

## AHS Board and Executive Expense Report

**Name** David Carpenter  
**Title** AHS Board Member  
**Location** Edmonton

Expenses submitted during the month of January 2017

### 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)
Jan-17	Expense Claim	Meetings	1,203	74	502	363	2,142			
<b>Total</b>			\$ 1,203	\$ 74	\$ 502	\$ 363	\$ 2,142	\$ -	\$ -	\$ -

**Total for the Month** \$ 2,142

Maximum daily single meal expense claimed in the month \$ 21  
 Maximum daily base hotel rate claimed in the month \$ 149  
 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.

Employee # [REDACTED]

AHS - AP Processing - Internal Use Only	
Voucher #	
Naming Convention:	
T4A/NR Applicable? - If yes, indicate line & amt	

## BOARD MEMBER EXPENSE CLAIM FORM

<b>SECTION 1: PAYEE INFORMATION</b>					
Name:	David Carpenter			Expense Period Month:	Jan-17
Address:	[REDACTED]	City:	[REDACTED]		
Province:	[REDACTED]	Postal Code:	[REDACTED]	Country:	Canada
Reason for Expense	Attendance at Finance Committee Meeting on January 19, 2017 and Board Meetings on January 26-27, 2017 in Edmonton.				

<b>SECTION 2: FINANCE CODING &amp; TOTAL CLAIM</b>					
Description	Corp/BU/Org	Location (If applicable)	Functional Centre/Primary	Expense/Secondary Acct	Total (Note: This column will auto fill)
Meals (A)	101	0005	71110300000	45000000	\$73.85 ✓
Travel Exp (B+C+E)	101	0005	71110300000	62212000	\$2,091.66 ✓
Other (D)	101	0005	71110300000	41090000	-\$24.00 ✓
<b>TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE</b>					<b>\$2,141.51</b> ✓

<b>SECTION 3: AUTHORIZATION</b>			
I attest that I have read and understand all applicable policies that pertain to these expenses, and confirm expenses being claimed are in compliance with such policies.			
I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services Board and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization.			
I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided below.			
Claimant (Print Name)	Signature: I, by signing this form, attest that I am compliant to all the above statements	Date	Phone#
David Carpenter	<i>[Signature]</i>	March 20, 2017	[REDACTED]

I attest that I have read and understand all applicable policies of that pertain to these expenses, and confirm expenses being claimed are in compliance with such policies.	
I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services Board and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization.	
I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided below.	
Approved by (Print Name)	Position Title/Program Group
Linda Hughes	Board Chair
Signature: I, by signing this form, attest that I am compliant with all the above statements	Date
<i>[Signature]</i>	Mar 20/17

Health and Personal information on this form is collected by AHS under the authority of section 20(b) of the Health Information Protection Act, and section 20(b) of the Freedom of Information Act, respectively, for the purpose of processing and managing the information.

For payment please contact Deborah Rhodes Mar. 21 17  
 Deborah Rhodes, VP Corporate Services & CFO  
 14<sup>th</sup> Floor, North Tower, Seventh Street Plaza, 10030 - 107 | Position #: [REDACTED] DOFA Level: [REDACTED] Date:

**Carry forward from Section 1**

<b>Name:</b>	David Carpenter	<b>Expense Period Month:</b>	42736
--------------	-----------------	------------------------------	-------

Completion of the "cost effective method used" Column is required. If you select "No" in this column, Further Explanation is Required in the "Rationale is Required" section below

**Rationale is Required for expenses that are not Cost Effective:** (supporting analysis and documentation must be attached to this form)

**SECTION 4A: BOARD MEMBER - TRAVEL EXPENSE CLAIM**

The Board Members follow the Government of Alberta (GOA) Travel, Meal and Hospitality Expenses Policy

Note: For meal allowances outside Canada, the GOA policy redirects to the National Joint Council (NJC) travel directive for rates (Appendix C for USA, Appendix D for International).

