

Official Administrator and Executive Expense Report

Name Brenda Huband
Title VP & Chief Health Operations Officer Central & Southern Alberta
Location Calgary
 Expenses submitted during the month of February 2015

Travel (1)

Month-Year	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Feb-15	P-Card	Meetings	1,616		1,731	539	3,887			
Dec-14	Expense Claim	Meetings		83		160	243			
Nov-14	Expense Claim	Meetings		249		571	820			
Oct-14	Expense Claim	Meetings		270		190	460			
Total			\$ 1,616	\$ 602	\$ 1,731	\$ 1,460	\$ 5,410	\$ -	\$ -	\$ -

Total for the Month \$ 5,410

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 184
 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

Instruction:			
<ul style="list-style-type: none"> • Attached ALL original detailed receipts and supporting documents in the same order as it appears on this statement • Cardholder AND Approver's signatures required where indicated below 			
<u>HUBAND, BRENDA</u>	<u>VP/CHIEF HEALTH OPERATIONS</u>	Billing Reporting Period:	<u>20/02/2015</u>
Cardholder's Name	Cardholder's Position/Title		
<u>HEALTH OPERATIONS CENTRAL &</u>	<u>SOUTHPORT</u>	Total Statement Amount:	<u>\$3,886.56</u>
Cardholder's Dept	Cardholder's Site/Location		
<u>BRENDA.HUBAND@ALBERTAHEALTHSERVICES.CA</u>		Last 6 digits of the P-Card #	<u>[REDACTED]</u>
Cardholder's e-mail address			

Statement of Transactions								
Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
1 20/01/2015	377637291	AIR CAN [REDACTED] AIR CANADA	390.86	CAD	390.86	00	00	Fit to Edm re Sr. Leaders Mtg & Bdgt Task Force
2 21/01/2015	377906819	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	85.05	CAD	85.05	4.05	00	Prkg at YYC re 2.2 J. Kerr & T. Braun, 1.1 J. Kerr, UNA, ACCA, Ab Organ/Tissue; Exec Comm: Privacy Legal, CEO, Gdgt Task Force
3 22/01/2015	377906818	THE WESTIN EDMONTON, WESTIN HOTELS	535.53	CAD	535.53	100.17	00	Accomm re 2.2 J. Kerr & T. Braun, 1.1 J. Kerr, UNA, ACCA, Ab Organ/Tissue, Exec Comm, Privacy Legal, CEO, Gdgt Task Force
4 27/01/2015	378676471	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	56.70	CAD	56.70	2.70	00	Prkg re Sr. Leaders Mtg, Bdgt Task Force
5 28/01/2015	378460039	THE WESTIN EDMONTON, WESTIN HOTELS	206.58	CAD	206.58	38.64	00	Hotel for Sr. Leaders Mtg & bdgt Task Force
6 29/01/2015	378676470	AIR CAN [REDACTED] AIR CANADA	401.36	CAD	401.36	00	00	Fit re Exec Comm: North/South Dyad, Bdgt Task Force, Wisdom Council X 2 days, Zone Leadership
7 30/01/2015	378849571	PRESTIGE TRANSPORTATIO, LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43	00	Taxi YEG to Westin-mtgs-ACCA with CEO-AB Organ/Tissue
8 30/01/2015	378849572	PRESTIGE TRANSPORTATIO, LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43	00	Taxi-ATB Place to YEG-Ntag Leadership Network
9 30/01/2015	378849573	PRESTIGE TRANSPORTATIO, LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43	00	Taxi, YEG to Westin-Sr. Leadership Mtg & Bdgt Task Force
10 03/02/2015	379269617	AIR CAN [REDACTED] AIR CANADA	390.86	CAD	390.86	00	00	Fit re Exec Comm, 2.1 CEO, Bdgt Task Force
11 05/02/2015	379486306	AIR CAN [REDACTED] AIR CANADA	52.50	CAD	52.50	00	00	Fit modified for Mtg Health Minister Mandel
12 06/02/2015	379661245	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	124.95	CAD	124.95	5.95	00	YYC Prkg re, Exec Comm, North/South Dyad, Bdgt Task Force, Wisdom Council X 2 days, Zone Leadership
13 07/02/2015	379661244	THE WESTIN EDMONTON, WESTIN HOTELS	826.32	CAD	826.32	115.92	00	Hotel re Exec Comm, North/South Dyad, Bdgt Task Force, Wisdom Council X 2 days, Zone Leadership
14 10/02/2015	380256241	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	56.70	CAD	56.70	2.70	00	Prkg - CoAct, Exec Comm, MySafetyNet, CEO, Bdgt Task Force
15 11/02/2015	380043375	THE WESTIN EDMONTON, WESTIN HOTELS	162.79	CAD	162.79	30.45	00	Hotel-Exec Comm, CEO, Bdgt Task Force, MySafetyNet
16 12/02/2015	380256240	AIR CAN [REDACTED] AIR CANADA	380.36	CAD	380.36	00	00	Fit-Exec Comm, CEO, Bdgt Task Force

Signatures

Cardholder Designate (if Applicable)

By signing this statement

- I hereby certify that I have reviewed and reconciled this statement in BMO Online to the best of my ability in accordance to AHS Corporate Policies, Program User Guide and Training. I have allocated the transaction(s) to the proper cost centre.

Serry Lee
Name of Cardholder Designate

VP/CHIEF HEALTH OPERATIONS
Cardholder Designate Position/Title

Serry Lee
Signature of Cardholder Designate

Feb 23/15
Date of Signature

Cardholder

By signing this statement

- I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy.
- I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization. A personal cheque for any personal expenses inadvertently charged is attached.
- I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.

HUBAND, BRENDA
Name of Cardholder

VP/CHIEF HEALTH OPERATIONS
Cardholder Position/Title

Brenda Huband
Signature of Cardholder

2015 Feb 23
Date of Signature

Approver Designate (if Applicable)

By signing this statement

- I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy.
- I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization. A personal cheque for personal expenses inadvertently charged has been obtained.
- I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.

Name of Approver Designate

Approver Designate Position/Title

Signature of Approver Designate

Date of signature

Approver

By signing this statement

- I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy.
- I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization. A personal cheque for personal expenses inadvertently charged has been obtained.
- I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.

Deborah Rhodes
Name of Approver

CFU
Approver Position/Title

Deborah Rhodes
Signature of Approver

Feb 26/15
Date of Signature

Submit approved statement with attachments to Accounts Payable:

Attach:

- Original (or scanned) itemized receipts with documented business reasons including names of participants where required
- Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report) And where applicable.
- Copies of pre-approvals for travel
- Personal cheque payable to "Alberta Health Services"
- Return, refund and/or credit receipts
- Disputes letter

Address:

Alberta Health Services
Accounts Payable
7th Street Plaza
10th Floor, North Tower, 10030-107 Street
Edmonton, AB T5J 3E4

\$390.86

Your booking is confirmed. Booking reference: [REDACTED]

①

An email booking confirmation has been sent to: brenda.huband@albertahealthservices.ca.
Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com.

Passengers Mrs Brenda Huband

Flight	From	To	Departure	Arrival
AC8856	Calgary (YYC)	Edmonton (YEG)	19:00 Mon 26-Jan 2015	19:55 Mon 26-Jan 2015
AC8155	Edmonton (YEG)	Calgary (YYC)	19:30 Tue 27-Jan 2015	20:26 Tue 27-Jan 2015

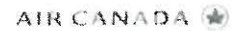
Airfare	298.00
Options	0.00
Taxes, fees and charges	92.86
Travel Insurance	Purchase travel insurance
Grand Total	\$390.86
Canadian dollars	

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.



