

AHS Board and Executive Expense Report

Name Brian Stevenson
Title Chief Program Officer Capital Management
Location Edmonton
 Expenses submitted during the month of July 2016

Travel (1)										
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Jul-16	P-Card	Meetings				267	267			
Total			\$ -	\$ -	\$ -	\$ 267	\$ 267	\$ -	\$ -	\$ -

Total for the Month \$ 267

Maximum daily single meal expense claimed in the month \$ -
 Maximum daily base hotel rate claimed in the month \$ -
 Non economy air travel in the month \$ -

1) Travel expenses

Includes local and out of province/country travel expenses. Other travel includes items such as taxis, parking mileage, car rental and other expenses related to travel.

2) Professional Development

Includes conference, seminar and course registration fees and material

3) Hosting and Hospitality expenses

Hospitality and Hosting expenses may be incurred to advance AHS' mission, vision and values. For example, may include working lunches with staff and prospective employees meetings with government officials, dignitaries, public interest groups, donors other public or private organizations.

4) Other

Other expenses include expenses incurred in the normal course of business that are required for work purposes. May include small item technology purchases, books, etc.

5) Remuneration, Allowances Reported in the Financial Statements

Car allowance, honoraria, meeting fees, and any other employment benefits reported in the annual financial statements are excluded from this report.

Instruction:

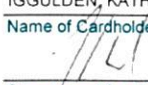

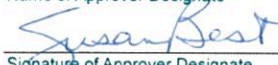
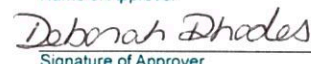
- Attached ALL original detailed receipts and supporting documents in the same order as it appears on this statement
- Cardholder AND Approver's signatures required where indicated below

STEVENSON, BRIAN Cardholder's Name	CHIEF PROGRAM OFFICER Cardholder's Position/Title	Billing Reporting Period:	20/07/2016
CAPITAL MANAGEMENT Cardholder's Dept	SEVENTH STREET PLAZA Cardholder's Site/Location	Total Statement Amount:	\$266.83
BRIAN.STEVENSON@ALBERTAHEALTHSERVICES.CA Cardholder's e-mail address		Last 6 digits of the P-Card #	██████████

Statement of Transactions

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
22/06/2016 (1)	██████████	ST ALBERT TAXI, LIMOUSINES AND TAXICABS	80.00	CAD	80.00	3.81	0.00	Taxi - Home to Edmonton airport - CCP Industry Information Mtg & ACH Foundation Dinner - June 22/16
22/06/2016 (2)	██████████	ASSOCIATED CAB/ALLIED, LIMOUSINES AND TAXICABS	38.30	CAD	38.30	1.82		Taxi - Calgary airport to Jack Singer Concert Hall - CCP Industry Information Mtg - June 22/16
22/06/2016 (3)	██████████	CHECKER CABS LTD., LIMOUSINES AND TAXICABS	12.20	CAD	12.20	0.58		Taxi - downtown Calgary to Ranchman's Club - ACH Foundation Dinner - June 22/16
22/06/2016 (4)	██████████	CHECKER CABS LTD., LIMOUSINES AND TAXICABS	39.33	CAD	39.33	1.87		Taxi - Ranchman's Club to Calgary airport - ACH Foundation Dinner - June 22/16
23/06/2016 (5)	██████████	AIRPORT TAXI SERVICE, LIMOUSINES AND TAXICABS	97.00	CAD	97.00	4.62		Taxi - Edmonton airport to home - CCP Industry Information Mtg & ACH Foundation Dinner - June 22/16

✓
PAB

Signatures		
Cardholder Designate (if Applicable) By signing this statement <ul style="list-style-type: none"> • I hereby certify that I have reviewed and reconciled this statement in BMO Online to the best of my ability in accordance to AHS Corporate Policies, Program User Guide and Training. I have allocated the transaction(s) to the proper cost centre. 		
<u>IGGULDEN, KATHY</u> Name of Cardholder Designate  Signature of Cardholder Designate	<u>EXECUTIVE ASSISTANT</u> Cardholder Designate Position/Title <u>July 22/16</u> Date of Signature	
Cardholder By signing this statement <ul style="list-style-type: none"> • I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy. • I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization. A personal cheque for any personal expenses inadvertently charged is attached. • I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided. 		
<u>STEVENSON, BRIAN</u> Name of Cardholder  Signature of Cardholder	<u>CHIEF PROGRAM OFFICER</u> Cardholder Position/Title <u>July 22/16</u> Date of Signature	
Approver Designate (if Applicable) By signing this statement <ul style="list-style-type: none"> • I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy. • I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization. A personal cheque for personal expenses inadvertently charged has been obtained. • I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided. 		
<u>BEST, SUSAN</u> Name of Approver Designate  Signature of Approver Designate	<u>EXECUTIVE ASSISTANT</u> Approver Designate Position/Title <u>Aug. 9/16</u> Date of Signature	
Approver By signing this statement <ul style="list-style-type: none"> • I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy. • I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization. A personal cheque for personal expenses inadvertently charged has been obtained. • I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided. 		
<u>RHODES, DEBORAH</u> Name of Approver  Signature of Approver	<u>VP & CHIEF FINANCIAL OFFICER</u> Approver Position/Title <u>Aug. 9/16</u> Date of Signature	
Submit approved statement with attachments to Accounts Payable:		
Attach: <ul style="list-style-type: none"> • Original (or scanned) itemized receipts with documented business reasons including names of participants where required • Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report) And where applicable: <ul style="list-style-type: none"> • Copies of pre-approvals for travel • Personal cheque payable to "Alberta Health Services" • Return, refund and/or credit receipts • Disputes letter • Business reasons for travel require detailed descriptions – include where travelled to, who attended (if meal), why travel was necessary and detailed explanation of reason. 	Address: Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street Edmonton, AB T5J 3E4	
Accounts Payable only:		
Reference #: _____	Reviewed by: _____	Date: _____

