

## AHS Board and Executive Expense Report

**Name** Dr. Tom Feasby  
**Title** Quality Assurance and Patient Safety Advisory Committee  
**Location** Calgary

Expenses submitted during the month of May 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)
May-16	Expense Claim	Meetings				90	90			
<b>Total</b>			\$ -	\$ -	\$ -	\$ 90	\$ 90	\$ -	\$ -	\$ -

**Total for the Month**      \$            90

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.



AHS - AP Processing - Internal Use Only	
Voucher #	
Naming Convention:	
T4/ANR Applicable? - If yes, indicate line & amt	

## BOARD MEMBER EXPENSE CLAIM FORM

SECTION 1: PAYEE INFORMATION					
Name:	Thomas E. Feasby Professional Corporation (Dr. Tom Feasby)			Expense Period Month:	May-16
Address:	[REDACTED]		City:	Calgary	
Province:	[REDACTED]	Postal Code:	[REDACTED]	Country:	Canada
Reason for Expense	Attendance at the Board's Quality and Safety Committee Meeting on May 25, 2016.				

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	\$90.38
Other (D)	101	0005	71110300000	41090000	\$0.00
<b>TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE</b>					<b>\$90.38</b>

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#
Dr. Tom Feasby	<i>See below for signature</i>		[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>	June 28/16		

Health and Personal information on this form is collected by AHS under the authority of section 20(b) of the Health Information Act (HIA) and sections 33(c) and 34(2) of the Freedom of Information and Protection of Privacy (FOIP) Act, respectively, for the purpose of administering AHS Procure to Pay program

For payment please submit to:  
14<sup>th</sup> Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmonton AB T5J 3E4, Attention: Jennifer Hamstra

*Linda Hughes*  
Deborah Rhodes      July 6/16  
Deborah Rhodes      Date  
VP Corp Serv. & CFO

**Carry forward from Section 1**

Name:	Thomas E. Feasby Professional Corporation (Dr. Tom Feasby)	Expense Period Month:	42491
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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**

Date	Description: (include purpose of trip, mode of travel, starting point, details of expenditure)	Cost Effective method used?	Meal Allowance				Accommodation (B)	Transportation (Flight, Car Rental, Fuel, Parking, Taxi) (C)	Other (Itemize) (D)	Mileage km (E)
			Within Canada		Outside Canada					
			Meal Type	Allowance	Meal Type	Allowance				
25-May-16	Flight was booked to attend a non AHS meeting in Edmonton. Change fee to accommodate attending the Quality and Safety Committee.	Yes					\$78.78	✓		
25-May-16	Taxi from hotel to SSP to attend Quality and Safety Meeting.	Yes					\$11.60	✓		
<b>Total: (amount auto fills to page 1)</b>			\$0.00		\$0.00	\$0.00	\$90.38	\$0.00	0.00	

<b>BOARD MEMBER Mileage Rate</b>	0.505	<b>Total Mileage</b>	\$ -
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For payment please submit to:

14<sup>th</sup> Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmonton AB T5J 3E4, Attention: Jennifer Hamstra



①

**Tom Feasby**

**From:** Air Canada <confirmation@aircanada.ca>  
**Sent:** Monday, May 09, 2016 10:31 AM  
**To:** Tom Feasby  
**Subject:** Air Canada - 25-May: Calgary - Edmonton (booking ref [REDACTED] booking modified)

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*



## Itinerary/Receipt

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.

Scan this barcode to check in at any Air Canada check in kiosk



## Booking Information

**Booking Reference:** [REDACTED]

**Customer Care**  
 Air Canada  
 1-888-247-2262  
**Flight Arrivals and Departures**  
 1-888-422-7533

Electronic Ticketing confirmed. This is your official itinerary/receipt.

**Main Contact:**  
 Dr Thomas Feasby

**MOBILE**  
 Work: [REDACTED]

### Online Services

Manage my booking online (view/change my booking; select seats\*)

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Check-in online and print my boarding pass.

\* Can my booking be changed online?

## Flight Itinerary

*I had to change my flight reservations to accommodate the QSC meeting and this is the change fee.*

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8585 <sup>1</sup>	Calgary (YYC) Wed 25-May 2016 10:05	Edmonton, Edmonton Int'l (YEG) Wed 25-May 2016 10:55	0	0hr50	DH4	Tango Opens in New Window , K	
AC8169 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Fri 27-May 2016 16:50	Calgary (YYC) Fri 27-May 2016 17:40	0	0hr50	DH4	Flex Opens in New Window , G	

Operated by:

<sup>1</sup> Air Canada Express - Jazz

## Passenger Information

1: Dr Thomas Feasby : Adult (16+), Ticket Number [REDACTED]

Air Canada -  
Aeroplan :

[REDACTED]

Meal  
Preference :

None

Payment Card:

[REDACTED]

Special Needs:

None

Seat Selection:

[REDACTED]

## Additional amount payable and/or refund - Summary

	Additional charges Adult
Passenger Type	
<b>Air Transportation Charges</b>	
Air Transportation Charges (including surcharges)	0.00
<b>Extras (Change Fee)</b>	
Change Fee	75.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	3.75
Total Extras (Change Fee)	78.75
Number of passengers	x 1
Total with options	78.75
<b>Grand Total - Canadian dollars</b>	<b>\$78.75</b>

✓

## Payment Information

Credit/Debit Card [REDACTED] Amount paid: \$78.75

The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$78.75 (Change Fee per ticket)

Ticket number(s) [REDACTED]

## Fare Rules

### Departing Flight Calgary (YYC) To Edmonton (YEG) - Tango

- **Changes:**
  - Prior to day of departure - **Change fee** per direction, per passenger, is \$100 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
  - **Same-day confirmed changes at check-in or at the airport** are subject to availability and are permitted only for same-day flights at a fee of \$100 CAD/USD per direction, per passenger.
  - **Same-day standby** at the airport is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
  - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
  - Tickets are **non-refundable and non-transferable**.
  - **Cancellations** can be made up to 45 minutes prior to departure.
  - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
  - Customers who **no-show** their flight will forfeit the fare paid.
- **Paid Advance Seat Selection** is available on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Air Canada will provide a full refund without penalty when you cancel a **new ticket** (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase.
- Flights operated by Air Canada: earn 25% Aeroplan Miles (Altitude Qualifying Miles) for flights within Canada and 50% Aeroplan Miles (Altitude Qualifying Miles) for flights between Canada and the U.S.

### Return Flight Edmonton (YEG) To Calgary (YYC) - Flex

- **Changes:**

May 16, 2016

Co-op Taxi Line  
(780) 425-2525  
www.co-optaxi.com

(2)

Terminal 408/66234681  
Driver 4213  
16/05/25 13:40:30

VISA  
Card : [REDACTED]  
VISA CREDIT  
CHIP CARD

A0000000031010  
8000008000

Ref # [REDACTED]  
Auth # [REDACTED]

FARE : \$ 9.60  
TIP : \$ 2.00

PURCHASE

TOTAL : \$ 11.60 ✓

Taxi - Mettera Hotel

APPROVED - THANK YOU  
(01-027)

to 107 St. AMS  
officer.

IMPORTANT: Retain this  
copy for your records

Customer Copy

Thank you for choosing  
Co-op taxi

\$ 11.60