

Official Administrator and Executive Expense Report

Name Linda Dempster
Title VP Collaborative Practice, Nursing & Health Professions
Location Edmonton
 Expenses submitted during the month of November 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)
Nov-15	Expense Claim	Meetings			122	293	415			444
Total			\$ -	\$ -	\$ 122	\$ 293	\$ 415	\$ -	\$ -	\$ 444

Total for the Month \$ 859

Maximum daily single meal expense claimed in the month \$ -
 Maximum daily base hotel rate claimed in the month \$ 162
 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
DEMPSTER, LINDA	VP Collaborative Practice, Nursing & Health Professions	Edmonton	858.83

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
10/1/2015	Site Visits		Mileage	107.06	Edmonton - SSP	Ponoka	Travel to Ponoka for site visits at Ponoka General Hospital and Centennial Centre.	1			212
10/5/2015	Alberta Clinician Council		Mileage	37.37	SSP	Nisku	Travel to Nisku and return. Alberta Clinician Council	1			74
10/29/2015	Travel to Calgary - meeting	AB - Local	Miscellaneous	148.00			Red Arrow ticket to Calgary and return for Foundation Leadership Forum on Oct 30	1			
10/29/2015	Travel to Calgary - meeting	AB - Local	Accommodations	122.37			Travel to Calgary for Foundation Leadership Forum	1			
11/1/2015	ELT Retreat	AB - Local	Other	444.03			ELT Retreat.The rate that is identified exceeding the daily limited included both room and tax for the accommodations and a portion of the meeting room booking and food costs.	1			
Approver(s) for the claim		Approval Status		Approval Date							
KAMINSKI, VICTORIA		Approve		26-Nov-15							

Debbie Kuss

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: Wednesday, October 28, 2015 1:20 PM
To: Linda Dempster
Subject: Invoice

Invoice

Date: 2015-10-28

Bill To:

You can reach us at:

Website User

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
	2015-10-28		-	-	2015-10-29	2015-10-30	-	Website User

Travellers:

Dempster/Linda

Product	Details	Duration	Price Basis	Qty	Each	Billed
EDMCAL 15:30 YYC Assigned to: 05A	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2015-10-29 at 15:30 Arrives CALGARY (CALGARY INTERNATIONAL AIRPORT) 2015-10-29 at 19:05	3 hrs 35 mins	Adult	1	70.48	74.00
CALEDM 15:30 YYC Assigned to: 05C	Departs CALGARY (CALGARY INTERNATIONAL AIRPORT) 2015-10-30 at 16:00 Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2015-10-30 at 19:35	3 hrs 35 mins	Adult	1	70.48	74.00

Payments Received:

Date	From	Reference	Amount
2015-10-28	Website User		148.00 CAD

Base Price: 140.96 CAD
Discounts: 0.00 CAD
Service Charges: 0.00 CAD
GST: 7.04 CAD
Invoice Total: 148.00 CAD
Received: 148.00 CAD
Balance: 0.00 CAD

TERMS: DUE UPON RECEIPT

GST# BN139981476

Holiday Blackout - December 15 2015 to January 5 2016. All changes to reservations including cancellations require at least 24 hours notice prior to departure.

If you wish to time change, date change, or cancel for a full refund - 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change.

Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. If you wish to change or cancel your booking, please contact our Central Reservation line at 1-800-232-1958.

Acclaim Hotel Calgary Airport

123 Freeport Blvd NE
Calgary, AB T3N 0A3
Ph: 403-291-8000 Fax: 403-532-9400
www.acclaimhotel.ca



Page 1 of 1

TAX ID: GST #:849702444RT0027

Linda Dempster



Room	Folio	Checkin	CheckOut	Balance
		29/10/2015	30/10/2015	0.00

Master Folio

Direct Bill:



Date	Room	Description / Voucher	Charges	Credits	Balance
29/10/2015		Room Taxable	109.00	0.00	109.00
29/10/2015		DMF - 3.000%	3.27	0.00	112.27
29/10/2015		GST - 5.000%	5.61	0.00	117.88
29/10/2015		ATL - 4.000%	4.49	0.00	122.37
30/10/2015		Mastercard	0.00	122.37	0.00
		Balance Due			0.00
Summary and Taxes					
		Taxable Sales			109.00
		DMF - 3%			3.27
		GST - 5%			5.61
		ATL - 4%			4.49

Stoneridge Resort
 30 Lincoln Park
 Canmore, AB T1N 3E9

TAX ID: GST#873770648RT005

Linda Dempster

Room	Folio	Checkin	CheckOut	Balance
		11/01/15	11/03/15	0.00
Master Folio		Meeting Room Package Executive		

Date	Room	Description / Voucher	Charges	Credits	Balance
11/01/15		Room Taxable	161.46	0.00	161.46
11/01/15		Resort Fee - 3%	4.84	0.00	166.30
11/01/15		Alberta Tourism Levy - 4%	6.65	0.00	172.95
11/01/15		GST - 5%	8.32	0.00	181.27
11/02/15		Meeting Room Package Executive	239.00	0.00	420.27
11/02/15		GST	12.20	0.00	432.47
11/02/15		Resort Fee	4.87	0.00	437.34
11/02/15		Alberta Tourism Levy	6.69	0.00	444.03
11/03/15		Mastercard	0.00	444.03	0.00
		Balance Due			0.00
		Summary and Taxes			
		Taxable Sales	400.46		
		Resort Fee - 3%	9.71		
		Alberta Tourism Levy - 4%	13.34		
		GST - 5%	20.52		

****The room package includes accommodation at a base rate of \$161.46 per night, meals and meeting room usage along with visual/audio supplies/equipment.**

Check for Specials www.stoneridgeresort.ca
 Toll Free Direct 1-877-675-5001
 Thank you for Staying with Us!