

Official Administrator and Executive Expense Report

Name David Diamond

Title Chief External Relations Officer

Location Edmonton

Expenses submitted during the month of June 2014

							Travel (1)								
	Date	Source Document	Purpose	Airfa	re	Meals	Accommodat	ion	Otł Tra	her avel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Othe (4)	:r
	Jun-14	4 Expense Claim M	eetings & Conferences			180	į	63		1,096	1,839	1,421			
Т	otal			\$	-	\$ 180	\$ 5	63	\$	1,096	\$ 1,839	\$ 1,421	\$ -	\$	

Total for

the Month \$ 3,260

Maximum daily single meal expense claimed in the month \$ 96 5 people

Maximum daily base hotel rate claimed in the month \$ 170

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

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	Alberta	neam
	Carmen	NES

TRAVEL. HOSPITALITY & WORKING SESSION EXPENSE CLAIM

SECT	Serv ION	CES A: EMPLO	EE DETAILS	for AHS Staff O	W 50			AT LAT LITTL	· OLMIN		Master Transport
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		Damend					Position (Title):	Chief External Re	fations Officer		
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mplo	Ace a l	E Propie):		200 100 100 100 100 100 100 100 100 100	* LANGUAGE						
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CAPI	TALF	ROJECT C	ODING ONLY ->	Project Nur Expenditure (-	on		70 P	Task Nambur Expenditure Type		
		Total - Sec	tion B: Travel -	Pg 2		Total - S	ection C&D: Other & Fore	ign Expenses	-Pa 3		
Maria	Bal Unit	1.ocation	Functional Gentre (FC)	Total Expense	Bal Unit	Location	Functional Centre (FC)	Secondary/ Exponse	Total Expense	TOTAL REIMBU	S1,836.81
2A	101	200s	71110300000	\$1,483.86	101	6005	71110300000	£1640000	\$460,00	Total Section C&D	\$1,420.75
2B	101	tions	7111030000	\$354.95	101	ĢC115	711103076000	61540000	\$21.00	Loss Cash Advance	4. 2 / 3 # 20 # 20
C					101	0006	71110300000	61540000	\$939.75		
O										TOTAL CLAIM	\$3,259.56
				\$1,838.81		™Uş.	er to enter Coding & \$ Amount	(<u> </u>	\$1,420.75	L	
NO:	E Th	is section au	o fille from page 2	28.70 & 20	<u> </u>	NOTE: T	hese fields do not automatical	ly fill for Section C	80		
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	Ε	imployee Sig	en e	A design from parameters of the second secon	and the second	Agin pawa saki nunga ing makata ni sisuntua	is the facilities of the description and the unchanged to change the fig. (in the facilities of the unchange the facilities of the unchange the facilities of the unchange the unchange the facilities of the unchange the unchang	er ein sehm Degenstellen.	haraga Paga Qayaran	#11.b	
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EXPENSE CLAIM DETAILS

Enter Finance Coding 0005 71110300000 Emp # (E-People) Page 2A 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, Prov, US, Further Explanation is REQUIRED in the "Rationale is Required" section on this page Business Reason for Travel - Detailed Description or What is If amount being claimed is above the Required Out of Meal (Allowance OR Receipt) Cost Date Rental Carl (include destination, who attended-(if meal). travel policy limit stated in Appendix "A" N.Amer Effective dd-mmm-yy Meal Allowance why travel was necessary and detailed explanation of reason) Meal with Receipt Bus/LRT/ Per Diem Mileage related to? rationale is required where Method A description of just "Meeting" will be returned for clarification Parking / Allowance Used? (km) expenses Meal Type with Allowance Airfare with receipt Yes/No Hotel Taxi Fuel incurred? Type Meeting in Bonnyville with Local Mayors and EMS Leaders regarding 27-Mar-14 EMS - Lunch for Darren Sandbeck, Jim Garland, Brad Ramsden, Dan Meeting Yes L \$96.46 Huckabee, David Diamond (2 1-Jun-14 National Health Leadership Conference, Banff - Travel with own vehcile Conf Yes D-\$20.75 \$20.75 \$390.09 834.00 \$37.00 3-Jun-14 National Health Leadership Conference, Banff Conf Yes 4-Jun-14 Meeting at Covenant Health regarding Vegreville Service Planning Meeting Yes \$6.00 Meeting with MLA Genia Leskiw and Mayor Craig Copeland on Health 9-Jun-14 L-\$11.60 Meeting Yes \$11.60 % Services in Cold Lake Meeting with MLA Dr. David Swann and attending Council of Chairs 19-Jun-14 Meeting Yes D-\$20.75 \$20.75% \$172.89 meeting in Calgary 20-Jun-14 Attending Council of Chairs Meeting, Calgary Meeting Yes B-\$9.20 \$9.20 % Elizabeth Carnon President University of Calgary, attend meeting with 24-Jun-14 Meeting Yes Dr. John Cowell 590.00 **Total Kms** SUBTOTALS \$62.30 \$96.46 \$562.98 \$43.00 1424.00 Enter \$0.505 km, \$0.47 km OR rate per Union Agreement MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle \$0.505 (see Mileage details to the left) → 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 Mileage \$ \$719.12 Travel \$ Subtotal \$764.74 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 \$ \$1,483,86 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)

