

AHS Board and Executive Expense Report

Name: Gordon Winkel
Title: Advisory Committee Member
Location: Calgary
 Expenses approved during the month of March 2023

			Travel (1)					Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel			
Mar-23	P-Card	Meetings				28	28			
Mar-23	Expense Claim	Meetings	987	61	482	510	2,039			
	Direct Bill						-			
Total			\$ 987	\$ 61	\$ 482	\$ 538	\$ 2,067	\$ -	\$ -	\$ -

Total for the Month \$ 2,067

Maximum daily single meal expense claimed in the month \$ 24
 Maximum daily base hotel rate claimed in the month \$ 224
 Non economy air travel in the month \$ 987

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

AHS Executive Expenses Report P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
WINKEL, GORDON	Advisory Committee Member	Calgary	\$ 27.57								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
2/14/2023	Official Administrator Advisory Committee Meeting - February 14 and 15, 2023	AB - Local	Parking - Lot or Parkade	\$ 27.57			Items charged to Executive Assistant's P-Card on behalf of Gordon Winkel	2			
Approver(s) for the claim	Approval Status	Approval Date									
Approval kept on File	Approve	22-Mar-23									



288 - 600 6 AVE SW
 CALGARY, AB
 T2P 0S5, +1 (403) 269-7275

INVOICE

Invoice To	
Alberta Health Services [REDACTED]	
Contact	

Invoice Number:	[REDACTED]
Invoice Date:	2023-03-16

PARKING
SOUTHLAND PARK IV

Description	Quantity	Unit	Unit Price	Total Price
Parking Fees	8.00		10.00	80.00
Parking Fee(8 plates registration)				
Parking Fees GST	1.00		4.00	4.00
Admin Fee	1.00		25.00	25.00
Admin Fee GST	1.00		1.25	1.25
<p>\$110.25/8 Tickets=\$13.78 per Ticket Gordon Winkel = \$27.56 - 2 Days of Parking</p>				

PAYABLE TO
Indigo Parc Canada Inc. 288 - 600 6 AVE SW CALGARY, AB T2P 0S5

Total before taxes	110.25
Total included taxes CAD	110.25

DUE UPON RECEIPT, THANKS

TRAVEL, HOSPITALITY & WORKING SESSION EXPENSE CLAIM

SECTION A: EMPLOYEE DETAILS (for AHS Staff ONLY)					
Expense Date From: <u>2-Feb-23</u>		To: <u>15-Feb-23</u>			
Travel Period from: _____		To: _____		(if applicable)	
Out-of-Province Travel _____					
Name: <u>Gord Winkel</u>		Position (Title): <u>OA Advisory Member</u>			
Location: _____		Dept: _____		DOA Level: _____ (if applicable)	
Union: _____		Business Phone #: _____		Ext: _____	
Employee # (E-People): <u>N/A</u>					

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	\$2,039.47
2A	101	0005	71110300000	\$2,039.47						Total Section C&D	
2B										TOTAL CLAIM	\$2,039.47
2C											
2D										**User to enter Coding & \$ Amounts	
				\$2,039.47	NOTE: These fields do not automatically fill for Section C & D						

SECTION F: AUTHORIZATION - NOTE: Electronic or digital signatures are not accepted											
<small>I attest 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 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. <u>Travel Hospitality and Working Session Expenses Policy - Document# 1122</u> </small>											
<small>I, by signing this form, attest that I am compliant to all the above statements</small> Employee Signature: <u>See attached email for approval.</u> Date: <u>February 28, 2023</u>											
<small>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. </small>											
Approved By (PRINT ONLY): <u>Colleen Purdy</u> DOA Level: <u>2</u> Position #: _____ Phone #: _____ Ext: _____ <small>I, by signing this form, attest that I am compliant to all the above statements</small> Signature: <u>See attached email for approval.</u> Title: <u>VP Corporate Services & CFO</u> Date: <u>March 02, 2023</u>											
<small>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.</small>											
Approved By (PRINT ONLY): <u>Dr. John Cowell</u> DOA Level: _____ Position #: _____ Phone #: _____ Ext: _____ <small>I, by signing this form, attest that I am compliant to all the above statements</small> Signature: <u>See attached email for approval.</u> Title: <u>Official Administrator</u> Date: <u>March 03, 2023</u>											

