

AHS Board and Executive Expense Report

Name Hugh D. Sommerville
Title AHS Board Member
Location Drumheller

Expenses submitted during the month of July 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)
Jul-18	P-Card	Meetings				65	65			
Jul-18	Expense Claim	Meetings		21		377	398			
Jul-18	Direct Billing	Meetings			447		447			
Total			\$ -	\$ 21	\$ 447	\$ 442	\$ 910	\$ -	\$ -	\$ -

Total for the Month \$ 910

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 199
 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								
Hugh Sommerville	AHS Board Member	Edmonton	\$ 65.00								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
7/27/2018	Edmonton - Taxi from Alumni House at U of A to Westin Hotel - attended Private and Public Board Meeting on July 26 - 27, 2018	AB - Other Zones	Taxi	\$ 65.00			Edmonton - Taxi from Westin Hotel to Alumni House at U of A - attended Private and Public Board Meeting on July 26 - 27, 2018 Items charged to Executive Assistant's August 2018 P-Card on behalf of Hugh Sommerville	1			
Approver(s) for the claim		Approval Status		Approval Date							
Signature kept on file		Approve									

ATS GROUP
4608 101 ST NW
7809897099
EDMONTON AB

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2018/08/08
TIME 1318 14:43:40
INVOICE # [REDACTED]
RECEIPT NUMBER [REDACTED]

PURCHASE
TOTAL

\$650.00

390.00 - Brenda Hemmelgarn

65.00 David Carpenter

130.00 Dr. Aika Lafontaine

65.00 - Hugh Somerville

\$650.00

MasterCard

July 26, 2018
\$130.00 (2 caes)

Downtown to Alumni House

- Glenda Yates
- Richard Dicari
- Hugh Somerville
- Robb Foote
- David Carpenter
- Catherine MacNeill
- Heather Hirsch

APPROVED

AUTH# [REDACTED]
THANK YOU

CARDHOLDER COPY

\$130.00 (2 caes).

Alumni House to Downtown
above members.

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST 73871 2892 RT0001

July 27, 2018

\$130.00 (2 caes)

Downtown to Alumni House
above Board Members.

\$65.00

- Alumni House to Downtown
- Robb Foote
- Hugh Somerville
- Heather Hirsch

65.00 - David Carpenter
• Alumni House to YEG.

130.00 - Dr. Aika Lafontaine
• YEG to Alumni House
+ return.

Total: \$390.00

**BOARD MEMBER
EXPENSE CLAIM FORM**

SECTION 1: PAYEE INFORMATION

Name:	Hugh D. Sommerville			Expense Period Month:	Jul-18
Address:	[Redacted]	City:	[Redacted]		
Province:	AB	Postal Code:	[Redacted]	Country:	Canada
Reason for Expense	Attending AHS Board Educational Retreat on July 26th and 27th, 2018				

SECTION 2: FINANCE CODING & TOTAL CLAIM

Description	Corp/BU/Or g	Location (If applicable)	Functional Centre/Primary	Expense/ Secondary Acct	Total (Note: This column will auto fill)
Meals (A)	101	0005	71110300000	45000000	\$20.75 ✓
Travel Exp (B+C+E)	101	0005	71110300000	62212000	\$377.35 ✓
Other (D)	101	0005	71110300000	41090000	\$0.00
TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE					\$398.10 ✓

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>Hugh Sommerville</i>	Date	Phone#
Hugh D. Sommerville		28-Aug-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
<i>Linda Hughes</i>	Board Chair
Signature: <i>Linda Hughes</i>	Date: <i>Sept 12/18</i>

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

Deborah Rhodes
 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: Hugh D. Sommerville Expense Period Month: Jul-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				
25 Jul 2018	Mileage from Drumheller to Edmonton and return to Attend AHS Board Retreat in Edmonton July 26 and 27	Yes	D-\$20.75	\$20.75	✓				610	
25 Jul 2018	Parking to attend above meeting in Edmonton						\$69.30			
Total: (amount auto fills to page 1)				\$20.75		\$0.00	\$0.00	\$69.30	\$0.00	610.00

BOARD MEMBER Mileage Rate 0.505 **Total Mileage** \$ 308.05 ✓

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Hugh Sommerville
 Alberta Health Services

Page Number : 1 Invoice Nbr : [REDACTED]
 Guest Number : [REDACTED]
 Folio ID : [REDACTED]
 Arrive Date : 25-JUL-18 18:14
 Depart Date : 27-JUL-18 12:01
 No. Of Guest : 1
 Room Number : [REDACTED]
 Club Account : [REDACTED]
 AR Account : [REDACTED]

Tax Invoice

Tax ID : 815461330RT0001

The Westin Edmonton JUL-27-2018 07:28 [REDACTED]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
27-JUL-18	[REDACTED]	Parking Self	33.00	
27-JUL-18	[REDACTED]	GST	1.65	
27-JUL-18	[REDACTED]	Parking Self	33.00	
27-JUL-18	[REDACTED]	GST	1.65	
27-JUL-18	[REDACTED]	Mastercard [REDACTED]		-69.30
** Total			69.30	-69.30
*** Balance			0.00	

BETTER BALANCE - The soothing scent of White Tea revitalizes and uplifts from the moment you step through our doors. Enhance any environment by taking our signature scent home with you. Learn more at westin.com/store

Continued on the next page

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 : Hugh Sommerville	Reporting Period for the Month of : Jul-18
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
25-Jul-18	Direct Billing	Hotel	Two nights accommodation to attend Private/Public Board Meetings/Retreat on July 26-27, 2018 in Edmonton.	Vision Travel	\$446.84
	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	\$
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
Total Paid in the Month					\$ ██████████

\$446.84

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Hugh Sommerville
 Alberta Health Services li

Page Number : 1 Invoice Nbr : [REDACTED]
 Guest Number : [REDACTED]
 Folio ID : [REDACTED]
 Arrive Date : 25-JUL-18 18:14
 Depart Date : 27-JUL-18 13:02
 No. Of Guest : 1
 Room Number : [REDACTED]
 Club Account : [REDACTED]
 AR Account : [REDACTED]

Copy Tax Invoice

Tax ID : 815461330RT0001
 The Westin Edmonton JUL-30-2018 10:13 [REDACTED]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
25-JUL-18	[REDACTED]	Room Charge	199.00	
25-JUL-18	[REDACTED]	GST	10.25	
25-JUL-18	[REDACTED]	Destination Marketing Fee	5.97	
25-JUL-18	[REDACTED]	Tourism Levy	8.20	
26-JUL-18	[REDACTED]	Room Charge	199.00	
26-JUL-18	[REDACTED]	GST	10.25	
26-JUL-18	[REDACTED]	Destination Marketing Fee	5.97	
26-JUL-18	[REDACTED]	Tourism Levy	8.20	
27-JUL-18	[REDACTED]	Direct Bill		-446.84
		** Total	446.84	-446.84
		*** Balance	0.00	

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