

AHS Board and Executive Expense Report

Name David Carpenter
Title AHS Board Member
Location Edmonton

Expenses submitted during the month of April 2018

Travel (1)										
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Apr-18	P-Card	Meetings				66	66			
Apr-18	Expense Claim	Meetings	450	74	334	326	1,184			
Apr-18	Direct Billing	Meetings			164		164			
Total			\$ 450	\$ 74	\$ 498	\$ 392	\$ 1,414	\$ -	\$ -	\$ -

Total for the Month \$ 1,414

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 154
 Non economy air travel in the month \$ -

1) Travel expenses

Includes local and out of province/country travel expenses. Other travel includes items such as taxis, parking mileage, car rental and other expenses related to travel.

2) Professional Development

Includes conference, seminar and course registration fees and material

3) Hosting and Hospitality expenses

Hospitality and Hosting expenses may be incurred to advance AHS' mission, vision and values. For example, may include working lunches with staff and prospective employees meetings with government officials, dignitaries, public interest groups, donors other public or private organizations.

4) Other

Other expenses include expenses incurred in the normal course of business that are required for work purposes. May include small item technology purchases, books, etc.

5) Remuneration, Allowances Reported in the Financial Statements

Car allowance, honoraria, meeting fees, and any other employment benefits reported in the annual financial statements are excluded from this report.

AHS Public Disclosure P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total
David Carpenter	AHS Board Member	Edmonton	\$ 66.00

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
4/12/2018	Edmonton - Taxi from SSP to YEG - attended Finance Committee Meeting	AB - Other Zones	Taxi	\$ 66.00			Edmonton - Taxi from SSP to YEG - attended Finance Committee and Audit Risk Committee Meeting. Items charged to Executive Assistant's April 2018 P-Card on behalf of David Carpenter	1			

Approver(s) for the claim	Approval Status	Approval Date
Signature kept on file	Approve	

16

[Redacted]

From: Infinity Transportation Inc <infinitytransportationinc@hotmail.com>
Sent: Friday, April 20, 2018 5:31 PM
To: [Redacted]
Subject: Receipt For Mr David Carpenter April 12th

----- Forwarded message -----
From: AIRPORT TAXI SERVICE <esp_receipt@moneris.com>
Date: Fri, Apr 20, 2018, 12:05 PM
Subject: Transaction Receipt - Do Not Reply
To: <infinitytransportationinc@hotmail.com>

AIRPORT TAXI SERVICE

*Taxi: Board member
to Airport - attend
Board Subcommittee
Mtg in Edmonton*

T:

TRANSACTION RECORD

APPROVED

TYPE PURCHASE

ORDER ID [Redacted]

AMOUNT (CAD) \$66.00 ✓

CARD NUM [Redacted]
ACCOUNT MC

DATE Apr 19 2018 08:12AM
REF NUM [Redacted]

AUTH CODE [Redacted]

APPROVED - THANK YOU 027

Employee # [REDACTED]

AHS - AP Processing - Internal Use Only	
Voucher #	
Naming Convention:	
T4A/NR Applicable? - If yes, indicate line & amt	

BOARD MEMBER EXPENSE CLAIM FORM

SECTION 1: PAYEE INFORMATION					
Name:	David Carpenter			Expense Period Month:	Apr-18
Address:	[REDACTED]	City:	[REDACTED]		
Province:	[REDACTED]	Postal Code:	[REDACTED]	Country:	Canada
Reason for Expense	Attendance at Finance Committee and Audit & Risk Committee Meetings on April 11, 2018; Community Engagement Committee Meeting on April 12, 2018 in Edmonton. Attendance at Private and Public Board Meetings on April 26, 2018 in Calgary.				

SECTION 2: FINANCE CODING & TOTAL CLAIM					
Description	Corp/BU/Org	Location (If applicable)	Functional Centre/Primary	Expense/Secondary Acct	Total (Note: This column will auto fill)
Meals (A)	101	0005	71110300000	45000000	\$73.85 ✓
Travel Exp (B+C+E)	101	0005	71110300000	62212000	\$1,110.27 ✓
Other (D)	101	0005	71110300000	41090000	\$0.00 ✓
TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE					\$1,184.12 ✓

SECTION 3: AUTHORIZATION			
I attest that I have read and understand all applicable policies that pertain to these expenses, and confirm expenses being claimed are in compliance with such policies.			
I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services Board and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization.			
I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided below.			
Claimant (Print Name)	Signature: I, by signing this form, attest that I am compliant to all the above statements	Date	Phone#
David Carpenter	<i>See attached email for approval.</i>	May 3, 2018	[REDACTED]