- 3 of 3-

EXPENSE CLAIM DETAILS

Enter Finance Coding Emp # (E-People) Page 2B											ige 2B				
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.															
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	B: TRAVEL EXPENSES NOTE: If expens pdown (column Prov) where expenses were incurred (Out of N.Arr			itegories suc	n as Hospitality,	Working Sess	sion, Re	location, Contini	uing	g Education, E	Business Insurar	nce go to SECT	ION C		
	e lines are used for claim items that differ in Province, US and Out of					Compl	etion o	of the "Cost I					EQUIRED.		1
	Seed on Washing Administration States on Strat	Prov, US,		If you select "No" in this column, Further Explanation is REQUIRED in the "Rationale is Required" section on this page										1	
Data	Business Reason for Travel - Detailed Description Required	or Out of	What is	Cost		Allowance			H	f amount be	ing claimed i	s above the		1	
Date dd-mmm-yy	(include destination, who attended-(if meal), why travel was necessary and detailed explanation of reason)	N.Amer where	travel related to?	Effective Method	Meal All	owance	Meal with Receipt				nit stated in Appendix "A" ationale is required		Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage
	A description of just "Meeting" will be returned for clarification	expenses incurred?	related to:	Used? Yes/No	Meal Type with value	Allowance	Meal Type with receipt		Airfare		Hotel Taxi				(km)
26-Jun-14	Meeting in Calgary with Dr. John Cowell and Ms. Vickie Kaminski and with Frank Molnar regarding Mercan Legal Issue		Meeting	Yes	D-\$20.75	\$20.75							\$36.25	<i>i</i> /	590.00
						7.									
							100Y = 1								
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	1														
	SUBTOTALS					\$20.75							\$36.25		Total Kms 590.00
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	Rates applicable \$0.505 per km for under 5,000km/y	<u>r</u> or \$0.47 j	oer km for <u>ov</u>	er 5,000km	<u>/yr</u> or <u>per Unio</u>	n Agreemen			Ī					Mileage \$	\$297.95
	SUBTOTALS \$20.75 MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle														
Not	MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle									\$354.95					
Rationale	A 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 Mileage \$ \$297.95 Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3														
(Any analy	sis supporting the method to assess cost eff	ectivene	ss should	be attac	hed to the	claim forn	<u>1)</u>								
51															
									Nest.	#					

EXPENSE CLAIM DETAILS

If NOT claiming any expenses in Sections C or D, this page does NOT have to be submitted.

