

## Official Administrator and Executive Expense Report

**Name** Penny Rae  
**Title** Chief Information Officer  
**Location** Calgary

Expenses submitted during the month of February 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)
Feb-15	P-Card	Meetings	404		167	84	655			
<b>Total</b>			\$ 404	\$ -	\$ 167	\$ 84	\$ 655	\$ -	\$ -	\$ -

**Total for the Month** \$ 655

Maximum daily single meal expense claimed in the month \$ -  
 Maximum daily base hotel rate claimed in the month \$ 149  
 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:**

- 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

RAE, PENELOPE Cardholder's Name	CHIEF INFORMATION OFFICER Cardholder's Position/Title	Billing Reporting Period:	20/02/2015
INFORMATION TECHNOLOGY Cardholder's Dept	QUARRY PARK Cardholder's Site/Location	Total Statement Amount:	\$655.11
PENNY.RAE@ALBERTAHEALTHSERVICES.CA Cardholder's e-mail address		Last 6 digits of the P-Card #: <span style="background-color: black; color: black;">XXXXXXXXXX</span>	

**Statement of Transactions**

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
26/01/2015	376649574	AIRPORT TAXI SERVICE, LIMOUSINES AND TAXICABS	60.50	CAD	60.50	2.88		Taxi on Jan 26 from EIA to ATB Place <span style="float: right;">①</span>
27/01/2015	376676472	SUTTON PLACE HOTEL EDM. LODGING HOTELS, MOTELS, RESORTS	167.10	CAD	167.10	00		Edm hotel the night of Jan. 26 <span style="float: right;">②</span>
27/01/2015	376676473	THE CALGARY AIRPORT AU. AUTOMOBILE PARKING LOTS AND	23.00	CAD	23.00	1.10		Car parking at CIA on Jan 26-27 <span style="float: right;">③</span>
18/02/2015	88065759	AIR CAN [REDACTED] AIR CANADA	409.70	CAD	409.70	00		00 Air fare CgyEdm return on Feb 26 <span style="float: right;">④</span>

**Transactions without Receipts or supporting documentation**

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
23/01/2015	378074767	WESTJET [REDACTED] Westjet Airlines	-5.26	CAD	-5.26	00		Flight: Jan 27/15 Return flight fr Edm. to Cgy cancelled Refund of seat selection fee (no paperwork provided by Westjet) <span style="float: right;">⑤</span>

<b>Signatures</b>		
<b>Cardholder Designate (if Applicable)</b>		
By signing this statement		
<ul style="list-style-type: none"> <li>• 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.</li> </ul>		
<u>Down A Rand</u>	<u>EXECUTIVE ASSISTANT</u>	
Name of Cardholder Designate	Cardholder Designate Position/Title	
<u>Down A Rand</u>	<u>Feb 25, 2015</u>	
Signature of Cardholder Designate	Date of Signature	
<b>Cardholder</b>		
By signing this statement		
<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.</li> </ul>		
<u>RAE, PENELOPE</u>	<u>CHIEF INFORMATION OFFICER</u>	
Name of Cardholder	Cardholder Position/Title	
<u>[Signature]</u>	<u>Feb 26, 2015</u>	
Signature of Cardholder	Date of Signature	
<b>Approver Designate (if Applicable)</b>		
By signing this statement		
<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.</li> </ul>		
<u>Susan Best</u>	<u>Executive Assistant</u>	
Name of Approver Designate	Approver Designate Position/Title	
<u>Susan Best</u>	<u>Feb 26, 2015</u>	
Signature of Approver Designate	Date of Signature	
<b>Approver</b>		
By signing this statement		
<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.</li> </ul>		
<u>Deborah Rhodes</u>	<u>VP Corp Serv. &amp; CFO</u>	
Name of Approver	Approver Position/Title	
<u>Deborah Rhodes</u>	<u>Feb 27/15</u>	
Signature of Approver	Date of Signature	
<b>Submit approved statement with attachments to Accounts Payable:</b>		
<b>Attach:</b> <ul style="list-style-type: none"> <li>• Original (or scanned) itemized receipts with documented business reasons including names of participants where required</li> <li>• Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report) And where applicable: <ul style="list-style-type: none"> <li>• Copies of pre-approvals for travel</li> <li>• Personal cheque payable to "Alberta Health Services"</li> <li>• Return, refund and/or credit receipts</li> <li>• Disputes letter</li> <li>• Business reasons for travel require detailed descriptions – include where travelled to, who attended (if meal), why travel was necessary and detailed explanation of reason.</li> </ul> </li> </ul>	<b>Address:</b> Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street Edmonton, AB T5J 3E4	
<b>Accounts Payable only:</b>		
Reference #: _____	Reviewed by: _____	Date: _____



