

## Official Administrator and Executive Expense Report

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

Expenses submitted during the month of March 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)
Mar-15	P-Card	Meetings	351		311	584	1,246			
Mar-15	Expense Claim	Meetings		88		90	178			
<b>Total</b>			\$ 351	\$ 88	\$ 311	\$ 674	\$ 1,424	\$ -	\$ -	\$ -

**Total for the Month** \$ 1,424

Maximum daily single meal expense claimed in the month \$ 21  
 Maximum daily base hotel rate claimed in the month \$ 145  
 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

<b>RAE, PENELOPE</b> Cardholder's Name	<b>CHIEF INFORMATION OFFICER</b> Cardholder's Position/Title	<b>Setting Reporting Period</b>	<b>20/03/2015</b>
<b>INFORMATION TECHNOLOGY</b> Cardholder's Dept	<b>QUARRY PARK</b> Cardholder's Site/Location	<b>Total Statement Amount</b>	<b>\$1,248.28</b>
<b>PENNY.RAE@ALBERTAHEALTHSERVICES.CA</b> Cardholder's e-mail address	<b>Last 6 digits of the P-Card #</b> [REDACTED]		

Statement of Transactions								
Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
25/03/2015	381533382	AIRPORT TAXI SERVICE, LIMOUSINES AND TAXICABS	54.05	CAD	54.05	2.57		Taxi on Feb 25 fr EIA to CHH Consultation Session
25/02/2015	381723353	YELLOWCAB, LIMOUSINES AND TAXICABS	58.30	CAD	58.30	2.78		Taxi on Feb 25 fr CN Tower after PBMA Technology Services mtg
25/02/2015	381723351	THE CALGARY AIRPORT AU AUTOMOBILE PARKING LOTS AND	28.35	CAD	28.35	1.35		00 Parking at CIA on Feb 25 while attending mtgs in Edm
07/03/2015	382237505	AIR CANADA	205.88	CAD	205.88	00		00 Flight fr Edm to Cgy on March 5
02/03/2015	382237506	WESTJET	144.00	CAD	144.00	00		00 Flight fr Cgy to Edm on March 1
04/03/2015	382848302	YELLOWCAB, LIMOUSINES AND TAXICABS	60.50	CAD	60.50	2.88		Taxi on March 4 from EIA to Seventh Street Plaza
05/03/2015	382848301	MATRIX HOTEL, LODGING, HOTELS, MOTELS, RESORTS	155.32	CAD	155.32	7.40		Edm Hotel the night of March 4
05/03/2015	382848301	LADOS LUXURY TAXI, TRANSPORTATION SERVICES NOT ELSEWHERE CLASSIFIED	60.50	CAD	60.50	2.78		Taxi on March 5 to EIA
05/03/2015	382848301	THE CALGARY AIRPORT AU AUTOMOBILE PARKING LOTS AND	58.70	CAD	58.70	2.70		00 Parking at CIA on March 4-5 while attending Edm mtgs
11/03/2015	383134701	AIRPORT TAXI SERVICE, LIMOUSINES AND TAXICABS	60.50	CAD	60.50	2.88		Taxi on March 11 from EIA to Seventh Street Plaza
12/03/2015	383285264	YELLOWCAB, LIMOUSINES AND TAXICABS	59.02	CAD	59.02	2.83		Taxi on March 11 from 44 Capital Boulevard to EIA
12/03/2015	383285265	COAST EDMONTON PLAZA & H, LODGING, HOTELS, MOTELS, RESORTS	155.00	CAD	155.00	00		00 3am hotel the night of March 11
12/03/2015	383285268	THE CALGARY AIRPORT AU AUTOMOBILE PARKING LOTS AND	58.70	CAD	58.70	2.70		00 Parking at CIA March 11-12 while attending mtgs in Edm
16/03/2015	383741581	ATS GROUP LIMOUSINES AND TAXICABS	60.50	CAD	60.50	2.88		Taxi on March 16 from 2010 to Axa Health Offices
16/03/2015	383807508	THE CALGARY AIRPORT AU AUTOMOBILE PARKING LOTS AND	28.35	CAD	28.35	1.35		00 Parking at CIA on March 16 while in Edm