Date	Description: (include purpose of trip, mode of travel, starting point, details of expenditure)	Cost Effective method used?	Meal (Allowance OR Receipt)(A)				Accommodation (B)	Transportation (Flight, Car Rental, Fuel, Parking, Taxi) (C)	Other (Itemize) (D)	Mileage km (E)
			Allowance Within Canada		With Receipt or Allowance Outside Canada					
			Meal Type	Allowance	Meal Type	Amount				
18-Jan-2017	Recover the cost of an extra dinner per diem which was paid in error on September 2016 expense claim (as per attached).	Yes						-\$24.00	✓	
18-Jan-2017	Mileage from residence to YQL and return on January 19, 2017.	Yes							40	
18-Jan-2017	Parking at YQL.	Yes					\$16.00	✓		
18-Jan-2017	Flight (incl. change fee as meeting ended earlier than scheduled) from YQL to Edmonton and return to attend Finance Committee Meeting.	Yes					\$671.21	✓		
18-Jan-2017	Taxi from YEG to hotel and return on January 19th (Board Members G. Yeates and R. Dicerni joined for return to YEG).	Yes					\$145.20	✓		
18-Jan-2017	1 night accommodation to attend Finance Committee Meeting on January 19, 2017.	Yes	D-\$20.75	\$20.75	✓	\$167.28	✓			
19-Jan-2017	ETS fare from hotel to SSP to attend Finance Committee Meeting.	Yes					\$3.25	✓		
25-Jan-2017	Mileage from residence to YQL and return on January 27, 2017.	Yes							40	
25-Jan-2017	Parking at YQL.	Yes					\$24.00	✓		
25-Jan-2017	Flight from YQL to Edmonton to attend Board Meetings and return on January 27, 2017.	Yes					\$531.56	✓		
<b>Total: (amount auto fills to page 1)</b>			\$20.75	✓	\$0.00	\$167.28	\$1,391.22	-\$24.00	80.00	

<b>BOARD MEMBER Mileage Rate</b>	0.505	<b>Total Mileage</b>	\$ 40.40
----------------------------------	-------	----------------------	----------

**Carry forward from Section 1**

<b>Name:</b>	David Carpenter	<b>Expense Period Month:</b>	42736
--------------	-----------------	------------------------------	-------

Completion of the "cost effective method used" Column is required. If you select "No" in this column, Further Explanation is Required in the "Rationale is Required" section below

**Rationale is Required for expenses that are not Cost Effective:** (supporting analysis and documentation must be attached to this form)

**SECTION 4B: BOARD MEMBER - TRAVEL EXPENSE CLAIM**

The Board Members follow the Government of Alberta (GOA) Travel, Meal and Hospitality Expenses Policy

**Note:** For meal allowances outside Canada, the GOA policy redirects to the National Joint Council (NJC) travel directive for rates (Appendix C for USA, Appendix D for International).

Date	Description: (include purpose of trip, mode of travel, starting point, details of expenditure)	Cost Effective method used?	Meal (Allowance OR Receipt)( A )				Accommodation ( B )	Transportation (Flight, Car Rental, Fuel, Parking, Taxi) ( C )	Other (Itemize) ( D )	Mileage km ( E )
			Allowance Within Canada		With Receipt or Allowance Outside Canada					
			Meal Type	Allowance	Meal Type	Amount				
25-Jan-2017	Taxi from YEG to hotel and return on January 27, 2017.	Yes					\$145.20	✓		
25-Jan-2017	2 nights accommodation to attend Board Meetings on January 26-27, 2017.	Yes	D-\$20.75	\$20.75	✓	\$334.56	✓			
26-Jan-2017	ETS fare from hotel to SSP.	Yes					\$3.25	✓		
26-Jan-2017	ETS fare from SSP to hotel between meetings and dinner.	Yes	D-\$20.75	\$20.75	✓		\$3.25	✓		
26-Jan-2017	ETS fare from dinner to hotel.	Yes					\$3.25	✓		
27-Jan-2017	ETS fare from hotel to SSP.	Yes	L-\$11.60	\$11.60	✓		\$3.25	✓		
<b>Total: (amount auto fills to page 1)</b>			\$53.10	✓	\$0.00	\$334.56	\$158.20	\$0.00	0.00	

<b>BOARD MEMBER Mileage Rate</b>	0.505	<b>Total Mileage</b>	\$ -
----------------------------------	-------	----------------------	------

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

County of Lethbridge

Airport Parking

GST #106989023

Space # : [REDACTED]

Transaction #: [REDACTED]

Date : JAN/18/17

Time : 12:06 PM

Amount Paid : \$16.00

Card : [REDACTED]

Parking Expires At:

**JAN/20/17  
12:06 PM**

Please Retain Ticket.  
Lock your vehicle and  
secure all valuables.

