

## AHS Board and Executive Expense Report

**Name** Richard Dicerni  
**Title** AHS Board Member  
**Location** Edmonton

Expenses submitted during the month of June 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)
Jun-17	Expense Claim	Meetings	935	62		154	1,151			
Jun-17	Direct Bill	Meetings			368		368			
<b>Total</b>			<b>\$ 935</b>	<b>\$ 62</b>	<b>\$ 368</b>	<b>\$ 154</b>	<b>\$ 1,519</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Total for the Month** \$ 1,519

Maximum daily single meal expense claimed in the month \$ 21  
 Maximum daily base hotel rate claimed in the month \$ 164  
 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:	Richard Dicerni			Expense Period Month:	May-June 2017
Address:	[REDACTED]	City:	[REDACTED]		
Province:	[REDACTED]	Postal Code:	[REDACTED]	Country:	Canada
Reason for Expense	Attendance at Human Resources Committee Meeting on May 31, 2017 and Board Meetings on June 01, 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	\$62.30 ✓
Travel Exp (B+C+E)	101	0005	71110300000	62212000	\$1,088.77 ✓
Other (D)	101	0005	71110300000	41090000	\$0.00
<b>TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE</b>					<b>\$1,151.07</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#
Richard Dicerni	<i>Pls see attached email as approval.</i>	June 21, 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>Linda Hughes</i>	June 27/17

Health and Personal information on this form is collected by AHS under the authority of section 20(b) of the Health Info of Privacy (FOIP) Act, respectively, for the purpose of adminis

on June 23/17  
*Deborah Rhodes*  
Deborah Rhodes, VP Corporate Services & CFO  
Position #: [REDACTED] DOFA Level: [REDACTED]

**For payment please su**  
**14<sup>th</sup> Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Ec**

**Carry forward from Section 1**

<b>Name:</b>	Richard Dicerni	<b>Expense Period Month:</b>	May-June 2017
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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				
31-May-2017	Taxi from residence to YOW to travel to Edmonton to attend HR Committee Meeting on May 31 and Board Meetings on June 1, 2017.	Yes					\$30.00 ✓	✓		
31-May-2017	Flight from Ottawa to Edmonton and return to attend meetings on May 31 and June 01, 2017.	Yes					\$934.65 ✓	✓		
31-May-2017	Taxi from YEG to Westin hotel.	Yes	LD-\$32.35 ✓	\$32.35 ✓	✓		\$55.00 ✓	✓		
1-Jun-2017	Per diem.	Yes	D-\$20.75 ✓	\$20.75 ✓	✓					
2-Jun-2017	Taxi to YEG.	Yes	B-\$9.20 ✓	\$9.20 ✓	✓		\$39.31 ✓	✓		
2-Jun-2017	Taxi from YOW to residence.	Yes					\$29.81 ✓	✓		
<b>Total: (amount auto fills to page 1)</b>			\$62.30		\$0.00	\$0.00	\$1,088.77	\$0.00	0.00	

<b>BOARD MEMBER Mileage Rate</b>	0.505	<b>Total Mileage</b>	\$ -
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Job #   
RECEIPT FOR CAB FARE


Amount 30.00 Date May 31, 2017

From Cobalt

To airport

Cab No. \_\_\_\_\_ Driver \_\_\_\_\_

H.S.T. Included in meter fare



✓  
①

AIRPORT TAXI SERVICE  
4608 101 ST.  
(7808907070)  
EDMONTON AB

CARD [REDACTED]

CARD TYPE AMEX

DATE 2017/05/31

TIME 1234 12:38 20

INVOICE # [REDACTED]

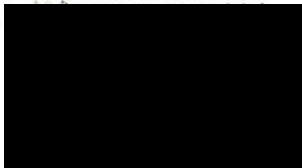
RECEIPT NUMBER [REDACTED]

PURCHASE TOTAL

\$55.00

✓ ③

AMERICAN EXPRESS



APPROVED

AUTH# [REDACTED]  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

BLUE LINE TAXI  
(613) 238-1111

TERMINAL ID: [REDACTED]

