca](mailto:pnoyen@fortsask.ca)>

**Sent:** Tuesday, July 4, 2023 4:28 PM

**To:** Jennifer Chapman <[JChapman@fortsask.ca](mailto:JChapman@fortsask.ca)>

**Subject:** Fort Sask Minor Football donation

Hi Jennifer,

I would like to use \$300.00 from my promotions budget to support the FSMF Stollery fundraiser. Could you facilitate a check to make it to their organization?

Patrick Noyen

City Councillor

Fort Saskatchewan, AB

780.240.9875