

EMPLOYEE NAME: Patrick Noyen

ADDRESS: [Redacted]

MONTH ENDING: June 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
2023-06-01	Rogers	June 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	---	\$ -	\$ -	\$ -	\$ -
				<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
<b>Print Name of Immediate Supervisor</b>	<b>Supervisor's Signature</b>	<b>Date</b>



Account number [REDACTED] | Bill number [REDACTED] | Bill date Jun 01, 2023 | Page 6 of 24



### Wireless 780-240-9875

PATRICK NOYEN

Monthly charges		\$
Bonus 10GB/month - 15 mos. - ends Aug 01/23	May 02 - Jun 01	0.00
Infinite +10 Financing	Jun 02 - Jul 01	58.00
<b>Savings:</b> Wireless Plan	Jun 02 - Jul 01	-3.00
iPhone Visual Voicemail	Jun 02 - Jul 01	7.00
Alberta Gov't 911 Fee	Jun 02 - Jul 01	0.95
Enhanced VM Included in Plan	Jun 02 - Jul 01	0.00
<b>Credit:</b> Financing Program Promotion	Jun 02 - Jul 01	-5.00
<b>Total monthly charges</b>		<b>57.95</b>

Usage summary		Ending Jun 01, 2023
Usage type	You used	\$
[REDACTED]	[REDACTED]	[REDACTED]
<b>Total usage</b>		<b>0.00</b>

<b>Total before taxes</b>	<b>57.95</b>
GST: 815781448	2.90
<b>Total after taxes</b>	<b>60.85</b>
<b>Additional charges &amp; credits</b> (after applicable taxes)	<b>\$</b>
<b>Financed:</b> Monthly Device Payment	May 06 53.55
<b>Financed:</b> Monthly Device Tax Payment - GST	May 06 2.68
<b>Total additional charges and credits</b>	<b>56.23</b>

**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).

You saved \$3.00 on your Wireless services this bill

#### 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](http://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](http://rogers.com/myrogers).



## Jennifer Chapman

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**Subject:** FW: P. Noyen June Expense Claim - Approval Required  
**Attachments:** Expense Claim 2023.xlsx; June Cell.jpeg

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**From:** Andrew Kaiser <AKaiser@fortsask.ca>  
**Sent:** Monday, September 11, 2023 8:26 AM  
**To:** Jennifer Chapman <JChapman@fortsask.ca>  
**Subject:** RE: P. Noyen June Expense Claim - Approval Required

Approved, as attached.

Thanks Jennifer!

### Andrew Kaiser

Director, Legislative Services  
Phone: 780-992-6584

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**From:** Jennifer Chapman <JChapman@fortsask.ca>  
**Sent:** Monday, September 11, 2023 8:13 AM  
**To:** Andrew Kaiser <AKaiser@fortsask.ca>  
**Subject:** P. Noyen June Expense Claim - Approval Required

For your review and approval.

### Jennifer Chapman

Legislative Services Department - Legislative Officer

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**From:** Patrick Noyen <pnoyen@fortsask.ca>  
**Sent:** Monday, September 11, 2023 7:50 AM  
**To:** Jennifer Chapman <JChapman@fortsask.ca>  
**Subject:** Re: June 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>  
**Sent:** Monday, September 11, 2023 7:48:07 AM  
**To:** Patrick Noyen <pnoyen@fortsask.ca>  
**Subject:** June Expense Claim - Approval Required

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

Thank you,  
Jennifer Chapman