1

5

**ETS**  
TICKET MUST BE VALIDATED FOR USE ON LRT

2017 EXPIRY  
YOUTH/SENIOR

Senior  
Expires  
Jan 19/17 08:48

INSERT THIS END INTO VALIDATOR

06J0163  
Central Station

\$3.25 ✓

Air Transportation Charges

Base Fare	58.00
Goods and Services Tax - Canada no. 100092287 RT0001	2.90
<b>Total Additional Fare - per passenger</b>	<b>60.90</b>

Extras (Change Fee)

Change Fee	75.00
Goods and Services Tax - Canada no. 100092287 RT0001	3.75
<b>Total Extras (Change Fee) - per passenger</b>	<b>78.75</b>

**Total (per passenger)** **139.65**

**Number of passengers** **x1**

**Total** **\$139.65**

**GRAND TOTAL - Canadian dollars** **\$139<sup>65</sup>**

*change is meeting cancelled @ 2PM instead of 4PM allowing us to get home @ 7PM ADT 1 AM*

*ORIGINAL*

*531.56*  
*671.21* (circled 2)



CANADA, U.S.: 1 (888) 247-2262

**AIR CANADA**

A STAR ALLIANCE MEMBER

Your booking is confirmed. Booking reference: [REDACTED]

An email booking confirmation has been sent to: [REDACTED]

Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com

Passengers Mr David B Carpenter

Flight	From	To	Departure	Arrival		
AC7216 AC8152	Lethbridge (YQL)	Edmonton (YEG) - Connection in Calgary -	13:05 Wed 18-Jan 2017	16:07 Wed 18-Jan 2017	Air Transp. Charges	447.00
AC8173 AC7221	Edmonton (YEG)	Lethbridge (YQL) - Connection in Calgary -	19:10 Thu 19-Jan 2017	00:20 Fri 20-Jan 2017	Options	0.00
					Taxes, fees and charges	84.56
					Travel Insurance	<b>Purchase travel insurance</b>
<b>Grand Total</b>					<b>Canadian dollars</b>	<b>\$531.56</b>

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.



Booking Information

Booking Reference: [REDACTED]	Customer Care Air Canada 1-888-247-2262
Electronic Ticketing confirmed. This is your official itinerary/receipt.	Flight Arrivals and Departures 1-888-422-7533
Main Contact: Mr David B Carpenter [REDACTED]	

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC7216 <sup>1</sup>	Lethbridge (YQL) Wed 18-Jan 2017 13:05	Calgary (YYC) Wed 18-Jan 2017 13:56	0	3hr02	BEH	Flex. G	
AC8152 <sup>2</sup>	Calgary (YYC) Wed 18-Jan 2017 15:15	Edmonton, Edmonton Int'l (YEG) Wed 18-Jan 2017 16:07	0		DH4	Flex. G	
AC8173 <sup>3</sup>	Edmonton, Edmonton Int'l (YEG) Thu 19-Jan	Calgary (YYC) Thu 19-Jan	0	5hr10	DH4	Flex. G	

	2017 19:10	2017 20:04			
AC7221 <sup>1</sup>	<b>Calgary (YYC)</b> Thu 19-Jan 2017 23:30	<b>Lethbridge (YQL)</b> Fri 20-Jan 2017 00:20	0	BEH	Flex, G
Operated by: <sup>1</sup> Air Canada Express - Air Georgian <sup>2</sup> Air Canada Express - Jazz					

### Passenger Information

1: Mr David B Carpenter : Adult (16+), Ticket Number: [REDACTED]			
Air Canada - Aeroplan :	[REDACTED]	Meal Preference:	None
Payment Card:	[REDACTED]	Special Needs:	None
Seat Selection:	AC7216 1A , AC8152 1C ( <b>Preferred</b> ) , AC8173 1C ( <b>Preferred</b> ) , AC7221 1A		
Congratulations on your selection of a <b>Preferred</b> seat. Please read the <b>Terms and conditions</b>			

### Purchase Summary

<b>Fare Summary</b>	
Passenger Type	<b>Adult</b>
<b>Air Transportation Charges</b>	
Departing Flight - Flex	209.00
Return Flight - Flex	214.00
Surcharges	24.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	45.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	25.31
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	<b>531.56</b>
Number of passengers	x 1
Total with options	<b>531.56</b>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$531.56</b>
<b>Payment Information</b>	
Credit/Debit Card [REDACTED]	Amount paid: <b>\$531.56</b>
The following amount (tax inclusive) will appear on your credit card or debit card statement:	
• Air Canada: \$531.56 (Air Transp. Charges - per ticket)	
Ticket number(s)	[REDACTED]

### Fare Rules

Departing Flight Lethbridge (YQL) To Edmonton (YEG) - Flex
Return Flight Edmonton (YEG) To Lethbridge (YQL) - Flex
• Changes:





Corporate Car Service

\$145.20

Custom Amount \$132.00

Subtotal \$132.00

Tip \$13.20

3

Total \$145.20 ✓

*[Handwritten signature]*



Corporate Car Service

Last Location

780-910-3141



AMEX [redacted] (Swipe)

18/01/2017,  
16:44

4

**MR DAVID CARPENTER**



01/18/2017 01/19/2017 0.00  
 Master Folio Government Rate

01/18/2017		Room Taxable	149.00	0.00	149.00
01/18/2017		DMF - 3%	4.47	0.00	153.47
01/18/2017		Tourism Levy - 4%	6.14	0.00	159.61
01/18/2017		GST - 5%	7.67	0.00	167.28
01/19/2017		American Express	0.00	167.28	0.00
		<b>Balance Due</b>			<b>0.00</b>

**Summary and Taxes**

Taxable Sales	149.00
DMF - 3%	4.47
Tourism Levy - 4%	6.14
GST - 5%	7.67

ATS GROUP  
4608 101 ST NW  
7809897099  
EDMONTON AB

CARD [REDACTED]  
CARD TYPE AMEX  
DATE 2017/01/25  
TIME 3432 16 31 15  
INVOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

PURCHASE  
AMOUNT \$132.00  
TIP \$13.20  
TOTAL

**\$145.20**

AMERICAN EXPRESS

APPROVED

AUTH# [REDACTED]  
THANK [REDACTED]

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

County of Lethbridge

Airport Parking

GST #106989023

Space # : 86

Transaction #: [REDACTED]

Date : JAN/25/17  
Time : 11:57 AM

Paid : \$24.00

Card : [REDACTED]

Parking Expires At:

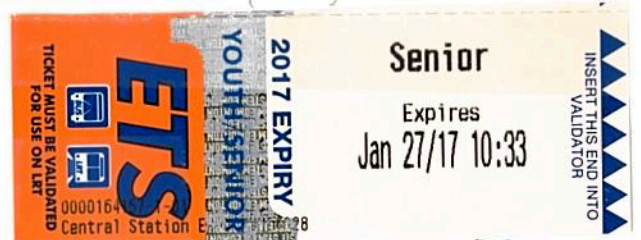
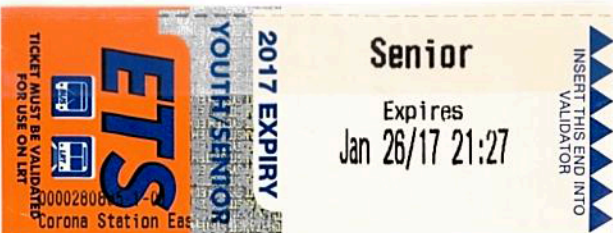
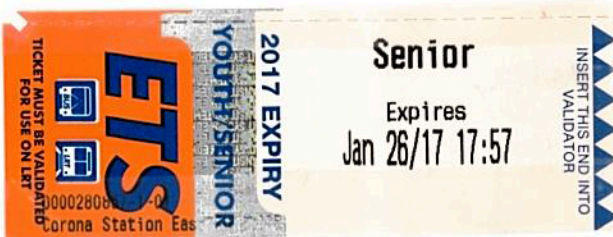
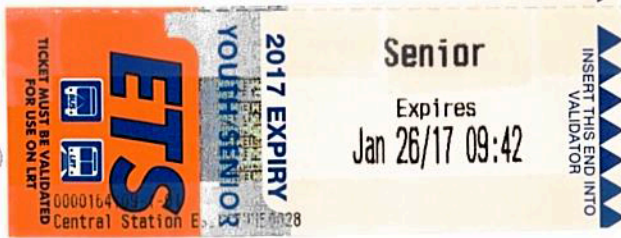
**JAN/28/17  
11:57 AM**

Please Retain Ticket.  
Lock your vehicle and  
secure all valuables.