Please forward completed claim form (with receipts and other required backup) to: Alberta Health Services 10030-107 St, North Tower, 10th Floor, Accounts Payable, Edmonton, AB T5J 3E4

or Email to: AHS_Provincial_Employee_Expenses@albertahealthservices.ca

EXPENSE CLAIM DETAILS

Enter Finance Coding <u>101</u> <u>0005</u> <u>7111030000</u>	Emp # (E-People) _____	N/A _____	Page 2A
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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'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	AHS Travel, Hospitality, and Working Session Expenses Policy #1122 Government of Alberta (GOA) Travel, Meal and Hospitality Expenses Policy AUPE-AUX, HSAA & UNA - 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). Please see links below. NJC Travel Directive Appendix C NJC Travel Directive Appendix D
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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 Inter'l where expenses incurred?	What is travel related to?	Cost Effective Method Used? Yes/No	Meal Allowance <small>(Enter Allowance Amounts per AHS Travel Policy or appropriate Collective Agreement)</small>				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)
					Within Canada		Outside Canada		Airfare	Hotel	Taxi			
					Meal Type	Allowance	Meal Type	Allowance						
2-Feb-23	Mileage from residence to YEG to attend meetings on Feb 02-03, 2023 with OA in Calgary and return and parking at YEG.	AB - Prov'l	Meeting	Yes								\$30.10		48.00
2-Feb-23	Flight from YEG to YYC to attend meetings with OA at Southport in Calgary and return.	AB - Prov'l	Meeting	Yes					\$987.26					
2-Feb-23	Taxi from YYC to Southport.	AB - Prov'l	Meeting	Yes							\$77.95			
2-Feb-23	1 night accommodation.	AB - Prov'l	Meeting	Yes	Lunch & Dinner	\$37.00				\$230.16				
3-Feb-23	Lunch per diem and taxi from Southport to YYC.	AB - Prov'l	Meeting	Yes	Lunch	\$13.00					\$70.73			
14-Feb-23	Mileage from residence to Southport in Calgary to attend meetings with OA and return.	AB - Prov'l	Meeting	Yes										608.00
14-Feb-23	1 night accommodation.	AB - Prov'l	Meeting	Yes						\$251.49				
15-Feb-23	Breakfast per diem.	AB - Prov'l	Meeting	Yes	Breakfast	\$10.50								
SUBTOTALS						\$60.50			\$987.26	\$481.65	\$148.68	\$30.10		Total Kms 656.00

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 <small>(see Mileage details to the left)</small>
	Mileage \$ \$331.28

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 \$1,708.19 Auto fills on page 1 - TOTAL TRAVEL \$ \$2,039.47
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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)

GST# R128595776 **PARKING**

Edmonton Airports

Can-T5J 212 Edmonton
Tax Code CA5%

Exit Lane C3/02/23 21:00
Receipt 85701

Short-term parking tkt

V# - No. 002369

02/02/23 05:55

03/02/23 21:19

Period 1d15h23m

(Tax) \$30.00

Total \$30.00

Payment Received

VISA \$30.00

XXXXXXXXXXXX

Merch:

Auth:

Type: Swiped

Sub Total \$29.00

Tax 5% \$1.00

8602.08

SOUTHLAND PRINTING - SHERBOURNE, N.S.

AHS

AIR FARE



Booking Confirmation

SOUTH PORT
MEETINGS
FEB 2/3, 2023



Booking Reference

Date of issue: 01 Feb. 2023

This is your official 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.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.

Ensure you are in compliance with the entry requirements of your destination. For the latest information on entry requirements, our flexible booking policy, or our health and safety measures visit our Travel Ready hub.



