

Official Administrator and Executive Expense Report

Name Dr. Paul Grundy
Title SMD & Chief Program Officer, Cancer Control Alberta
Location Edmonton

Expenses submitted during the month of September 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)
Sep-15	Expense Claim	Meetings		101	400	601	1,102			
Total			\$ -	\$ 101	\$ 400	\$ 601	\$ 1,102	\$ -	\$ -	\$ -

Total for the Month \$ 1,102

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 199
 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

TRAVEL, HOSPITALITY & WORKING SESSION EXPENSE CLAIM

SECTION A: EMPLOYEE DETAILS (for AHS Staff ONLY)

- Enter employee # (old) and Employee # (E-People) if your payroll has migrated to the New E-People payroll system
- Indicate N/A in the Employee # (E-People) if your payroll has not migrated to the New E-People payroll system
- If you are a new employee and your payroll is E-People you will only have an Employee # (E-People)

Expense Date From: JULY 1/15 To SEPT 3/15
 Travel Period from: _____ To _____ (if applicable)
 Out-of-Province Travel

Name: PAUL GRUNAY Position (Title): CPO + SMD CANCER.
 Location: [REDACTED] Dept: CANCER. DOFA Level: [REDACTED] (if applicable) Union: _____ Business Phone #: _____ Ext: _____
 Employee # (E-People): _____

SECTION E: FINANCE CODING & TOTAL CLAIM

CAPITAL PROJECT CODING ONLY → Project Number _____ Project Task Number _____
 Expenditure Organization _____ Expenditure Type _____

Total - Section B: Travel - Pg 2					Total - Section C&D: Other & Foreign Expenses - Pg 3					TOTAL REIMBURSEMENT	
Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense	Bal Unit	Location	Functional Centre (FC)	Secondary/ Expense	Total Expense	Total Section B	Total Section C&D
2A	101	0002	7111010000	725.80	127.75					997.09	
2B	101	0002	7111010000	222.29	224.24						
2C	101	0002	7111010000	149.95							
2D				1101.74							
NOTE: This section auto fills from page 2A, 2B, 2C & 2D					NOTE: These fields do not automatically fill for Section C & D					TOTAL CLAIM <u>997.09</u>	

Handwritten notes: 1097.09, 1101.74, 1097.09 + 1101.74 = 2198.83

SECTION F: AUTHORIZATION

I attest that I have read and understand the "Travel, Hospitality & Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with the principles and mandatory requirements of this policy.
 I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization.
 I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided above. Travel, Hospitality and Working Session Expenses Policy - Document# 1122

Employee Signature: Paul Grunay Date: Sept 8/15.

I attest that I have read and understand all applicable policies of Alberta Health Services that pertain to these expenses, and confirm expenses being claimed are in compliance with such policies.
 I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization.
 I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided above. Approved claim form with receipts should be sent by the approver directly to Accounts Payable for processing.

Approved By (PRINT ONLY): _____ DOFA Level _____ Position # _____ Phone # _____ Ext _____
 Signature: _____ Title _____ Date _____

I attest that I have read and understand all applicable policies of Alberta Health Services that pertain to these expenses, and confirm expenses being claimed are in compliance with such policies.
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Approved By (PRINT ONLY): _____ DOFA Level _____ Position # _____ Phone # _____ Ext _____
 Signature: _____ Title _____ Date _____

Signature: Francois Belanger Date: Oct 23, 2015
 Francois Belanger, MD, FRCPC

Health and Personal information on this form is collected by AHS under the authority of section 20(b) of the Health Information Act (HIA) and sections 33(c) and 34(2) of the Freedom of Information and Protection of Privacy (FOIP) Act, respectively, for the purpose of administering AHS Procure to Pay program.

Please send completed claim form (with receipts and other required backup) to: Alberta Health Services 10030-107 St, North Tower, 10th Floor, Accounts Payable, Edmonton, AB T5J 3E4

EXPENSE CLAIM DETAILS

Enter Finance Coding 101 0002 711010000

Emp # (E-People) _____

If expenses incurred are for multiple FC's please use pages 2B, 2C, 2D (after pg3) as there should be one FC per page OR if more lines are required for the same FC use these additional pages. Enter total \$ amount on slip, **DO NOT separate any taxes** (eg. GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.

SECTION B: TRAVEL EXPENSES

NOTE: If expenses do not fall into these categories such as Hospitality, Working Session, Relocation, Continuing Education, Business Insurance go to SECTION C

Select from dropdown (column Prov) where expenses were incurred (Out of N.America = Inter)
Ensure separate lines are used for claim items that differ in Province, US and Out of North America.