*- Sr. Leaders Mtg
- Budget Jack Force*

Booking Information



Booking Reference: [REDACTED]

Customer Care

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

Air Canada
1-888-247-2262

Main Contact:

Mrs Brenda Huband
brenda.huband@albertahealthservices.ca
Mobile: [REDACTED]
Work: [REDACTED]

Flight Arrivals and Departures
1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8856	Calgary (YYC) Mon 26-Jan 2015 19:00	Edmonton, Edmonton Int'l (YEG) Mon 26-Jan 2015 19:55	0	0hr55	DH3	Flex, W	
AC8155	Edmonton, Edmonton Int'l (YEG) Tue 27-Jan 2015 19:30	Calgary (YYC) Tue 27-Jan 2015 20:26	0	0hr56	DH3	Flex, W	

Operated by:
Air Canada Express - Jazz

Passenger Information

1: Mrs Brenda Huband : Adult (16+), Ticket Number [REDACTED]

Air Canada - Aeroplan : [REDACTED]
Payment Card: [REDACTED]
Seat Selection: AC8856 11F, AC8155 11F

Meal Preference: None
Special Needs: None

Purchase Summary

Fare Summary

Total charge for 1 adult	
Departing Flight (Flex) (including surcharges)	154.00
Return Flight (Flex) (including surcharges)	144.00
Options	0.00

Taxes, Fees and Charges	92.86
Total	390.86
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$390.86

Payment Information

Credit/Debit Card [REDACTED] Amount paid: **\$390.86**
 The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$390.86 (Airfare - per ticket)

Ticket number(s) [REDACTED]

Fare Rules

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

Return Flight Edmonton (YEG) To Calgary (YYC) - 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.
- Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- Same-day standby** 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 Lagaardia (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.
- Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Up to 24 hours after the purchase of a **new ticket**, Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)
- Read complete fare rules applicable to this fare.

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our Baggage Guide.

Carry-on Baggage

On your Air Canada, Air Canada Express, or Air Canada rouge-operated flight, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15,5 x 21,5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details.

Checked Baggage

Please see below for details on the bags you plan to check in at the baggage counter.

Departing Flight : Calgary (YYC) To Edmonton (YEG) - Flex							
Return Flight : Edmonton (YEG) To Calgary (YYC) - Flex							
	<table border="0"> <tr> <td style="text-align: center;">1st bag:</td> <td style="text-align: center;">2nd bag:</td> </tr> <tr> <td style="text-align: center;">Complimentary</td> <td style="text-align: center;">\$25.00 CAD</td> </tr> <tr> <td></td> <td style="text-align: center;">+ taxes* per direction</td> </tr> </table>	1st bag:	2nd bag:	Complimentary	\$25.00 CAD		+ taxes* per direction
1st bag:	2nd bag:						
Complimentary	\$25.00 CAD						
	+ taxes* per direction						
Regular Baggage Allowance	Max. weight per bag: 23 kg (50 lb) Max. linear dimensions per bag: 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 1st and 2nd bag fees. For travel between Canada and the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to the 2nd bag fee. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

2

- 2:2 TCC Guide + Tech
- 1:1 Guide - TCC
- UNA
- ACCA
- AB Organ + Issue
- Privacy Security
- Exec Comm
- Budget - CEO

- Budget Task Force
- Mgmt Leadership

RECEIPT
GST NO. R122556194

TKT NO [REDACTED]
POF: C50
IN: 01/18/15 17:32 ✓
OUT: 01/21/15 16:18
PAID: \$ 35.05 ✓
(GST INCLUDED)
MASTERCARD
[REDACTED]

YOU HAVE 15 MIN.
TO EXIT

Calgary International Airport Parkade

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 780-426-3636
 http://www.westin.com/edmonton

3



Huband, Brenda

Page Number
 Guest Number
 Folio ID
 No. Of Guest
 Room Number

Invoice Nbr
 Arrive Date 01-18-2015 21:01
 Depart Date 01-21-2015 06:42
 Agent

Invoice

Date	Reference	Description	Charges	Credits
01-18-2015		Room Charge	\$159.00	
01-18-2015		GST	\$8.19	
01-18-2015		DMF	\$4.77	
01-18-2015		Tourism Levy	\$6.55	
01-19-2015		Room Charge	\$159.00	
01-19-2015		GST	\$8.19	
01-19-2015		DMF	\$4.77	
01-19-2015		Tourism Levy	\$6.55	
01-20-2015		Room Charge	\$159.00	
01-20-2015		GST	\$8.19	
01-20-2015		DMF	\$4.77	
01-20-2015		Tourism Levy	\$6.55	
01-21-2015	MC	Mastercard		\$-535.53
		** Total	\$535.53	\$-535.53
		** Balance	\$0.00	

Handwritten notes:
 - 2:2 Jeds Julie (TCC)
 - R:1 Julie (TCC)
 - WNA (TCC)
 - ACCA
 - AB Corporation
 - KREC
 - Privacy Legal
 - Budget Co
 - Budget Desk

EXPENSE SUMMARY REPORT
 Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
01-18-2015	\$159.00	\$8.19	\$6.55	\$0.00	\$0.00	\$4.77	\$178.51	\$0.00
01-19-2015	\$159.00	\$8.19	\$6.55	\$0.00	\$0.00	\$4.77	\$178.51	\$0.00
01-20-2015	\$159.00	\$8.19	\$6.55	\$0.00	\$0.00	\$4.77	\$178.51	\$0.00
01-21-2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-535.53
Total	\$477.00	\$24.57	\$19.65	\$0.00	\$0.00	\$14.31	\$535.53	\$-535.53

Continued on the next page

(A)

- In. Leaders Mtg.
- Bdgt. Task Force ✓

RECEIPT
GST NO. R122556194

TKT NO: [REDACTED]
POF: C58
IN: 01/26/15 16:32 ✓
OUT: 01/27/15 20:38
PAID: \$ 56.70 ✓
(GST INCLUDED)
MASTERCARD
[REDACTED]

YOU HAVE 15 MIN.
TO EXIT

Calgary International Airport Parkade

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 780-426-3636
 http://www.westin.com/edmonton

5

J. Leaders Mtg
Bdgt Task Force



Huband, Brenda	Page Number	[REDACTED]	Invoice Nbr	[REDACTED]
[REDACTED]	Guest Number	[REDACTED]	Arrive Date	01-26-2015 20:39
[REDACTED]	Folio ID	[REDACTED]	Depart Date	01-27-2015 06:11
[REDACTED]	No. Of Guest	[REDACTED]	Agent	[REDACTED]
[REDACTED]	Room Number	[REDACTED]		

Duplicate Invoice

Date	Reference	Description	Charges	Credits
01-26-2015	[REDACTED]	Room Charge	\$184.00	
01-26-2015	[REDACTED]	GST	\$9.48	
01-26-2015	[REDACTED]	DMF	\$5.52	
01-26-2015	[REDACTED]	Tourism Levy	\$7.58	
01-27-2015	MC	Mastercard		\$-206.58
		** Total	\$206.58	\$-206.58
		** Balance	\$0.00	

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

EXPENSE SUMMARY REPORT
 Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
01-26-2015	\$184.00	\$9.48	\$7.58	\$0.00	\$0.00	\$5.52	\$206.58	\$0.00
01-27-2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-206.58
Total	\$184.00	\$9.48	\$7.58	\$0.00	\$0.00	\$5.52	\$206.58	\$-206.58



Thank you for choosing Starwood Hotels We look forward to welcoming you back soon! Tell us about your stay. www.westin.com/reviews

Tell us about your stay. www.westin.com/reviews

Continued on the next page

\$401.36

Your booking is confirmed. Booking reference: [REDACTED]

(6)

An email booking confirmation has been sent to: brenda.huband@albertahealthservices.ca.
Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com.

