

Official Administrator and Executive Expense Report

Name Penny Rae
Title Chief Information Officer
Location Calgary
 Expenses submitted during the month of October 2014

Travel (1)

Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Oct-14	P-Card	Meetings	190			138	328			
Total			\$ 190	\$ -	\$ -	\$ 138	\$ 328	\$ -	\$ -	\$ -

Total for the Month \$ 328

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

Instruction:			
<ul style="list-style-type: none"> • Attached ALL original detailed receipts and supporting documents in the same order as it appears on this statement • Cardholder AND Approver's signatures required where indicated below 			
<u>RAE, PENELOPE</u>	<u>CHIEF INFORMATION OFFICER</u>	<u>Billing Reporting Period:</u>	<u>20/10/2014</u>
<u>Cardholder's Name</u>	<u>Cardholder's Position/Title</u>		
<u>INFORMATION TECHNOLOGY</u>	<u>QUARRY PARK</u>	<u>Total Statement Amount:</u>	<u>\$328.08</u>
<u>Cardholder's Dept</u>	<u>Cardholder's Site/Location</u>		
<u>PENNY.RAE@ALBERTAHEALTHSERVICES.CA</u>		<u>Last 6 digits of the P-Card #</u>	XXXXXXXXXX
<u>Cardholder's e-mail address</u>			

Statement of Transactions								
Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
24/09/2014	365518087	ASSOCIATED CAB/ALLIED. LIMOUSINES AND TAXICABS	50.10	CAD	50.10	2.35	✓	.00 Taxi fr CIA to residence on Sept. 21 returning from Madison, WI and Seattle, WA ①
23/09/2014	365854371	AIR CAN 0142139470701, AIR CANADA	190.18	CAD	190.18	00	✓	.00 Flight fr Cgy to Edm on Oct 2 for IMIT Exec Mtg ②
02/10/2014	366319690	247 TAXI. LIMOUSINES AND TAXICABS	60.50	CAD	60.50	2.88	✓	.00 Taxi on Oct 2 from EIA to Seventh Street Plaza for IMIT Mtg ③
02/10/2014	358582590	THE CALGARY AIRPORT AU. AUTOMOBILE PARKING LOTS AND	27.30	CAD	27.30	1.30	✓	.00 Parking at CIA on Oct 2 while in Edm at IMIT mtg. ④

Signatures
Cardholder Designate (if Applicable)

By signing this statement

- I hereby certify that I have reviewed and reconciled this statement in BMO Online to the best of my ability in accordance to AHS Corporate Policies, Program User Guide and Training. I have allocated the transaction(s) to the proper cost centre

Down A Rond
Name of Cardholder Designate

Executive Assistant
Cardholder Designate Position/Title

Down A Rond
Signature of Cardholder Designate

Oct. 23/14
Date of Signature

Cardholder

By signing this statement

- I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such 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. A personal cheque for any personal expenses inadvertently charged is attached
- I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.

RAE, PENELOPE

Name of Cardholder

CHIEF INFORMATION OFFICER

Cardholder Position/Title

Rae
Signature of Cardholder

Oct. 23/14
Date of Signature

Approver Designate (if Applicable)

By signing this statement

- I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such 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 the claimant or on their behalf from Alberta Health Services or any other Organization. A personal cheque for personal expenses inadvertently charged has been obtained.
- I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.

Susan Best
Name of Approver Designate

Exec. Assistant
Approver Designate Position/Title

Susan Best
Signature of Approver Designate

Oct. 24, 2014
Date of Signature

Approver

By signing this statement

- I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such 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 the claimant or on their behalf from Alberta Health Services or any other Organization. A personal cheque for personal expenses inadvertently charged has been obtained.
- I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.

Deborah Rhodes
Name of Approver

VP Corp. Services + CFO
Approver Position/Title

Deborah Rhodes
Signature of Approver

October 24/14
Date of Signature

Submit approved statement with attachments to Accounts Payable:
Attach:

- Original (or scanned) itemized receipts with documented business reasons including names of participants where required
- Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report) And where applicable:
- Copies of pre-approvals for travel
- Personal cheque payable to "Alberta Health Services"
- Return, refund and/or credit receipts
- Disputes letter
- Business reasons for travel require detailed descriptions – include where travelled to, who attended (if meal), why travel was necessary and detailed explanation of reason.

Address:

 Alberta Health Services
Accounts Payable
7th Street Plaza
10th Floor, North Tower, 10030-107 Street
Edmonton, AB T5J 3E4

Accounts Payable only:

Reference #: _____

Reviewed by: _____

Date: _____

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

**Taxi from Calgary International Airport
On September 21st to residence after
travel to Madison, WI and Seattle,
Washington**

DATE: 2014/09/21
PICK UP TIME: 21:09
DROP OFF TIME: 21:32
TRIP ID: 0
LOCATION: 873000-45024103707
CAR NUMBER: 1513
CARD TYPE: MC
CARD: [REDACTED]
EXPIRY: [REDACTED]
AUTH: [REDACTED]

①

FARE (\$) 44.10
EXTRA (\$) 0.00
SUBTTL (\$) 44.10

TIP (\$) 6.00

TOTAL (\$) 50.10 ✓

SIGNATURE: *Joe*

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

CUSTOMER'S COPY

Dawn Rand

From: Air Canada [confirmation@aircanada.ca]
Sent: September 26, 2014 11:12 AM
To: Penny Rae
Subject: Air Canada - 02-Oct: Calgary - Edmonton (booking ref: [REDACTED])

2

***** PLEASE DO NOT REPLY TO

Airfare from Calgary to Edmonton on October 2 to attend IM/IT Executive Committee Project & Intake Review at Seventh Street Plaza (car pooled on return to Calgary)



Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment 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 in kiosk.