(1) Taxi - Home to Edmonton airport - CCP Industry Information Mtg & ACH Foundation Dinner - June 22/16

(2) Taxi - Calgary airport to Jack Singer Concert Hall - CCP Industry Information Mtg - June 22/16

ST. ALBERT TAXI
3A RAYBORN CRESCENT
ST. ALBERT AB T8N 5C5

ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299-1111

TERM # 40472612
RECORD # [REDACTED]
HOST INVOICE # [REDACTED]
HOST SEQ # [REDACTED]

SALE

MID: [REDACTED]
TID: [REDACTED] REF# [REDACTED]
Batch # [REDACTED] SEC: [REDACTED]
06/22/16 07:21:50
APPR CODE: [REDACTED]
MASTERCARD [REDACTED]

DUPLICATE

CARD [REDACTED]
CREDIT/MASTERCARD D
2016/06/22 04:38:01

AMOUNT \$34.30
TIP \$4.00
TOTAL \$38.30

Purchase

AMOUNT \$72.00
TIP \$8.00
TOTAL \$80.00

00 - APPROVED - 001

AUTH# [REDACTED]
HTS: 20160622043910

MasterCard

AID: [REDACTED]
TVR [REDACTED]
TSI: [REDACTED]

TRANSACTION

APPROVED - 000

THANK YOU

THANK YOU

CUSTOMER COPY

VERIFIED BY PIN

MasterCard

AID: [REDACTED]
TC: [REDACTED]
TCA: [REDACTED]
TSI: [REDACTED]

MERCHANT COPY

POWERED BY MONEK

WWW.MONEXGROUP.COM

(3) Taxi - downtown Calgary to Ranchman's Club - ACH Foundation Dinner - June 22/16

(4) Taxi - Ranchman's Club to Calgary airport - ACH Foundation Dinner - June 22/16

(5) Taxi - Edmonton airport to home - CCP Industry Information Mtg & ACH Foundation Dinner - June 22/16

316 BERKLEIGH ROAD SE
CALGARY, AB T2A 1K2

TERMINAL ID: [REDACTED]
MERCHANT ID: [REDACTED]
VEHICLE ID: [REDACTED]
DRIVER ID: [REDACTED]
GST ACCOUNT #:
TRIP NUMBER:
PASSENGERS: 1

06/22/2016
T: 17:45 END: 17:58
RANCE: 25.80 RATE: 1

FARE AMOUNT: \$ 9.71

AMOUNT: \$ 0.45
TIP AMOUNT: \$ 2.04

TOTAL \$ 12.20

DEBIT CARD SALE: [REDACTED]
APPROVAL NUMBER: [REDACTED]

PASSENGER COPY

THANK YOU
(403)299-9999
WWW.THECHECKERGROUP.COM



316 BERKLEIGH ROAD SE
CALGARY, AB T2A 1K2

TERMINAL ID: [REDACTED]
MERCHANT ID: [REDACTED]
VEHICLE ID: [REDACTED]
DRIVER ID: [REDACTED]
GST ACCOUNT #:
TRIP NUMBER:
PASSENGERS: 1

06/22/2016
START: 21:00 END: 21:00
DISTANCE: 20.00 RATE:

FARE AMOUNT: \$ 3

TAX AMOUNT: \$
TIP AMOUNT: \$ 5.15

TOTAL \$ 39.33

MASTER CARD SALE: [REDACTED]
APPROVAL NUMBER: [REDACTED]

PASSENGER COPY

THANK YOU
(403)299-9999
WWW.THECHECKERGROUP.COM



AIRPORT TAXI SERVICE
4606 101 ST.
(7808907070)
EDMONTON AB

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2016/06/23
TIME 9439 00:47:22
INVOICE # [REDACTED]
RECEIPT NUMBER [REDACTED]

PURCHASE
AMOUNT \$83.00
TIP \$14.00
TOTAL

\$97.00

MasterCard
[REDACTED]

APPROVED
AUTH# [REDACTED] 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS