

Board and Executive Expense Report

Name Jitendra Prasad
Title Chief Program Officer, Contracting, Procurement & Supply Management
Location Edmonton
 Expenses submitted during the month of Jan 2015

Travel (1)										
Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Jan-15	Expense Claim	Meetings		42	167	270	479			
Jan-15	Direct Billing	Meetings				80	80			
Total			\$ -	\$ 42	\$ 167	\$ 350	\$ 559	\$ -	\$ -	\$ -

Total for the Month \$ 559

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 149
 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	373.12

[illegible]



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

Page No 1

Guest Name: Jitendra Prasad

Room #:

Folio #:

Group #:

Guests: 1

Clerk:

Arrive: 01/19/15

Time: 11:56 PM

Depart: 01/20/15

Time: 02:22:07

Status:

Date	Description	Reference	Comment	Charges	Credits
01/19/2015	ROOM CHARGE			\$149.00	\$0.00
01/19/2015	ALBERTA MARKETING I		ALBERTA MARKETING LEVY	\$6.14	\$0.00
01/19/2015	ROOMS GST TAX		ROOMS GST TAX	\$7.67	\$0.00
01/19/2015	DESTINATION MARKETI		DESTINATION MARKETING FEE	\$4.47	\$0.00

Folio Balance: / \$167.28

Signature: _____

Business Reason

To present Approved Procurement Exception/
Sole Source Training Session to Calgary/
Edmonton Capital Equipment and Purchasing
dept.

"We Take Great Care of You"

2% Per month is added to outstanding balance on overdue accounts.

Regardless of charge instructions, the undersigned guest acknowledges any charges incurred are a personal indebtedness. All accounts are due when rendered.

G.S.T. # R119507069

January 20, 2014

Presented Approved Procurement- Exception/ Sole
Source Training session to Calgary/Edmonton
Purchasing/Capital Equipment staff. In person
attendance required at, host site, in Calgary as
I conducted the presentation.

ASSOCIATED CAB
304-35 AVENUE N E T2E2K7
CALGARY AB
22143100
PURCHASE 1111

01-19-2015 23:53:24
Acct # [REDACTED]
Exp Date [REDACTED]
Name: JYENDRA PRASAD
00000000000000000000 VISA CREDIT

Trac [REDACTED]
Inv [REDACTED] KN 001001456
Purchase \$58.90
Tip \$5.00
Total \$63.90

(00) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

216 HERITAGE ROAD SE
CALGARY AB T2A 1A2

TERMINAL ID: 119-000-262
MERCHANT ID: 41276501
VEHICLE ID: 0002
DRIVER ID: 0000
GST ACCOUNT ID: [REDACTED]
TRIP NUMBER: [REDACTED]
PASS NUMBER: [REDACTED]

01-20-2015
START: 07:09
DISTANCE: 101.06
END: 07:29
RATE: 1

TAX AMOUNT: \$ 21.71

TOT AMOUNT: \$ 1.09
TIP AMOUNT: \$ 1.92

TOTAL : \$ 26.22

TIME SALE: [REDACTED]

APPROVAL NUMBER: [REDACTED]

WORKPASS NUMBER: [REDACTED]

THANK YOU
CAB 11209 9334
WWW.CHECKERSCARS.COM

CHECKER
YELLOW
CARS

Taxi from Calgary Airport
the evening of Jan 19 to the
Carriage House Inn.

Taxi from Carriage
House Inn to East-
Lake distribution
Centre.

550 DEERFOOT ROAD W
CALGARY AB T2A 1A2

PERMIT NO. 01 007 054
PERMIT NO. 01 007 054
PERMIT NO. 01 007 054
PERMIT NO. 01 007 054
PERMIT NO. 01 007 054
PERMIT NO. 01 007 054
PERMIT NO. 01 007 054

01/20/2015
START 12:39
DISTANCE 399.00
END 14:09
RATE 1

TAX AMOUNT \$ 57.00

TAX AMOUNT \$ 2.98
TAX AMOUNT \$ 2.12

TOTAL \$ 69.92

PLEASE PRINT

PERMIT NUMBER

PASSENGER COPY

THANK YOU
C8011273 2992
WWW.THECHECKERGROUP.COM



GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax Code CA5%

Exit Lane 20/01/15 16:39
Receipt

Short-term parking tkt

HL - No. 046924

19/01/15 20:50

20/01/15 20:49

Period 1d0h0'

(Tax) \$25.00

Total \$25.00

Payment Received

0706561 1/1
Sub Total \$23.81
Tax 5% \$1.19

Parked at Edmonton
International all-day
parking near Travel to
Calgary.

