

## Board and Executive Expense Report

**Name** Jitendra Prasad  
**Title** Chief Program Officer, Contracting, Procurement & Supply Management  
**Location** Edmonton  
 Expenses submitted during the month of November 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)
Nov-14	Expense Claim	Meetings		146	464	285	895			
Nov-14	Direct Billing	Meetings	181				181			
<b>Total</b>			\$ 181	\$ 146	\$ 464	\$ 285	\$ 1,076	\$ -	\$ -	\$ -

**Total for the Month** \$ 1,076

Maximum daily single meal expense claimed in the month \$ 21  
 Maximum daily base hotel rate claimed in the month \$ 142  
 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

### AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total
PRASAD, JITENDRA	Chief Program Officer, Contracting, Procurement & Supply Management	Edmonton	894.6

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee	Trip Distance
10/21/2014	Taxi from YYC to FMC for to attend CPSM meeting with Calgary ED Surgery. Inperson attendance was required due to the nature of the meeting.	AB - Other Zones	Taxi	47.5				1			
10/28/2014	Taxi from YYC to Emerg. Ops Centre (3961 106 Av SE Calgary) for Ebola response Inperson attendance was required due to the emergency sitaution	AB - Other Zones	Taxi	68.9				1			
10/28/2014	Hotel stay was part of Ebola Emerg. Operations Centre activation. As this was an emergency situation I was required to be on-site at the EOC.	AB - Other Zones	Accommodations	464.34				3			
10/31/2014	Taxi from Emerg Ops Centre to YYC to return home	AB - Other Zones	Taxi	68.31				1			

10/28/2014	To attend Emerg Ops Centre activation for Ebola response.		Meals Per Diem	103.95				4			
10/28/2014	Parking at YEG due to activation of Emerg Ops Centre in Calgary for Ebola. As this was an emergency situation I was required to be on-site at the EOC.	AB - Other Zones	Parking	100				1			
11/5/2014	To attend meeting with the President and CEO of Fresenius Kabi. Due to the nature of the meeting in-person attendance was required.		Meals Per Diem	20.8				1			
10/21/2014	To attend CPSM monthly meetings with Calgary ED Surgery.		Meals Per Diem	20.8				1			
<b>Approver(s) for the claim</b>		<b>Approval Status</b>		<b>Approval Date</b>							
RHODES, DEBORAH		Approve		12/17/2014 15:39							

October 21, 2014  
Attended CPSM Monthly Executive Director  
Mtg and F+E Responsibilities meeting with  
CPSM/CM. Both meetings required in-person  
attendance.

ASSOCIATED CAR ALTA LTD  
507 - 41 AVE NE (403) 299 1111  
INSIST ON THE PROFESSIONALS

DATE 2014/10/21  
PICK-UP TIME: 07:00  
DROP-OFF TIME: 07:45  
TRIP ID: 2  
LOCATION: 873888-45824103/07  
CAR NUMBER: 8152  
CARD TYPE: 1120  
CARD:  
EXPIRY:  
AUTH:



FARE (\$) 47.50  
EXTRA (\$) 0.00  
SUBTTL (\$) 47.50

TIP (\$) -----

TOTAL (\$) -----

SIGNATURE -----

FOR ONLINE TAXI BOOKINGS VISIT  
OUR WEBSITE @ WWW.ASSOCIATEDCAR.CA

© 2014 ASSOCIATED CAR

Took taxi from Calgary airport  
to Foot hills Medical Clinic to  
attend CPSM Monthly Executive  
Meeting.

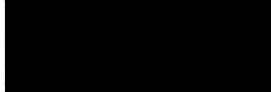
October 28, 2014.

Trip to Calgary due to activation of Emergency Operations Centre for Ebola response.

ASSOCIATED CAB ALTA LTD  
387 41 AVE NE (403) 299-1111  
(855) ON THE PROFESSIONALS

Business Reason:

Taxi fare from YYC to Emergency Operations Centre, 3961 106 Ave SE, Calgary. In-person attendance was required due to the emergency situation.

