

## Board and Executive Expense Report

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

Travel (1)										
Month-Year	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Mar-15	Expense Claim	Meetings		39	576	137	752			
Mar-15	Direct Billing	Meetings	173				173			
<b>Total</b>			\$ 173	\$ 39	\$ 576	\$ 137	\$ 925	\$ -	\$ -	\$ -

**Total for the Month** \$ 925

Maximum daily single meal expense claimed in the month \$ 21  
 Maximum daily base hotel rate claimed in the month \$ 165  
 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	752.40

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
2/22/2015	Participated in Vendor Bid Appeals Hearing Delta Hotel Edmonton	AB - Local	Accommodations	575.70				4			
3/17/2015	Attended Executive Directors Surgery Meeting	AB - Other Zones	Taxi	45.30				1			
2/23/2015	Meals during Vendor Appeal Hearing		Meals Per Diem	39.20				4			
3/17/2015	Taxi from FMC to SAEC Retina Centre	AB - Other Zones	Taxi	19.32				1			
3/17/2015	Taxi from SAEC to Calgary Airport	AB - Other Zones	Taxi	47.88				1			
3/17/2015	All day parking at Edmonton Airport	AB - Local	Taxi	25.00				1			
<b>Approver(s) for the claim</b>		<b>Approval Status</b>		<b>Approval Date</b>							
RHODES, DEBORAH		Approve		17-Apr-15							

  
**DELTA**  
 EDMONTON CENTRE  
 SUITE HOTEL

10222 - 102 Street, Edmonton, Alberta T5J 4C5  
 Tel: 780-429-3900 Fax: 780-421-3259

GOVT AB  
 Mr Jitendra Prasad  
 Alberta Health Services

Room: [REDACTED]  
 Folio: [REDACTED]  
 Cashier: [REDACTED]  
 Arrival: 02-22-15  
 Departure: 02-25-15

Date	Description	Additional Information	Charges	Credits
[REDACTED]				
02-22-15	Room Charge		165.00	
02-22-15	Room - GST		8.50	
02-22-15	Room - Tourism Levy		6.80	
02-22-15	Room - Destination Mkt. Fee		4.95	
02-22-15	Weekend-Parking		19.95	
[REDACTED]				
02-23-15	Room Charge		165.00	
02-23-15	Room - GST		8.50	
02-23-15	Room - Tourism Levy		6.80	
02-23-15	Room - Destination Mkt. Fee		4.95	
02-24-15	Room Charge		165.00	
02-24-15	Room - GST		8.50	
02-24-15	Room - Tourism Levy		6.80	
02-24-15	Room - Destination Mkt. Fee		4.95	
02-25-15	Visa	<span style="background-color: black; color: black;">[REDACTED]</span>		<del>651.15</del>
			<b>Total</b>	<del>651.15</del>
			<b>Balance Due</b>	0.00 CDN

GST Summary	
Registration No: 899111215	
Room	25.50
F&B	2.95
Other	0.95
<b>Total</b>	<b>29.40</b>

\$575.70

**Business Reason**

Prepared and participated in Vendor Bid Appeal hearings from February 22 to February 25, 2015.

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.

March 11, 2015

(1)

Attended monthly Executive Directors Surgery Meeting held at the Foothills Medical Centre Calgary. Also toured the SAEC Surgical Facility at the Calgary Regina Centre.

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

330 MERIDIAN ROAD SE  
CALGARY AB T2H 1P2

DATE: 2015/03/17  
PICK-UP TIME: 08:48  
DROP-OFF TIME: 09:17  
TRIP ID: 6  
LOCATION: 073808-45824103787  
PHONE NUMBER: 0344  
DRIVER: 858649  
CARD TYPE: VISA  
CARD: [REDACTED]  
EXPIRY: [REDACTED]  
AUTH: [REDACTED]

MERCHANT ID: 001 001 530  
MERCHANT ID: 00000000  
MERCHANT ID: [REDACTED]  
MERCHANT ID: [REDACTED]  
GET ACCOUNT NO: 01100000  
GET NUMBER: 206509  
PASSBOOKS: 1

CARD TYPE: VISA  
START: 12:13  
DISTANCE: 15.00  
TAX AMOUNT: \$ 10.00

TAX AMOUNT: \$ 0.00  
TIP AMOUNT: \$ 2.32

TOTAL: \$ 12.32 \$19.32

VISA SALE: [REDACTED]  
APPROVAL NUMBER: [REDACTED]  
\*\*\*PASSENGER COPY\*\*\*

FARE (\$): [REDACTED]  
EXTRA (\$): 0.00  
SUBTTL (\$): 45.30  
\$ 45.30

THANK YOU  
CALL (403) 920-9209  
WWW.THECIBCREDITGROUP.COM



TIP (\$): \_\_\_\_\_

TOTAL (\$): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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

CUSTOMER'S COPY

Taxi from FMC  
to SAEC Surgical  
Facility.