Booking Information

Booking Reference: [REDACTED]	Customer Care Air Canada 1-888-247-2262 Flight Arrivals and Departures 1-888-422-7533
Electronic Ticketing confirmed. This is your official itinerary/receipt.	
Main Contact: Mrs Penelope J Rae penny.rae@albertahealthservices.ca Mobile: [REDACTED] Home: [REDACTED] Work: [REDACTED] At destination: [REDACTED]	
Online Services	
Manage my booking online (view/change my booking; select seats*), Select Seats Maple Leaf Lounge Meal Vouchers On My Way Alert me of flight status changes directly to my mobile phone or email. Flight Arrivals & Departures - check online if my flight is on time. Check-in online and print my boarding pass.	
* Can my booking be changed online?	

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8130 ¹	Calgary (YYC) Thu 02-Oct 2014 06:00	Edmonton, Edmonton Int'l (YEG) Thu 02-Oct 2014 06:52	0	0hr52	DH3	Tango, S	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

1: Mrs Penelope J Rae : Adult (15+), Ticket Number: [REDACTED]
Air Canada - Aeroplan : [REDACTED] Meal Preference : None

Payment Card:	[REDACTED]	Special Needs:	None
Seat Selection:	None		

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - <u>Tango</u>	132.00
<u>Surcharges</u>	12.00
Taxes, Fees and Charges	
<u>Canada Airport Improvement Fee</u>	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	9.06
<u>Air Travellers Security Charge (ATSC)</u>	7.12
Total airfare and taxes before options (per passenger)	190.18
Number of passengers	x 1
Total airfare, taxes and options	190.18
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$190.18 ✓

Payment Information

Credit/Debit Card [REDACTED] Amount paid: **\$190.18**
 The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$190.18 (Airfare - per ticket)

Ticket number(s) [REDACTED]

Fare Rules

Departing Flight Calgary (YYC) To Edmonton (YEG) - **Tango**

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - **Same-day confirmed changes at check-in or at the airport** are subject to availability and are permitted only for same-day flights at a fee of \$75 CAD/USD per direction, per passenger.
 - **Same-day standby** is available **only** to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - Customers who **no-show** their flight will forfeit the fare paid.
- **Paid Advance Seat Selection** is available on Air Canada and Air Canada Express (operated by

RAE PENELOPE

RAE P

TANGO ECONOMY (ECONOMY) TANGO
[REDACTED]

Frequent Flyer/Voyageur assidu
[REDACTED]

Cabin/Cabine
Y

Flight/Vol AC 8130 Date 02OCT From/De CALGARY Destination EDMONTON-YEG

Flight/Vol AC 8130
EDMONTON-YEG

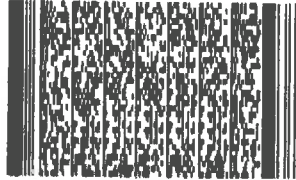
Boarding Time/Heure d'embarquement 05:25 Gate/Porte C53 Seat/Place 03D

Seat/Place 03D AISLE/COULOIR
Remarks/Observations

Departure Time/Heure de depart 06:00

Airline Use/A usage interne 0002 KYVC409

Boarding Pass | Carte d'accès à bord



AIR CANADA
A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE

RECEIPT
GST NO. R122556194

Parking at the Calgary International Airport on October 2nd while attending the IM/IT Executive Committee Project & Intake Review meeting at Seventh Street Plaza (car pooled on return to Calgary)

EXIT No. A1
IN: 10/02/14 04:58
OUT: 10/02/14 21:14
DURATION: @ 16: 16
PAID: \$ 27.30
(GST INCLUDED)
MASTERCARD

✓
4

24-7 TAXI
200-10105-108 AVE
EDMONTON, AB, T5H1A7
7804424444
MID: 97112250014
GST#: 00000000000000

TID: 077
Operator#.71562

SALE

[REDACTED]

Calgary International Airport Parkade

10:02/2014 07:35:06 Inv#: 176
Record#: [REDACTED]
Retrieva [REDACTED]

3

A000000041010 MasterCard
TVR 0000000000 TSI E000

Amount: \$55.00
Tip: \$5.50
Total: \$60.50 ✓

Taxi on October 2nd from the Edmonton International Airport to Seventh Street Plaza to attend the IM/IT Executive Committee Project & Intake Review meeting

Auth Code [REDACTED]
APPR [REDACTED]

Customer copy