DATE: 2014/10/28  
PICK-UP TIME: 06:42  
DROP-OFF TIME: 07:12  
TRIP TO: 0  
LOCATION: 073000-45824103701  
CAB NUMBER: 1009  
CARD TYPE: VISA  
CARD:   
EXPIRY:  
AUTH:

FARE (\$) 68.50  
TAX (\$) 0.00  
TOTAL (\$) ~~68.50~~  
68.50

TIP (\$)

TOTAL (\$)

SIGNATURE:

FOR ONLINE TAXI BOOKINGS VISIT  
OUR WEBSITE WWW.ASSOCIATEDCAB.CA

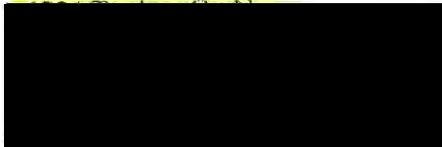
copy  
and return



# Carriage House Inn

9030 Macleod Trail S., Calgary, Alberta, Canada T2H 0M4 Phone: (403) 253-1101 Fax: (403) 259-2414 Toll Free: 1-800-661-9566 www.carriagehouse.net

Guest Name: Jitendra Prasad  
 Alberta Health Services



Room #:  
 Folio #:  
 Group #:  
 Guests:  
 Clerk:

Arrive: 10/28/14 Time: 06:03 PM Depart: 10/31/14 Time: 06:42 AM Status: HIST

Date	Description	Reference	Comment	Charges	Credits
10/28/2014	ROOM CHARGE	664		\$142.00	\$0.00
10/28/2014	ALBERTA MARKETING I	664t	ALBERTA MARKETING LEVY	\$5.68	\$0.00
10/28/2014	ROOMS GST TAX	664t	ROOMS GST TAX	\$7.10	\$0.00
10/29/2014	GRATUITY	4126	GRATUITY T#: 5-4126	<del>(\$3.00)</del>	\$0.00
10/29/2014	ROOM CHARGE	664		\$142.00	\$0.00
10/29/2014	ALBERTA MARKETING I	664t	ALBERTA MARKETING LEVY	\$5.68	\$0.00
10/29/2014	ROOMS GST TAX	664t	ROOMS GST TAX	\$7.10	\$0.00
10/30/2014	COFFEE SHOP	4823	COFFEE SHOP GUEST CHG T#: 5-48	<del>(\$32.25)</del>	\$0.00
10/30/2014	GRATUITY	4823	GRATUITY T#: 5-4823	<del>(\$9.96)</del>	\$0.00
10/30/2014	RESTAURANT GST	4823	RESTAURANT GST TAX T#: 5-4823	<del>(\$1.61)</del>	\$0.00
10/30/2014	ROOM CHARGE	664		\$142.00	\$0.00
10/30/2014	ALBERTA MARKETING I	664t	ALBERTA MARKETING LEVY	\$5.68	\$0.00
10/30/2014	ROOMS GST TAX	664t	ROOMS GST TAX	\$7.10	\$0.00
10/31/2014	PAY VISA	Clk Out 06:42		\$0.00	-\$511.16

Folio Balance: 511.16 \$0.00

Items not being claimed < 47.62 >  
 464.34

Signature: \_\_\_\_\_

Business Reason

Hotel stay as part of Ebola Emergency Operations Centre activation.  
 As this was an emergency situation I was required to be on-site at the Emergency Operations Centre.

Please note underlined items are not claimed as AHS expenses.

"We Take About One of You"

October 31<sup>st</sup> - 2014

# Checker Yellow CAB

CHECKER YELLOW CAB  
12000 101 ST NW  
EDMONTON, AB T5C 1A7

FARE	12.00
TAX	1.20
TOTAL	13.20
CASH	15.00
CHANGE	1.80
TIP	5.00
TOTAL	20.00
CASH	20.00
CHANGE	0.00
TOTAL	20.00

68.31



GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton  
Tax Code CA5%

P3 North C 31/10/14 18:24  
Receipt

Short-term parking tkt  
DL - No. 029028  
28/10/14 04:30  
01/11/14 04:29  
Period 4d0h0'

(Tax) \$100.00  
Total \$100.00

Payment Received \$100.00

Sub Total \$95.24  
Tax 5% \$4.76

Taxi from East Lake Centre to  
YYC. to return home.

