

## **AHS 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 2017

							Travel (1	)								
MMM-YY	Source Document	Purpose	Air	fare	M	eals	Accommoda	tion	her avel	Tota Trav		Professiona Developme (2)		Working Sessions Hosting and Hospitality (3)	0	ther (4)
Mar-17 Mar-17	Expense Claim Direct Billing	Meetings Meetings		223 594		47		173	101		544 594					
Total			\$	817	\$	47	\$	173	\$ 101	\$ 1,	138	\$	_	\$ -	\$	

Total for

**the Month** \$ 1,138

Maximum daily single meal expense claimed in the month \$ 24 Maximum daily base hotel rate claimed in the month \$ 154 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 Expense Claims**

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
JITENDRA	Chief Program Officer, Contracting, Procurement & Supply Management	Edmonton	\$ 321.59									
Expense Date	Business reason		Expense	Expense Type	Amount	From	То	Justification	# of	# of	Attendee	Trip
			Location			Location	Location		days	Attendees	Name(s)	Distance
3/20/2017	CPSM Meeting/Senior Leade	rs Meeting	AB - Local	Taxi	\$ 47.30				1			
3/20/2017	CPSM Meeting/Senior Leade	rs Meeting	AB - Other Zones	Meals Per Diem	\$ 47.50			Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			
3/20/2017	CPSM Meeting/Senior Leade	rs Meeting	AB - Other Zones	Accommodations	\$ 172.89				2			
3/21/2017	CPSM Meeting/Senior Leade	rs Meeting	AB - Local	Taxi	\$ 53.90				1			

Approver(s) for the claim	''	Approval Date
RHODES, DEBORAH	Approve	29-Mar-17

March 20-21,2011 Altended CPSM melling in Colour also altended Senior Leaders mity.

SERVICE 10135 31 AVE NW EDMONTON AB

CARD
CARD TYPE VISA
DATE 2017/03/20
TIME 0096 04:35:40
INVOICE #
RECEIPT NUMBER

PURCHASE
AMOUNT \$43.00

TIP TOTAL

\$47.30

\$4.30

VISA CREDIT



## **APPROVED**

AUTH# THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

YELLOW CAB 780.462.3456 BARREL TAXI 780.489.7777 EDMTAXI.COM GST 100403070

losi from Nosi dence los Edmonton Ines Dirport. GREATER EDMONTON TAXI

SERVICE

10135 31 AVE NW

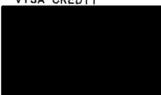
EDMONTON AR

CARD
CARD TYPE VISA
DATE 2017/03/21
TIME 0353 20:52:48
INVOICE #
RECEIPT NUMBER

PURCHASE
AMOUNT \$49.00
TIP \$4.90
TOTAL

\$53.90

VISA CREDIT



## **APPROVED**

AUTH# THANK YOU

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YELLOW CAB 780.462.3456 BARREL TAXI 780.489.7777 EDMTAXI.COM GST 100403070

Josei from Edmondon Inti Kryport Lo Nasi Lance.



Mr Jitendra Prasad

Canada

Room Number:

Arrival Date:

03-20-17

Departure Date:

03-21-17

CRS Number: Rewards No:

Page No: 1 of 1

INFORMATION INVOICE

Company: Alberta Health Services

Folio No:

03-23-17

Date	Description		Charges	Credits
03-20-17	Room Charge	HARRING CONTROL CONTRO	154.00	
03-20-17	Rooms Destination Market Fee		4.62	
03-20-17	Rooms Tourism Levy		6.34	
03-20-17	Room GST		7.93	
03-21-17	Visa Card			172.89
		Total	172.89	172.89
		Balance	0.00	

Your Marriott Rewards Points/Frequent Flyer Miles earned will be credited to your account and will appear on your next statement.



# TRAVEL, HOSPITALITY & WORKING SESSION EXPENSE CLAIM

SECTION A: EMPLOYEE DETAILS (for AHS Staff O	ONLY)							
Expense Date From: 21-Feb-17 To 20-Mar-								
Travel Period from: 20-Mar-17 To 21-Mar-								
Out-of-Province Travel No	· · · · · · · · · · · · · · · · · · ·							
Name: Jitendra Prasad	Position (Title):	Chief Program Officer						
Location: SSP Dept: CPSM	DOA Level: (if applicable)	Hadana						
Employee # (E-People):	// v vpp//	Union: Business Phone #: Ext:						
SECTION E: FINANCE CODING & TOTAL CLAIM								
CAPITAL PROJECT CODING ONLY > Project Number Project Task Number Expenditure Organization Expenditure Type								
<u>Total</u> - <u>Section B</u> : Travel - Pg 2	<u>Total</u> - <u>Section C&amp;D</u> : Other & Foreign	n Evnences - Da 2						
Pg Bal Location Functional Total	Bal Location Eupstional Contro (EC)	Secondary/ Total TOTAL REIMBURSEMENT						
Centre (FC) Expense	Unit Punctional Centre (FC)	Expense Expense Total Section B \$222.73						
2A 101 0006 71135050000 \$222.73		Total Section C&D						
28								
2C		TOTAL CLAIM \$222.73						
2D								
\$222.73	**User to enter Coding & \$ Amounts							
NOTE: This section auto fills from page 2A, 2B, 2C & 2D	NOTE: These fields do not automatically fi	ill for Section C & D						
SECTION F: AUTHORIZATION  I attest that I have read and understand the "Travel, Hospitality & Working Session Expense Policy (1122)" of Albe	berta Health Services and confirm expenses being claimed are in compliance with the principles and mandates or							
I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that thi lattest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise ration	this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organ	anization.						
I, by signing this form, attest that I am compliant to all the above statements	onale and supporting analysis is provided above.  Travel, Hospitality	ity and Working Session Expenses Policy - Document# 1122						
Employee Signature:		Date 23-Mar-17						
I attest that I have read and understand all applicable policies of Alberta Health Services that pertain to these experiants the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this lattest that expenses expenditions in this claim are for valid business purposes for Alberta Health Services and that this	his claim has not been previously claimed by the claimant or on their behalf from Alberta Harth.							
I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise ration	onale and supporting analysis is provided above.	other Organization.  Approved claim form with receipts should be sent by the approver directly to Accounts Payable for processing.						
Approved By (PRINT ONLY): Deborah Rhodes	DOA Level	Position # Phone # Ext						
I, by signing this form, attest that I am compliant to all the above statements	The Value of the V							
Signature:  Lattest that I have read and understand all applicable policies of Alberta Health Services that pertain to these expensions.	Phodes Title VP CFC	Date March 27/17						
I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise ration	his claim has not been previously claimed by the claimant or on their behalf from Alberta Health Carriers	other Organization.						
Approved By (PRINT ONLY):	<b>DOI</b> 1							
I, by signing this form, attest that I am compliant to all the above statements		Position # Phone # Ext						
Signature:	Title	Date						