RESIDENT ID: [REDACTED]

VEHICLE ID: [REDACTED]

DRIVER ID: [REDACTED]

TRIP NUMBER: [REDACTED]

ISSUE DATES: [REDACTED]

START: 2017 START: 17:00

END: 17:00

CASH AMOUNT: \$ 0.00

CARD AMOUNT: \$ 55.00

TOTAL: \$ 55.00

AMEX SALE: [REDACTED]

INTERNAL NUMBER: [REDACTED]

\*\*\*PASSENGER COPY\*\*\*

CUSTOMER SERVICE 1-800-443-2812  
INQUIRY@TAXITAB.COM  
TAXITAB



✓  
⑤

# Itinerary / Receipt

2

Your booking is confirmed. Thank you for choosing Air Canada.  
**Please bring your itinerary-receipt to the airport.**

## Main Contact Information

**Booking reference:** [REDACTED]

**Name:** Mr Richard Dicerni  
**E-mail:** [REDACTED]  
**Payment:** [REDACTED]

**Customer Care**  
**Air Canada Reservations**  
 1-888-247-2262

**Air Canada Flight Information**  
 1-888-422-7533  
[International Reservations](#)

Alert me of flight changes  
[Flight notification](#)

## Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC361	Ottawa (YOW) Wed 31-May 2017 07:20	Edmonton International (YEG) Wed 31-May 2017 09:36	E90	Economy (G)	Confirmed
AC360	Edmonton International (YEG) Fri 02-Jun 2017 10:55	Ottawa (YOW) Fri 02-Jun 2017 16:42	E90	Economy (G)	Confirmed

## Passenger Information

**Passenger:** 1 Mr Richard Dicerni  
**Ticket number:** [REDACTED]  
**Frequent Flyer Pgm:** Air Canada Aeroplan **Program number:** [REDACTED]

## Purchase Summary

**Passenger: 1 Ticket number** [REDACTED]

<b>Date of issue</b>	12-May 2017
<b>Fare Amount in Canadian dollars:</b>	762.00
<i>(including navigational &amp; other charges)</i>	
<b>Taxes, Fees &amp; Charges</b>	
Air Travellers Security Charge (CA)	14.25
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	1.50
Combined Taxes *see fare calculation below (XT)	156.90
<b>Total Fare in Canadian dollars:</b>	934.65

Ticket particularities:  
 AC ONLYF/NONREF/CHGE FEE  
 -BG:AC

\*Fare calculation:  
 31MAY17YOW AC YEA Q23.00R343.00AC YOW Q23.00R373.00CAD762.00  
 END ROE1.00 XT103.90RC53.00SQ

Canadian tax registration numbers:  
 XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)  
 RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)  
 XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)

## Fare Rules Summary

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable.
- Seat selection charges are per passenger and apply to each individual one-way flight segment in your itinerary. Flight segments are identified by a change in flight number, with each new flight number representing a flight segment. Taxes are not included.
- Please note that you may be moved from your selected seat without notice in the event of an involuntary schedule or airport change (e.g. flight disruption, cancellation), to accommodate a passenger with a disability, or for any other reason that requires Air Canada to move you prior to departure or during the flight. If you are moved from your seat for one of these reasons, you may request a refund for your seat charges. We invite you to read additional [terms and conditions](#) related to seat selection