Parking at YEG  
for trip to Calgary.

## Executive Expenses Report Direct Billing Summary

### Purpose of This Form:

The purpose of this form is to report expenses incurred on behalf of a designated Executive 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. hotel accommodation, airline tickets, car rental, hosting events and working sessions).
- Enter all expenses pertaining to professional development such as conferences and courses, etc.
- Enter all other expenses paid by AHS not mentioned above
- Copies of invoices and other relevant back up must be attached including approvals for working sessions/hosting events
- 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  No

Name: Jitendra Prasad      Reporting Period for the Month of: November 2014

Date	Payment Method	Category	Description/Purpose for Expense	Name of Vendor Paid	Amount Paid
2014-11-25	Direct Billing	Transportation	Travel Edm-Cal for HR Matter Mtg	Marlin Travel	\$181.48
	Choose One	Choose One			
	Choose One	Choose One			
	Choose One	Choose One			
	Choose One	Choose One			
<b>Total Paid in the Month</b>					<b>\$181.48</b>




MARLIN TRAVEL  
 O-O PERCY HUNT TRAVELGROUP INC  
 MAIN FLOOR, 9929 108TH ST.  
 EDMONTON, AB T5K 1G8  
 GST Reg#: 885101915  
 Branch: [REDACTED]  
 Agent: [REDACTED]  
 To: ALBERTA HEALTH SERVICES  
 SUITE 800, NORTH TOWER  
 10030-107 ST  
 EDMONTON AB, T5J 3E4

Invoice Number: [REDACTED]  
 Date: November 20, 2014  
 Page: 1/2  
 Our Reference: [REDACTED]  
 Your Reference: [REDACTED]

# INVOICE

**For**  
 MR JITENDRA PRASAD  
 AC [REDACTED]

Tuesday, November 25, 2014

 Air

AIR CANADA  
**From:** EDMONTON INTL AB  
**To:** CALGARY AB  
**Stops:** 0 **Arrival:** 25Nov14  
 AIR CANADA E  
 AIR CANADA CONFIRMATION [REDACTED]  
 TICKET NUMBER [REDACTED]  
 SEAT 3D [REDACTED]

**Flight:** 8133 **W CLASS**  
 07:00 AM **Equipment:** DH4  
 07:50 AM

Mile(s) Flown: 153

**Cost:**

AIR CANADA WE [REDACTED]	[REDACTED]	144.00
	<b>Tax:</b>	37.48
	<b>Ticket Total:</b>	<b>181.48</b>

**Total:**

	<b>Grand Total:</b>	181.48
	<b>Less Credit Card Payments:</b>	181.48
	<b>Credit / Balance Due To This Invoice:</b>	0.00
	<b>Total Balance Due:</b>	0.00

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE  
 ACCEPTED:.....DECLINED:.....

To: ALBERTA HEALTH SERVICES  
SUITE 800, NORTH TOWER  
10030-107 ST  
EDMONTON AB, T5J 3E4

Invoice Number:  
Date:  
Page:  
Our Reference:  
Your Reference:

[REDACTED] 4  
2/2

[REDACTED]

## INVOICE

DOCUMENTATION REQUIRED: VALID PASSPORT... VISA... TOURIST CARD...  
... PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER.....  
PLEASE RECONFIRM ALL FLIGHTS BETWEEN 48 AND 72 HOURS PRIOR  
TO EACH DEPARTURE DIRECTLY WITH THE AIRLINE.  
CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY  
GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL  
24 HOUR EMERGENCY HELP DESK WITHIN CANADA OR USA CALL  
1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT  
1 303 801 2147. PLEASE QUOTE ACCESS CODE 2EC0  
OUR PRIVACY POLICY CAN BE FOUND AT WWW.MARLINTRAVEL.CA.

### Business Reasons

Attended a Human Resource matter in Southport Tower in Calgary . Due to sensitivity of the meeting in-person attendance was required.