Completion of the "Cost Effective Method Used" Column is REQUIRED.
If you select "No" in this column, Further Explanation is REQUIRED in the "Rationale is Required" section on this page

Date dd-mmm-yy	Business Reason for Travel - Detailed Description Required (include destination, who attended-(if meal), why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	Prov, US, or Out of N.Amer where expenses incurred?	What is travel related to?	Cost Effective Method Used? Yes/No	Meal (Allowance OR Receipt)		If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)		
					Meal Allowance		Meal with Receipt		Airfare				Hotel	Taxi
					Meal Type with value	Allowance	Meal Type	with receipt						
06-08-15	Uo/C/AHS Search & Selection Committee for Dept Head Oncology. Travel Edmonton → Calgary.	AB	Business	Yes								550. ✓		
25-8-15	Meeting with prospective Dept Head Oncology Dr. Belange	AB	"											
25-8-15	at Southport.	AB	"	Yes	A - 20.75									
26-8-15	Lunch - Dr. Verma + myself.	AB	"	Yes	B - 9.20									
SUBTOTALS					29.95							Total Kms		
					28				400			550		

MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle
→ details of travel location to & from must be included above under the purpose of travel column
Rates applicable \$0.505 per km for under 5,000km/yr or \$0.47 per km for over 5,000km/yr or per Union Agreement

Enter \$0.505 km, \$0.47 km OR rate per Union Agreement (see Mileage details to the left)

Mileage \$ 277.75

Travel \$ Subtotal 448.00 450.00

Auto fills on page 1 - TOTAL TRAVEL \$ 725.75

Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3

Rationale is Required for expenses that are not Cost Effective
(Any analysis supporting the method to assess cost effectiveness should be attached to the claim form)

727.75
mb

EXPENSE CLAIM DETAILS

Enter Finance Coding 101 0002 7111010000

Emp # (E-People) _____

If expenses incurred are for multiple FC's please use pages 2B, 2C, 2D (after pg3) as there should be one FC per page OR if more lines are required for the same FC use these additional pages. Enter total \$ amount on slip, **DO NOT** separate any taxes (eg. GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.

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					Meal Allowance		Meal with Receipt		Airfare				Hotel	Taxi
					Meal Type with value	Allowance	Meal Type	with receipt						
31-8-15	Executive Meeting / Clinical Business Rules Meeting	AB	Burg	Yes	2-20 ⁰⁰	20 ⁷⁵								
31-8-15	TBCC													
31-8-15	Meeting → TBCC	AB	"	yes						54 ¹⁰				
31-8-15	TBCC → Airport	AB	"	yes						49 ⁹⁰				
31-8-15	Airport Parking	AB	"	yes						10 ⁰⁰				
										25 ⁰⁰				
SUBTOTALS					20 ⁰⁰	20 ⁷⁵				104 ⁰⁰	25 ⁰⁰		Total Kms	

MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle
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Rates applicable \$0.505 per km for under 5,000km/yr or \$0.47 per km for over 5,000km/yr or per Union Agreement

Enter \$0.505 km, \$0.47 km OR rate per Union Agreement
(see Mileage details to the left)

Mileage \$ -

Travel \$ Subtotal 149⁷⁵

Auto fills on page 1 - TOTAL TRAVEL \$ 149⁷⁵

Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3

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EXPENSE CLAIM DETAILS

Enter Finance Coding 01 002 711010000

Emp # (E-People) _____

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					Meal Allowance		Meal with Receipt		Airfare				Hotel	Taxi
					Meal Type with value	Allowance	Meal Type	with receipt						
25-8-15	Taxi Airport → Hotel	AB	Business	Yes						③ 48.10				
26-8-15	Hotel → Southport	AB	"	Yes						④ 25.70				
26-8-15	Southport → Hotel	AB	"	Yes						⑤ 28.29				
26-8-15				Yes	D-20	20.15								
27-8-15				Yes	B-8	9.70								
27-8-15	Hotel → Airport	AB	"	Yes						⑥ 42.20				
27-8-15	Airport Parking	AB	"	Yes						⑦ 50.00				
SUBTOTALS					28.00	29.95				\$ 144.29	50.00		Total Kms —	

MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle
→ details of travel location to & from must be included above under the purpose of travel column
Rates applicable \$0.505 per km for under 5,000km/yr or \$0.47 per km for over 5,000km/yr or per Union Agreement