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

## Baggage Information

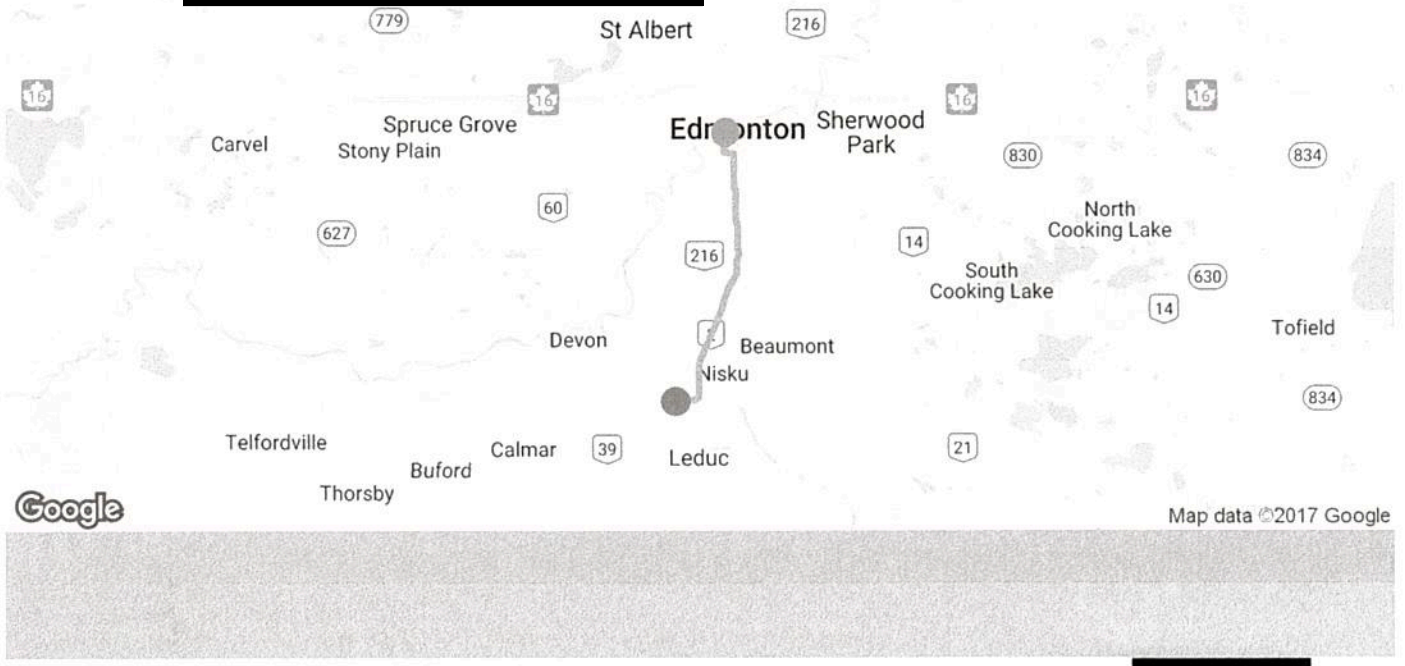
Please see below for details on the bags you plan on checking at the baggage counter.

<b>Baggage Information for: Richard Dicerni</b>	
Air Canada baggage rules apply. For flight(s): AC361	1st bag: Complimentary 2nd bag: 35.00 CAD + taxes* per direction
Air Canada baggage rules apply. For flight(s): AC360	1st bag: Complimentary 2nd bag: 35.00 CAD + taxes* per direction
Max. weight per bag: 23 KG (50 lb)	Max. linear dimensions: 158 CM (62 in)

\* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to bags fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of

From: Uber Receipts uber.canada@uber.com  
Subject: Your Friday morning trip with Uber  
Date: Jun 2, 2017, 12:22:44 PM  
To: [REDACTED]

4



\$39.31 ✓

Thanks for choosing Uber, Richard  
June 2, 2017 | uberX

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09:48am | 10888-10960 Jasper Ave, Edmonton, AB T5J 1M7, Canada  
10:22am | 1000 Airport Rd, Leduc, AB T9E 8B7, Canada

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You rode with Shreeram

30.38	00:33:38	uberX
kilometers	Trip time	Car

## Expense Report Direct Bill Summary

**Purpose of This Form:**

The purpose of this form is to report expenses incurred on behalf of a designated Executive or an AHS Board Member and paid for by a third party vendor. The information will be used for public disclosure reporting.

**Expenses Paid Directly to Third Party Vendors:**

AHS may have established accounts with certain vendors used to book travel and other expenses that are billed directly to AHS.

Examples include but are not limited to hotels, travel agencies, car rental agencies, conferences, courses and expenses reimbursed from a petty cash fund. It is mandatory to include in monthly reports these expenses that pertain to each member. AHS is required to disclose expenses for all applicable receipts and back up must be attached.