Passengers Mrs Brenda Huband

Flight	From	To	Departure	Arrival
AC8856	Calgary (YYC)	Edmonton (YEG)	19:00 Mon 02-Feb 2015	19:55 Mon 02-Feb 2015
AC8153	Edmonton (YEG)	Calgary (YYC)	18:00 Thu 05-Feb 2015	18:53 Thu 05-Feb 2015

Airfare	308.00
Options	0.00
Taxes, fees and charges	93.36
Travel Insurance	Purchase travel insurance
Grand Total	\$401.36
Canadian dollars	

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

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

Air Canada
1-888-247-2262

Flight Arrivals and Departures
1-888-422-7533

Main Contact:
Mrs Brenda Huband
brenda.huband@albertahealthservices.ca
Mobile: [REDACTED]
Work: [REDACTED]

- Exec Comm.
- North/South Div
- Budget Inst Force
- Wilson issued mtg - 2 days
- Zone Leadership

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8856 ¹	Calgary (YYC) Mon 02-Feb 2015 19:00	Edmonton, Edmonton Int'l (YEG) Mon 02-Feb 2015 19:55	0	0hr55	DH3	Flex, V	
AC8153 ¹	Edmonton, Edmonton Int'l (YEG) Thu 05-Feb 2015 18:00	Calgary (YYC) Thu 05-Feb 2015 18:53	0	0hr53	DH4	Flex, V	

Operated by:
Air Canada Express - Jazz

Passenger Information

1: Mrs Brenda Huband : Adult (16+), Ticket Number [REDACTED]
Air Canada - Aeroplan [REDACTED]
Payment Card: [REDACTED] Meal Preference: None
Seat Selection: AC8856 11F, AC8153 12F Special Needs: None

Purchase Summary

Fare Summary	
Total charge for 1 adult	
Departing Flight (Flex) (including surcharges)	154.00
Return Flight (Flex) (including surcharges)	154.00
Options	0.00

Fees and Charges	93.36
Tax	401.36
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$401.36

Payment Information

Credit/Debit Card [redacted] Amount paid: **\$401.36**
 The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$401.36 (Airfare - per ticket)

Ticket number(s) [redacted]

Fare Rules

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

Return Flight Edmonton (YEG) To Calgary (YYC) - 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.
- Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- Same-day standby** 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 L'Amour (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.

- Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.

- Up to 24 hours after the purchase of a **new ticket**, Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)
- Read complete fare rules applicable to this fare.

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our Baggage Guide .

Carry-on Baggage

On your Air Canada, Air Canada Express, or Air Canada rouge-operated flight, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15,5 x 21,5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details.

Checked Baggage

Please see below for details on the bags you plan to check in at the baggage counter.

Departing Flight : Calgary (YYC) To Edmonton (YEG) - Flex	
Return Flight : Edmonton (YEG) To Calgary (YYC) - Flex	
Regular Baggage Allowance	1st bag: Complimentary
	2nd bag: \$25.00 CAD + taxes* per direction
Max. weight per bag: 23 kg (50 lb)	
Max. linear dimensions per bag: 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 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to the 2nd bag fee. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

486-
to Weston

5

10135 31 Avenue NW
Edmonton AB T6H-1C2

BRENDA MUBAND.

Jan. 18/2015.

Ap) Weston

PRESTIGE TRANSPORTATION
10135 31 Avenue NW
Edmonton AB T6H-1C2
780-463-5800

Term ID: 450241250040

Item

M/C PURCHASE

Op Id: 1000

Card #:

APPROVED

AMOUNT CAD\$72.00

Ref. #

Auth. #

Book on line at
EDMPRESTIGE.COM

Thank you for being our Guest
GST 862104765

Date: 2015/01/30 Time: 10:41:52

Response: AUTH

CUSTOMER COPY

9

ATB Place to
JEG

King's Leadership
Network

BRENDA HUBBARD
ATB Place to Ap.
Jan. 21/2015
PRESTIGE TRANSPORTATION
10135 31 Avenue NW
Edmonton AB T6H-1C2
780-463-5000

Term Id: 4502412509440
Item [REDACTED]
M/C PURCHASE
Op Id: 114995
Card [REDACTED]

APPROVED
AMOUNT CAD\$72.00

Ref. #: [REDACTED]
Auth. #: [REDACTED]
Book on line at
EDMPRESTIGE.COM
Thank you for being our guest
GST 862184769

Date: 2015/01/30 Time: 16:43:17
Response: AUTH [REDACTED]

CUSTOMER COPY

\$390.86

Your booking is confirmed. Booking reference: [REDACTED]

10

An email booking confirmation has been sent to: brenda.huband@albertahealthservices.ca.
Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com.

Passengers Mrs Brenda Huband

Flight	From	To	Departure	Arrival
AC8856	Calgary (YYC)	Edmonton (YEG)	19:00 Mon 09-Feb 2015	19:55 Mon 09-Feb 2015
AC8155	Edmonton (YEG)	Calgary (YYC)	19:30 Tue 10-Feb 2015	20:26 Tue 10-Feb 2015

Airfare	298.00
Options	0.00
Taxes, fees and charges	92.86
Travel Insurance	Purchase Travel Insurance
Grand Total	\$390.86
Canadian dollars	

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]
Electronic Ticketing confirmed. This is your official itinerary/receipt.
Main Contact:
Mrs Brenda Huband
brenda.huband@albertahealthservices.ca
Mobile: [REDACTED]
Work: [REDACTED]

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

- Exec Comm.
- 2:1 CRD
- Bldg Jack Force

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8856	Calgary (YYC) Mon 09-Feb 2015 19:00	Edmonton, Edmonton Int'l (YEG) Mon 09-Feb 2015 19:55	0	0hr55	DH3	Flex, W	
AC8155	Edmonton, Edmonton Int'l (YEG) Tue 10-Feb 2015 19:30	Calgary (YYC) Tue 10-Feb 2015 20:26	0	0hr56	DH3	Flex, W	

Operated by:
Air Canada Express - Jazz

Passenger Information

1: Mrs Brenda Huband : Adult (16+), Ticket Number: [REDACTED]
Air Canada - Aeroplan [REDACTED] Meal Preference: None
Payment Card: [REDACTED] Special Needs: None
Seat Selection: AC8856 11F, AC8155 11F

Purchase Summary

Fare Summary

Total charge for 1 adult	
Departing Flight (Flex) (including surcharges)	154.00
Return Flight (Flex) (including surcharges)	144.00
Options	0.00

Taxes, Fees and Charges	92.86
Total	390.86
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$390.86

Payment Information

Credit/Debit Card [REDACTED] Amount paid: **\$390.86**
 The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$390.86 (Airfare - per ticket)

Ticket number(s) [REDACTED]

Fare Rules

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

Return Flight Edmonton (YEG) To Calgary (YYC) - 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.
- Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- Same-day standby** 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.

• **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.

- Up to 24 hours after the purchase of a **new ticket**, Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)
- Read complete fare rules applicable to this fare.

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our Baggage Guide.

Carry-on Baggage

On your Air Canada, Air Canada Express, or Air Canada rouge-operated flight, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15,5 x 21,5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details.

Checked Baggage

Please see below for details on the bags you plan to check in at the baggage counter.

Departing Flight : Calgary (YYC) To Edmonton (YEG) - Flex		
Return Flight : Edmonton (YEG) To Calgary (YYC) - Flex		
	1st bag:	2nd bag:
Regular Baggage Allowance	Complimentary	\$25.00 CAD + taxes* per direction
	Max. weight per bag: 23 kg (50 lb)	
	Max. linear dimensions per bag: 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 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to the 2nd bag fee. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

11

\$52.50

AIR CANADA 


*It modified to
common mty & minutes
standard*

Itinerary / Receipt

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

Main Contact Information

Booking reference: 

Name: Mrs Brenda Huband
E-mail: BRENDA.HUBAND@ALBERTAHEALTHSERVICES.CA
Form of payment: 

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

Air Canada Flight Information
1-888-422-7533


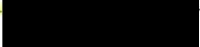
International Reservations

Alert me of flight changes
Flight notification


Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8161	Edmonton International (YEG)	Calgary (YYC)	DH3	Economy (V)	Confirmed
<i>Operated by:</i>	Fri 06-Feb 2015	Fri 06-Feb 2015			
<i>Air Canada Express- Jazz</i>	18:30	19:26			

Passenger Information

Name: Mrs Brenda Huband
Frequent Flyer Pgm: Air Canada Aeroplan
Passenger 1
Ticket number: 
Program number: 

Purchase Summary

Passenger: 1 Ticket number 
Date of issue: 29-Jan 2015
Fare Amount in Canadian dollars: 308.00
(including navigational & other charges)
Taxes, Fees & Charges:

Canada Security Charge (CA)	14.25
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	19.11
Canada Airport Improvement Fee (SQ)	69.00

Total Fare in Canadian dollars: 401.36

Options

Change fee in Canadian dollars	50.00
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	2.50

Ticket particularities:
AC ONLY/NON-REF/CHGE FEE

**Fare calculation:*
02FEB15YYC AC YEA Q12.00R142.00AC YYC Q12.00R142.00CAD308.00
END ROE1.00
Canadian tax registration numbers:
XG Canada Goods and Service Tax (GST) #10009-2287
RC Canada Harmonized Sales Tax (HST) #10009-2287
XQ Quebec Sales Tax (QST) #1000-043-172

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 and name changes are not permitted.
- Advance seat assignments are not guaranteed and may be changed without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable refundable fees.

