

AHS Board and Executive Expense Report

Name MarliSS Taylor
Title AHS Board Member
Location Edmonton

Expenses submitted during the month of March 2017

MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Mar-17	Expense Claim	Meetings				188	188			
Total			\$ -	\$ -	\$ -	\$ 188	\$ 188	\$ -	\$ -	\$ -

Total for the Month \$ 188

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.

Employee # [REDACTED]

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

BOARD MEMBER EXPENSE CLAIM FORM

SECTION 1: PAYEE INFORMATION					
Name:	Marliss Taylor			Expense Period Month:	Feb-March 2017
Address:	[REDACTED]		City:	[REDACTED]	
Province:	[REDACTED]	Postal Code:	[REDACTED]	Country:	Canada
Reason for Expense	Attendance at Community Engagement Committee Meeting on February 09, 2017 and Board Meeting on March 01, 2017 in Edmonton. Attendance at Central Zone Long Range Planning Meeting on March 17, 2017 in Red Deer.				

SECTION 2: FINANCE CODING & TOTAL CLAIM					
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	\$0.00
Travel Exp (B+C+E)	101	0005	71110300000	62212000	\$188.30 ✓
Other (D)	101	0005	71110300000	41090000	\$0.00
TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE					\$188.30 ✓

SECTION 3: AUTHORIZATION			
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#
Marliss Taylor	<i>[Signature]</i>	March 25/17	[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>	April 5/17

Health and Personal information on this form is collected by AHS under the authority of section 20(b) of the Access to Information Act, and section 23 of the Privacy (FOIP) Act, respectively, for the purposes of processing and providing information to the public.

Deborah Rhodes
For payment Deborah Rhodes, VP Corporate Services & CFO
 14th Floor, North Tower, Seventh Street Plaza, 10030 - Position # [REDACTED] DOFA Level: [REDACTED] Date: March 30/17

Carry forward from Section 1

Name:	Marliss Taylor	Expense Period Month:	Feb-March 2017
--------------	----------------	------------------------------	----------------

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)

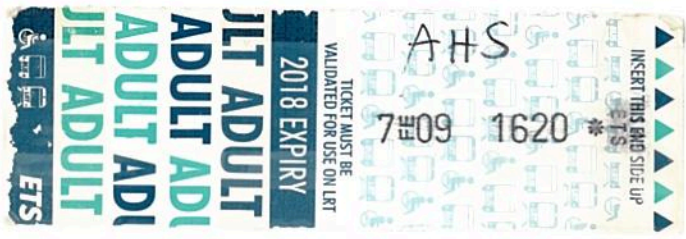
SECTION 4A: BOARD MEMBER - TRAVEL EXPENSE CLAIM

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				
9-Feb-2017	ETS Fare to attend Community Engagement Committee Meeting in Edmonton.	Yes					\$3.25	✓		
1-Mar-2017	ETS Fare to attend Board Meeting on March 01, 2017 in Edmonton.	Yes					\$3.25	✓		
17-Mar-2017	Mileage from residence to Red Deer and return to attend Central Zone Long Range Planning Meeting.	Yes							360	
Total: (amount auto fills to page 1)			\$0.00		\$0.00	\$0.00	\$6.50	\$0.00	360.00	

BOARD MEMBER Mileage Rate	0.505	Total Mileage	\$ 181.80
----------------------------------	-------	----------------------	-----------



①

✓
3:25



②

✓
3:25