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Signatures		
<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>Dawn Bond</u> Name of Cardholder Designate	<u>Executive Assistant</u> Cardholder Designate Position/Title	
<u>Dawn Bond</u> Signature of Cardholder Designate	<u>April 6, 2015</u> 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> Name of Cardholder	<u>CHIEF INFORMATION OFFICER</u> Cardholder Position/Title	
<u>Rae</u> Signature of Cardholder	<u>April 6, 2015</u> 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> Name of Approver Designate	<u>Exec. Assistant</u> Approver Designate Position/Title	
<u>Susan Best</u> Signature of Approver Designate	<u>April 6, 2015</u> 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> Name of Approver	<u>VP Corp Services</u> Approver Position/Title	
<u>Deborah Rhodes</u> Signature of Approver	<u>Apr. 6/15</u> 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</li> <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>	<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 _____

AIRPORT TAXI SERVICE  
4005 101 ST. (780)5567070  
EDMONTON, AB  
TAXI 565

**Taxi on Feb. 25 from Edm. International  
Airport to the CHHI Consultation Session  
on Strategic Direction & Priorities at  
Radisson Hotel Edmonton South**

3

Term ID: 05130908

**Purchase**

1

MASTERCARD Entry Method: C  
Invoice [REDACTED]  
Amount: \$ 47.00  
Tip: \$ 7.05  
Total: \$ 54.05 ✓

2015/02/25 07:40:21  
Seq #: [REDACTED]  
Appr Code:  
Resp Code: 01/027

MasterCard  
XXXXXXXXXXXX1410  
64 10 01 3F 08 3F CC 74  
00 00 00 00 00  
10 00  
08 5E 24 0B 8D 0D 0F 4A

Parking at the Cgy. International Airport  
on Feb. 25th while attending the following  
mtgs in Edm.: (1) CHHI Consultation  
Session on Strategic Direction & Priorities  
(2) PBMA Technology Services

**RECEIPT  
GST NO. R122556194**

EXIT No. 24  
IN: 20:25:15 04:57  
OUT: 20:45:15 10:30  
DURATION: 0 19: 15  
PAID: \$20.35 ✓  
GST INCLUDED  
MASTERCARD

THANK YOU FOR  
YOUR VISIT

Calgary International Airport Parkade

**APPROVED  
Thank You**

Customer Copy

- IMPORTANT -  
retain this copy for your records

GST 05143 7145 RT0001

YELLOW CAB  
10135 31 AVENUE NW  
EDMONTON AB T6A-1C2  
780-462-3456

**Taxi on Feb. 25 from CN Tower to Edm.  
International Airport after attending a  
PBMA Technology Services meeting**

780-462-3456 70211  
112-4-11  
MasterCard  
PURCHASE

AID: A000000000

**APPROVED**

AMOUNT CAD\$53.00  
TIP CAD\$5.30  
TOTAL CAD\$58.30 ✓

2

Ref: [REDACTED]  
Auth: [REDACTED]  
Resp. Code: 00  
TUR: 4000000000  
TST: E800

BOOK ON LINE AT EDWTAKE.COM  
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2015/02/25 Time: 16:05:54  
Response: AUTH [REDACTED]

4

**Dawn Rand**

**From:** Air Canada [confirmation@aircanada.ca]  
**Sent:** March 02, 2015 8:14 AM  
**To:** Penny Rae  
**Subject:** Air Canada - 05-Mar: Edmonton - Calgary (booking re [REDACTED] seat selected)

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS EMAIL \*\*\*\*\* **Flight from Edm. to Cgy. on March 5 after attending the Service Portfolio Workshop & Presentation at CN Tower**



### 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.



Access your personalized Air Canada travel information

View your planner >

### Booking Information

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

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8149 <sup>1</sup>	Edmonton.	Calgary	0	0hr 56	DH3	Flex. V	