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

Important Information & Conditions

Please review this itinerary/receipt and should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Before You Go: A 'To-Do' List

All passengers are advised to view the [Travel documentation](#) and US Secure Flight Program for important information on documents and identification required for travel.

Travel Insurance

Canadian Residents - RBC Travel Insurance Company offers Canadian travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of Canada can purchase travel insurance from RBC Travel Insurance Company via www.aircanada.com/insurance or by calling 1-866-530-6021. To make sure you get the best possible protection, purchase insurance prior to your departure.

U.S. Residents - CSA Travel Protection offers American travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of the United States can purchase travel insurance from CSA Travel Protection via www.aircanada.com/us/en/insurance or by calling 1-866-473-3315. To make sure you get the best possible protection, purchase insurance prior to your departure.

Comments, Compliments and Complaints

Would you like to comment on a past travel experience? Your comments, compliments and complaints will help us improve the services we offer. Send us an e-mail (aircanada.com/customerrelations) or write to us at: Air Canada - Customer Relations, PO Box 64239, RPO Thorncliffe, Calgary, AB, Canada T2K 6J7.

10

RECEIPT
GST NO. R122556194

TKT NO [REDACTED]
POF: C50
IN: 02/02/15 17:14 ✓
OUT: 02/06/15 19:20
PAID: \$ 124.95 ✓
(GST INCLUDED)
MASTERCARD
[REDACTED]

YOU HAVE 15 MIN.
TO EXIT

Calgary International Airport Parkade

- Exec Lorman
- CKD + D Rhodes
- NS Dept
- Edgth Jack Force
- Prov Zone Leadership
- Wisdom Council + 2 days
- CCP
- CKD
- Zone Leadership

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

\$5,576.32
 13

WESTIN
 HOTELS & RESORTS

Brenda Hubbard



Page Number : [Redacted]
 Guest Number : [Redacted]
 Folio ID : [Redacted]
 Arrive Date : 02-FEB-15 20:49
 Depart Date : 06-FEB-15 06:17
 No. Of Guest : 1
 Room Number : [Redacted]
 Club Account : [Redacted]

Invoice Nbr : [Redacted]

Tax Invoice

Tax ID : 815461330RT0001

The Westin Edmonton 06-FEB-15 06:20 [Redacted]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
02-FEB-15	[Redacted]	Room Charge	184.00	
02-FEB-15	[Redacted]	GST	9.48	
02-FEB-15	[Redacted]	DMF	5.52	
02-FEB-15	[Redacted]	Tourism Levy	7.58	
03-FEB-15	[Redacted]	Room Charge	184.00	
03-FEB-15	[Redacted]	GST	9.48	
03-FEB-15	[Redacted]	DMF	5.52	
03-FEB-15	[Redacted]	Tourism Levy	7.58	
04-FEB-15	[Redacted]	Room Charge	184.00	
04-FEB-15	[Redacted]	GST	9.48	
04-FEB-15	[Redacted]	DMF	5.52	
04-FEB-15	[Redacted]	Tourism Levy	7.58	
05-FEB-15	[Redacted]	Room Charge	184.00	
05-FEB-15	[Redacted]	GST	9.48	
05-FEB-15	[Redacted]	DMF	5.52	
05-FEB-15	[Redacted]	Tourism Levy	7.58	
06-FEB-15	[Redacted]	Mastercard		

- Exec. Forum
- CEO, D. Rhodes + FB
- N/d. Rydell Mtg.
- Bigt Jack Force
- Prov Zone Leadership
- Wisdom Council x 2 days
- CCP
- CEO x 2
- Zone Leadership

Continued on the next page

14

- CO-Act
- Exam Lesson
- My battery
- CD
- Blog

RECEIPT
GST NO. R122556194

TKT NO: [REDACTED]
POF: CS0
IN: 02/09/15 17:28
OUT: 02/10/15 20:51
PAID: \$ 56.70
(GST INCLUDED)
MASTERCARD
[REDACTED]

YOU HAVE 15 MIN.
TO EXIT

Calgary International Airport Parkade

- Exec Comm. ACC my staying net
 - 2nd CEO
 - Bdgt Jack force

15

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

WESTIN
 HOTELS & RESORTS

Brenda Huband
 [Redacted]

Page Number : [Redacted] Invoice Nbr : [Redacted]
 Guest Number : [Redacted]
 Folio ID : [Redacted]
 Arrive Date : 09-FEB-15 20:44
 Depart Date : 10-FEB-15 06:18
 No. Of Guest : 1
 Room Number : [Redacted]
 Club Account : [Redacted]

Tax Invoice

Tax ID : 815461330RT0001
 The Westin Edmonton 10-FEB-15 06:20 [Redacted]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
09-FEB-15	[Redacted]	Room Charge	145.00	
09-FEB-15	[Redacted]	GST	7.47	
09-FEB-15	[Redacted]	DMF	4.35	
09-FEB-15	[Redacted]	Tourism Levy	5.97	
10-FEB-15	[Redacted]	Mastercard		-162.79
** Total			162.79	-162.79
*** Balance			0.00	

FIND CLARITY, BOOST HAPPINESS - Like a gym membership for your mind, Headspace gives you simple tools to feel happier, work smarter and sleep better.
 Get some Headspace at westin.com/headspace



Tell us about your stay. www.westin.com/reviews

Continued on the next page

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\$1,350.36

Your booking is confirmed. Booking reference: [REDACTED]

An email booking confirmation has been sent to: brenda.huband@albertahealthservices.ca.
Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com

Passengers Mrs Brenda Huband				Airfare		Taxes		Fees		Total	
AC0164	Calgary (YYC)	Edmonton (YEG)	19:30	20:25	149.00	0.00	92.36	0.00	149.00	0.00	149.00
AC0157	Edmonton (YEG)	Calgary (YYC)	19:30	20:26	139.00	0.00	0.00	0.00	139.00	0.00	139.00
				Grand Total		Canadian dollars				\$380.36	

Your booking is confirmed. Please print/retain this page for your financial records (eg. 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]
Electronic Ticketing confirmed. This is your official itinerary/receipt.
Main Contact: Mrs Brenda Huband
[REDACTED]@albertahealthservices.ca
[REDACTED]
[REDACTED]
[REDACTED]

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

- TCC & Sanyo Mergis
- Eric
- 2:1 CEO
- Budget Task Force

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC0164	Calgary (YYC) Mon 23-Feb 2015 19:30	Edmonton, Edmonton Int'l (YEG) Mon 23-Feb 2015 20:25	0	0hr55	DH3	Flex, G	
AC0157	Edmonton, Edmonton Int'l (YEG) Tue 24-Feb 2015 19:30	Calgary (YYC) Tue 24-Feb 2015 20:26	0	0hr56	DH3	Flex, C	

operated by
Air Canada Express - Jazz

Passenger Information

1: Mrs Brenda Huband : Adult (16+), Ticket Number: [REDACTED]
Air Canada - Aeroplan [REDACTED] Meal Preference: None
Payment Card: [REDACTED] Special Needs: None
Seat Selection: AC0164 11F, AC0157 11F

Purchase Summary

Fare Summary	
Total charge for 1 adult	
Departing flight (Flex) (including surcharges)	149.00
Returning flight (Flex) (including surcharges)	139.00
Options	0.00

