



VISA EXPENSE CLAIM FORM

Complete Yellow Shaded Areas

Barb Aitken _____

Cardholder Name:

All original receipts must be attached and submitted to Accounts Payable.
On all meal receipts, list people in attendance and purpose of the meal (Policy FIN-012-C).
If receipt is misplaced, attach a completed Employee Request for Reimbursement (located on the Intranet)

Claim Education / Academic reimbursement on Page 2 & submit as part of this claim

Transaction Date	Vendor Name	Expense Description	GL Code *****	Total without GST & HST	GST Paid @ 5%	HST Paid	Visa Stmt Amt incl GST & HST
Oct 30, 2013	Alberta Urban Municipal Assoc	Registration for AUMA Conference for Councillor Birgit Blizzard	1.2131.11214	690.00	\$ 34.50		\$ 724.50
							\$ -
							\$ -
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							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
	Education / Academic *	As per Page 2 detail		-	\$ -	\$ -	\$ -
Totals				\$ 3,647.55	\$ 169.28	\$ -	\$ 3,806.83

Barb Aitken

Print Name of Cardholder

Cardholder's Signature

Total Purchase Price (green box) MUST = Visa Statement amount due (plus or minus \$0.01 due to GST rounding)

Nov 28/13

Date

Laura Tidwell

Print Name of Immediate Supervisor

Immediate Supervisor's Signature

Dec 2/13

Date



**2013 AUMA CONVENTION
& TRADE SHOW**

October 30, 2013

Birgit Blizzard
Councillor
City of Fort Saskatchewan
10005 - 102 St
Fort Saskatchewan AB T8L 2C5

Dear Birgit,

We are in receipt of your registration for the 2013 AUMA Convention and AMSC Trade Show which is being held at the TELUS Convention Centre in Calgary, Alberta from November 20-22, 2013. Outlined below are details pertaining to your registration.



Registration Details	Amount Due	Amount Paid	Balance Due
Member Registration Early Bird	\$675.00		
City of Calgary Reception	\$15.00		
Wednesday 20-Nov 08:15 AM Infrastructure & Energy (Preference Given)			
Wednesday 20-Nov 10:00 AM Safe & Healthy Communities (Preference Given)			
Thursday 21-Nov 01:45 PM Balancing the Municipal Books (Preference Given)			
Thursday 21-Nov 03:00 PM Meeting Transportation Needs in Your Community (Preference Given)			
Tax	\$34.50		
Total	\$724.50	\$724.50	\$0.00

If you have purchased tickets for the City of Calgary Reception on Thursday, November 21 from 7:30 pm to 9:30 pm, we would like to thank you. All delegates and guests attending will require their ticket for entry into the reception.

Thank you for your support of the AUMA.

GST

AMG Solutions Inc.
P.O. Box 53058, 14035 - 105 Avenue
Edmonton AB T5N 0Z1
Canada

Phone: 780-668-3005
Fax: 780-425-5121
E-Mail:

COPY



CITY OF FORT SASKATCHEWAN

CITY OF FORT SASKATCHEWAN
 Council Per Diem
 Conferences/Seminars/Workshops/Meetings (CSWM)

Name: Birgit Blizzard		Date: 7-Nov-13		Payroll No.:		
Date of CSWM	Details & Location of CSWM	Duration: No. of days including travel time	X	Honorarium: half day - min. 2.5 hrs. to max. 5.5 hrs. (\$90.00) / full day - in excess of 5.5 hrs. (\$180.00)	Code to account	Total
25-Oct-13	Council Orientation	1/2 Day	X	\$ 90.00	1.2041.11214	\$ 90.00
			X			
						Net Claim \$ 90.00

1155 30.00
 1156 60.00

Signature: _____

Birgit Blizzard

Approved by: _____
 Mayor/Deputy Mayor

[Signature]

Date Submitted for Payment: _____

[Large diagonal signature/initials]