Edmonton Int'l (YYC)  
(YEG) Thu 05-Mar  
Thu 05-Mar 2015 2015  
15:00 15:56

Operated by:  
1 Air Canada Express - Jazz

**Passenger Information**

1: Mrs Penelope J Rae : Adult (16+), Ticket Number: [REDACTED]  
Air Canada - [REDACTED] Meal Preference : None  
Aeroplan : [REDACTED]  
Payment Card: [REDACTED] Special Needs: None  
Seat Selection: AC8149 3D

**Purchase Summary**

**Fare Summary**

Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - Flex	147.00
Surcharges	12.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	9.81
Air Travellers Security Charge (ATSC)	7.12
Total before options (per passenger)	205.93
Number of passengers	x 1
Total with options	205.93
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$205.93</b>

✓ (4)

**Payment Information**

Credit/Debit Card [REDACTED] - Amount paid: \$205.93  
The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$205.93 (Air Transp. Charges - per ticket)

Ticket number(s): [REDACTED]

**Fare Rules**

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

- **Changes:**
  - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 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 permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
  - **Same-day standby** is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports

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**Dawn Rand**

**From:** noreply@itinerary.westjet.com on behalf of WestJet Airlines [noreply@itinerary.westjet.com]  
**Sent:** March 02, 2015 7:29 AM  
**To:** Penny Rae  
**Subject:** Reservation Confirmation

**Flight from Cgy. to Edm. on March 4 to attend the following meetings: (1) Corporate Services & HR Executive Committee and (2) CMO Meetings - Med Affairs Operational Session**

**NOTE: Westjet Travel Bank credit of \$55.78 applied to flight reducing cost of flight to \$144.90**

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 Calgary (YYC)-Edmonton (YEG)  
WestJet FF [REDACTED]  
Ticket Number [REDACTED]  
Seat YYC-YEG: \*

**Air Itinerary Details**

WS3395 Calgary, CA Edmonton, CA Fare type: Flex  
Operated by WESTJET Wed 04 Mar, 2015 07:00 AM Wed 04 Mar, 2015 08:03 AM 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
adultt	CAD 142.00	CAD 12.00	CAD 46.68	CAD 200.68	x 1	CAD 200.68
						Total airfare: CAD 200.68

**Tax details**

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 9.56
CA	Air Travellers Security Charge (ATSC)	CAD 7.12
SQ	Airport Improvement Fee (AIF)	CAD 30.00
		Total taxes: CAD 46.68

**Fare family benefits**

YYC-YEG: Flex Seat Sale Benefits

- No fee for first checked bag<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>
- Lower change and cancellation fees

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

## Total

Charged to Travel Bank:

CAD 55.78

Charged to MASTERCARD 

⑤ ✓

CAD 144.90

Total

CAD 200.68

## 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.

[Important Legal Notice](#)

[Terms and Conditions](#)

## Contact Information

If you have questions about your reservation, call WestJet at 1-888-937-8538 (1-888-WESTJET) and have the itinerary number ready. Thank you for choosing WestJet.



# MATRIX

①

Edmonton hotel the night of March 4 in order to attend the following meeting on March 5: Service Portfolio Workshop / Presentation at CN Tower

Ms Penny Rae

Room Number: [REDACTED]

Arrival Date: 03-04-15

Departure Date: 03-05-15

Page No: 1 of 1

Guest Name

## INFORMATION INVOICE

Folio No:

03-05-15

Date	Description	Charges	Credits
03-04-15	Room Revenue	145.00	
03-04-15	Destination Marketing Fee - 3%	4.35	
03-04-15	Tourism Levy - 4%	5.97	
03-05-15	Mastercard [REDACTED]		155.32
<b>Total</b>		<b>155.32</b>	<b>155.32</b>
<b>Balance</b>		<b>0.00</b>	

