



CITY OF FORT SASKATCHEWAN

EMPLOYEE EXPENSE CLAIM FORM

Complete Yellow Shaded Areas

PAGE 1

For Accounts Payable Use

AP Dept Only: _____

Vendor ID: _____

Posting Date: _____

Interoffice Mail: _____

Stew Hennig - _____

Name and Mailing Address of Employee

Mark "X" for Mail to Home Address

August 2013

Expenses for the Month and Year Ending:

City Councillor

Department of Employee

Claim Received 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

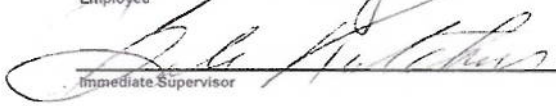
Tabs 2 & 3 must be submitted & form part of this Expense Claim if completed

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

Vendor Name	Expense Description	GL Code <small>#.####.#####</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
Telus Mobility	Cell Phone Expense for July 12 - Aug 11, 2013	1-2137-11208	\$ 75.50		\$ 3.78	\$ 79.28
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
Mileage *	As per Page 2 detail	1.2133.11208	65.41		3.27	68.68
Per Diems *	As per Page 2 detail		-		-	-
Education / Academic *	As per Page 2 detail		-			-
Total Claimed					\$ 7.05	\$ 147.96

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


 Employee Date SEPT 5/2013


 Immediate Supervisor Date Sept 5/13

 Department Manager * Date

* (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	401 Festival Place, Sh Pk & Return	CRWMC Meeting	Aug 15, 2013	52
Fort Sask	910 Bison Way, Sh Pk & Return	Heartland Housing Foundation	Aug 21, 2013	42
Fort Sask	910 Bison Way, Sh Pk & Return	Heartland Housing Foundation	Aug 26, 2013	42

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			\$ -

e.bill Your monthly bill



Client: STEWART HENNIG

Account number: [REDACTED]

Account since: 09-Jul-1993

Bill date: 11-Aug-2013

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

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

Bill for Jul 12, 2013 - Aug 11, 2013

Current Month ▼

Note: Payments received after 08-Aug-2013 will not be reflected on this bill. View updated invoice balance.
Amount of Last Bill 11-Jul-2013

Amount of Last Bill (after taxes)	\$134.19
Payments	
Visa Payment 02-Aug-2013	-134.19
Total	(credit) - \$134.19
Total Previous Charges Brought Forward	\$0.00
Current Charges	

Monthly Service Plans

Promo Voice and Data Flex

55+.	55.00
Student 55+.	55.00 <i>LINDA</i>
Total	\$110.00

Long Distance Charges

Domestic Phone	4.50
Total	\$4.50

Value Added Services

Service	Feature duration	
6pm Local Nights & Weekends		0.00
Anytime Minutes Add-on - 100		10.00
Call Display		6.00
Call Display-Loyalty Discount	19-Dec-2012 to 19-Dec-2014	0.00
Data Flex		0.00

\$75.50
3 77
GST
\$79.28

Unlimited Messaging

-0.00

Total

\$16.00

Your current amount
(before taxes)

\$130.50

Taxes

GST/HST

6.53

Total Taxes

\$6.53

Total Current Charges

\$137.03

Total Amount if paid by 06-Sep-2013 \$137.03

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

print Pay your bill

$$\begin{array}{r}
 137.03 \\
 - 55.00 \leftarrow \\
 \hline
 81.97 \\
 - 2.75 \text{ GST} \\
 \hline
 79.22 \\
 - 3.78 \text{ GST} \\
 \hline
 75.44
 \end{array}$$

STEW'S PHONE BILL

75.44

3.78 GST

79.22

250
25