SECTIO	N C: OTHER EXPENSES				Emp #	# (E-People)							
	es to be claimed in this section include but are not limited uses are for <u>travel, gas, etc., go to Section B on pg 2</u> . IER" expenses listed below MUST have a secondary/expense code inc	licated!			ng Sessio	ons , Relocation, C							Page 3
	*** <u>Subtotal</u> "Other Expenses" for <u>each</u> funct	ional cer	ntre se	parately	and e	enter <u>each su</u>	btotal into	column '	'Section C Total"	n page 1 S	Section E**	·	
Date	Business Reason for Expense - Detailed Description Required (include who attended-(if meal/Hospitality), why expense was required			Finance (Completion of the "Cost Effective Method Used" Column is REQUIRED. If you select "No" in this of the amount being claimed exceeds the Policy limit stated in "Appendix A", Further Explanation is REC the "Rationale is Required" section on this page						
dd-mmm-yy	what expense was and pertaining to and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	Bal Uni	t L	ocation	Functional Centre		Secondary/ Expense eg. 41000000 (8 characters	Method	Continuing Education Select type from dropdown menu (if applicable)	GST is ON till slip/receipt, enter total amount in this column WITH GST	GST is NOT on slip/receipt, en total amount is column	er	TOTAL OTHER \$
14-Apr-14	Canadian College of Health Leaders, Profesional Fee for annual membership			0005	7	1110300000	61540000	Yes		-	\$460.00		\$460.00
29-May-14	Symposium on Influenza Immunization in the Healthcare Workplace, University of Calgary			0005	7	1110300000	61540000	Yes	Conference		\$21.00		\$21.00
2-Jun-14	National Health Leadership Conference, Banff			0005	7	1110300000	61540000	Yes	Conference		\$939.75	a)	\$939.75
													
618													
SECTION	D: FOREIGN CURRENCY	2	NLY EN	TER IN THIS	S SECTI as been	ON IF AMOUNT N	OT CONVERTE \$ on your receip	ED INTO CDN	I \$ (conversion not indicense in CDN \$ in either Sec	ited on receipt	/statement)		
	n the following link for the Bank of inge rate using the date of expense Bank of Canada Curre					foreign country	in 'From cell'	, and Cana	dian Dollar in 'To cell'; change rate - enter thi	Enter date of	f expense in b	oth date	cells then
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)	F	Finance Coding		Secondary/ Expense eg. 41000000	Cost Effective Method	Completion of the "Cost Effective Method Used" Column is REQUIRED. If you select "No this column or the amount being claimed exceeds the Policy limit stated in "Appendix A", Fur Explanation is REQUIRED in the "Rationale is Required" section on this page				ndiv A" Further		
	A description of just "Meeting" will be returned for clarification	Bal Unit	Location	Functional Centre		(8 characters)	Used? Yes/No	Foreign Cu Amour	irrency Currency Type Fy		1,100,111	Canadian Value	
												S 250 M/SS	
Rationale i	s Required for expenses that are not Cost Effective												
Any analys	is supporting the method to assess cost effectivenes	s should	be att	tached to	o the o	claim form)							

Expenses Paid (Retain a copy for your records)

-- RESTAURANT

AMOUNT ITEMS ORDERED 25,98 2 SOUP/SAL/SAND 21.98 2 MIKEBURGER 14.99 1 SKOOKUM CHICK 1.99 1 Sub Cup Clam 0.00 1 Sub Garden Salad 8.97 3 COFFEE 5.98 2 POP

SUBTOTAL GST 79.89 3.99

TOTAL DUE

83.88

THANK YOU FOR CHOOSING MR. MIKES
BONNYVILLE, ALBERTA
GST#:807230487
PLEASE PAY YOUR SERVIK

* * * * * * * * * * * * * * * * *

Receive \$5.00 OFF*
on your next visit,

10 CHANCES to WIN \$1000 DAILY**,
PLUS you could INSTANTLY WIN
other GREAT PRIZES
VALUED at \$1500 WEEKLY**
just for providing your review at
www.mymrmikesvisit.com

OR receive 1 chance to win \$1000** by calling 1-866-525-0617.

CARD TYPE MASTERCARD
DATE 2014/03/27
TIME 0896 12:42:58
SERVR ID
CHECK #
THBLE # RESTAURANT
RECEIPT NUMBER

PURCHASE

AMOUNT TIP TOTAL \$83.88 \ WHY \$12.58 \ C \5\(\)

\$96.46

APPROVED

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS



Daniela Hiltebrand

From:

Itinerary@trans.flexrez.com

Sent: To:

Friday, June 20, 2014 4:00 PM David Diamond

Subject:

Your Itinerary for Banff - Jun 01, 2014

Your purchase is confirmed. Please see your complete hotel itinerary and receipt for your trip below. Be sure to print out a copy of this page for your records and have it with you at check-in. If you have any questions or require further assistance, contact our Customer Service Department toll-free at 1-877-477-5812.