## **EXPENSE CLAIM DETAILS**

E	Enter Finance Coding 101 0006	7113505	50000		Emp # (E-	-People)								
If expense	es incurred are for multiple FC's please use pages 28  O NOT separate any taxes (eg. GST). Secondary/F	B.2C.2D (at	ofter pg3) as	s there shou	ıld he one FC	nernage (	OR if more	lines are re	eauired for the	same FC us	e these addit	ional nages	Enter total	age 2A
	espendery, E	_xperise coc	ues are noi	t required in t	uns section	as they are p	pre-aetermi	inea by the s	system.			onal pages.	Lines total	фатюшт
SECTION	N B: TRAVEL EXPENSES NOTE: If expens	ses do not fall	into these ca	tegories such a	is Hospitality, V	Vorking Session	ı, Relocation, C	Continuing Educ						
Colort from do		-0-00001001 691100 F		Completic	on of the "Cos	et Effective N	fotbad Head	" Calumnia	AHS T	ravel, Hospitali	ity, and Worki	ng Session Exp	penses Polic	y #1122
Ensure separa	opdown (column <b>Prov</b> ) where expenses were incurred (Out of N.Ar tle lines are used for claim items that differ in Province, US and Out	merica = Interf	I)	Compicac	II OI IIIC COS	REQUIRED.		" Column is	Governme	ent of Alberta	(GOA) Travel,	Meal and Hos	pitality Expe	nses Policy
•	The second secon	Ul Nottil Ame	ilca.	If you se	elect "No" in t	this column, F	urther Expla	anation is	the National Jo	ISAA & UNA - for pint Council (NJC)	r meal allowance travel directive	s outside Canad	da, the GOA p	olicy redirects to
			т	REQUIRE	D in the "Ratio	onale is Requi	ired" section	on this page		Inte	mational). Plea	se see links belo	JW.	, Appendix D to
l	Business Reason for Travel - Detailed Description	Prov, US,			Т	Maria			NJC Trav	el Directive Ap	pendix C	NJC Trave	el Directive A	Appendix D
Date dd-mmm-yy	(include destination, who attended-(if meal),	or Inter'l	What is travel	Cost Effective	(Enter All	Meal Al llowance Amount appropraite Colle	llowance ts per AHS Trav ective Agreeme	el Policy or		eing claimed i it stated in App		Rental Car/		
da ,,,,,,,,	why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	where expenses	related to?	Method Used?		Canada		e Canada		ionale is requi		Bus/LRT/ Parking /	Per Diem Allowance	
	A description of just   weeting   will be returned for cramication	incurred?		Yes/No	Meal Type	Allowance	Meal Type	Allowance	Airfare	Hotel	Taxi	Fuel	Allowalice	(KIII)
20-03-17	Attended CPSM Meetings/Senior Leaders Meeting.	AB - Prov'l	Meeting	Yes					\$222.73					
		-		<del>                                     </del>										
				1										
	SUBTOTALS								\$222.73					Total Kms
					<u>1</u>				7222.70					
	MILEAGE - Business Kild  → details of travel location to & from mu  Pates applicable \$0.505 per km for under 5.000	ust be include	ded above un	nder the purpo	ose of travel c	column			Enter	r \$0.505 km, \$0	).47 km <u>OR</u> ra (see i	te per Union <i>i</i> Mileage details	Agreement to the left)	
	Rates applicable <b>\$0.505</b> per km for <u>under 5,000</u>	<u>km/yr</u> or \$0.4	17 per km fo	r <u>over 5,000k</u> r	m/yr or per Ur	nion Agreeme	<u>ent</u>						Mileage \$	==
	Note: Total will auto fill into pg 1, Section E, if form co	completed e	electronical	ly - Additions	al pg 2's can	be found af	ter Page 3					Travel	\$ Subtotal	\$222.73
				0.0000000000000000000000000000000000000						Au	to fills on pag	ge 1 - TOTAL	TRAVEL \$	\$222.73
(Any analy	e is Required for expenses that are not Cost E ysis supporting the method to assess cost ef	ffectivene	ss shoul	d be attacl	hed to the	claim form	n)							
Evening befo	ore flight realized the departure time was incorrect; to meet p	rebooked m	eeting requi	rements had r	no alternative	but to purcha	se flight leav	ing the next m	norning.					

Jitendra Prasad From: Sent: Sunday, March 19, 2017 6:42 PM To: Subject: Fwd: Air Canada - MR JITENDRA PRASAD - 20-Mar/YEG-YYC (booking re-Itinerary-Receipt Sent from my Samsung device ----- Original message -----From: Jitendra Prasad Date: 2017-03-19 6:41 PM (GMT-07:00) To: Jitendra Prasad Subject: Fwd: Air Canada - MR JITENDRA PRASAD - 20-Mar/YEG-YYC (booking ref Itinerary-Receipt ----- Forwarded message -----From: Air Canada <confirmation@aircanada.ca> Date: Sun, Mar 19, 2017 at 6:32 PM Subject: Air Canada - MR JITENDRA PRASAD - 20-Mar/YEG-YYC (booking ref - Itinerary-Receipt To: \*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*

# AIR CANADA (\*) Itinerary-Receipt

Your booking is confirmed. Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check

Booking Date: Mar 19, 2017 Passengers MR JITENDRA PRASAD

Purchase a travel option Relax in Air Canada's Maple Leaf lounges. Purchase On My Way travel assistance.

ooking Information	Customer Care
<b>Booking Reference</b>	Customer Care
	Air Canada

Electronic Ticketing confirmed. This is your official

itinerary/receipt. Main Contact

JITENDRA PRASAD

1-888-247-2262\*

Flight Arrivals and Departures

1-888-422-7533

### Online Services

<u>Select Seats</u> get more seating options for my flight. <u>Manage My Booking</u> (change, cancel, upgrade).

 $\underline{\textbf{Alert me}}$  of flight status changes directly to my mobile phone or email.

<u>Flight Arrivals & Departures</u> check online if my flight is on time.

Check-in online and print my boarding pass.

\*For use from phones in Canada, the continental USA, Hawaii and Alaska.

\* Can my booking be changed online?