I attest that I have read and understand all applicable policies of that pertain to these expenses, and confirm expenses being claimed are in compliance with such policies.	
I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services Board and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization.	
I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided below.	
Approved by (Print Name)	Position Title/Program Group
Linda Hughes	Board Chair
Signature: I, by signing this form, attest that I am compliant with all the above statements	Date
<i>Linda Hughes</i>	May 21/18

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

Deborah Rhodes May 31/18
 Deborah Rhodes, VP Corporate Services & CFO
 Position #: [REDACTED] DOFA Level: [REDACTED]

For payment please submit to:

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

Carry forward from Section 1

Name: **David Carpenter** Expense Period Month: **Apr-18**

Completion of the "cost effective method used" Column is required. If you select "No" in this column, Further Explanation is Required in the "Rationale is Required" section below

Rationale is Required for expenses that are not Cost Effective: (supporting analysis and documentation must be attached to this form)

SECTION 4A: BOARD MEMBER - TRAVEL EXPENSE CLAIM

The Board Members follow the Government of Alberta (GOA) Travel, Meal and Hospitality Expenses Policy

Note: For meal allowances outside Canada, the GOA policy redirects to the National Joint Council (NJC) travel directive for rates (Appendix C for USA, Appendix D for International).

Date	Description: (include purpose of trip, mode of travel, starting point, details of expenditure)	Cost Effective method used?	Meal (Allowance OR Receipt)(A)				Accommodation (B)	Transportation (Flight, Car Rental, Fuel, Parking, Taxi) (C)	Other (Itemize) (D)	Mileage km (E)
			Allowance Within Canada		With Receipt or Allowance Outside Canada					
			Meal Type	Allowance	Meal Type	Amount				
10-Apr-2018	Mileage from residence to YQL to attend Board Committee Meetings on April 11-12, 2018 and return.	Yes							40	
10-Apr-2018	Parking at YQL to attend Board Committee Meetings in Edmonton on April 11-12, 2018.	Yes					\$24.00 ✓			
10-Apr-2018	Flight from YQL to YEG to attend Board Committee Meetings on April 11, 2018 and return; change fee to attend meeting on April 12, 2018.	Yes					\$449.66 ✓			
10-Apr-2018	Taxi from YEG to SSP.	Yes					\$60.00 ✓			
10-Apr-2018	2 nights accommodation to attend meeting.	Yes	D-\$20.75	\$20.75	✓	\$334.56 ✓				
11-Apr-2018	ETS Fare to travel from hotel to SSP.	Yes					\$3.25 ✓			
11-Apr-2018	ETS Fare from SSP to hotel.	Yes	D-\$20.75	\$20.75	✓		\$3.25 ✓			
12-Apr-2018	ETS Fare from hotel to SSP.	Yes	L-\$11.60	\$11.60	✓		\$3.25 ✓			
25-Apr-2018	Mileage from residence to Delta Marriott Calgary South Hotel to attend Private/Public Board Meetings on April 26th in Calgary and return.	Yes	D-\$20.75	\$20.75	✓				420 ✓	
Total: (amount auto fills to page 1)			\$73.85		\$0.00	\$334.56 ✓	\$543.41 ✓	\$0.00	460.00	

BOARD MEMBER Mileage Rate 0.505 **Total Mileage** \$ 232.30

County of Lethbridge

Airport Parking

GST #106989023

Space # : [REDACTED]

Transaction # : [REDACTED]

Date : APR/10/18

Time : 02:26 PM

Amount : \$24.00

Card # : [REDACTED]

Parking Expires At:

APR/13/18

02:26 PM

Please Retain Ticket.
Lock your vehicle and
secure all valuables.

PARKING RECEIPT PARKING RECEIPT PARKING RECEIPT

GREATER EDMONTON TRANSIT SERVICE
10135 31 AVE NW
EDMONTON AB

CARD [REDACTED]
CARD TYPE [REDACTED] AREA
DATE 2018/04/10
TIME 3552 19:46
INVOICE # [REDACTED]
RECEIPT NUMBER [REDACTED]

