

AHS Board and Executive Expense Report

Name Richard Dicerni
Title AHS Board Member
Location Edmonton

Expenses submitted during the month of March 2018

			Travel (1)					Working Sessions Hosting and Hospitality		
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Hosting and Hospitality (3)	Other (4)
Mar-18	Expense Claim	Meetings	580	44	690	105	1,419			
Mar-18	Direct Bill	Meetings			402		402			
Total			\$ 580	\$ 44	\$ 1,092	\$ 105	\$ 1,821	\$ -	\$ -	\$ -

Total for the Month \$ 1,821

Maximum daily single meal expense claimed in the month \$ 24
Maximum daily base hotel rate claimed in the month \$ 205
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.

5) Remuneration, Allowances Reported in the Financial Statements

Car allowance, honoraria, meeting fees, and any other employment benefits reported in the annual financial statements are excluded from this report.

Employee # [REDACTED]

AHS - AP Processing - Internal Use Only	
Voucher #	
Naming Convention:	
T4A/NR Applicable? - If yes, indicate line & amt	

BOARD MEMBER EXPENSE CLAIM FORM

SECTION 1: PAYEE INFORMATION

Name:	Richard Dicerni	Expense Period Month:	Mar-18
Address:	[REDACTED]	City:	[REDACTED]
Province:	[REDACTED]	Postal Code:	[REDACTED]
		Country:	Canada
Reason for Expense	Attended CLS Board Meeting on March 21, 2018 (expenses paid by CLS). In lieu of charging airfare back to Ottawa and return on March 25th to attend the Private/Public Board Meetings (March 26th) agreed to stay in Edmonton (less cost). Attendance at Private/Public Board Meetings on March 26, 2018 in Edmonton.		

SECTION 2: FINANCE CODING & TOTAL CLAIM

Description	Corp/BU/Org	Location (If applicable)	Functional Centre/Primary	Expense/Secondary Acct	Total (Note: This column will auto fill)
Meals (A)	101	0005	7111030000	45000000	\$44.49 ✓
Travel Exp (B+C+E)	101	0005	7111030000	62212000	\$1,374.71 ✓
Other (D)	101	0005	7111030000	41090000	\$0.00
TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE					\$1,419.20 ✓

SECTION 3: AUTHORIZATION

I attest that I have read and understand all applicable policies 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 Board 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 below.

Claimant (Print Name)	Signature: I, by signing this form, attest that I am compliant to all the above statements	Date	Phone#
Richard Dicerni	<i>See att. email for approval</i>	Apr 10, 2018	[REDACTED]

I attest that I have read and understand all applicable policies of 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 Board 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 below.

Approved by (Print Name)	Position Title/Program Group
Linda Hughes	Board Chair
Signature: I, by signing this form, attest that I am compliant with all the above statements	Date
<i>Linda Hughes</i>	Apr 11, 2018

Health and Personal information on this form is collected by AHS under the authority of section 20(b) of the Health Information Privacy (FOIP) Act, respectively, for the purpose of administration.

Deborah Rhodes
Deborah Rhodes, VP Corporate Services & CFO
Position # [REDACTED] DOFA Level [REDACTED]

For payment please submit to:

14th Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmonton AB T5J 3E4, Attention: Jennifer Hamstra

Carry forward from Section 1

Name:	Richard Dicerni	Expense Period Month:	Mar-18
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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 below

Rationale is Required for expenses that are not Cost Effective: (supporting analysis and documentation must be attached to this form)

SECTION 4A: BOARD MEMBER - TRAVEL EXPENSE CLAIM

The Board Members follow the Government of Alberta (GOA) Travel, Meal and Hospitality Expenses Policy

Note: For meal allowances outside Canada, the GOA policy redirects to the National Joint Council (NJC) travel directive for rates (Appendix C for USA, Appendix D for International).

Date	Description: (include purpose of trip, mode of travel, starting point, details of expenditure)	Cost Effective method used?	Meal (Allowance OR Receipt)(A)				Accommodation (B)	Transportation (Flight, Car Rental, Fuel, Parking, Taxi) (C)	Other (Itemize) (D)	Mileage km (E)
			Allowance Within Canada		With Receipt or Allowance Outside Canada					
			Meal Type	Allowance	Meal Type	Amount				
22-Mar-2018	Three nights accommodation and in room dining charge (see rationale in Section 1).	Yes				\$23.74	\$690.48			
26-Mar-2018	Dinner per diem.	Yes	D-\$20.75	\$20.75						
27-Mar-2018	Taxi from hotel to YEG.	Yes					\$55.00			
27-Mar-2018	Flight from Edmonton to Toronto.	Yes					\$579.73			
27-Mar-2018	Taxi from Toronto Airport to residence (Toronto).	Yes					\$49.50			
Total: (amount auto fills to page 1)			\$20.75			\$23.74	\$690.48	\$684.23	\$0.00	0.00