Banff Caribou Lodge And Spa

521 Banff Avenue Banff, AB T1L 1H8 403-762-5887

Check-In:

Sunday, June 1, 2014-04:00 PM

Check-Out: Tuesday, June 3, 2014-11:00 AM

Room 1:

David Diamond

Confirmation #

Room Cost (avg. per room, per night): \$155.94 (USD)

Number of Rooms:

Exchage Role: 1.0722 V

Number of Guests Per Room:

Stimmary of Charges

2

2

Number of Nights: Room Subtotal:

\$311.88 (USD)

Taxes and Fees:

\$51.96 (USD)

Total Room Cost:

\$363.84 (USD) -> CAD \$390.09

Responses to this e-mail will not go to a customer service representative. To contact our customer service team directly, please go to the <u>Help section</u> of our website.

This e-mail was sent on 06/20/2014 @ 06:00:20 p.m.

(17673194604)

Bank of Canada rate on June 2= 1.09

PLACE THIS SIDE UP ON DASH



Ē

Time III BIRALUM Price: \$25.00







DISPLAY THIS SIDE UP ON DASHBOARD

EXPIRATION DATE

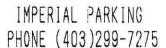
EXPIRATION TIME

AMOUNT PAID

36640000 08:58 LOT6105

CHARGES ARE FOR THE USE OF THE PARKING SPACE ONLY. WE WILL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE TO CAR OR CONTENTS, HOWEVER CAUSED, INCLUDING BUT NOT LIMITED TO FIRE, THEFT OR COLLISION

NON TRANSFERABLE



Meter Trans:

Time of Purchase Sta

Price: \$ 12 Card: Lxp.: Expires

4:06PM TUE 2014 03 JUN

GST REG # R102466000 WELCOME TO THE FAIRMONT BANFF SPRINGS HO:EL

IMPERIAL PARKING PHONE (403)299-7275

Stall

Meter

frans:

lime of Purchase 12:06P JUN 03 Price:

Card: Exp.: Expires;

> 4:06PM TUE JUN 03 2014

DETACH RECEIPT FROM TICKET

DATE ISSUED TIME ISSUED AMOUNT PAID

CREDIT CARD NUMBER

CC





87629093



RE-SOLD







CALGARY SOUTH

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

AB HEALTH SERVICES
Mr David Diamond

Room: Folio:

Folio: Cashier:

Arrival: 0
Departure: 0

06-19-14

06-20-14

Date	Description	Additional Information	Charges	Credits
06-19-14	Room Charge		154.00	
06-19-14	DMF		4.62	
06-19-14	Room GST		7.93	
06-19-14	Tourism Levy		6.34	
06-20-14	Mastercard			172.89
GST Sum	nmary	Total	172.89	172.89
Registrati Room	on No: 895126332 7.93	Balance Due	0.00 CD	N
F&B	0.00			
Other	0.00			
Total	7.93			

Guest Signature:





RECEIPT

04:46 PM JUN 26, 2014

Purchase Date/Time: 02:16pm Jun 26, 2014

Total Parking: \$25.00 Total FEDERAL: \$1.25

D2:10pm Jun 26, 2014

Rate: 2 HOURS AND 30 MIN Payment Type: Card Total Due: \$26.25

Total Paid: \$26.25

Ticket # S/N #: 520014230473 Setting: Lot 232 Mach Name: Lot 232-5

lasterCard

MORGUARD INVESTMENTS - PA 10201 SOUTHPORT RD SW CALGARY AB T2W4X8 4032139708

SALE



APPROVED

Master Card

AID: A0000000041010 TVR: 00 00 00 10 00

TS: E8 00

THANK YOU PLEASE COME AGAIN

CDS IS MADE IN COMP





RECEIPT / REÇU

RECEIVED

Received from:

Reçu de:

Mr. David Diamond

Chief External Relationsn Officer

Invoice Date / Date de la facture

Invoice / Facture

CCHL ID/ No d'identification du CCLS

04/03/2014 07:22

Description

Amount received / Montant reçu

Annual Fee - \$460.00 Active Member

\$460.00

Tax Exempt on \$460.00

\$0.00

Total

\$460.00

Total Paid

\$460.00

THANK YOU FOR YOUR PAYMENT / MERCI POUR VOTRE PAIEMENT

292, rue Somerset Street West/ouest Ottawa, ON K2P 0J6 Canada Telephone/Téléphone : 613-235-7218 1-800-363-9056 Fax/Télécopieur : 613-235-5451

GST/TPS # 10684 4442 RT0001



David Diamond

From:

Canadian College of Health Leaders [info@cchl-ccls.ca]

Sent:

Thursday, April 03, 2014 6:23 AM

To:

David Diamond

Subject:

C.C.H.L. Purchase Receipt

INTERNET PURCHASE RECEIPT - CCHL-CCLS

Order Date:

2014-04-03 8:22:38 AM

Order Number:

Bank Auth Number:

Order Total:

460.00 CAD

Name on Card:

David Diamond

Card Type:

Email Address:

david.diamond@albertahealthservices.ca

BILL TO:

Name:

David Diamond

Address Line 1:

Address Line 2:

City:

State/Province:

Zip/Postal Code:

Country:

Phone Number:

SHIP TO:

Name:

Address Line 1: Address Line 2:

City:

State/Province:

Zip/Postal Code:

Country:

Phone Number:

Shipping Method:

MERCHANT INFO:

Online Address:

http://www.cchl-ccls.ca

Merchant Name:

Canadian College of Health Service Executives

Address: City:

Province:

Postal Code: Country:

Phone Number:



Confirmation And Receipt

MEDICINE CALGARY

Office of Continuing Medical Education and Professional Development

May 29, 2014

David Diamond





Re:	Symposium on Influenza Immunization in the He June 11, 2014 - June 11, 2014 07:30 AM Moun Calgary, Theatre 4 Health Science Centre	ealthcare Workplace tain Time University of	Rece	Conf #:		
	Registration Fee	Qty	Unit Price	<u>Tax</u>	<u>Total</u>	
	GST (5.00%):	[∞] 1	21.00	yes	\$20.00 \$1.00	
Antonio de la companio del companio de la companio della companio			Sul Amount Red	bTotal:	\$21.00 \$21.00	
Tax De	eductable Portion: \$20.00		Amour	nt Due:	\$0.00	
U of C GST Registration Number: CA 108102864		T	Grand Otal Amount Red	d Total:	\$21.00 \$21.00	
			Total Amour	nt Due:	\$0.00	

Official Income Tax Receipt PLEASE RETAIN THIS RECEIPT FOR YOUR RECORDS. NO DUPLICATE WILL BE ISSUED

Refund Policy: A registration refund will be made upon written request, and a fee of \$50 will be retained for administrative costs. Please refer to the course brochure for refund details. Refunds are processed only on the return of original receipt. All receipts must be returned within 30 days of course completion date.

Dr. Lara J. Cooke, MD, MSc (Med Ed), FRCPC (Neurology)
Associate Dean (CME & PD)

David Diamond

From:

Canadian College of Health Leaders - NHLC [info@cchl-ccls.ca]

Sent:

Friday, May 30, 2014 8:49 AM

To: Subject:

David Diamond Purchase Receipt

INTERNET PURCHASE RECEIPT

Order Date: Order Number:

Bank Auth Number:

Order Total:

939.75 CAD

Name on Card:

David Diamond

Card Type:

Email Address:

david.diamond@albertahealthservices.ca

BILL TO:

Name:

Address Line 1: Address Line 2:

City:

State/Province: Zip/Postal Code

Country: Phone Number:

SHIP TO:

Name:

Address Line 1: Address Line 2:

City:

State/Province:

Zip/Postal Code:

Country:

Phone Number: Shipping Method:

MERCHANT INFO: Online Address:

Merchant Name:

Address:

City: Province: Postal Code: Country:

Phone Number:

PRODUCT INFO:

David Diamond

Canadian College of Health Leaders - National Health Leaders Con