

Official Administrator and Executive Expense Report

Name Dr. Gerry Predy
Title Senior Medical Officer of Health & Senior Medical Director
Location Edmonton
 Expenses submitted during the month of August 2014

Travel (1)										
Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Aug-14	Expense Claim	Meetings				145	145			
Total			\$ -	\$ -	\$ -	\$ 145	\$ 145	\$ -	\$ -	\$ -

Total for the Month \$ 145

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

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-Aug-14 To 31-Aug-14
 Travel Period from: _____ To _____ # applicable
 Out-of-Province Travel

Name: Dr. Gerry Predy Position (Title): Senior Medical Officer of Health

Location: Coronation Plaza Dept: DOFA Level: (if applicable) Union: Business Phone #: Ext:

Employee # (E-People):

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	0306	71552000133	\$144.51						\$144.51		
2B												
2C												
2D												
				\$144.51								

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 attest that I have read and understand the "Travel, Hospitality & Working Session Expenses Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with the principles and mandatory requirements of this 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.

I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided above.

Travel, Hospitality and Working Session Expenses Policy - Document# 1122

I, by signing this form, attest that I am compliant to all the above statements

Employee Signature: [Signature] Date: Sept. 2/14

I attest that I have read and understand all applicable policies of Alberta Health Services 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 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 above.

Approved claim form with receipts should be sent by the approver directly to Accounts Payable for processing.

Approved By (PRINT ONLY): Dr. Verna Yiu DOFA Level Position # Phone # Ext

I, by signing this form, attest that I am compliant to all the above statements

Signature: [Signature] Title: VP Quality & CMO Date: Sept 5/14

I attest that I have read and understand all applicable policies of Alberta Health Services 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 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 above.

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

I, by signing this form, attest that I am compliant to all the above statements

Signature: _____ Title _____ Date _____

EXPENSE CLAIM DETAILS

Enter Finance Coding 101 0306 71552000133 Emp # (E-People) [REDACTED] 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)
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-mm-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? Y/N	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-Aug-14	Travel from Coronation Plaza to ATB for meeting with OCMOH and return	AB - Local	Meeting	Yes										16.00	✓	
7-Aug-14	Travel from Coronation Plaza to ATB for Mental Health Strategy Meeting and return	AB - Local	Meeting	Yes								\$5.00		16.00	✓	
12-Aug-14	Travel from Coronation Plaza to SSP for ELT meeting and return	AB - Local	Meeting	Yes								\$14.00		15.00	✓	
12-Aug-14	Travel from Coronation Plaza to SSP for meeting with Dr. Verna Yiu	AB - Local	Meeting	Yes								\$14.00		7.00	✓	
18-Aug-14	Travel from Coronation Plaza to Commerce Place for Immunization IT meeting and return	AB - Local	Meeting	Yes								\$12.50		16.00	✓	
21-Aug-14	Travel from Coronation Plaza to Commerce Place for Mental Health Strategy Meeting and return	AB - Local	Meeting	Yes								\$20.00		16.00	✓	
27-Aug-14	Travel from Coronation Plaza to SSP for COEC and return	AB - Local	Meeting	Yes								\$26.00		15.00	✓	
SUBTOTALS														\$93.50		Total Kms 101.00

①
②
③
④
⑤
⑥

<p align="center">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</p>	<p>Enter \$0.505 km, \$0.47 km OR rate per Union Agreement (see Mileage details to the left) \$0.505 ✓</p>
	Mileage \$ \$51.01
	Travel \$ Subtotal \$93.50
	Auto fills on page 1 - TOTAL TRAVEL \$ 144.51

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)

CITY OF EDMONTON
LIBRARY PARKADE
GST # 119326270 RT0001

(4)

Receipt
08/19/14 12:37 LM 2 AM 40 Txn# [REDACTED]
08/19/14 09:57 In 08/19/14 12:27 Out
TKT# [REDACTED]
Regular Rate \$ 11.90
Total Tax \$ 0.60
Total Fee \$ 12.50
CASH PAID \$ 12.50-
Cash Tender \$ 20.00
Change Due \$ 7.50