Flight Itinerary

Flight	From	ı	То	Stops	Duration	Aircraft	Fare Type			
<b>⊕</b> ₁ AC8580	(YE	20-Mar 2017	Calgary (YYC) Mon 20-Mar 2017 06:44	0	0hr54	<u>DH4</u>	Flex V			
	Flight AC8580 is operated by Air Canada Express - Jazz. Please check in directly at the Air Canada Express - Jazz. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.									

Operated by <sup>1</sup> Air Canada Express - Jazz

## **Passenger Information**

1: MR JITENDRA PRASA	AD: Adult (18+), Ticket Number:		
Frequent Flyer Pgm:		Meal Preference :	None
Payment Card :		Special Needs :	None
Seat Selection :	AC 8580 (YEG-YYC) - 11D		

## **Purchase Summary**

Fare Summary	
Passenger Type	Adult
Departing Flight - Flex	163.00
Surcharges	12.00
Sub Total	175.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	30.00
Air Travellers Security Charge (ATSC)	7.12
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	10.61
Total airfare and taxes (per passenger)	222.73
Number Of Passengers	1
Total	222.73
Grand Total - Canadian Dollar (CAD)	\$222.73

## **Payment Information**

The following charges (tax inclusive) will appear on your Visa card

statement:



## **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.

<ul> <li>Indicate wheth</li> </ul>	ner you have expenses to report in th	is section for this reporting period:	NO	
Name :	litendra Prasad	Reporting Period for the Month	of: February 21 to March 20, 2017	

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid	
20-Mar-2017	Direct Billing	Airline Ticket	Travel from Edmonton to Calgary to attend CPSM Meetings/Senior Leaders meeting. Due to erroneous flight departure time, flight was cancelled. Attached is credit note verifying change.	Marlin Travel	399.16	
20-Mar-2017	Direct Billing	Airline Ticket	Departure was reissued from Calgary to Edmonton. Returning from CPSM Meetings/Senior Leaders Meeting.	Marlin Travel	194.83	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List		
Total Paid in the Month \$						



#### Invoice

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4



PASSENGERS:

MR JITENDRA PRASAD

REFERENCE/ DESCRIPTION				FARE 324.20	HST/GST 0.00	PST	OTHER TAXES	PENALTY 0.00	TOTAL
AIR CANADA Ticket #			\$0.00			399.16 CAD			
			Total:	324.20	0.00	0.00	74.96	0.00	399.16 CAD
PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment				Amount	
		03/17/2017							399.16 CAD
							Total Pa	ayment:	399.16 CAD
¥.					Ì	Balance Due CAD Currency			0.00 CAD
				Total G	ST	0.00	Tota	al HST	\$0.00

CORPORATE UNIT 101
REASON FOR TRAVEL SENIOR LEADERS MEETING

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4



## MY ITINERARY

Passengers Citizenship Required Travel Documents

JITENDRA PRASAD Not Specified Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada

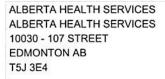


AIR

03/01/2017 **Booking Date:** File Locator/Ticket #: JITENDRA PRASAD Passengers: Terminal Airline Flight To Class Stops From **EDMONTON INTL** CALGARY INTL 08173 AIR CANADA 03/20/2017 8:04PM 03/20/2017 7:10PM **EDMONTON INTL** AIR CANADA 08164 CALGARY INTL 03/21/2017 7:30PM 03/21/2017 8:26PM



#### Invoice





PASSENGERS: MR JITENDRA PRASAD

REFERENCE/ DESCRIPTION				FARE 157.35	HST/GST 0.00	PST	OTHER TAXES	PENALTY 0.00	TOTAL 194.83 CAD
AIR CANADA Ticket #			\$0.00						
			Total:	157.35	0.00	0.00	37.48	0.00	194.83 CAI
PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment				Amount	
		03/20/2017					Total Pa	194.83 CAD	
					i	Balance Du	e CAD Cu	0.00 CAI	
				Total G	ST	0.00	Tota	al HST	\$0.00

CORPORATE UNIT 101
REASON FOR TRAVEL SENIOR LEADERS MEETING

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL

AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED

STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0

PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET **EDMONTON AB** T5J 3E4



### MY ITINERARY

**Passengers** 

Citizenship

**Required Travel Documents** 

JITENDRA PRASAD

Not Specified Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



AIR

JITENDRA PRASAD Passengers:

**Booking Date:** File Locator/Ticket #: 03/20/2017

Seat

Airline

Flight

CALGARY INTL

Terminal To

**EDMONTON INTL** 

Class

Stops

AIR CANADA

08164

03/21/2017 7:30PM

03/21/2017 8:26PM