**Signature:** \_\_\_\_\_

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #866344302 RT 0001

3752 20TH STREET  
EDMONTON AB T6T1R8  
7804991243

**Taxi on March 5 from CN Tower to EIA  
after attending the Service Portfolio  
Workshop / Presentation**

**SALE**

MID: 4380074  
TID: B4380074 REF: [REDACTED] (b)  
Batch # [REDACTED] SEQ: [REDACTED]  
03/05/15 13:54:10  
APPR CODE: [REDACTED]  
MASTERCARD  
[REDACTED]

AMOUNT \$55.00  
TIP \$5.50  
TOTAL \$60.50 ✓

00 - APPROVED - 001

MasterCard  
AID: A0000000041010  
TVR: 00 00 00 80 00  
TSE: E8 00

**RECEIPT  
GST NO. R122556194**

EXIT No. A1  
IN: 03/04/15 06:00  
OUT: 03/05/15 16:20  
DURATION: 1 10: 10 ✓ (9)  
PAID: \$ 56.70  
(GST INCLUDED)  
MASTERCARD  
[REDACTED]

THANK YOU FOR  
YOUR VISIT

**Parking at the CIA on March 4-5 while  
attending the following meetings in Edm.:**  
(1) Corporate Services & HR Executive Committee  
(2) CMO Med Affairs Operational Session (3)  
(3) Service Portfolio Workshop & Presentation

Calgary International Airport

YELLOW CAB  
10135 51 AVENUE NW  
EDMONTON AB T6H-1P2  
780-462-3456

Term Id: 4502412478279  
Item #: 1447  
MasterCard  
PURCHASE  
Op 1 [REDACTED]  
Card [REDACTED] (8)

AID: A0000000041010

APPROVED

AMOUNT CAD\$55.00  
TIP CAD\$5.50  
TOTAL CAD\$60.50 ✓

Ref [REDACTED]  
Aut [REDACTED]  
Exp [REDACTED]  
FOR: A000000000  
TSE: E800

BOOK ON LINE AT EDONTAXI.COM  
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2015/03/04 Time: 09:21:27  
[REDACTED]

**Taxi on March 4th from EIA to Seventh  
Street Plaza to attend the following  
Meetings: (1) Corporate Services & HR  
Executive Committee and (2) CMO  
Med Affairs Operational Session**

AIRPORT TAXI SERVICE  
4609 181 ST. (780) 450-7070  
EDMONTON, AB  
T6E 5G9

Taxi on March 11 from Edmonton  
International Airport to Seventh Street  
Plaza to attend the following meetings:  
(1) CIS RFP and (2) Analytics Oversight  
with Dale Sanders

Term ID: 05616837

Purchase

(10)

MASTERCARD Entry Method: C

Invoice

Amount: \$ 55.00

Tip: \$ 5.50

Total: \$ 60.50 ✓

2015/03/11 09:42:30

Seq #: [REDACTED]

Appr Code: [REDACTED]

Resp Code: 01/027

MasterCard  
A0004000041010  
9C 20 A0 52 5E C7 F9 EA  
00 00 00 00 00  
F8 00  
20 FF A0 A4 5E 40 17 C7

APPROVED  
Thank You

Customer Copy

- IMPORTANT -  
retain this copy for your records

GST 87571 0000 R10000

(11)

VEEDOW 1/15  
10135 51 AVE 140 00  
EDMONTON AB T6E 5G9  
780-411-1756

Term ID: 05616837  
Item # 0000  
MasterCard  
PURCHASE  
By ID: [REDACTED]  
Card # [REDACTED]

A0004000041010

APPROVED

AMOUNT CARD \$55.00  
TIP CARD \$5.50  
TOTAL CARD \$60.50 ✓

Ref: [REDACTED]  
Auth: [REDACTED]  
Resp Code: 01/027  
Card # 1000000000  
Exp: 06/08

BOOK ONLINE AT PCHARTS.COM  
THANK YOU FOR BEING OUR GUEST

GST 10040000

Term ID: 05616837  
Response: [REDACTED]

Taxi on March 12 from 44 Capital Blvd.  
to Edm. International Airport after  
attending the following mtgs.: (1) SPARC  
Launch and (2) ISF Framework for  
Ambulatory EMR's