Depart

Economy - Comfort

Thursday
02 Feb. 2023

07:45
Edmonton
Edmonton Int. (YEG),
Alberta



08:39
Calgary
Calgary Int. (YYC),
Alberta



0hr54
Economy Q
Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-400



Return

Economy - Comfort

Friday
03 Feb. 2023

19:45
Calgary
Calgary Int. (YYC),
Alberta



20:39
Edmonton
Edmonton Int. (YEG),
Alberta



0hr54
Economy M
Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-400

Passengers


Gordon Winkel

Ticket number

Air Canada - Aeroplan

Seats

AC8131
AC8138

 Purchase summary

Visa

 Amount paid: \$987.26

1 adult

 Fights

<i>We transport (fuel - charges)</i>	
Base fare - Depart Economy - Comfort	375.00
Base fare - Return Economy - Comfort	449.00
Carrier surcharges	32.00
<i>Taxes - Air Canada</i>	
Air Travellers Security Charge - Canada	14.25
Goods and Services Tax - Canada - 10002287 RT0001	47.01
Airport Improvement Fee - Canada	70.00
Total before options (per passenger)	\$987.26
GRAND TOTAL (Canadian dollars)	\$987.26



Check-in and boarding gate deadlines

Within Canada

90
minutes

When to arrive at the airport

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

45
minutes

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.

30
minutes

Boarding gate deadline

This is the latest you should be at the departure gate ready for boarding.

15
minutes

Boarding gate closes

Arriving after this time will result in reassignment of any reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.

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

AHS - MEETINGS SOUTHPORT / CALGARY

FEB 2/202

AIRPORT TO SOUTHPORT

CHECKER

CHECKER CABS

316 MERIDIAN RD SE
CALGARY, AB T2A 1X2
4032999999

<https://www.thecheckergroup.com>

Checker Cabs Calgary

Cashier: [REDACTED]

Transaction [REDACTED]

Total CA\$70.95

Tip CA\$7.00

CREDIT CARD SALE CA\$77.95

VISA [REDACTED]

Retain this copy for statement validation

Station: 606

02-Feb.-2023 9:25:10a.m.

CA\$77.95 | Method:

CONTACTLESS

VISA XXXXXXXXXXXX [REDACTED]

Reference ID: [REDACTED]

Auth ID [REDACTED]

MID: ***** [REDACTED]

AID: [REDACTED]

AthNtwkNm: VISA

NO CARDHOLDER VERIFICATION

GST# 100936111

SOUTHPORT TO AIRPORT

ASSOCIATED CAB
/ALLIED LIMOUSINE
307-41 AVENUE N E
CALGARY, AB T2E2N4
(403) 299-1199

SALE

Batch #: [REDACTED] REF# [REDACTED]
02/03/23 SEQ: [REDACTED] 17:05:51
APPR CODE: 065461

VISA
***** [REDACTED] **/

AMOUNT \$64.30
TIP \$6.43
TOTAL \$70.73

00 - APPROVED - 001

Visa Credit
AID: [REDACTED]
TTQ [REDACTED]

Thank You
Please Come Again!
CAR# [REDACTED]

CUSTOMER COPY

LOGGING

Page: 1 of 1

SOUTHPORT
MEETINGS
FEB 2/3, 2023



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

Mr Gordon Winkel



Room: [REDACTED]
Folio: [REDACTED]
Cashier: [REDACTED]
Arrival: 02-02-23
Departure: 02-03-23

Date	Description	Additional Information	Charges	Credits
02-02-23	Standard Rate		205.00	
02-02-23	DMF		6.15	
02-02-23	Tourism Levy		8.45	
02-02-23	Rooms - GST		10.56	
02-03-23	Visa	XXXXXXXXXXXX [REDACTED] XX/XX		230.16
GST Summary			Total	230.16
Registration No: 895126332			Balance Due	0.00 CDN
Room	10.56			
F&B	0.00			
Other	14.60			
Total	25.16			

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.



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

Mr Gordon Winkel
 [Redacted]

Room: [Redacted]
 Folio: [Redacted]
 Cashier: [Redacted]
 Arrival: 02-14-23
 Departure: 02-15-23

Date	Description	Additional Information	Charges	Credits
02-14-23	Standard Rate		224.00	
02-14-23	DMF		6.72	
02-14-23	Tourism Levy		9.23	
02-14-23	Rooms - GST		11.54	
02-15-23	Visa	XXXXXXXXXXXX [Redacted] XX/XX		251.49

GST Summary

Registration No: 895126332
Room 11.54
F&B 0.00
Other 15.95
Total 27.49

Total	251.49	251.49
Balance Due	0.00	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.