Enter \$0.505 km, \$0.47 km OR rate per Union Agreement
(see Mileage details to the left)

Mileage \$ —

Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3

Travel \$ Subtotal 123.24

Auto fills on page 1 - TOTAL TRAVEL \$ 192.24

Rationale is Required for expenses that are not Cost Effective
(Any analysis supporting the method to assess cost effectiveness should be attached to the claim form)

224.24



133 9th Avenue SW,
 Calgary, AB, Canada T2P 2M3
 T (403) 262-1234 F (403) 260-1260
 G.S.T. Registration # 846543619

Room : [REDACTED]
 Folio # : [REDACTED]
 Cashier # : [REDACTED]
 Page # : 1 of 1

(1)

Dr Paul Grundy

[REDACTED]

Arrival : 08-25-15
 Departure : 08-27-15
 Fairmont President's Club

Date	Description	Additional Information	Charges	Credits
08-25-15	Room Charge		199.00	
08-25-15	Calgary Destination Marketing F		5.97	
08-25-15	Alberta Tourism Levy (4%)		8.20	
08-25-15	Room GST		10.25	
08-26-15	Room Charge		199.00	
08-26-15	Calgary Destination Marketing F		5.97	
08-26-15	Alberta Tourism Levy (4%)		8.20	
08-26-15	Room GST		10.25	
08-26-15	American Express			446.84
Total			446.84	446.84

Balance Due 0.00

GST Summary

Room	20.50
F&B	0.00
Other	0.00
Total	20.50

Claim \$1000

Thank you for choosing Fairmont Hotels & Resorts.
 To provide feedback about your stay, please contact Dan McGowan, General Manager, at Dan.McGowan@fairmont.com.
 We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

Merci d'avoir choisi Hôtels Fairmont.
 Vous pouvez nous faire part de vos commentaires au sujet de votre séjour en écrivant au Directeur général, Dan McGowan à Dan.McGowan@fairmont.com.
 Nous vous invitons également à partager vos observations ou photos sur notre forum communautaire www.everyonesnoriginal.com (anglais seulement).

For information or reservations, visit us at
www.fairmont.com or call Fairmont Hotels & Resorts from:
 United States or Canada 1 800 441 1414
 Pour information et réservations visitez notre web au
www.fairmont.com ou téléphoner au Hôtels Fairmont de:
 États-Unis ou Canada 1 800 441 1414

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. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
 I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année) J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1,00\$ par jour (du Lundi au Vendredi) et de 2,00\$ le Samedi. (Dans les hôtels participants.)

Thank you for choosing to stay with Fairmont Hotels & Resorts
Merci d'avoir choisi les Hôtels Fairmont

2

lund
P. GRUNDY
& SUNIL VERMA

OLLY FRESCO'S INC
10301 SOUTHPORT LANE
PHONE: 403 259 - 3002
FAX: 403 259 - 4002
DATE 08/26/2015 WED TIME 11:39

\$6.43 DELI T1 \$6.43
\$1.89 DRINK T1 \$1.89
MISC TAXABLE T1 \$7.14
\$3.63 DRINKS T1 \$3.63
SUBTOTAL \$19.09
GST \$0.95
TOTAL \$20.05
Deb/Crd CARD \$20.05

THANKYOU!
No. [REDACTED]

3

Airport -> Hotel

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

DATE: 2015/08/25
PICK-UP TIME: 20:37
DROP-OFF TIME: 20:56
TRIP ID: 0
LOCATION: 073800-45824103707
CAR NUMBER: 0668
DRIVER: 192336
CARD TYPE: AMEX
CARD: [REDACTED]
EXPIRY: [REDACTED]
AUTH: [REDACTED]

FARE (\$): 42.18
EXTRA (\$): 0.00
SUBTTL (\$): 42.18

TIP (\$): 6.00

TOTAL (\$): 48.18

SIGNATURE: Paul Grundy

FOR ONLINE TAXI BOOKINGS VISIT
OUR WEBSITE@WWW ASSOCIATEDCAB CA

CUSTOMER'S COPY

4

Hotel -> Southport

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

DATE: 2015/08/26
PICK-UP TIME: 06:58
DROP-OFF TIME: 07:15
TRIP ID: 0
LOCATION: 073800-45824103707
CAR NUMBER: 0063
DRIVER: 711514-45824103707
CARD TYPE: AMEX
CARD: [REDACTED]
EXPIRY: [REDACTED]
AUTH: [REDACTED]