THANK YOU
COME AGAIN

CITY OF EDMONTON
LIBRARY PARKADE
GST # 119326270 RT0001

(5)

Receipt
08/21/14 15:41 LM 2 AM 43 Txn# [REDACTED]
08/21/14 09:30 In 08/21/14 15:41 Out
TKT# [REDACTED]
Regular Rate \$ 19.05
Total Tax \$ 0.95
Total Fee \$ 20.00
CASH PAID \$ 20.00-
Cash Tender \$ 20.00
Change Due \$ 0.00

THANK YOU
COME AGAIN

Receipt
08/07/14 10:45 LM 3 AM 41 Txn# [REDACTED]
08/07/14 07:45 In 08/07/14 10:45 Out
TKT# [REDACTED]
Regular Rate \$ 4.75
Total Tax \$ 0.24
Total Fee \$ 5.00
CASH PAID \$ 5.00-
Cash Tender \$ 10.00
Change Due \$ 5.00

THANK YOU
COME AGAIN

CITY OF EDMONTON
LIBRARY PARKADE
GST # 119326270 RT0001

(11)

ACE FACE UP ON DASH
IMPARK LOT 256
NO IN AND OUT PRIVILEGES

Expiration Date/Time

05:41 PM
AUG 12, 2014

Use Date/Time: 03:41pm Aug 12, 2014
Parking: \$13.33
Total get: \$0.67
Total Due: \$14.00
Total Paid: \$14.00
Rate: \$14 - 2 Hours
Payment Type: Card
S/N #: 50002451104
Setting: Lot 256
Mach Name: Meter 1

American Express

Auth #

GST #887316638RT0001

PLACE FACE UP ON DASH
IMPARK LOT 256
NO IN AND OUT PRIVILEGES

Expiration Date/Time

11:02 AM
AUG 12, 2014

Purchase Date/Time: 09:02am Aug 12, 2014
Total Parking: \$13.33
Total get: \$0.67
Total Due: \$14.00
Total Paid: \$14.00
Ticket #: [REDACTED]
S/N #: 50002451104
Setting: Lot 256
Mach Name: Meter 1

American Express

Auth #

GST #887316638RT0001

PLACE FACE UP ON DASH
IMPARK LOT 256
NO IN AND OUT PRIVILEGES

Expiration Date/Time

01:07 PM
AUG 27, 2014

Purchase Date/Time: 09:07am Aug 27, 2014
Total Parking: \$26.67
Total get: \$1.33
Total Due: \$28.00
Total Paid: \$28.00
Ticket #: [REDACTED]
S/N #: 50002451104
Setting: Lot 256
Mach Name: Meter 1

American Express

Auth #

GST #887316638RT0001

RECEIPT

IMPARK LOT 256

NO IN AND OUT PRIVILEGES

Expiration Date/Time: 05:41pm Aug 12, 2014
Use Date/Time: 03:41pm Aug 12, 2014
Parking: \$13.33
Total get: \$0.67
Total Due: \$14.00
Total Paid: \$14.00
Rate: \$14 - 2 Hours
Payment Type: Card
Setting: Lot 256
Mach Name: Meter 1

RECEIPT

IMPARK LOT 256

NO IN AND OUT PRIVILEGES

Expiration Date/Time: 11:02am Aug 12, 2014
Purchase Date/Time: 09:02am Aug 12, 2014
Total Parking: \$13.33
Total get: \$0.67
Total Due: \$14.00
Total Paid: \$14.00
Ticket #: [REDACTED]
Rate: \$14 - 2 Hours
Payment Type: Card
Setting: Lot 256
Mach Name: Meter 1

RECEIPT

IMPARK LOT 256

NO IN AND OUT PRIVILEGES

Expiration Date/Time: 01:07pm Aug 27, 2014
Purchase Date/Time: 09:07am Aug 27, 2014
Total Parking: \$26.67
Total get: \$1.33
Total Due: \$28.00
Total Paid: \$28.00
Ticket #: [REDACTED]
Rate: \$28 - 4 hours
Payment Type: Card
Setting: Lot 256
Mach Name: Meter 1

3

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