PURCHASE AMOUNT \$58.00
TAX \$5.00
TOTAL

\$60.00

AMERICAN EXPRESS



APPROVED

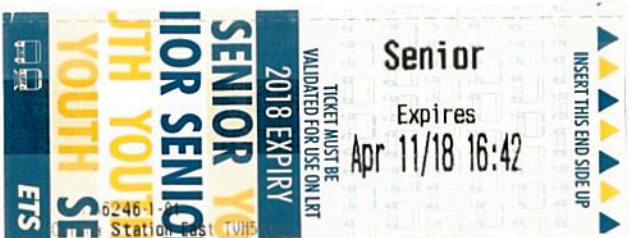
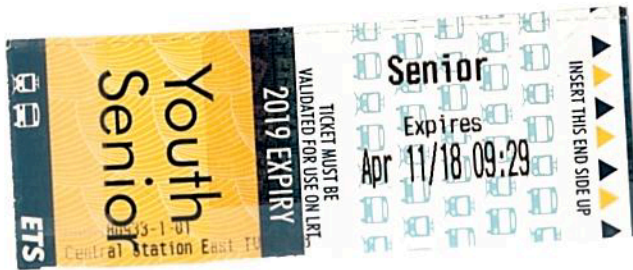
Auth# [REDACTED]

THANK YOU

CARDHOLDER COPY

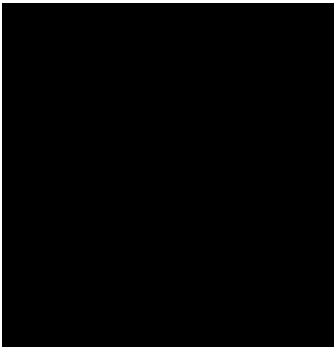
IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS.

YELLOW CAB 780.462.3458
BARREL TAXI 780.489.7777
TAXI.COM
GST 106989023





YOUR BOOKING IS CONFIRMED



Booking Reference: [Redacted]

Booking date: 24 January 2018
Date of issue: 28 March 2018

Passengers

David Carpenter

Seats

Ticket Number



AC7218 1A
AC8225 1C

Aeroplan



AC8145 1C
AC7217 1A

Depart



Tuesday
10 Apr, 2018

15:25
Lethbridge
(YQL), Canada



16:16
Calgary
Calgary Intl. (YYC), Canada

0 hr 51
AC7218 Economy (K)
Operated by Air Canada Express - Air Georgian 1900D

18:20
Calgary
Calgary Intl. (YYC), Canada



19:10
Edmonton
Edmonton Intl. (YEG), Canada


0 hr 50
 AC8225 Economy (K)
 Operated by Air Canada Express - Jazz Q400

 Return

Economy Flex

Thursday
12 Apr, 2018

13:40
Edmonton
 Edmonton Intl. (YEG), Canada



14:37
Calgary
 Calgary Intl. (YYC), Canada


0 hr 57
 AC8145 Economy (G)
 Operated by Air Canada Express - Jazz Dash 8-300

16:25
Calgary
 Calgary Intl. (YYC), Canada



17:16
Lethbridge
 (YQL), Canada


0 hr 51
 AC7217 Economy (G)
 Operated by Air Canada Express - Air Georgian 1900D


Purchase summary

Additional Charges

1 Adult

 Air Transportation Charges

Base Fare	24.00
Goods and Services Tax - Canada no. 100092287 RT0001	1.20

 Change Fee

Change Fee	75.00
Goods and Services Tax - Canada no. 100092287 RT0001	3.75

GRAND TOTAL - Canadian dollars

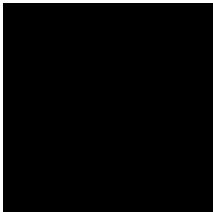
Change to attend community engagement committee

ORIGINAL
 2395
 34571
 44966 ✓

 CANADA, U.S.: 1 (888) 247-2262



Booking Confirmation


 Booking Reference: 

Date of issue: 25 Jan, 2018

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.


- Depart
Economy Flex

Tuesday 10 Apr, 2018	15:25 Lethbridge (YQL), AB		16:16 Calgary Calgary Intl. (YYC), AB	 AC7218	0hr51 Economy K Operated by: Air Canada Express - Air Georgian 1900D
			Layover in Calgary		2hr04
Tuesday 10 Apr, 2018	18:20 Calgary Calgary Intl. (YYC), AB		19:10 Edmonton Edmonton Intl. (YEG), AB	 AC8225	0hr50 Economy K Operated by: Air Canada Express - Jazz Q400
			Total duration		3hr45


