

# **AHS Board and Executive Expense Report**

Name Richard Dicerni
Title AHS Board Member

**Location** Edmonton

Expenses submitted during the month of July 2018

							Trav	el (1)									
														,	Working		
															Sessions		
													essional		osting and		
	Source								Oth			otal	lopment	Н	ospitality	Other	
MMM-YY	Document	Purpose	Airf	are	N	/leals	Accomn	nodation	Tra	vel	Т	ravel	(2)		(3)	(4)	
	5 01 1			770						440		000					
Jul-18	Expense Claim	Meetings		772						118		890					
Jul-18	Direct Bill	Meetings						447				447					
Total			\$	772	\$	-	\$	447	\$	118	\$	1,337	\$ -	- \$	-	\$	

Total for

the Month \$ 1,337

Maximum daily single meal expense claimed in the month \$ - 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.

#### 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#  AHS - AP Processing - Internal Use Only	_
Voucher#	
Naming Convention:	

# BOARD MEMBER EXPENSE CLAIM FORM

SECTION 1: PA	AYEE INFORM	IATION							
Name: Richa	ard Dicerni					Expens Month:	e Period	Jul-18	
Address:				City:					
Province:			Postal Code:		Country	:	Canada		
Reason for Expen	se Attend Boa	ard Meetings on J	uly 26 and 27	, 2018 i	n Edmon	ton.			
SECTION 2: FI	NANCE CODI	NG & TOTAL CL	.AIM						
Description Corp/BU/O		Location (If applicable)		unctional htre/Primary			(Note: Th	<u>Total</u> nis column will	auto fill)
Meals (A)	) 101 0005 7111		10300000	4500	0000		\$0.00		
Travel Exp (B+C-	vel Exp (B+C+E) 101 0005		711	6221	62212000		\$890.58		
Other (D) 101 0005		0005	71110300000 410			0000		\$0.00	
			TOTAL AMOUNT	PAYABLE BY AC	COUNTS PA	YABLE		\$890.58	Vo
			SECTION 3: A	UTHORIZATION	1				A10
such policy to the bes I attest the expenses my behalf from Alber	st of my understandi enclosed in this clair ta Health Services or	ng and belief. n are for valid business r any other Organizatio	purposes for Alberta n.	d Hospitality Expenses F Health Services Board a tive method, otherwise	and that this clair	n has not	been previo	usly claimed by n	2
Claimant (Print Nam	e)	Signature: I, by	signing this form, attest to	hat I am compliant to all the	above statements	Date		Phone#	
Richard Dicerni		Seeath	ocoroge.	I email.		Aug.	29/18		
such policy to the bes I attest the expenses claimant or on their b	at of my understanding enclosed in this clain ehalf from Alberta H submitted in this cla	ng and belief. n are for valid business lealth Services or any o	purposes for Alberta other Organization.	Health Services Board a	and that this clain	n has not	been previo	usly claimed by t	
Linda Hughes	Position Title/Progr Board Chair	on Title/Program Group d Chair							
	ng this form, attest that I	am compliant with all the at	pove statements			2000	Date Syxt	18	

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

Deborah Rhodes, VP Corporate Services & CFO
Position #: DOFA Level:

For payment please submit to:

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

Carry f	orward from Section 1	- N	
Name:	Richard Dicerni	Expense Period Month:	Jul-18

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).

			Meal (A	llowand	e OR Re	ceipt)(A)				
<u>Date</u>	Description: (include purpose of trip, mode of travel, starting point, details of expenditure)	Cost Effective method	Allowa Within C		With Receipt <u>or</u> Allowance Outside Canada		Accom- modation (B)	<u>Transportation</u> (Flight, Car Rental, Fuel, Parking, Taxi)	Other (Itemize) (D)	Mileage km (E)
		used?	Meal Type	Allow- ance	Meal Type	<u>Amount</u>	101	(C)	(5)	
25-Jul-2018	Taxi from residence to Ottawa airport to attend Board Meetings on July 26/27, 2018 in Edmonton.	Yes						\$29.00	~	
25-Jul-2018	Flight from Ottawa to Edmonton and return on July 27, 2018.	Yes						\$771.93	/	
25-Jul-2018	Taxi from YEG to hotel.	Yes						\$60.00	/	
27-Jul-2018	Taxi from Ottawa Airport to residence.	Yes						\$29.65	<b>✓</b>	
	Total: (amount auto fills to	page 1)		\$0.00		\$0.00	\$0.00	\$890.58	\$0.00	0.00