TRAVEL, HOSPITALITY & WORKING SESSION EXPENSE CLAIM

SECTION A: EMPLOYEE DETAILS (for AHS Staff ONLY)

Enter employee # (AHS) and Employer # (E-People) if your payroll has migrated to the new E-People payroll system
 Enter AHS employee # (E-People) if your payroll is not migrated to the new E-People payroll system
 If you are a temporary employee and your payroll is E-People, you will only use an Employer # (E-People)

Expense Date From: 1-Oct-14 To 31-Oct-14
 Travel Period from: 1-Oct-14 To 31-Oct-14
 Out-of-Province Travel

Name: Brenda Hubbard Position (Title): VP & Chief Health Ops Officer - Central & Southern AB
 Location: [Redacted] DOFA: [Redacted] Union: [Redacted] Business Phone #: [Redacted] Ext: [Redacted]
 Employee # (E-People): [Redacted]

SECTION E: FINANCE CODING & TOTAL CLAIM

CAPITAL PROJECT CODING ONLY → Project Number _____ Project Task Number _____
 Expenditure Organization _____ Expenditure Type _____

Total - Section B: Travel - Pg 2					Total - Section C&D: Other & Foreign Expenses - Pg 3					TOTAL REIMBURSEMENT		
Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense	Bal Unit	Location	Functional Centre (FC)	Secondary/ Expense	Total Expense	Total Section B	Total Section C&D	
2A	101	0767	7120500206	\$219.63	101	0767	7120500206	\$240.67		\$460.30	\$460.30	
2B	101	0767	7120500206	\$147.14								
2C	101	0767	7120500208	\$93.48								
2D												
				\$460.30								

NOTE: This section auto fills from page 2A, 2B, 2C & 2D
 NOTE: These fields do not automatically fill for Section C & D

SECTION F: AUTHORIZATION

I certify that the information provided on this form is true and correct. I understand that any false information provided may result in disciplinary action, including suspension or termination of employment. I understand that any false information provided may also result in criminal or civil penalties. I understand that any false information provided may also result in the claim being denied. I understand that any false information provided may also result in the claim being referred to the appropriate authorities for investigation.

Employee Signature: _____ Date: _____
 Approved by (PRINT ONLY): Deborah Rhodes DOFA Level: [Redacted] Position #: [Redacted] Phone #: [Redacted]
 Signature: _____ Title: CFO Date: 10/27/14

Approved by (PRINT ONLY): _____ DOFA Level: _____ Position #: _____ Phone #: _____ Ext: _____
 Signature: _____ Title: _____ Date: _____

EXPENSE CLAIM DETAILS

Enter Finance Coding <u>101</u> <u>0767</u> <u>71205000206</u>	Emp # (E-People) _____	Page 2A
<i>If expenses incurred are for multiple FC's please use pages 2B,2C,2D (after pg3) as there should be one FC per page OR if more lines are required for the same FC use these additional pages. Enter total \$ amount on slip, DO NOT separate any taxes (eg. GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.</i>		

SECTION B: TRAVEL EXPENSES **NOTE:** If expenses do not fall into these categories such as Hospitality, Working Session, Relocation, Continuing Education, Business Insurance go to SECTION C

Select from dropdown (column Prov) where expenses were incurred (Out of N.America = Inter!) Ensure separate lines are used for claim items that differ in Province, US and Out of North America.				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 on this page										
Date dd-mmm-yy	Business Reason for Travel - Detailed Description Required <small>(include destination, who attended-(if meal), why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification</small>	Prov, US, or Out of N.Amer where expenses incurred?	What is travel related to?	Cost Effective Method Used? Yes/No	Meal (Allowance OR Receipt)				If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)
					Meal Allowance		Meal with Receipt		Airfare	Hotel	Taxi			
					Meal Type with value	Allowance	Meal Type	with receipt						
6-Oct-14	SPTT to UofC to give presentation on behalf of CEO - 1 way	AB - Local	Meeting	Yes										15.00
6-Oct-14	UofC to airport - 1 way	AB - Local	Meeting	Yes										17.00
7-Oct-14	Mts in Edm all day- Exec Comm; MLA Rick Fraser & CEO; NP Telehealth	AB - Local	Meeting	Yes	A-\$41.55	\$41.55								
8-Oct-14	Mtgs in Edm all day - CoAct, EMS, COEC, A. Taylor	AB - Local	Meeting	Yes	A-\$41.55	\$41.55								
9-Oct-14	AB Health Planning Session	AB - Local	Meeting	Yes	D-\$20.75	\$20.75								
10-Oct-14	AB Health Planning Session	AB - Local	Meeting	Yes	D-\$20.75	\$20.75								
13-Oct-14	STAT HOLIDAY - Travel from home to YYC & return	AB - Local	Meeting	Yes										74.00
14-Oct-14	Mtgs all day in Edm - PHC; Legal, Exec Comm; North-South D'jad	AB - Local	Meeting	Yes	A-\$41.55	\$41.55								
SUBTOTALS						\$166.15								Total Kms 106.00

MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle → details of travel location to & from must be included above under the purpose of travel column Rates applicable \$0.505 per km for <u>under 5,000km/yr</u> or \$0.47 per km for <u>over 5,000km/yr</u> or <u>per Union Agreement</u>	Enter \$0.505 km, \$0.47 km OR rate per Union Agreement <i>(see Mileage details to the left)</i>
	Mileage \$ \$53.53
	Travel \$ Subtotal \$166.15
Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3	Auto fills on page 1 - TOTAL TRAVEL \$ \$219.68

Rationale is Required for expenses that are not Cost Effective
 (Any analysis supporting the method to assess cost effectiveness should be attached to the claim form)

EXPENSE CLAIM DETAILS

Enter Finance Coding <u>101 0767 71205000206</u>	Emp # (E-People) _____	Page 2B
<i>If expenses incurred are for multiple FC's please use pages 2B,2C,2D (after pg3) as there should be one FC per page OR if more lines are required for the same FC use these additional pages. Enter total \$ amount on slip, DO NOT separate any taxes (eg. GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.</i>		

SECTION B: TRAVEL EXPENSES **NOTE:** If expenses do not fall into these categories such as Hospitality, Working Session, Relocation, Continuing Education, Business Insurance go to SECTION C

Select from dropdown (column Prov) where expenses were incurred (Out of N.America = Inter'l) Ensure separate lines are used for claim items that differ in Province, US and Out of North America.				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 on this page											
Date dd-mmm-yy	Business Reason for Travel - Detailed Description Required <small>(include destination, who attended-(if meal), why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification</small>	Prov, US, or Out of N.Amer where expenses incurred?	What is travel related to?	Cost Effective Method Used? Yes/No	Meal (Allowance OR Receipt)				If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)	
					Meal Allowance		Meal with Receipt		Airfare	Hotel	Taxi				
					Meal Type with value	Allowance	Meal Type	with receipt							
15-Oct-14	Travel from SPTT to ACH for Oil Sands Event - 1 way	AB - Local	Meeting	Yes											21.00
18-Oct-14	SATURDAY - Travel from home to Sunwest Aviation for HBI & return	AB - Local	Meeting	Yes											80.00
19-Oct-14	SUNDAY - Travel from home to ACH for CAPHC conf & return	AB - Local	Meeting	Yes											32.00
20-Oct-14	Travel from SPTT to FMC for CZ Leadership - 1 way	AB - Local	Meeting	Yes											15.00
20-Oct-14	Travel from FMC to YYC - 1 way	AB - Local	Meeting	Yes											20.00
23-Oct-14	Mtgs in Edm - 1:1 Sean Chilton, Privacy Mtg, Planning D. Renz, CCP, Finance,	AB - Local	Meeting	Yes	A-\$41.55	\$41.55									
24-Oct-14	Foundation Forum - Edmonton	AB - Local	Meeting	Yes	D-\$20.75	\$20.75									
SUBTOTALS						\$62.30									Total Kms 168.00

MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle → details of travel location to & from must be included above under the purpose of travel column Rates applicable \$0.505 per km for <u>under 5,000km/yr</u> or \$0.47 per km for <u>over 5,000km/yr</u> or per Union Agreement	Enter \$0.505 km, \$0.47 km OR rate per Union Agreement <i>(see Mileage details to the left)</i>
	Mileage \$ \$84.84
Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3	Travel \$ Subtotal \$62.30
	Auto fills on page 1 - TOTAL TRAVEL \$ \$147.14

Rationale is Required for expenses that are not Cost Effective
(Any analysis supporting the method to assess cost effectiveness should be attached to the claim form)

EXPENSE CLAIM DETAILS

Enter Finance Coding	<u>101</u>	<u>0767</u>	<u>71205000206</u>	Emp # (E-People)		Page 2C
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*If expenses incurred are for **multiple FC's** please use pages 2B,2C,2D (after pg3) as there should be one FC per page **OR** if **more lines** are required for the same FC use these additional pages. Enter total \$ amount on slip, **DO NOT separate any taxes** (eg. GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.*

SECTION B: TRAVEL EXPENSES **NOTE:** If expenses do not fall into these categories such as Hospitality, Working Session, Relocation, Continuing Education, Business Insurance go to SECTION C

Select from dropdown (column *Prov*) where expenses were incurred (Out of N.America = Inter!)
 Ensure separate lines are used for claim items that differ in Province, US and Out of North America.

Date dd-mmm-yy	Business Reason for Travel - Detailed Description Required (include destination, who attended-(if meal), why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	Prov, US, or Out of N.Amer where expenses incurred?	What is travel related to?	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 on this page										
				Cost Effective Method Used? Yes/No	Meal (Allowance OR Receipt)				If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)
					Meal Allowance		Meal with Receipt		Airfare	Hotel	Taxi			
					Meal Type with value	Allowance	Meal Type	with receipt						
27-Oct-14	SPTT to Okotoks for Presentation to Council - 1 way	AB - Local	Meeting	Yes										29 00
27-Oct-14	Okotoks to YYC - 1 way	AB - Local	Meeting	Yes										56 00
28-Oct-14	Mtgs in Edm - Long Range Planning; Exec Comm,	AB - Local	Meeting	Yes	A-\$41.55	\$41.55								
18-Oct-14	Parking for Hotchkiss Brain Institute - Saturday	AB - Local	Meeting	Yes								\$9 00		
		AB - Local	Meeting	Yes										
		AB - Local	Meeting	Yes										
SUBTOTALS							\$41.55					\$9 00		Total Kms 85 00

<p align="center">MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle</p> <p align="center">→ details of travel location to & from must be included above under the purpose of travel column Rates applicable \$0.505 per km for <u>under 5,000km/yr</u> or \$0.47 per km for <u>over 5,000km/yr</u> or <u>per Union Agreement</u></p>	<p align="center">Enter \$0.505 km, \$0.47 km OR rate per Union Agreement (see Mileage details to the left)</p> <p align="right">Mileage \$ \$42.93</p>
<p>Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3</p>	<p align="right">Travel \$ Subtotal \$50.55</p> <p align="right">Auto fills on page 1 - TOTAL TRAVEL \$ \$93.48</p>

Rationale is Required for expenses that are not Cost Effective
 (Any analysis supporting the method to assess cost effectiveness should be attached to the claim form)

Saturday
Hotchkiss
Brain
Institute

SUNWEST AVIATION

CAN-11 1

PS01 18/10/14 22:33
Receipt [REDACTED]

Short-term parking tkt

1 - No. [REDACTED]

18/10/14 18:29

18/10/14 22:33

Period 0d4h5'

(GST) \$9.00

Total \$9.00

Payment Received

VISA [REDACTED] \$9.00

APR#: [REDACTED] 095503

REF#: [REDACTED]

01 APPROVED-THANK TO

01 APROUVEE-MERCI

Sub Total \$8.57

GST 5% \$0.43

All Amounts in CAD.
Deliv. Date=Receipt Date

18/10/2014 14:14



TRAVEL, HOSPITALITY & WORKING SESSION EXPENSE CLAIM

SECTION A: EMPLOYEE DETAILS (for AHS Staff ONLY)

- Enter employee # (old) and Employee # (E-People) if your payroll has migrated to the New E-People payroll system
- Indicate N/A in the Employee # (E-People) if your payroll has not migrated to the New E-People payroll system
- If you are a new employee and your payroll is E-People you will only have an Employee # (E-People)

Expense Date From: 1-Nov-14 To 30-Nov-14
 Travel Period from: 1-Nov-14 To 30-Nov-14
 Out-of-Province Travel

Name: Brenda Hubbard Position (Title): VP & CHOO Central & Southern Alberta
 Location: [Redacted] Dep: [Redacted] DOFA Level: [Redacted] (applicable) Union: Business Phone #: [Redacted]

Employee # (E-People):

SECTION E: FINANCE CODING & TOTAL CLAIM

CAPITAL PROJECT CODING ONLY → Project Number _____ Expenditure Organization _____ Project Task Number _____ Expenditure Type _____

Total - Section B: Travel - Pg 2					Total - Section C&D: Other & Foreign Expenses - Pg 3					TOTAL REIMBURSEMENT	
Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense	Bal Unit	Location	Functional Centre (FC)	Secondary/ Expense	Total Expense	Total Section B	Total Section C&D
2A	101	0767	71265000208	\$625.61	101	0767	71295000206			\$820.12	
2B	101	0767	71205000208	\$194.51							
2C	101	0767	71295000206								
2D											
				\$820.12						TOTAL CLAIM	\$820.12

NOTE: This section auto fills from page 2A, 2B, 2C & 2D

NOTE: These fields do not automatically fill for Section C & D

SECTION F: AUTHORIZATION

I certify that I have read and understand the "Travel, Hospitality & Working Session Expense Policy" (1122) of Alberta Health Services and confirm expenses being claimed are in accordance with the principles and procedures of the policy.

I certify that the expenses claimed in this claim are for valid business purposes for Alberta Health Services and that the claim has not been previously claimed by me or my beneficiary from Alberta Health Services or any other organization.

I certify that expenses submitted in this claim have been incurred by using a cost effective method, obtained through a supplier, invoice and supporting analysis is in accordance with the policy.

Travel, Hospitality and Working Session Expense Policy Document# 1122

By signing this form, I am certifying that I am compliant to all the above statements.

Employee Signature: Brenda Hubbard Date: 26 Feb 15

I certify that I have read and understand the expense policy of Alberta Health Services and confirm expenses being claimed are in compliance with said policy.

I certify that the expenses claimed in this claim are for valid business purposes for Alberta Health Services and that the claim has not been previously claimed by me or my beneficiary from Alberta Health Services or any other organization.

I certify that expenses submitted in this claim have been incurred by using a cost effective method, obtained through a supplier, invoice and supporting analysis is in accordance with the policy.

Approved By (PRINT ONLY): Deborah Rhodes DOFA Level: [Redacted] Position #: [Redacted] Phone #: [Redacted]

Signature: Deborah Rhodes Title: FCO Date: Feb 26/15

I certify that I have read and understand the expense policy of Alberta Health Services and confirm expenses being claimed are in compliance with said policy.

I certify that the expenses claimed in this claim are for valid business purposes for Alberta Health Services and that the claim has not been previously claimed by me or my beneficiary from Alberta Health Services or any other organization.

I certify that expenses submitted in this claim have been incurred by using a cost effective method, obtained through a supplier, invoice and supporting analysis is in accordance with the policy.

Approved By (PRINT ONLY): _____ DOFA Level: _____ Position #: _____ Phone #: _____ Ext: _____

Signature: _____ Title: _____ Date: _____

This form and the information on it is the property of Alberta Health Services and is to be used only for the purpose of the claim. It is not to be distributed outside of the organization. If you are not an employee of Alberta Health Services, you must obtain permission from the appropriate authority before using this form.

