



CITY OF FORT SASKATCHEWAN

EMPLOYEE EXPENSE CLAIM FORM

Complete Yellow Shaded Areas

Stew Hennig 9414 - [REDACTED]
 Name and Mailing Address of Employee

Mark "X" for Mail to Home Address

April 2013
 Expenses for the Month and Year Ending:

Department of Employee

PAGE 1

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 <i>#-#### ##### #####</i>	Purchase Price (Taxable)	Purchase Price (Non-Taxable)	This section calculates automatically	
			use this column if GST was charged enter the amount without GST	use this column if GST was NOT charged (ie. gratitude paid on meals)	GST	Total
					\$ -	\$ -
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
Mileage *	As per Page 2 detail	1.2133.11208	92.34		4.62	96.96
Per Diems *	As per Page 2 detail		-		-	-
Education / Academic *	As per Page 2 detail		-		-	-
Total Claimed					\$ 4.62	\$ 96.96

HENNIG
 APR 30 2013
 Entered by JEG

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

Stew Hennig Employee Date April 25/13

[Signature] Immediate Supervisor Date April 25/13

 Department Manager * Date

Please Return By
 APR 30 2013
 To Accounts Payable

* (only required if Education / Academic reimbursement claimed)
 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.



EMPLOYEE EXPENSE CLAIM FORM

Continued

Complete Yellow Shaded Areas

Claim Auto Mileage Details in this Area

Where mileage is claimed, I declare that my vehicle insurance coverage is not less than \$1,000,000 public liability and property damage

Mileage reimbursement rate is as per the Government of Alberta rate which include GST. (\$ amount without GST)

<http://www.chr.alberta.ca/Practitioners/?file=benefits/travel/claiming-travel-expenses&cf=486#policy>

Current Mileage Rate:

\$0.505

\$0.4809 excluding GST

Departure Location <small>(include the site location and City)</small>	Arrival Location and City <small>(include the site location and City)</small>	Purpose of Travel	Date	Total Kilometers Driven
Fort Sask	Edmonton City Hall & return	RVA Meeting	Apr 11, 2013	76
Fort Sask	Millenium Place, Sherwood Park & return	Strathcona County Trade Fair Opening	Apr 12, 2013	56
Fort Sask	914 Bison Way Sh.Pk. & return	HHF Meeting	Apr 17, 2013	60

Claim Daily Per Diem Meals in this Area ⁽³⁾

Daily Per Diems are claimable if receipts for meals and accommodations are not available

Per Diem rates are as per the Government of Alberta rates which include GST. (\$ amount without GST)

Breakfast \$9.20 (\$8.76) Lunch \$11.60 (\$11.05) Dinner \$20.75 (\$19.76) Private Accommodation \$20.15 (\$19.19)

<http://www.chr.alberta.ca/Practitioners/?file=benefits/travel/claiming-travel-expenses&cf=486#policy>

Per Diem	# of Per Diem Days	Per Diem Rates <small>(without GST)</small>	Per Diem Claimed
Breakfast		\$ 8.76	\$ -
Lunch		\$ 11.05	\$ -
Dinner		\$ 19.76	\$ -
Private Accommodation		\$ 19.19	\$ -
Total Claimed			\$ -



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PAGE 1

Stew Hennig
Name and Mailing Address of Employee

Mark "X" for Mail to Home Address

For Accounts Payable Use	
AP Dept Only:	_____
Vendor ID:	_____
Posting Date:	_____
Interoffice Mail:	_____

April 2013
Expenses for the Month and Year Ending:

Department of Employee _____

Claim Receipted Expenses in this Area

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

Vendor Name	Expense Description	GL Code #-####-####-####	Purchase Price (Taxable)	Purchase Price (Non-Taxable)	This section calculates automatically	
			use this column if GST was charged enter the amount without GST	use this column if GST was NOT charged (ie: gratitude paid on meals)	GST	Total
Telus Mobility	Cell Phone Bill for April 2013	1.2137.11208		\$ 199.00	\$ -	\$ 199.00
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
Mileage *	As per Page 2 detail			-	-	-
Per Diems *	As per Page 2 detail			-	-	-
Education / Academic *	As per Page 2 detail			-	-	-
Total Claimed					\$ -	\$ 199.00

Vendor # HE111
 DATE POSTED
 APR 30 2013
 Entered by [Signature]

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

[Signature] Apr 30/13
 Employee Date

[Signature] April 30/13
 Immediate Supervisor Date

 Department Manager * Date

* (only required if Education / Academic reimbursement claimed)

Received
 MAY 01 2013
 Accounts Payable

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Sub-Include notes as to why so high. [Signature]



Client: STEWART HENNIG

Account number: [REDACTED]

Account since: 09-Jul-1993

Bill date: 11-Apr-2013

- Understand your bill
- Change billing method and notifications
- Download your text formatted bill

[Download bill \[PDF\]](#)

Bill for Mar 12, 2013 - Apr 11, 2013

Current Month

Note: Payments received after 08-Apr-2013 will not be reflected on this bill. View updated invoice balance.

Amount of Last Bill 11-Mar-2013

Amount of Last Bill (after taxes) \$135.50

Payments

Visa Payment 05-Apr-2013 -135.50

Total (credit) - \$135.50

Total Previous Charges Brought Forward \$0.00

Current Charges

Monthly Service Plans

Promo Voice and Data Flex 55+ 55.00

Student 55+ ~~55.00~~ LINDA

Total \$110.00

Long Distance Charges

Domestic Phone 0.45

Total \$0.45

Data and Other Services Data Usage Details

Text Msg - Sent 0.00

Data Usage - Mobile High Speed 0.00

CAN to Int'l Text Msg - Sent 0.00

Roaming Txt Msg - Received 0.00

Roaming Txt Msg

- Sent	25.20
Picture Messaging	0.00
- Pictures	
US 1X Data	203.66
Roaming	
Data Usage	0.00
Text Msg -	0.00
Received	
Picture Messaging	0.00
- Picture Receive	
Total	\$228.86

Value Added Services

Service	
6pm Local Nights & Weekends	0.00
Call Display	6.00
Call Display-Loyalty Discount	0.00
Data Flex	0.00
Unlimited Messaging	0.00
US Data Pass 20 - 30dy	20.00
US Voice Pass 40 - 30dy	40.00
Total	\$66.00

LINDA

LINDA'S PORTION
 75.00
 + 3.75 GST

 \$78.75

Your current amount (before taxes) \$405.31

Taxes

GST/HST 8.82

Total Taxes \$8.82

Total Current Charges \$414.13

Total Amount if paid by 06-May-2013 \$414.13

335.38 - Steve Harris.

The amount due will be charged to your credit card on the due date.

print Pay your bill

This bill for Councillor Hennig's cell phone is very high this month as a result of usage in the U.S.

When calling in for Council meetings roaming charges were applied.

The extra coverage which was selected to avoid these charges was not effective.

Kelly Kloss agreed that Councillor Hennig should be paid up to the full \$100 per month for the first four months of the year. The first three months of the year left a balance of \$99 which was not used in the \$100 per month allowance.

This bill is for \$335.38

Reimbursement is \$100 for April plus \$99 for the previous three months.