

CARDHOLDER

NAME: Gale Katchur



CITY OF FORT SASKATCHEWAN

STATEMENT DATE: August 11, 2020

INSTRUCTIONS:

Original itemized receipts must be attached and submitted to Accounts Payable.

MISSING RECEIPTS: If a receipt is missing, 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.

Education and Academic Courses must be claimed on PAGE 2, and attached to this expense claim.

Claim Received Expenses (EXCLUDING EDUCATION) in this Area

Transaction Date yyyy-mm-dd	Vendor Name	Description	GL Code (Fund-Object-Function) #-###-#####	Total before GST & HST	GST	HST	Total
2020-07-16	AB Urban Municipalities Associtaion	AUMA Municipal Leaders Conference registration	1-2131-11101	\$ 25.00	\$ 1.25		\$ 26.25
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	Education / Academic	See PAGE 2 for details	---	\$ -	\$ -	\$ -	\$ -
				\$ 25.00	\$ 1.25	\$ -	\$ 26.25

* If more space is required, attach multiple copies of this PAGE 1

I, Gale Katchur, 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:

[Signature area]

Date:

[Date area]

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.

Print Name of Immediate Supervisor	Supervisor's Signature	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.

Jonathan Milke

From: Maegan Sheskey <registration@auma.ca>
Sent: July 16, 2020 1:57 PM
To: Gale Katchur
Subject: Payment Confirmation/Receipt for 2020 Summer Municipal Leaders' Caucus - VIRTUAL EVENT

Your payment for the 2020 Summer Municipal Leaders' Caucus - VIRTUAL EVENT event has been successfully processed. Please save this email for your records.

Transaction Information

Item	Transaction Information	Quantity	Amount
Event Registration	CAD 25.00	1	CAD 25.00
Member Fee Tax	5.00%		CAD 1.25
	Transaction Total		CAD26.25

Registration Confirmation Number: HGN6659C2L4
[View your registration](#)

If you have any questions about this transaction or email, please contact Maegan Sheskey directly at registration@auma.ca.

Jonathan Milke

From: Gale Katchur
Sent: August 14, 2020 11:08 AM
To: Jonathan Milke
Subject: Re: Visa Approval

Yes this looks correct.

Gale

Sent from my iPhone

On Aug 14, 2020, at 11:03 AM, Jonathan Milke <JMilke@fortsask.ca> wrote:

Good morning Mayor Katchur,

Please confirm the attached VISA statement is correct.

Thank you,

Jonathan Milke

Administrative Assistant to the Mayor
City of Fort Saskatchewan
780-992-6232
jmilke@fortsask.ca

<jJonathan KATCHUR XXXXXX3213-2020Jul14-2020Aug11.pdf>
<mime-attachment>
<GK Visa 05 - Jul-Aug.xlsx>

Jonathan Milke

From: Jeremy Emann
Sent: August 14, 2020 11:17 AM
To: Accounts Payable
Cc: Jonathan Milke
Subject: FW: Visa Approval
Attachments: jJonathan KATCHUR XXXXXX3213-2020Jul14-2020Aug11.pdf; Payment Confirmation/Receipt for 2020 Summer Municipal Leaders' Caucus - VIRTUAL EVENT; GK Visa 05 - Jul-Aug.xlsx; Re: Visa Approval

Good morning,

I approve Mayor Katchur's August 2020 Visa expenses as per the form attached and related backup.

Thanks,
Jeremy

From: Jonathan Milke <JMilke@fortsask.ca>
Sent: August 14, 2020 11:11 AM
To: Jeremy Emann <jemann@fortsask.ca>
Subject: FW: Visa Approval

Hi Jeremy,

Please approve the attached VISA form and forward to AP.

Thank you,

Jonathan Milke

Administrative Assistant to the Mayor
City of Fort Saskatchewan
780-992-6232
jmilke@fortsask.ca