Taxi from Calgary  
Intl. Airport to  
Foothills Medical  
Centre.

(2)

ASSOCIATED CAB ALTA LTD  
307 - 41 AVE NE (483) 299 1111  
INSIST ON THE PROFESSIONALS

DATE: 2016/03/17  
PICK-UP TIME: 16:31  
DROP-OFF TIME: 17:07  
TRIP ID: 199983  
LOCATION: 873000-45024103707  
CAR NUMBER: 1344  
CARD TYPE: VISA  
CARD: [REDACTED]  
EXPIRY: [REDACTED]  
AUTH: [REDACTED]

FARE (\$) 47.88  
EXTRA (\$) 0.00  
SUBTIL (\$) 47.88

\$ 47.88

TIP (\$) \_\_\_\_\_

TOTAL (\$) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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

CUSTOMER'S COPY

GST# R128199776

Edmonton Airports

Can-T5J 2T2 Edmonton  
Tax CodeCA5%

P2 South C-27/03/15 20:01  
Receipt [REDACTED]

Short-term parking pkt  
PL - No. [REDACTED]  
17/03/15  
18/03/15 06:04  
Period 1d0h0  
(Tax) \$25.00

Total \$25.00

Payment Received \$25.00  
[REDACTED]

Sub Total 523.81  
Tax 5% \$1.19

All-day parking at  
the Edm

Taxi from SAEC  
Facility to Calgary  
Intl Airport.

## 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: March 2015

Date	Payment Method	Category	Description/Purpose for Expense	Name of Vendor Paid	Amount Paid
2015-03-17	Direct Billing	Transportation	ED's Surgery/SAEC Surgical Mtgs	Marlin Travel	172.48
	Direct Billing	Choose One			
	Choose One	Choose One			
	Choose One	Choose One			
	Choose One	Choose One			
<b>Total Paid in the Month</b>					<b>172.48</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  
CA T5J 3E4

Invoice Number: [REDACTED]  
Date: March 12, 2015  
Page: 1/2  
Our Reference: [REDACTED]  
Your Reference: [REDACTED]

# INVOICE

For  
MR JITENDRA PRASAD  
AC [REDACTED]

Tuesday, March 17, 2015

## Air

AIR CANADA  
From: EDMONTON INTL AB  
To: CALGARY AB  
Stops: 0 Arrival: 17Mar15  
AIR CANADA E  
AIR CANADA CONFIRMATION [REDACTED]  
SEAT 2C  
TICKET NUMBER [REDACTED]

Flight: 8133 G CLASS  
07:00 AM Equipment: DH4  
07:53 AM

Mile(s) Flown: 163

## Air

AIR CANADA  
From: CALGARY AB  
To: EDMONTON INTL AB  
Stops: 0 Arrival: 17Mar15  
AIR CANADA E  
AIR CANADA CONFIRMATION [REDACTED]  
SEAT 3C  
TICKET NUMBER [REDACTED]

Flight: 8856 W CLASS  
07:00 PM Equipment: D8 (300 SERIES)  
07:55 PM

Mile(s) Flown: 163

## Cost:

AIR CANADA WEB [REDACTED]	[REDACTED]	122.48
AIR CANADA WEB [REDACTED]	[REDACTED]	50.00



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

Invoice Number [REDACTED]  
Date: March 12, 2015  
Page: 2/2  
Our Reference: [REDACTED]  
Your Reference: [REDACTED]

# INVOICE

Total:

Grand Total:	172.48
Less Credit Card Payments:	172.48
Credit / Balance Due To This Invoice:	0.00
<b>Total Balance Due:</b>	<b>0.00</b>

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

Attended monthly Executive Directors, Surgery meeting held at the Foothills Hospital. Also attended the SAEC Surgical Facility at the Calgary Retina Centre.