

Official Administrator and Executive Expense Report

Name Carmel Turpin
Title VP Community Engagement & Communications
Location Edmonton
 Expenses submitted during the month of April 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)
Apr-15	P-Card	Meetings				223	223			
Total			\$ -	\$ -	\$ -	\$ 223	\$ 223	\$ -	\$ -	\$ -

Total for the Month \$ 223

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.

Car allowance and any other employment benefits reported in the annual financial statements are excluded from this report

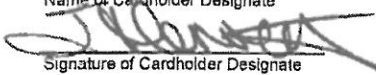
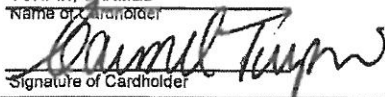
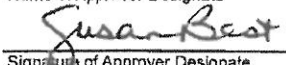
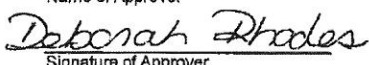
Instruction:

- 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

TURPIN, CARMEL	VP COMM. ENGAGE & COMMS	Billing Reporting Period:	20/04/2015
Cardholder's Name	Cardholder's Position/Title		
COPRORATE	SEVENTH STREET PLAZA	Total Statement Amount:	\$222.60
Cardholder's Dept	Cardholder's Site/Location		
CARMEL.TURPIN@ALBERTAHEALTHSERVICES.CA		Last 6 digits of the P-Card #:	██████████
Cardholder's e-mail address			

Statement of Transactions

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
23/03/2015	384838136	ASSOCIATED CAB/ALLIED, LIMOUSINES AND TAXICABS	58.80	CAD	58.80	2.78	.00	Taxi from Southport to Calgary Airport- attended meetings (Calgary Health Trust & Emerging Health Leaders) with CEO.
30/03/2015	385436393	PRESTIGE TRANSPORTATIO, LIMOUSINES AND TAXICABS	82.00	CAD	82.00	3.90	.00	Taxi from residences (C. Turpin & V. Kaminski) to YEG to attend meetings in Calgary (CHT and Emerging Health Leaders).
30/03/2015	385436394	PRESTIGE TRANSPORTATIO, LIMOUSINES AND TAXICABS	82.00	CAD	82.00	3.90	.00	Taxi from YEG to residences (C. Turpin & V. Kaminski) attended meetings in Calgary (CHT and Emerging Health Leaders).

Signatures		
Cardholder Designate (if Applicable) By signing this statement <ul style="list-style-type: none"> 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. 		
<u>Jennifer Hamstra</u> Name of Cardholder Designate  Signature of Cardholder Designate	<u>Executive Secretary</u> Cardholder Designate Position/Title <u>April 30 2015</u> Date of Signature	
Cardholder By signing this statement <ul style="list-style-type: none"> 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. 		
<u>TURPIN, CARMEL</u> Name of Cardholder  Signature of Cardholder	<u>VP COMM. ENGAGE & COMMS</u> Cardholder Position/Title <u>April 30/15</u> Date of Signature	
Approver Designate (if Applicable) By signing this statement <ul style="list-style-type: none"> 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. 		
<u>Susan Best</u> Name of Approver Designate  Signature of Approver Designate	<u>Exec. Assistant</u> Approver Designate Position/Title <u>May 5/15</u> Date of Signature	
Approver By signing this statement <ul style="list-style-type: none"> 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. 		
<u>Deborah Rhodes</u> Name of Approver  Signature of Approver	<u>VP Corp Services + CFO</u> Approver Position/Title <u>May 6, 2015</u> Date of Signature	
Submit approved statement with attachments to Accounts Payable		
Attach: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Copies of pre-approvals for travel Personal cheque payable to "Alberta Health Services" Return, refund and/or credit receipts Disputes letter Business reasons for travel require detailed descriptions – include where travelled to, who attended (if meal), why travel was necessary and detailed explanation of reason. 	Address: Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street Edmonton, AB T5J 3E4	
Accounts Payable only:		
Reference #:	Reviewed by:	Date:

ASSOCIATED CAB & TAXI LTD
307 - 81 AVE (403) 299-1111
(INSIST ON THE PROFESSIONALS)

DATE: 2015/03/18
PICK-UP TIME: 13:41
DROP-OFF TIME: 14:05
TRIP ID: 287
LOCATION: 800-552-2131
CAR NUMBER: [REDACTED]
DRIVER: [REDACTED]
CARD: [REDACTED]
CARD: [REDACTED]
EXPIRY: [REDACTED]
AUTH: [REDACTED]

FARE (\$) 53.60
EXTRA (\$) 0.00
SUBTTL (\$) 53.60

TIP (\$) 5.00

TOTAL (\$) 58.60

SIGNATURE: P. Card
FOR ONLINE TRIP BOOKINGS VISIT
OUR WEBSITE @ ASSOCIATEDCAB.CA
Southport to
airport

March 18, 2015 (\$58.60)

- Taxi from Southport to Calgary Airport – attended meetings (Calgary Health Trust and Emerging Health Leaders) with President and CEO.

March 18, 2015 (\$82.00)

- Taxi from residences (C. Turpin and V. Kaminski) to YEG to attend meetings in Calgary (Calgary Health Trust and Emerging Health Leaders).

March 18/2015
CARMEL TURPIN.
Ap > Vickie's Res.
Carmel's Res.
PRESTIGE TRANSPORTATION
10135 31 Avenue NW
Edmonton AB T6N-1C2
780-463-5000

Term Id: 4502412509440
Item #: 1174
M/C PURCHASE
Up Id: 114995
Card #: [REDACTED]

APPROVED

AMOUNT CAD\$82.00 ✓

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

Date: 2015/03/20 Time: 09:26:55
Response: AUTH [REDACTED]

CUSTOMER COPY

March 18, 2015 (\$82.00)

- Taxi from YEG to residences (C. Turpin and V. Kaminski) attended meetings in Calgary (Calgary Health Trust and Emerging Health Leaders).

CARMEL TURPIN
March 18/2015
Ap > Vickie's Res.
Carmel's Res.
PRESTIGE TRANSPORTATION
10135 31 Avenue NW
Edmonton AB T6N-1C2
780-463-5000

Term Id: 4502412509440
Item #: 1173
M/C PURCHASE
Card #: [REDACTED]

APPROVED

AMOUNT CAD\$82.00 ✓

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

Date: 2015/03/20 Time: 09:24:53
Response: AUTH [REDACTED]

CUSTOMER COPY