Please send completed claim form with receipt and other required paperwork to: Alberta Health Services, 70050-107 St, North Tower, 10th Floor, Alberta Place, Edmonton, AB T5C 0P4

EXPENSE CLAIM DETAILS

Enter Finance Coding 101 0767 71205000206	Emp # (E-People) _____	Page 2A
<i>If expenses incurred are for multiple FC's please use pages 2B,2C,2D (after pg3) as there should be one FC per page OR if more lines are required for the same FC use these additional pages. Enter total \$ amount on slip, DO NOT separate any taxes (eg. GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.</i>		

SECTION B: TRAVEL EXPENSES **NOTE:** If expenses do not fall into these categories such as Hospitality, Working Session, Relocation, Continuing Education, Business Insurance go to SECTION C

Select from dropdown (column *Prov*) where expenses were incurred (Out of N.America = Inter!)
 Ensure separate lines are used for claim items that differ in Province, US and Out of North America.

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 on this page

Date dd-mmm-yy	Business Reason for Travel - Detailed Description Required <small>(include destination, who attended-(if meal), why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification</small>	Prov, US, or Out of N.Amer where expenses incurred?	What is travel related to?	Cost Effective Method Used? Yes/No	Meal (Allowance OR Receipt)				If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)
					Meal Allowance		Meal with Receipt		Airfare	Hotel	Taxi			
					Meal Type with value	Allowance	Meal Type	with receipt						
3-Nov-14	SPTT to ACH - gift celebration from Owerko family (& return)	AB - Local	Meeting	Yes										42.00
6-Nov-14	Radiothon-from 4774 Westwinds Dr NE to SPTT (1 way)	AB - Local	Meeting	Yes										26.00
7-Nov-14	Travel to Edm for Health & Provincial Advisory Coucils	AB - Local	Educ	Yes	A-\$41.55	\$41.55								716.00
12-Nov-14	Home to YYC for mtgs in Edm - COEC, Exec Educ, 2.1 CEO; (& return)	AB - Local	Meeting	Yes	A-\$41.55	\$41.55								76.00
14-Nov-14	Home to YYC mrgs in Edm - AHS/Unions Ebola; Exec Comm; (& return)	AB - Local	Meeting	Yes	A-\$41.55	\$41.55								76.00
15-Nov-14	Saturday - Home to Calgary G&C Club - CHT Strategy Planning Session (& return)	AB - Local	Meeting	Yes										28.00
17-Nov-14	SPTT to FMC - CZ Leadership (1 way)	AB - Local	Meeting	Yes										15.00
17-Nov-14	FMC to Calgary G&C Club-honor leaders/philanthropists (1 way)	AB - Local	Meeting	Yes										13.00

SUBTOTALS	\$124.65	Total Kms 992.00
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MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle
 → details of travel location to & from must be included above under the purpose of travel column
 Rates applicable **\$0.505** per km for under 5,000km/yr or **\$0.47** per km for over 5,000km/yr or per Union Agreement

Enter \$0.505 km, \$0.47 km OR rate per Union Agreement <i>(see Mileage details to the left)</i>	\$0.505
Mileage \$	\$500.96
Travel \$ Subtotal	\$124.65
Auto fills on page 1 - TOTAL TRAVEL \$	\$625.61

Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3

Rationale is Required for expenses that are not Cost Effective
(Any analysis supporting the method to assess cost effectiveness should be attached to the claim form)

EXPENSE CLAIM DETAILS

Enter Finance Coding	<u>101</u>	<u>0767</u>	<u>71205000206</u>	Emp # (E-People)		Page 2B
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*If expenses incurred are for **multiple FC's** please use pages 2B,2C,2D (after pg3) as there should be one FC per page **OR** if **more lines** are required for the same FC use these additional pages. Enter total \$ amount on slip, **DO NOT separate any taxes** (eg. GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.*

SECTION B: TRAVEL EXPENSES **NOTE:** If expenses do not fall into these categories such as Hospitality, Working Session, Relocation, Continuing Education, Business Insurance go to SECTION C

Select from dropdown (column **Prov**) where expenses were incurred (Out of N.America = Inter!)
 Ensure separate lines are used for claim items that differ in Province, US and Out of North America

Date dd-mmm-yy	Business Reason for Travel - Detailed Description Required (include destination, who attended-(if meal), why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	Prov, US, or Out of N.Amer where expenses incurred?	What is travel related to?	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 on this page											
				Cost Effective Method Used? Yes/No	Meal (Allowance OR Receipt)				If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)	
					Meal Allowance		Meal with Receipt		Airfare	Hotel	Taxi				
				Meal Type with value	Allowance	Meal Type	with receipt								
17-Nov-14	Travel from Calgary G&C Club to YYC (1 way)	AB - Local	Meeting	Yes											24.00
18-Nov-14	Mtgs Edm - Budget Planning, ICS Training, Pt Flow, North/South Dyad, Christine Couture	AB - Local	Meeting	Yes	A-\$41.55	\$41.55						\$3.20			
20-Nov-14	SPTT to ACH - ACHF Board Mtg (1 way)	AB - Local	Meeting	Yes											17.00
23-Nov-14	Sunday - travel from home to YYC - EDM - Accelerating Primary Care Conf (& return)	AB - Local	Meeting	Yes											76.00
25-Nov-14	Accelerating Primary Care Conf; Exec Comm; Holy Cross	AB - Local	Meeting	Yes	A-\$41.55	\$41.55									
26-Nov-14	COEC, EMS Translon - EDM	AB - Local	Meeting	Yes	A-\$41.55	\$41.55									
28-Nov-14	FMC to SPTT - CRMH Portolio Forum-spoke on behalf of CEO (1 way)	AB - Local	Meeting	Yes											15.00
SUBTOTALS						\$124.65						\$3.20			Total Kms 132.00

<p align="center">MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle</p> <p align="center">→ details of travel location to & from must be included above under the purpose of travel column Rates applicable \$0.505 per km for under 5,000km/yr or \$0.47 per km for over 5,000km/yr or per Union Agreement</p>	<p align="center">Enter \$0.505 km, \$0.47 km OR rate per Union Agreement (see Mileage details to the left)</p> <p align="right">Mileage \$ \$66.66</p>
<p>Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3</p>	<p align="right">Travel \$ Subtotal \$127.85</p> <p align="right">Auto fills on page 1 - TOTAL TRAVEL \$ \$194.51</p>

Rationale is Required for expenses that are not Cost Effective
(Any analysis supporting the method to assess cost effectiveness should be attached to the claim form)

Nov 18th

Contg with Christmas Lecture

▲▲▲▲▲
INSERT FINE END INTO
VALIDATOR
Adult \$3.20
Expires
NOV 18/17 11:30

2017 EXPIRY
ADULT
ETS
18-0
TICKET MUST BE VALIDATED
FOR USE ON LRT



TRAVEL, HOSPITALITY & WORKING SESSION EXPENSE CLAIM

SECTION A: EMPLOYEE DETAILS (for AHS Staff ONLY)

* Enter employee # (old) and Employee # (E-People) if your payroll has migrated to the New E-People payroll system
 * Indicate N/A in the Employee # (E-People) if your payroll has not migrated to the New E-People payroll system
 * If you are a new employee and your payroll is E-People you will only have an Employee # (E-People)

Expense Date From: 1-Dec-14 To 31-Dec-14
 Travel Period from: 1-Dec-14 To 31-Dec-14
 Out-of-Province Travel

Name: Brenda Huband Position (Title): VP & CHOO Central & Southern Alberta
 Location: [Redacted] Dept: [Redacted] DOFA Level: [Redacted] of [Redacted] Union: [Redacted] Business Phone #: [Redacted] Ext: [Redacted]
 Employee # (E-People): [Redacted]

SECTION E: FINANCE CODING & TOTAL CLAIM

CAPITAL PROJECT CODING ONLY → Project Number _____ Expenditure Organization _____ Project Task Number _____ Expenditure Type _____

Total - Section B: Travel - Pg 2					Total - Section C&D: Other & Foreign Expenses - Pg 3					TOTAL REIMBURSEMENT		
Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense	Bal Unit	Location	Functional Centre (FC)	Secondary/ Expense	Total Expense	Total Section B	Total Section C&D	
2A	101	0767	71205000206	\$198.61	101	0767	71205000206			\$243.36		
2B	101	0767	71205000206	\$44.75								
2C	101	0767	71205000206									
2D	101	0767	71205000206									
				\$243.36							Less Cash Advance	
											TOTAL CLAIM	\$243.36

NOTE: This section auto fills from page 2A, 2B, 2C & 2D
 **User to enter Coding & \$ Amounts
 NOTE: These fields do not automatically fill for Section C & D

SECTION F: AUTHORIZATION

I certify that I have read and understand the Travel, Hospitality & Working Session Expense Policy (2012) of Alberta Health Services and confirm expenses being claimed are in compliance with the policies & procedures requirements of this policy.
 I certify that expenses included in this claim were valid but not eligible for AHS reimbursement. Expenses and costs that have not been previously claimed by me or on my behalf from Alberta Health Services or any other organization.
 I certify that expenses included in this claim have been incurred by using a valid effective method of payment (credit card and supporting receipts as provided above).