12

10155 105th Street,  
Edmonton, AB T5J 1E2  
Tel: (780) 423 4811 Fax: (780) 423 3204

1917

Hotel in Edmonton the night of March 11  
prior to attending (1) SPARC launch and  
(2) ISF Framework for Ambulatory EMR's

Ms Penny RAE



# Invoice

Invoice date 3/12/2015  
Invoice number [Redacted]  
Our reference [Redacted]  
Client Number [Redacted]  
GST Number 10103 5467 RT0020

Guest	Ms Penny RAE	Arrival	3/11/2015	Departure	3/12/2015	Room	[Redacted]
Date	Description	Quantity	Unit Price			Total ()	
3/11/2015	Room Charge	1	139.00			139.00	
3/11/2015	GST Taxes	1	7.16			7.16	
3/11/2015	Tourism Levy	1	5.73			5.73	
3/11/2015	Destination Market Fee	1	4.17			4.17	
						<b>Total invoice</b>	<b>156.06</b>
3/12/2015	[Redacted]						-156.06
						<b>Total Paid</b>	<b>-156.06</b>
						<b>Total Due</b>	<b>0.00</b>
<b>Total GST</b>		7.16					

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X \_\_\_\_\_

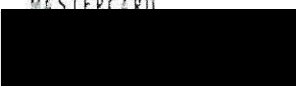
For reservations: [www.coasthotels.com](http://www.coasthotels.com) or 1-800-663-1144

**RECEIPT**  
**GST NO. R122556194**

Parking at the CIA on March 11-12 while attending the following mtgs. in Edm.:  
(1) CIS RFP (2) Analytics Oversight with Dale Sanders (3) SPARC Launch (4) ISF Framework for Ambulatory EMR's

EXIT No. A5  
IN: 03/11/15 05:50  
OUT: 03/12/15 19:09  
DURATION: 1 13: 11  
PAID: \$ 56.72  
(GST INCLUDED)  
MASTERCARD

✓ (13)



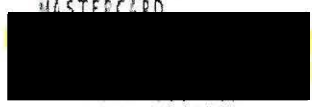
THANK YOU FOR  
YOUR VISIT

**RECEIPT**  
**GST NO. R122556194**

Calgary International Airport Parkade

EXIT No. A1  
IN: 03/16/15 05:59  
OUT: 03/16/15 19:46  
DURATION: 0 13: 47  
PAID: \$ 28.35  
(GST INCLUDED)  
MASTERCARD

✓ (15)



YOUR VISIT

ATS GROUP  
4608 101 ST NW TOWERSTOPS  
EDMONTON, AB  
T6E 5G9

Term ID: 05187017

**Purchase**



MASTERCARD Entry Method: C  
Invoice #: [Redacted]  
Amount: \$ 55.00  
Tip: \$ 5.50  
Total: \$ 60.50

Calgary International Airp

Parking at Cgy. International Airport on March 16th while attending the following mtgs. in Edm.: (1) Pre-meet to IMIT Strategy Development (2) Orion Health re Enhanced Health Sharing (3) IMIT Strategy Development & Engagement Session

2015/03/16

Seq #: [Redacted]

APP# Code: [Redacted]

Resp Code: 01/027

✓ (14)

MasterCard  
A000000041010  
1B BB 00 E4 50 0B DF 92  
00 00 00 00 00  
E8 00  
04 0D F5 99 BA AE EB 08

**APPROVED**  
**Thank You**

Customer Copy

- IMPORTANT -  
retain this copy for your records

GST 03011545 RT0001

**Taxi on March 16 from EIA to offices of Alberta Health for Pre-Meet to IMIT Strategy Development**



## 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: 25-Feb-15 To 20-Mar-15  
 Travel Period from: 25-Feb-15 To 16-Mar-15 (if applicable)  
 Out-of-Province Travel No: \_\_\_\_\_

Name: Penny Rae Position (Title): Chief Information Officer  
 Location: \_\_\_\_\_ Dept: \_\_\_\_\_ DOFA Level: \_\_\_\_\_ (applicable) Union: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
 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	0005	7112500069	\$177.90						\$177.90		
2B												
2C												
2D												
				\$177.90	**User to enter Coding & \$ Amounts						TOTAL CLAIM	\$177.90 ✓

NOTE: This section auto fills from page 2A, 2B, 2C & 2D  
 NOTE: These fields do not automatically fill for Section C & D

**SECTION F: AUTHORIZATION**

I attest that I have read and understand the "Travel, Hospitality & Working Session Expense Policy (1125)" of Alberta Health Services and all 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.