FARE (\$): 22.40
EXTRA (\$): 0.00
SUBTTL (\$): 22.40

TIP (\$): 3.30

TOTAL (\$): 25.70

SIGNATURE: Paul Grundy

FOR ONLINE TAXI BOOKINGS VISIT
OUR WEBSITE@WWW ASSOCIATEDCAB CA

CUSTOMER'S COPY

5

Southport -> Hotel

ASSOCIATED CAB
404-35 AVENUE N E T2E2K7
CALGARY AB
932650000710

++++ PURCHASE +++++
08-26-2015 17:14:04
Acct # [REDACTED] C
Exp [REDACTED] Card Type AM
Name: DR PAUL GRUNDY
A000000025010001
AMERICAN EXPRESS

Trace # [REDACTED]
Inv. # [REDACTED]
Auth # [REDACTED] RRN 001001112

Purchase \$24.60
Tip \$3.69
Total \$28.29

(00) APPROVED-THANK YOU

Retain this copy for your records
Customer copy

6

Hotel → Airport

ASSOCIATED CAB ALTA LTD
307 - 41 AVE NE (403) 299-1111
INSIST ON THE PROFESSIONALS

DATE: 2015/08/27
PICK-UP TIME: 07:21
DROP-OFF TIME: 07:38
TRIP ID: 0
LOCATION: 073000-45024103707
CAR NUMBER: 0063
DRIVER: 711514-45024103707
CARD TYPE: AMEX
CARD: [REDACTED]
EXPIRY: [REDACTED]
AUTH: [REDACTED]

FARE (\$): 36.80
EXTRA (\$): 0.00
SUBTTL (\$): 36.80

TIP (\$): 45.40

TOTAL (\$): 420

SIGNATURE *Paul SR*

FOR ONLINE TAXI BOOKINGS VISIT
OUR WEBSITE@WWW ASSOCIATEDCAB CA

CUSTOMER'S COPY

7

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax CodeCA5%

POF 2nd Fl 27/08/15 09:34
Receipt 071825

Short-term parking tkt
HL - [REDACTED]
25/08/15 19:06
27/08/15 19:05
Period 2d0h0'
(Tax) \$50.00

Total \$50.00

Payment Received
AMEX \$50.00

Merch [REDACTED] 900
Auth: [REDACTED]
Type: Swiped

Sub Total \$47.62
Tax 5% \$2.38

1ESP503A - 1/1

8

Airport → TBCC

ASSOCIATED CAB ALTA LTD
307 - 41 AVE NE (403) 299-1111
INSIST ON THE PROFESSIONALS

DATE: 2015/08/31
PICK-UP TIME: 14:37
DROP-OFF TIME: 15:07
TRIP ID: 0
LOCATION: 073000-45024103707
CAR NUMBER: 0024
DRIVER: 129285
CARD TYPE: [REDACTED]
CARD: [REDACTED]
EXPIRY: [REDACTED]
AUTH: [REDACTED]

FARE (\$): 47.10
EXTRA (\$): 0.00
SUBTTL (\$): 47.10

TIP (\$): 7.00

TOTAL (\$): 54.10

SIGNATURE *Paul SR*

FOR ONLINE TAXI BOOKINGS VISIT
OUR WEBSITE@WWW ASSOCIATEDCAB CA

CUSTOMER'S COPY

9

TBCC → Airport

ASSOCIATED CAB ALTA LTD
307 - 41 AVE NE (403) 299-1111
INSIST ON THE PROFESSIONALS

DATE: 2015/08/31
PICK-UP TIME: 17:18
DROP-OFF TIME: 17:50
TRIP ID: 0
LOCATION: 073000-45024103707
CAR NUMBER: 0324
CARD TYPE: AMEX
CARD: [REDACTED]
EXPIRY: [REDACTED]
AUTH: [REDACTED]

FARE (\$): 43.40
EXTRA (\$): 0.00
SUBTTL (\$): 43.40

TIP (\$): 6.50

TOTAL (\$): 49.90

SIGNATURE *Paul SR*

FOR ONLINE TAXI BOOKINGS VISIT
OUR WEBSITE@WWW ASSOCIATEDCAB CA

CUSTOMER'S COPY

10

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax CodeCA5%

POF 2nd Fl 31/08/15 20:31
Receipt [REDACTED]

Short-term parking tkt
HL - No. [REDACTED]
31/08/15 [REDACTED]
01/09/15 11:22
Period 1d0h0'
(Tax) \$25.00

Total \$25.00

Payment Received
AMEX \$25.00

Type: Swiped

Sub Total \$23.81
Tax 5% \$1.19

01EEF7F - 1/1