### Direct Bill Report

- Enter all items related to expenses incurred while conducting AHS business and paid for via a third party vendor (i.e. accommodations, airline tickets, car rentals, hosting events and working sessions)
- Enter all expenses pertaining to professional development such as conferences and courses, etc.
- Enter all expenses paid by AHS not mentioned above.
- Copies of invoices and other relevant back up must be attached, approvals for hosting events/working sessions that exceeds \$600 must be provided.
- Information will be used for reporting purposes only.
- A personal cheque must be attached to cover expenses deemed ineligible.
- Indicate whether you have expenses to report in this section for this reporting period: **YES**

<b>Name :</b> Richard Dicerni	<b>Reporting Period for the Month of :</b> May-June 2017
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
31-May-2017	Direct Billing	Hotel	Two nights accommodation to attend HR Committee Meeting on May 31; and Board Meetings on June 01, 2017 in Edmonton.	Other	368.26
	Direct Billing	Choose from Drop-down List		Other	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
<b>Total Paid in the Month</b>					<b>\$ 368.26</b>



The Westin Edmonton  
 10135 100 St  
 Edmonton, AB T5J 0N7  
 Canada  
 Tel: 780-426-3636 Fax: 780-428-1454



Richard Dicerni

Page Number : 1 Invoice Nbr : [REDACTED]  
 Guest Number : [REDACTED]  
 Folio ID : [REDACTED]  
 Arrive Date : 31-MAY-17 17:53  
 Depart Date : 02-JUN-17 12:02  
 No. Of Guest : 1  
 Room Number : [REDACTED]  
 Club Account : [REDACTED]  
 AR Account : [REDACTED]

Copy Invoice

Tax ID : 815461330RT0001

The Westin Edmonton JUN-15-2017 12:21 [REDACTED]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
31-MAY-17	[REDACTED]	Room Charge	164.00	
31-MAY-17	[REDACTED]	GST	8.45	
31-MAY-17	[REDACTED]	Destination Marketing Fee	4.92	
31-MAY-17	[REDACTED]	Tourism Levy	6.76	
01-JUN-17	[REDACTED]	Room Charge	164.00	
01-JUN-17	[REDACTED]	GST	8.45	
01-JUN-17	[REDACTED]	Destination Marketing Fee	4.92	
01-JUN-17	[REDACTED]	Tourism Levy	6.76	
02-JUN-17	[REDACTED]	Transfer to A/R		-368.26
		** Total	368.26	-368.26
		*** Balance	0.00	

Continued on the next page

The Westin Edmonton  
 10135 100 St  
 Edmonton, AB T5J 0N7  
 Canada  
 Tel: 780-426-3636 Fax: 780-428-1454



Richard Dicerni

Page Number : 2 Invoice Nbr : [REDACTED]  
 Guest Number : [REDACTED]  
 Folio ID : [REDACTED]  
 Arrive Date : 31-MAY-17 17:53  
 Depart Date : 02-JUN-17 12:02  
 No. Of Guest : 1  
 Room Number : [REDACTED]  
 Club Account : [REDACTED]  
 AR Account : [REDACTED]

KIDS EAT WELL AT WESTIN - Discover kids' meals that are as delicious as they are nutritious with the Westin Eat Well Menu for Kids, developed with Superchefs(TM) to make kids and parents happy. Learn more at [westin.com/eatwell](http://westin.com/eatwell)

As a Starwood Preferred Guest you have earned at least [REDACTED] Starpoints for this visit [REDACTED]

Tell us about your stay. [www.westin.com/reviews](http://www.westin.com/reviews)

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
05-31-2017	164.00	8.45	6.76	0.00	0.00	4.92	184.13	0.00
06-01-2017	164.00	8.45	6.76	0.00	0.00	4.92	184.13	0.00
06-02-2017	0.00	0.00	0.00	0.00	0.00	-368.26	-368.26	0.00
Total	328.00	16.90	13.52	0.00	0.00	-358.42	0.00	0.00

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