I am applying for reimbursement of the above expenses.
 Employee Signature: Brenda Huband Date: Feb 13 2015

I am applying for reimbursement of the above expenses for Alberta Health Services and that this claim has not been previously submitted to the Alberta Health Services or any other organization.
 Approved claim forms with receipts should be sent by the approver directly to Accounts Payable for processing.

Approved By (PRINT ONLY): Deborah Rhodes DOFA Level: [Redacted] Position #: [Redacted] Phone #: [Redacted] Ext: [Redacted]
 Signature: Deborah Rhodes Title: CAO Date: Feb 13 2015

Approved By (PRINT ONLY): _____ DOFA Level: _____ Position #: _____ Phone #: _____ Ext: _____
 Signature: _____ Title: _____ Date: _____

Please send complete claim form (with receipts and other required backup) to: Alberta Health Services, N030-107 St. North Tower, 10th Floor, Accounts Payable, Edmonton, AB T5J 3E4

EXPENSE CLAIM DETAILS

Enter Finance Coding 101 0767 71205000206

Emp # (E-People) _____

*If expenses incurred are for multiple FC's please use pages 2B,2C,2D (after pg3) as there should be one FC per page OR if more lines are required for the same FC use these additional pages. Enter total \$ amount on slip, **DO NOT separate any taxes** (eg. GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.*

SECTION B: TRAVEL EXPENSES

NOTE: If expenses do not fall into these categories such as Hospitality, Working Session, Relocation, Continuing Education, Business Insurance go to SECTION C

Select from dropdown (column Prov) where expenses were incurred (Out of N.America = Inter'l)
Ensure separate lines are used for claim items that differ in Province, US and Out of North America.

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 on this page

Date dd-mmm-yy	Business Reason for Travel - Detailed Description Required (include destination, who attended-(if meal), why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	Prov, US, or Out of N.Amer where expenses incurred?	What is travel related to?	Cost Effective Method Used? Yes/No	Meal (Allowance OR Receipt)				If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)
					Meal Allowance		Meal with Receipt		Airfare	Hotel	Taxi			
					Meal Type with value	Allowance	Meal Type	with receipt						
1-Dec-14	SHC to SPTT - CZ Reno/Cap Project NP Mtg (1 way)	AB - Local	Meeting	Yes										18.00
1-Dec-14	SPTT to YYC (& return) mtgs Dr. Predy & C. Bourassa, AIW ED Sim; DM Ruby Brown & Janet Davidson; Dr. Yru & CEO	AB - Local	Meeting	Yes										56.00
14-Dec-14	SPTT to YYC (& return) for PPAH interviews Edm; WCB mtg with CEO	AB - Local	Meeting	Yes										56.00
17-Dec-14	SPTT to RGH - 2.2 mtg Dyad, CCP, HCC & Christmas Tea (& return)	AB - Local	Meeting	Yes										10.00
21-Dec-14	Home to YYC-SUNDAY- mtgs - North/South Dyad, C. Couture, D. Gordon; AB Tissue/Organ (& return)	AB - Local	Meeting	Yes										76.00
28-Dec-14	Home to YYC - SUNDAY- Exec Comm Planning Day with CEO	AB - Local	Meeting	Yes										76.00
15-Dec-14	Transit from Westin to SSP-mtgs - CCP, 2nd round interviews PPAH; CEO; WCB	AB - Local	Meeting	Yes	A-\$41.55	\$41.55						\$3.20		
15-Dec-14	Transit from SSP to Westin for B. Huband & S. Walji	AB - Local	Meeting	Yes								\$6.40		
SUBTOTALS						\$41.55						\$9.60		Total Kms 292.00

MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle

→ details of travel location to & from must be included above under the purpose of travel column
Rates applicable **\$0.505** per km for under 5,000km/yr or **\$0.47** per km for over 5,000km/yr or per Union Agreement

Enter \$0.505 km, \$0.47 km OR rate per Union Agreement
(see Mileage details to the left)

\$0.505

Mileage \$ \$147.46

Travel \$ Subtotal \$51.15

Auto fills on page 1 - TOTAL TRAVEL \$ \$198.61

Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3

Rationale is Required for expenses that are not Cost Effective
(Any analysis supporting the method to assess cost effectiveness should be attached to the claim form)

EXPENSE CLAIM DETAILS

Enter Finance Coding 101 0767 71205000206

Emp # (E-People) _____

*If expenses incurred are for multiple FC's please use pages 2B,2C,2D (after pg3) as there should be one FC per page OR if more lines are required for the same FC use these additional pages. Enter total \$ amount on slip, **DO NOT separate any taxes** (eg. GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.*

SECTION B: TRAVEL EXPENSES

NOTE: If expenses do not fall into these categories such as Hospitality, Working Session, Relocation, Continuing Education, Business Insurance go to SECTION C

Select from dropdown (column Prov) where expenses were incurred (Out of N.America = Inter!)
Ensure separate lines are used for claim items that differ in Province, US and Out of North America.

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 on this page

Date dd-mmm-yy	Business Reason for Travel - Detailed Description Required (include destination, who attended-(if meal), why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	Prov, US, or Out of N.Amer where expenses incurred?	What is travel related to?	Cost Effective Method Used? Yes/No	Meal (Allowance OR Receipt)				If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)
					Meal Allowance		Meal with Receipt		Airfare	Hotel	Taxi			
					Meal Type with value	Allowance	Meal Type	with receipt						
16-Dec-14	Transit from Westin to SSP- mtgs - Clin Frontline Leaders, Exec Comm, LRP Comm	AB - Local	Meeting	Yes	A-\$41.55	\$41.55						\$3.20		
SUBTOTALS						\$41.55						\$3.20		Total Kms

MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle
→ details of travel location to & from must be included above under the purpose of travel column
Rates applicable **\$0.505** per km for under 5,000km/yr or **\$0.47** per km for over 5,000km/yr or per Union Agreement

Enter \$0.505 km, \$0.47 km OR rate per Union Agreement <i>(see Mileage details to the left)</i>	\$0.505
Mileage \$	
Travel \$ Subtotal	\$44.75
Auto fills on page 1 - TOTAL TRAVEL \$	\$44.75

Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3

Rationale is Required for expenses that are not Cost Effective
(Any analysis supporting the method to assess cost effectiveness should be attached to the claim form)

Trip to ... from ... to ...

2017 EXPIRY
ETS ADULT
TICKET MUST BE VALIDATED FOR USE ON LRT

Adult \$3.20

Expires
Dec 15/14 07:44

INSERTING INTO VALIDATOR

2017 EXPIRY
ETS ADULT
TICKET MUST BE VALIDATED FOR USE ON LRT

Adult \$3.20

Expires
Dec 15/14 18:31

BH

INSERTING INTO VALIDATOR

2017 EXPIRY
ETS ADULT
TICKET MUST BE VALIDATED FOR USE ON LRT

Adult \$3.20

Expires
Dec 15/14 18:31

SALIMAH W

Valued City
3 April

INSERTING INTO VALIDATOR

2017 EXPIRY
ETS ADULT
TICKET MUST BE VALIDATED FOR USE ON LRT

Adult \$3.20

Expires
Dec 16/14 07:49

BH

INSERTING INTO VALIDATOR