Truck from Eco Lake
Distribution Centre to
Calgary Airport.

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total
PRASAD, JITENDRA	Chief Program Officer, Contracting, Procurement & Supply Management	Edmonton	105.30

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
11/25/2014	Attended HR matter in Calgary due to the nature of the meeting inperson attendance	AB - Other Zones	Taxi	59.5				1			
12/25/2014	Attended HR matter in Calgary due to the nature of the meeting inperson attendance	AB - Local	Parking	25				1			
11/25/2014	Attended HR matter in Calgary due to the nature of the meeting inperson attendance		Meals Per Diem	20.8				1			
Approver(s) for the claim		Approval Status		Approval Date							
RHODES, DEBORAH		Approve		1/29/2015 8:48							

November 25th, 2014

Attended a Human Resource matter
in Calgary at Southport Tower.
Due to sensitivity mtg required in-person
attendance.

ASSOCIATED CAR INC
381 - 41 AVE NE (403) 299-1111
INSIST ON THE PROFESSIONALS

DATE: 2014/11/25
PICK-UP TIME: 08:50
DROP-OFF TIME: 09:17
TRIP ID: 6
LOCATION: 873888-45024183787
CAR NUMBER: 1153
DRIVER: 742821-45024183787
CARD TYPE: [REDACTED]
CARD: [REDACTED]
EXPIRY: [REDACTED]
AUTH: [REDACTED]

FARE (\$): 59.50
EXTRA (\$): 0.00
SUBTTL (\$): 59.50

TIP (\$):

TOTAL (\$):

SIGNATURE

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

1-800-367-5-UP

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax Code CA5%

POF 2nd F1 25/11/14 19:54
Receipt [REDACTED]

Short-term parking tkt
HL - No. 001419
25/11/14 06:05
26/11/14 06:04
Period 1d0h0'
(Tax) \$25.00

Total \$25.00

[REDACTED] .00

Sub Total \$23.81
Tax 5% \$1.19

Parked at Edmonton
International Airport
all-day parking near
Grand and 40th Calgary.

Took taxi from Calgary
International Airport to
Southport Tower, 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: January 2015		
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Date	Payment Method	Category	Description/Purpose for Expense	Name of Vendor Paid	Amount Paid
2015-01-20	Direct Billing	Transportation	Travel Edm-Cal for training session	Marlin Travel	\$80.00
	Choose One	Choose One			
	Choose One	Choose One			
	Choose One	Choose One			
	Choose One	Choose One			
Total Paid in the Month					\$80.00

MARLIN TRAVEL
O-O PERCY HUNT TRAVELGROUP INC
MAIN FLOOR, 9929 108TH ST.
EDMONTON, AB T5K 1G8
GST Reg#: 885101915

Branch:

Agent:

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

Invoice Number:

Date:

January 13, 2015

Page:

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Our Reference:

Your Reference:

INVOICE

For

MR JITENDRA PRASAD

AC

Tuesday, January 20, 2015

 Air

AIR CANADA

From: EDMONTON INTL AB

To: CALGARY AB

Stops: 0 Arrival: 20Jan15

AIR CANADA E

AIR CANADA CONFIRMATION

TICKET NUMBER

SEAT 2C

Flight: 8131

Q CLASS

05:30 AM Equipment: D8 (300 SERIES)

06:26 AM

Mile(s) Flown: 153

 Air

AIR CANADA

From: CALGARY AB

To: EDMONTON INTL AB

Stops: 0 Arrival: 20Jan15

AIR CANADA E

AIR CANADA CONFIRMATION

TICKET NUMBER

SEAT 2C

Flight: 8150

Q CLASS

03:30 PM Equipment: DH4

04:25 PM

Mile(s) Flown: 153

Cost:

AIR CANADA WE

AIR CANADA WE

50.00

30.00

Ticket Total:

30.00

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

Invoice Number: [REDACTED]
Date: January 13, 2015
Page: 2/2
Our Reference: [REDACTED]
Your Reference: [REDACTED]

INVOICE

Total:

Grand Total:	80.00
Less Credit Card Payments:	80.00
Credit / Balance Due To This Invoice:	0.00
Total Balance Due:	0.00

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

Presented Approved Procurement Exception/Sole Source Requests training session to Calgary and Edmonton Purchasing and Capital Equipment staff. In person attendance required at host site in Calgary as I conducted the presentation.