

EMPLOYEE NAME: Patrick Noyen

ADDRESS: [Redacted]

MONTH ENDING: September 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
2023-09-01	Rogers	September 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: 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	12-Sep-23
Print Name of Immediate Supervisor	Supervisor's Signature	Date



Account number [Redacted] | Bill number [Redacted] | Bill date Sep 01, 2023 | Page [Redacted]



Wireless 780-240-9875

PATRICK NOYEN

Monthly charges	Sep 02 - Oct 01	\$
Infinite +10 Financing		58.00
Savings: Wireless Plan		-3.00
iPhone Visual Voicemail		7.00
Alberta Gov't 911 Fee		0.95
Enhanced VM included in Plan		0.00
Credit: Financing Program Promotion		-5.00
Total monthly charges		57.95

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

Your services include:
Infinite +10 Financing

Usage summary	Ending Sep 01, 2023	\$
Usage type	You used	
Voice (S) Unlimited Shared Minutes	[Redacted]	✓
Voice Non-shared Minutes	[Redacted]	✓
Long Distance Charges	[Redacted]	2.00
Data (S) Data Used - Included	[Redacted]	✓
Msg (S) Messaging Bundle - Received	[Redacted]	✓
Messaging Bundle - Sent	[Redacted]	✓
Total usage		2.00
Total before taxes		59.95
GST: 815781448		3.00
Total after taxes		62.95



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

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

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

Total for Wireless 780-240-9875 5119.18

Legend: (S) Shared Services | ✓ No charge

For full details of usage on this service, see page 7

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 Sep 01, 2023 | Page [Redacted]



How much data have you been using?

GB 0 5 10 15



Jennifer Chapman

From: Andrew Kaiser
Sent: September 12, 2023 9:15 AM
To: Jennifer Chapman
Cc: Iryna Kennedy
Subject: RE: P. Noyen September Expense Claim - Approval Required
Attachments: Sept Cell Phone.jpeg; Sept Expense.xlsx

I approve of Councillor Noyen's September Expense Claim Form, as attached.

Thank you,

Andrew Kaiser

Director, Legislative Services
Phone: 780-992-6584

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Monday, September 11, 2023 8:47 AM
To: Andrew Kaiser <AKaiser@fortsask.ca>
Subject: P. Noyen September 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: Monday, September 11, 2023 8:33 AM
To: Jennifer Chapman <JChapman@fortsask.ca>
Subject: Re: September Expense Claim - Approval Required

Yes, I approve.

Patrick Noyen
City Councillor
Fort Saskatchewan, AB
780.240.9875

From: Jennifer Chapman <JChapman@fortsask.ca>
Sent: Monday, September 11, 2023 8:21:59 AM
To: Patrick Noyen <pnoyen@fortsask.ca>
Subject: September Expense Claim - Approval Required

Good morning, 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