BOARD MEMBER Mileage Rate 0.505 Total Mileage \$ -



AIRPORT TAXI SERVICE 4608 101 ST. (7808907070) EDMONTON AB

CARD TYPE AMEX
DATE 2018/07/25
FIME 3166 21:34 12
INVOICE #
RECEIPT NUMBER

PURCHASE
AMOUNT \$55.60
TOP \$5.60
TOTAL

\$60.00

AMERICAN EXPRESS

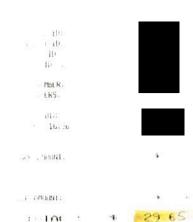
**APPROVED** 

AUTH#

CARDHOLDER COPY

COPY FOR YOUR RECORDS

GLUE LINE TAXI





. USTOMER SERVICE 1 FOO Av. 1177 [MOUTENFRE] FAB COM. [Moutenfre]





# 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:** 

Name:

Mr Richard Dicerni

E-mail:

Payment:

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	То	Aircraft	Cabin (Booking class)	Status
AC363	Ottawa (YOW)	Edmonton International (YEG)	320	Economy Flex (T)	Confirmed
	Wed 25-Jul 2018	Wed 25-Jul 2018			
	18:45	20:58			
AC358	Edmonton International (YEG)	Ottawa (YOW)	E90	Economy Flex (T)	Confirmed
	Fri 27-Jul 2018	Fri 27-Jul 2018			
	Fri 27-Jul 2018 10:15	Fri 27-Jul 2018 15:55			

**Passenger Information** 



Passenger: 1 Mr Richard Dicerni

Ticket number:

Frequent Flyer Pgm: Air Canada Aeroplan Program number:

# **Purchase Summary**

# Passenger: 1 Ticket number

Date of issue 04-Jul 2018 Fare Amount in Canadian dollars: 618.00

(including navigational & other charges)

Taxes, Fees & Charges

Air Travellers Security Charge (CA)

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)

Combined Taxes \*see fare calculation below (XT)

14.25

1.50

1.50

1.50

# **Total Fare in Canadian dollars:**

771.93

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

-BG:AG

\*Fare calculation:

25JUL18YOW AC YEA Q23.00R261.00AC YOW Q23.00R311.00CAD618.00 END ROE1.00 XT85.18RC53.00SQ

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)

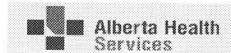
# Fare Rules Summary

- 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.



# **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: Richard Dicerni Name: Reporting Period for the Month of: Jul-18

YES

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
25-Jul-18	Direct Billing	Hotel	Two nights accommodation to attend Private/Public Board Meetings/Retreat on July 26-27, 2018 in Edmonton.	Vision Travel	\$446.84
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
Total Paid in t	he Month				\$ 446.84

The Westin Edmonton 10135 100 St Edmonton, AB T5J 0N7

Canada

Tel: 780-426-3636 Fax: 780-428-1454

Richard Dicerni Alberta Health Services Ii



Page Number
Guest Number
Folio ID
Arrive Date
Depart Date
No. Of Guest
Room Number
Club Account

1 Invoice Nbr 25-JUL-18 22:07 27-JUL-18 12:39 1

1

Copy Tax Invoice

Tax ID: 815461330RT0001 The Westin Edmonton JUL-31-2018 15:11

Date Referen	ce Description	Charges (CAD)	Credits (CAD)
25-JUL-18	Room Charge	199.00	
25-JUL-18	GST	10.25	
25-JUL-18	Destination Marketing Fee	5.97	
25-JUL-18	Tourism Levy	8.20	
26-JUL-18	Room Charge	199.00	
26-JUL-18	GST	10.25	
26-JUL-18	Destination Marketing Fee	5.97	
26-JUL-18	Tourism Levy	8.20	
27-JUL <b>-1</b> 8	Direct Bill		-446.84
	** Total	446.84	-446.84
	*** Balance	0.00	

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