

Official Administrator and Executive Expense Report

Name Barbara Burton

Title Official Administrator Committee Member

Location Edmonton

Expenses submitted during the month of August 2014

							Travel (1)									
Date	Source Document	Purpose	Air	fare	ı	Meals	Accommodation	า	Other Travel	Total Travel	Profession Developme (2)		Working Sessions Hosting and Hospitality (3)		Other (4)	
Aug-14	Expense Claim Mee	etings		443		12			141	596						
Total			\$	443	\$	12	\$ -		\$ 141	\$ 596	\$	-	\$ -	- \$		_

Total for the

Month \$ 596

Maximum daily single meal expense claimed in the month \$ 12 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.

Car allowance 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:	
T4A/NR Applicable? - If yes, indicate line & amt	

OFFICIAL ADMINISTRATOR AND COMMITTEE MEMBER REMUNERATION AND EXPENSE CLAIM FORM

Name: Barba	a Burton		(if known)			se Period	
Address:				+	Month		August 2014
	11		City:	Edmonton	Provin	ce:	AB
Postal Code:			Country:		Phone	#:	
teason for Expen of Business Ca							
ECTION 2: F	NANCE CODING	3 & TOTAL CLAIM				************	
Description	Corp/BU/Or g	Location (If applicable)	<u>c</u>	Functional entre/Primary	Expense/ Secondary Acc	(Note:	<u>Total</u> This column will auto fil
leals (A)	101	0005	7	110300004	45000000	_	\$11.60
ravel Exp (B+C+E	101	0005	7	110300004	62212000		\$584.13
Other (D)	101	0005	7	110300004	41090000		\$0.00
					TOTAL PAYMENT		\$595.73
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Other (Itemize) (D)	Mileage km (E)
	<u>km</u> (E)
	100
\$0.00	0.00
	\$0.00 Total N

For payment please submit to the Official Administrator office: 10101 Southport Road SW, Calgary, AB. T2W 3N2, Attention: Lou DeCoste

Carry fo	orward from Section 1			9					
Name:	Barbara Burton		Vendorf (if known	8		Expense Month:	Period	August 2	014
Compl	etion of the "cost effective m	ethod used	" Column is req the "Rationale	uired. If you seld is Required" sec	ect "No" in tion above	this column, Furth	er Expla	nation is I	Required in
SECTIO	N 4B: OFFICIAL ADMINIS	TRATOR 8	COMMITTEE	MEMBER - TRA	VEL EXPE	ENSE CLAIM			
		200	Meal (Allowance	OR Receipt)(A)					
Date	Description: (include purpose of trip, mode of travel,	Cost Effective	Allowance	With Receipt	Accom-	Transportation (Flight, Car Rental,	Other	Mileage	Payroll Only OA Committee

From: Air Canada confirmation@aircanada.ca

Subject: Air Canada - 25-Aug: Edmonton - Calgary (booking ref:

Date: August 14, 2014 at 10:53 PM

seat selected

To:

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

AIR CANADA ⊕ 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

Customer Care Booking Reference: Air Canada 1-888-247-2262 Electronic Ticketing confirmed. This is your official Flight Arrivals and itinerary/receipt. **Departures** 1-888-422-7533 **Main Contact:** Ms Barbara Joanne Burton Mobile Home: **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

Flight	From	То	Stops	Duration	Aircraft	Fare Type	Mea
AC8139 ¹	Edmonton, Edmonton Int'l (YEG) Mon 25-Aug 2014 10:00	Calgary (YYC) Mon 25-Aug 2014 10:49	0	0hr49	DH4	Flex,	
AC8172 ¹	Calgary (YYC) Mon 25-Aug 2014 17:30	Edmonton, Edmonton Int'l (YEG) Mon 25-Aug 2014 18:21	0	0hr51	DH3	Flex,	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Ms Barbara Joanne Burton : Adult (16+),	Ticket Number:	
Air Canada - Aeroplan	Meal Preference :	None
Payment Card:	Special Needs:	None

Seat Selection: AC8139 **7F** , AC8172 **5F**

Purchase Summary

Fare Summary	
Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	162.00
Return Flight - Flex	162.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	21.11
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	443.36
Number of passengers	x 1
Total airfare, taxes and options	443.36
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$443.36

Payment Information

Credit/Debit Card - Amount paid: \$443.36

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

Air Canada: \$443.36 (Airfare - per ticket)

Ticket number(s):

enRoute City Guide

Calgary

Calgary grew up fast through successive energy booms, so it still feels a lot like a small prairie town - albeit a small prairie town with more than a million people that's now Western Canada's engine of commerce...

Read the complete guide

Fare Rules

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

· Changes:

- Prior to day of departure Change fee per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
- o Same-day confirmed changes at check-in or at the airport are permitted at a flat fee of

ASSOCIATED CABS 307-41 AVENUE N. E. CALGARY, AB T2E 2N4 403-299-1111

Merch Id: (null) Item #:8626 DBT <u>PURCHASE</u> Acct

00 APPROVED 001

Chequing AMOUNT TIP

\$53, 70 \$5, 37

TOTAL

\$59.07

Ref. #: 0010017080 S Auth. #: THANK YOU TAXI#351

* TRANSACTION RECEIPT *
Checker/Yellow Cabs
316 Meridian Road SE
Calgary, AB, T2A 1X2
403-299-9999

Taxi Service TYPE: MasterCard

CARD EXP

DATA DATEED

TerminalID: 00001472388F

Transaction Reference

Number :

DATE: 2014/08/25 16:33:03

AUTH:

IFID: 11664403

DRV : 7072 VEH : 268

GST: 843447814

Meter Start Time:

16:00:55

Meter Stop Time:

16:32:09

Distance: 29.5 Km

FARE 1: \$ 51.70 FLAT : \$ 0.00 TAX : \$ 0.00

TOTAL FARE: \$ 51.70
PAYMENT AMOUNT: \$ 51.70

TIP:

\$ 5.00

TOTAL PAYMENT: \$ 56.70 Purchase Auth Complete GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton Tax CodeCA5%

POF 1st Fl 25/08/14 18:40 Receipt

Short-term parking tkt HL - No. 045961 25/08/14 08:52 -26/08/14 08:51 -Period 1d0h0'

(Tax) Total

\$25.00 ----\$25.00

Payment Received

£25.00

Type: Swiped

Sub Total Tax 5%

\$23.81