Ms Penny Rae  
Canada

Room Number : [REDACTED]  
Arrival Date : 01-26-15  
Departure Date : 01-27-15  
Page : 1 of 1  
Folio Number :  
Confirmation : [REDACTED]  
Cashier : [REDACTED]

**INFORMATION INVOICE**

Company Name : [REDACTED]

GST No: 121767065 RT 0001 01-27-15

Date	Description	Charges	Credits
01-26-15	Room Charge	149.00	
01-26-15	Room Alberta Tourism Levy	5.96	
01-26-15	Room D.M.F.	4.47	
01-26-15	Room GST	7.45	
01-26-15	Room D.M.F. GST	0.22	
01-27-15	Mastercard [REDACTED]		167.10
<b>Total</b>		<b>167.10</b>	<b>167.10</b>

**Balance 0.00 CAD**

Room GST	7.45
F&B GST	0.00
Misc GST	0.22
<b>Total</b>	<b>7.67</b>

**Edmonton hotel the night of January 26  
after attending (1) EHR Sponsors Mtg.  
(2) CIS Task Force Mtg. and before the  
January 27th all day Senior Leaders Mtg.**

I agree that I am personally liable for the final disposition and payment of any services rendered or goods supplied by The Sutton Place Hotel and further authorize the use of my credit card to facilitate full payment. I accept responsibility in the event the indicated third-party, company or association fails to render full payment of this account, and also for any loss or damage to the premises or its contents.

**Guest Signature:**

A MEMBER OF THE SUTTON PLACE HOTELS GROUP - CHICAGO, EDMONTON, TORONTO, VANCOUVER

10235-101 Street, Edmonton, AB Canada T5J 3E9 Tel 780.428.7111 \* Fax 780.441.3098 \* 1.866.3.SUTTON (1.866.378.8666)  
email: info\_edmonton@suttonplace.com website: www.edmonton.suttonplace.com

AIRPORT TAXI SERVICE  
4608 101 ST. (7608907070)  
EDMONTON, AB  
T6E-5G9

Term ID [REDACTED]

Purchase

Taxi from EIA to ATB Place for an EHR  
Sponsors meeting with GoA and then on to a  
CIS Task Force meeting

MASTERCARD Entry Method: C

(1)

Amount: \$ 55.00

Tip: \$ 5.50

Total: \$ 60.50 ✓

2015/01/26 09:01:29

Seq #: [REDACTED]

Appr Code: [REDACTED]

Resp Code: [REDACTED]

MasterCard  
A000000041018  
96 CE 3F BA 1E 2C 5A 54  
08 00 00 00 00  
EB 00  
FA 52 97 94 AB 52 B5 1F

APPROVED

Thank You

Verified By Pin

Merchant Copy

- IMPORTANT -  
retain this copy for your records

RECEIPT  
GST NO. R122556194

CALGARY AIRPORT  
Economy Lot  
EXIT No. [REDACTED]  
IN 01/26/15 06:21  
OUT: 01/27/15 18:40  
DURATION: 1 12: 19  
PAID: \$ 23.00  
(GST INCLUDED)  
MASTERCARD

Parking at the Calgary International  
Airport January 26-27 to attend the  
following mtgs. in Edmonton: (1) EHR  
Sponsors mtg. (2) CIS Task Force mtg.  
(3) all day AHS Senior Leaders meeting

(3)

THANK YOU FOR  
YOUR VISIT

Calgary International Airport Parkade



Wed 25-Feb 2015 06:00	Edmonton Int'l (YEG)	Wed 25-Feb 2015 07:00				
AC8169 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Wed 25-Feb 2015 17:00	Calgary (YYC) Wed 25-Feb 2015 17:56	0	0hr56	DH3	Flex, Q

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

**Passenger Information**

Mrs. Penelope Rae - Adult (15+) 00344 000000

Frequent Flyer Prog: None      Meal Preference: None  
 Payment Card: [REDACTED]      Special Needs: None  
 Seat Selection: AC8169 8D

**Purchase Summary**

Fare Summary	
Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - Tango	122.00
Return Flight - Flex	170.00
<b>Surcharges</b>	24.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	19.51
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	409.76
Number of passengers	x 1
Total with options	409.76
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$409.76</b>