BOARD MEMBER Mileage Rate	0.505	Total Mileage	\$ -
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The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454

WESTIN®

HOTELS & RESORTS

Richard Dicemi

Page Number : 1 Invoice Nbr : [REDACTED]
 Guest Number : [REDACTED]
 Folio ID : [REDACTED]
 Arrive Date : 22-MAR-18 04:34
 Depart Date : 25-MAR-18 08:40
 No. Of Guest : 2
 Room Number : [REDACTED]
 Club Account : [REDACTED]

Tax Invoice

Tax ID : 815461330RT0001

The Westin Edmonton MAR-25-2018 08:50 [REDACTED]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
22-MAR-18	[REDACTED]	[REDACTED]		
22-MAR-18	[REDACTED]	Room Charge	205.00	
22-MAR-18	[REDACTED]	GST	10.56	
22-MAR-18	[REDACTED]	Destination Marketing Fee	6.15	
22-MAR-18	[REDACTED]	Tourism Levy	8.45	
23-MAR-18	[REDACTED]	Room Charge	205.00	
23-MAR-18	[REDACTED]	GST	10.56	
23-MAR-18	[REDACTED]	Destination Marketing Fee	6.15	
23-MAR-18	[REDACTED]	Tourism Levy	8.45	
24-MAR-18	[REDACTED]	Room Charge	205.00	
24-MAR-18	[REDACTED]	GST	10.56	
24-MAR-18	[REDACTED]	Destination Marketing Fee	6.15	
24-MAR-18	[REDACTED]	Tourism Levy	8.45	
25-MAR-18	[REDACTED]	American Express [REDACTED]		-714.22
		** Total	714.22	
		*** Balance	-0.00	

See att. itemized receipt

-714.22

✓
 - 23.74

 .48

Continued on the next page

Claiming only 690.48 for accommodations

Check Detail

Check	Table	Check Opened	Minutes	Guests	Reference Info	Location	Employee
		3/22/2018 5:16 PM	28.85	1	dicerni	91079 - Westin Edmonton	
		3/22 5:17 PM	1		Delivery Charge / Tray C	5.00	In Room Dining
		3/22 5:17 PM	1		Caesar Salad	13.00	In Room Dining
		3/22 5:17 PM	1		*Special Prep		In Room Dining
		3/22 5:17 PM			2 plates		In Room Dining
		3/22 5:27 PM			15% IRD Service Charge	2.70	In Room Dining
		3/22 5:27 PM			15.00 %		In Room Dining
		3/22 5:45 PM			Roomposting	23.74	In Room Dining
		3/22 5:45 PM			Charged Tip Only	2.00	In Room Dining
		3/22 5:45 PM			DICERNI, RICHARD		In Room Dining
		3/22 5:45 PM					In Room Dining
					Sub Total	18.00	
					Tax	1.04	
					Service Charge	4.70	
					Check Total	23.74	

***** TAX BREAKDOWN *****

GST	1.04
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CHECKER 780.484.8888 3


GST# _____

Date: 27-03-18 Amount: 55 ✓

Driver: [Signature] Car#: [Redacted]

From: _____

To: _____

10135-31 Avenue, Edmonton, AB T6N 1C2 

4

AEROPORT TAXI & LIMOUSINE
 849 WESTPORT CRES
 MISSISSAUGA ON L5T1E7
 905-624-2424
 WWW.AEROPORTTAXI.COM

Merchant ID: [Redacted]
 Term: [Redacted]

Sale

[Redacted]

AMEX Entry Method: Chip

03/27/18 14:26:22

Inv # [Redacted] Appr Code [Redacted]

Apprvd Batch# [Redacted]

Amount:	\$	45.00
Tip:	\$	4.50
Total:	\$	49.50

By entering a verified PIN, cardholder agrees to pay issuer such total in accordance with issuer's agreement with cardholder (Merchant agreement if credit voucher).

Retain this copy for statement verification.

Verification Label: AMERICAN EXPRESS

[Redacted]

Customer Copy

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.

Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: [REDACTED]

Name: Mr Richard Dicerni
E-mail: [REDACTED]
Payment: [REDACTED]

Customer Care
Air Canada Reservations
 1-888-247-2262

Air Canada Flight Information
 1-888-422-7533
[International Reservations](#)

Alert me of flight changes
[Flight notification](#)

Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC162	Edmonton International (YEG)	Toronto Pearson (YYZ)	321	Economy Flex (Q)	Confirmed
	Tue 27-Mar 2018 07:35	Tue 27-Mar 2018 13:11 - TERMINAL T1			

Seat number(s) requested: 13D

Passenger Information

Passenger: 1 Mr Richard Dicerni
 Ticket number: [REDACTED]
 Frequent Flyer Pgm: Air Canada Aeroplan Program number: [REDACTED]

Purchase Summary

Passenger: 1 Ticket number [REDACTED]

Date of issue

14-Mar 2018

Fare Amount in Canadian dollars:	515.00
<i>(including navigational & other charges)</i>	
Taxes, Fees & Charges	
Air Travellers Security Charge (CA)	7.12
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	27.61
Airport Improvement Fee - Canada (SQ)	30.00

Total Fare in Canadian dollars: 579.73

Ticket particularities:
AC ONLYF/NONREF/CHGE FEE
-BG:AC

*Fare calculation:
27MAR18YEA AC YTO Q23.00R492.00CAD515.00 END ROE1.00

Canadian tax registration numbers:
XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)
RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)
XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)

Fare Rules Summary

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable.
- Seat selection charges are per passenger and apply to each individual one-way flight segment in your itinerary. Flight segments are identified by a change in flight number, with each new flight number representing a flight segment. Taxes are not included.
- Please note that you may be moved from your selected seat without notice in the event of an involuntary schedule or airport change (e.g. flight disruption, cancellation), to accommodate a passenger with a disability, or for any other reason that requires Air Canada to move you prior to departure or during the flight. If you are moved from your seat for one of these reasons, you may request a refund for your seat charges. We invite you to read additional [terms and conditions](#) related to seat selection

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Baggage Information

Please see below for details on the bags you plan on checking at the baggage counter.

Baggage Information for: Richard Dicerni	
Air Canada baggage rules apply. For flight(s): AC162	1st bag: Complimentary 2nd bag: 35.00 CAD + taxes* per direction
Max. weight per bag: 23 KG (50 lb)	Max. linear dimensions: 158 CM (62 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to bags fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of

Expense Report Direct Bill Summary

Purpose of This Form:

The purpose of this form is to report expenses incurred on behalf of a designated Executive or an AHS Board Member and paid for by a third party vendor. The information will be used for public disclosure reporting.

Expenses Paid Directly to Third Party Vendors:

AHS may have established accounts with certain vendors used to book travel and other expenses that are billed directly to AHS.

Examples include but are not limited to hotels, travel agencies, car rental agencies, conferences, courses and expenses reimbursed from a petty cash fund. It is mandatory to include in monthly reports these expenses that pertain to each member. AHS is required to disclose expenses for all applicable receipts and back up must be attached.

Direct Bill Report

- Enter all items related to expenses incurred while conducting AHS business and paid for via a third party vendor (i.e. accommodations, airline tickets, car rentals, hosting events and working sessions)
- Enter all expenses pertaining to professional development such as conferences and courses, etc.
- Enter all expenses paid by AHS not mentioned above.
- Copies of invoices and other relevant back up must be attached, approvals for hosting events/working sessions that exceeds \$600 must be provided.
- Information will be used for reporting purposes only.
- A personal cheque must be attached to cover expenses deemed ineligible.
- Indicate whether you have expenses to report in this section for this reporting period: **YES**

Name : Richard Dicerni	Reporting Period for the Month of : Mar-18
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
25-Mar-2018	Direct Billing	Hotel	Two nights accommodation to attend the Private and Public Board Meetings on March 26, 2018 in Edmonton.	Other	401.92
	Direct Billing				
	Direct Billing				
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
Total Paid in the Month					\$ 401.92

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Richard Dicerni

Page Number : 1 Invoice Nbr : [REDACTED]
 Guest Number : [REDACTED]
 Folio ID : [REDACTED]
 Arrive Date : 25-MAR-18 08:41
 Depart Date : 27-MAR-18 12:24
 No. Of Guest : 1
 Room Number : [REDACTED]
 Club Account : [REDACTED]
 AR Account : [REDACTED]

Copy Tax Invoice

Tax ID : 815461330RT0001
 The Westin Edmonton MAR-28-2018 10:04 [REDACTED]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
25-MAR-18	[REDACTED]	Room Charge	179.00	
25-MAR-18	[REDACTED]	GST	9.22	
25-MAR-18	[REDACTED]	Destination Marketing Fee	5.37	
25-MAR-18	[REDACTED]	Tourism Levy	7.37	
26-MAR-18	[REDACTED]	Room Charge	179.00	
26-MAR-18	[REDACTED]	GST	9.22	
26-MAR-18	[REDACTED]	Destination Marketing Fee	5.37	
26-MAR-18	[REDACTED]	Tourism Levy	7.37	
27-MAR-18	[REDACTED]	Direct Bill		-401.92
** Total			401.92	-401.92
*** Balance			0.00	

Continued on the next page