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT



\$3.25

\$3.25

\$3.25

\$3.25

Your booking is confirmed. Booking reference [REDACTED]

An email booking confirmation has been sent to [REDACTED]

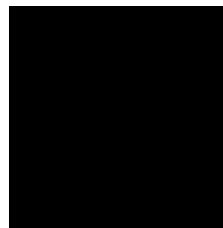
Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com

Passengers Mr David B Carpenter

Flight	From	To	Departure	Arrival	Air Transp. Charges	Options	Taxes, fees and charges	Travel Insurance	Purchase travel insurance
AC7216 AC8152	Lethbridge (YQL)	Edmonton (YEG) - Connection in Calgary -	13:05 Wed 25-Jan 2017	16:07 Wed 25-Jan 2017	447.00	0.00	84.56		
AC8149 AC7217	Edmonton (YEG)	Lethbridge (YQL) - Connection in Calgary -	13:35 Fri 27-Jan 2017	17:05 Fri 27-Jan 2017					<b>\$531.56</b>
<b>Grand Total Canadian dollars</b>									

7 ✓

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.



### Booking Information

Booking Reference: [REDACTED]	Customer Care Air Canada 1-888-247-2262
Electronic Ticketing confirmed. This is your official itinerary/receipt.	Flight Arrivals and Departures 1-888-422-7533
Main Contact: Mr David B Carpenter [REDACTED]	

### Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC7216 <sup>1</sup>	Lethbridge (YQL) Wed 25-Jan 2017 13:05	Calgary (YYC) Wed 25-Jan 2017 13:56	0	3hr02	BEH	Flex G	
AC8152 <sup>2</sup>	Calgary (YYC) Wed 25-Jan 2017 15:15	Edmonton, Edmonton Int'l (YEG) Wed 25-Jan 2017 16:07	0		DH4	Flex G	
AC8149 <sup>2</sup>	Edmonton, Edmonton Int'l (YEG) Fri 27-Jan	Calgary (YYC) Fri 27-Jan	0	3hr30	DH4	Flex G	

	2017 13:35	2017 14:29			
AC7217 <sup>1</sup>	Calgary (YYC) Fri 27-Jan 2017 16:15	Lethbridge (YQL) Fri 27-Jan 2017 17:05	0	BEH	Flex G
Operated by: <sup>1</sup> Air Canada Express - Air Georgian <sup>2</sup> Air Canada Express - Jazz					

## Passenger Information

1: Mr David B Carpenter : Adult (16+), Ticket Number [REDACTED]			
Air Canada - Aeroplan :	[REDACTED]	Meal Preference:	None
Payment Card:	[REDACTED]	Special Needs:	None
Seat Selection:	AC7216 1A , AC8152 1C ( <b>Preferred</b> ) , AC8149 1C ( <b>Preferred</b> ) , AC7217 1A		
Congratulations on your selection of a <b>Preferred</b> seat. Please read the <b>Terms and conditions</b>			

## Purchase Summary

Fare Summary	
Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - Flex	209.00
Return Flight - Flex	214.00
Surcharges	24.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	45.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	25.31
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	<b>531.56</b>
Number of passengers	x 1
Total with options	<b>531.56</b>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$531.56</b>
<b>Payment Information</b>	
Credit/Debit Card [REDACTED]	Amount paid: <b>\$531.56</b>
The following amount (tax inclusive) will appear on your credit card or debit card statement:	
• Air Canada: \$531.56 (Air Transp. Charges - per ticket)	
Ticket number(s): 0142169181409	

## Fare Rules

Departing Flight Lethbridge (YQL) To Edmonton (YEG) - Flex
Return Flight Edmonton (YEG) To Lethbridge (YQL) - Flex
• Changes:

# UNION BANK INN

## BOUTIQUE HOTEL

10053 Jasper Avenue  
 Edmonton, AB T5J 1S5  
 P.780.423.3600 F.780.423.4623  
 reservations@unionbankinn.com

MR DAVID CARPENTER



Room	Folio	CheckIn	CheckOut	Balance
		01/25/2017	01/27/2017	0.00
Master Folio				

Date	Room	Description/ Voucher	Charges	Credits	Balance
01/25/2017		Room Taxable	149.00	0.00	149.00
01/25/2017		DMF - 3%	4.47	0.00	153.47
01/25/2017		Tourism Levy - 4%	6.14	0.00	159.61
01/25/2017		GST - 5%	7.67	0.00	167.28
01/26/2017		Room Taxable	149.00	0.00	316.28
01/26/2017		DMF - 3%	4.47	0.00	320.75
01/26/2017		Tourism Levy - 4%	6.14	0.00	326.89
01/26/2017		GST - 5%	7.67	0.00	334.56
01/27/2017		American Express	0.00	334.56	0.00
		<b>Balance Due</b>			<b>0.00</b>
<b>Summary and Taxes</b>					
		Taxable Sales	298.00		
		DMF - 3%	8.94		
		Tourism Levy - 4%	12.28		
		GST - 5%	15.34		

9