**Payment Information**

Credit/Debit Card [REDACTED] Amount paid: \$409.76  
 The following amount (tax inclusive) will appear on your credit card or debit card statement:  
 Air Canada: \$409.76 (Air Transp. Charges - per ticket)

Ticket number(s): [REDACTED]

**enRoute City Guide**

**Edmonton**

Sitting on the 53rd parallel, Edmonton is the most northern city in the Americas with a population of over one million. Though it does feel northerly, it doesn't feel particularly crowded, maybe because it straddles the North Saskatchewan River to create the largest urban green space in

5

Dawn Rand

From: Dawn Rand on behalf of Penny Rae  
 Sent: January 16, 2015 7:33 AM  
 To: Dawn Rand  
 Subject: FW: Reservation Confirmation

Seat selection refund received from Westjet on flight Edmonton to Calgary on January 27th (Provincial Senior Leaders Meeting) as flight was cancelled to allow for carpooling with other attendees

From: noreply@itinerary.westjet.com [mailto:noreply@itinerary.westjet.com]  
 Sent: January 15, 2015 15:13  
 To: Penny Rae  
 Subject: Reservation Confirmation



WestJet  
 22 Aerial Place N.E.  
 Calgary, Alberta,  
 Canada  
 Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary. Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight. This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

### Booking Confirmation

Your reservation code is [REDACTED] Main contact: Ms Penelope Rae  
 E-mail: penny.rae@albertahealthservices.ca  
 Phone Number: [REDACTED]

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#). Please ensure that if your travel plans include a flight on a WestJet Encore turboprop aircraft that you review the [following details](#) as there are some differences in allowances and amenities from flights on our larger WestJet Boeing 737 aircraft. If you are flying to Dublin, there are also some [specific regulations](#) you should be aware of before you leave.

### Guest

Ms. Penelope Rae Flight Edmonton (YEG)-Calgary (YYC)  
 WestJet FF  
 Ticket Number [REDACTED]  
 Seat YEG-YYC: 6C

### Air Itinerary Details

WS3207 Edmonton, CA Calgary, CA Fare type: Econo  
 Operated by WESTJET Tue 27 Jan, 2015 04:40 PM Tue 27 Jan, 2015 05:43 PM Non-stop  
 ENCORE

### Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 79.00	CAD 12.00	CAD 43.53	CAD 134.53	x 1	CAD 134.53
						Total airfare: CAD 134.53

### Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 6.41
CA	Air Travellers Security Charge (ATSC)	CAD 7.12
SQ	Airport Improvement Fee (AIF)	CAD 30.00



## Fare family benefits

### YEG-YYC: Econo Seat Sale Benefits

- First checked bag fee of \$25-29.50 CAD for flights within Canada or to/from the U.S.<sup>1</sup>
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece<sup>1</sup>

<sup>1</sup> Not applicable on flights operated by our airline partners

### Seats

Regular seat	WS 3207 YEG - YYC Seat 6C Ms Penelope Rae	CAD 5.00 + CAD 0.25 Tax
		Total Seats: CAD 5.25

### Total

Charged to MASTERCARD		<i>Flight cancelled</i>	CAD 134.53
Charged to MASTERCARD		<i>WESTjet has to refund seat selection</i>	CAD 5.25
Total			CAD 139.78 ✓

### WestJet offers

#### Get travel insurance

Don't forget to include travel insurance as part of your trip. WestJet has partnered with RBC Insurance® to provide you with the right coverage for your travel experience. [Get a quote](#)

### Important Information

Thank you for choosing WestJet  
 QST # 1202807956TQ0001 GST # 866112535

- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airlines partners](#); it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage info page](#).
- [Positive identification](#) is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
- For detailed information on your flight visit:
  - [Fares, taxes and fees](#) (For [change/cancel guidelines](#), [baggage fees](#), [service fees](#) and other [taxes and fees](#))
  - [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
  - [Seat selection](#) (How it works, changing your seat and more)
  - [Inflight services](#) (Buy on board, [up! magazine](#) and more)
  - [Inflight entertainment](#) for information on our live seatback television.
- Carbonzero and WestJet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the [purchase of carbon offsets](#).
- We appreciate hearing about your experience with us. If you would like to provide us with feedback, please see our [contact us page](#) and select the give feedback tab. You may also send us a letter at: WestJet Campus, Attention Guest Relations, 22 Aerial Place N.E. Calgary, Alberta Canada T2E 3J1.

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### Contact Information