



CITY OF FORT SASKATCHEWAN

# EMPLOYEE EXPENSE CLAIM FORM

Complete Yellow Shaded Areas

PAGE 1

Gale Katchur

Name and Mailing Address of Employee

Mark "X" for Mail to Home Address

May 2013

Expenses for the Month and Year Ending:

Department of Employee

For Accounts Payable Use

AP Dept Only: \_\_\_\_\_

Vendor ID: \_\_\_\_\_

Posting Date: \_\_\_\_\_

Interoffice Mail: \_\_\_\_\_

## Claim Receipted Expenses in this Area

All original receipts must be attached and submitted to Accounts Payable. Where receipt is misplaced & not attached, a completed Affidavit (located on the Intranet) must be attached.

Tabs 2 & 3 must be submitted & form part of this Expense Claim if completed

Claim Mileage, Per Diems and Education / Academic reimbursement on Tab 2 & 3

Vendor Name	Expense Description	GL Code <small># 0000 0000 0000</small>	Purchase Price (Taxable)	Purchase Price (Non-Taxable)	This section calculates automatically	
			<small>use this column if GST was charged enter the amount without GST</small>	<small>use this column if GST was NOT charged (ie: gratitude paid on meals)</small>	GST	Total
Sheeptown Players Society	Ticket to Production - Potter-Heist	1.2133.11101		\$ 40.00	\$ -	\$ 40.00
Laugh Like MADD	Ticket to Fundraiser - Mayor working there	1.2133.11101		\$ 35.00	-	35.00
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
Mileage *	As per Page 2 detail	1.2133.11101	227.97		11.40	239.37
Per Diems *	As per Page 2 detail				-	-
Education / Academic *	As per Page 2 detail				-	-
<b>Total Claimed</b>					<b>\$ 11.40</b>	<b>\$ 314.37</b>

Vendor # KAT01

DATE POSTED  
JUN 06 2013

Entered by KM

\* Use Excel Tab 2 & 3 to provide detail. If Tab 2 & 3 have been completed, print & submit as part of this claim form

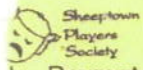
Employee: [Signature] Date: May 29/13

Immediate Supervisor: [Signature] Date: May 30 2013

Department Manager \* \_\_\_\_\_ Date \_\_\_\_\_

The information on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) and is used solely for purposes relating to City operations. Should you have questions about the collection information please contact the City of Fort Saskatchewan FOIP Coordinator at 780.992.6236.





ly Present

# R-HEIST

z & Marylou Ambrose



with The Lakeside Players, Taffin, PA."

es - Ross Creek Room

13 7:00 p.m.

at 6:00 p.m.

sh bar

s - \$40.00

062

rgan's Printing 780-998-1846

Gull  
Casa.



June 22nd, 2013  
The Bear's Den  
Doors @ 6:45 p.m.  
Entertainment @ 7:45 p.m.  
Silent Auction & Raffle

229

**Ticket \$35.00**

*Free Appetizers  
Complimentary Ride Home for Fort Sask Residents*