I, by signing this form, attest that I am compliant to all the above statements.  
 Employee Signature: [Signature] Date: 5-Apr-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 expense 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 identified in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided above.

Approved By (PRINT ONLY): Deborah Rhodes DOFA Level: \_\_\_\_\_ Position #: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext: \_\_\_\_\_  
 Signature: [Signature] Title: VP Corporate Services & CFO Date: Apr-5/15

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 expense 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 By (PRINT ONLY): \_\_\_\_\_ DOFA Level: \_\_\_\_\_ Position #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Ext: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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 10010-107 St, North Tower, 10th Floor, Accounts Payable, Edmonton, AB T6J 3E4

**EXPENSE CLAIM DETAILS**

Enter Finance Coding **101 0005 71126000009** Emp # (E-People) **[REDACTED]** Page **2A**

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.America 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							
25-Feb-15	Attended the following meetings in Edm: (1) CHH Consultation Session on Strategic Direction & Priorities and (2) PBMA Technology Session at CN Tower (Taxi from Racisson Hotel to CN Tower)	AB - Provinc	Meeting	Yes								\$23.00	✓		
4-Mar-15	Attended the following meetings in Edm: (1) Corporate Services & HR Executive Committee and (2) CMO Medical Affairs Operational Session (meal - self)	AB - Provinc	Meeting	Yes	LD-\$32.35	\$32.35	✓								
5-Mar-15	Attended Service Portfolio Workshop in Edmonton (meal-self)	AB - Provinc	Meeting	Yes	L-\$11.60	\$11.60	✓								
11-Mar-15	Attended the following meetings in Edm: (1) CIS RFP (2) Analytics Oversight with Dale Sanders (meal - self)	AB - Provinc	Meeting	Yes	L-\$11.60	\$11.60	✓								
18-Mar-15	Attended the following meetings in Edm: (1) Orion Health & Alberta Health re "Enhanced Information Sharing" and (2) IMT Strategy Development & Engagement Session (paid to EIA)	AB - Provinc	Meeting	Yes	LD-\$32.35	\$32.35	✓					\$67.00	✓		
<b>SUBTOTALS</b>						\$67.90						\$90.00			Total Km

**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 \$0.606 per km for under 5,000km/yr or \$0.47 per km for over 5,000km/yr or per Union Agreement

Enter \$0.606 km, \$0.47 km OR rate per Union Agreement (see Mileage details to the left)

Mileage \$

Travel \$ Subtotal \$177.90

Auto fills on page 1 - TOTAL TRAVEL \$177.90

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)  
When not carpooling, flying is a better option when considering productivity. I am able to work at the airport using either my Blackberry, iPad or laptop or just catching up on my reading (e-mails / documentation) prior to the flight, during the flight and in taxis to and from the airport.

**YELLOW CAB**

780.462.3456

GST#

#23

25/02/15

Date:

Amount:

Driver:

Radwan

Car#:

From:

John Taylor

To:

10135-31 Avenue, Edmonton, AB T6N 1C2



Taxi on Feb. 25 from CHHI Consultation Session on Strategic Direction and Priorities (Radisson Hotel Edm. South) to CN Tower



Date

Mar 16/2015

Amount

467.25  
GST included

From

Montreal Hotel

To

Int. Air port

To

Driver

Car#

780-425-2525

780-425-8310

[www.co-optaxi.com](http://www.co-optaxi.com)

Taxi on March 16 after IMIT Strategy Development & Engagement Session at Seventh Street Plaza to Edmonton International Airport