- Return
Economy Flex

Wednesday 11 Apr, 2018	16:45 Edmonton Edmonton Intl. (YEG), AB		17:37 Calgary Calgary Intl. (YYC), AB	 AC8153	0hr52 Economy K Operated by: Air Canada Express - Jazz Q400
			Layover in Calgary		0hr38
Wednesday 11 Apr, 2018	18:15 Calgary Calgary Intl. (YYC), AB		19:06 Lethbridge (YQL), AB	 AC7219	0hr51 Economy K Operated by: Air Canada Express - Air Georgian 1900D
			Total duration		2hr21

Passengers

David B Carpenter

Seats

Ticket Number

AC7218 1A

AC8225 1C

Air Canada - Aeroplan

AC8153 1C

AC7219 1A



Purchase summary

Visa

Amount paid: \$345.71

Tax information

GST/HST no. 10009-2287 RT0001

\$16.46

1 adult

Air Transportation Charges

Base Fare - Depart - Economy Flex

123.00

Base Fare - Return - Economy Flex

123.00

Surcharges

24.00

Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001

16.46

Air Travellers Security Charge

14.25

Airport Improvement Fee - Canada

45.00

Total airfare and taxes before options

\$345⁷¹

GRAND TOTAL (Canadian dollars)

\$345⁷¹



Check-in and boarding gate deadlines

Within Canada

90
minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45
minutes¹

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15
minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

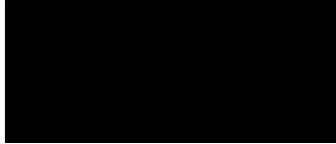
1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.



10053 Jasper Avenue
 Edmonton, AB T5J 1S5
 P.780.423.3600 F.780.423.4623
 reservations@unionbankinn.com

GST: 897343794RT0001

MR David Carpenter



Room	Folio	CheckIn	CheckOut	Balance
[Redacted]	[Redacted]	04/10/2018	04/12/2018	0.00
Master Folio				

Date	Room	Description / Voucher	Charges	Credits	Balance
04/10/2018	[Redacted]	Room Taxable	149.00	0.00	149.00
04/10/2018	[Redacted]	DMF - 3%	4.47	0.00	153.47
04/10/2018	[Redacted]	Tourism Levy - 4%	6.14	0.00	159.61
04/10/2018	[Redacted]	GST - 5%	7.67	0.00	167.28
04/11/2018	[Redacted]	Room Taxable	149.00	0.00	316.28
04/11/2018	[Redacted]	DMF - 3%	4.47	0.00	320.75
04/11/2018	[Redacted]	Tourism Levy - 4%	6.14	0.00	326.89
04/11/2018	[Redacted]	GST - 5%	7.67	0.00	334.56
04/12/2018	[Redacted]	American Express - [Redacted]	0.00	334.56	0.00
Balance Due					0.00

Summary and Taxes

Taxable Sales	298.00
DMF - 3%	8.94
Tourism Levy - 4%	12.28
GST - 5%	15.34

Customer Signature: _____
 Thankyou for Choosing the Union Bank Inn

Expense Report Direct Bill Summary

Purpose of This Form:

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

Expenses Paid Directly to Third Party Vendors:

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

Examples include but are not limited to hotels, travel agencies, car rental agencies, conferences, courses and expenses reimbursed from a petty cash fund.

It is mandatory to include in monthly reports these expenses that pertain to each member. AHS is required to disclose expenses for all applicable receipts and back up must be attached.

Direct Bill Report

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

Name : David Carpenter	Reporting Period for the Month of : Apr-18
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
25-Apr-18	Direct Billing	Hotel	One night accommodations to attend Private and Public Board Meetings on April 26 in Calgary	Vision Travel	\$163.54
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
Total Paid in the Month					\$ 163.54



135 Southland Drive S.E Calgary, Alberta, T2J 5X5
 Telephone: 403-278-5050 Fax: 403-225-5834

Alberta Health Services
 Alberta Health Services
 PO BOX 1600
 EDMONTON AB T5J 2N9
 Canada

Room: [REDACTED]
 Folio: [REDACTED]
 Cashier: [REDACTED]
 Arrival: 04-25-18
 Departure: 04-26-18

Carpenter, David

A/R Invoice: [REDACTED]
 A/R Account: [REDACTED]

Date	Description	Additional Information	Charges	Credits
04-25-18	Room Charge		154.00	
04-25-18	DMF		4.02	
04-25-18	Tourism Levy		5.52	
04-25-18	Rooms - GST		7.90	
05-16-18	GST Exempt- 120903		-7.90	

GST Summary	
Registration No: 895126332	
Room	7.90
F&B	0.00
Other	9.54
Total	17.44

Total	163.54	0.00
Balance Due	163.54	CDN

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.