

Official Administrator and Executive Expense Report

NameRob ArmstrongTitleVP Human Resources (Acting)LocationCalgaryExpenses 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	Expense Claim	Meetings	1,391	254	1,071	786	3,502			
Total			\$ 1,391	\$ 254	\$ 1,071	\$ 786	\$ 3,502	\$ -	\$ -	\$ -

Total for

the Month \$ 3,502

Maximum daily single meal expense claimed in the month	\$ 21
Maximum daily base hotel rate claimed in the month	\$ 159
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



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TRAVEL, HOSPITALITY & WORKING SESSION EXPENSE CLAIM

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Health and Personal Information on this form is collected by AHS under the authority of another 20(b) of the Health Information Act (HIA) and another 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 and completed claim form (with receipts and other required backup) to: Alberta Health Services 10039-107 St, North Towar, 10th Floor, Accounts Payeble, Edmonton, AB T&J 3E4

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EXPENSE CLAIM DETAILS

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EXPENSE CLAIM DETAILS

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4/27/2015

Shaw Webmeil

Shaw Webmail

Reservation Confirmation Travel to Edminton to attend: 1. Executive Lendership Team meeting 2. CSHREC meeting Guest 3. HRSET meeting From : WestJet Airlines <noreply@itinerary.westjet.com> Fri, Feb 27, 2015 09:59 AM

Sender : noreply@itinerary.westjet.com

Subject : Reservation Confirmation

To : Robert Armstron

External images are not displayed. Display images below

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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

Main contact:	Mr	Robert	Armstrong
E-mail:			
Phone Number:			

For more information on flying with WestJet, including baggage fees, please visit <u>Travel</u> Info

Please ensure that if your travel plans include a flight on a WestJet Encore turboprop aircraft that you review the <u>following details</u> 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 <u>specific regulations</u> you should be aware of before you leave.

Shaw Webmail

Mr. Robert Armstrong Air Itinerary Det	Calgary (WS FF Ticket Number Seat YYC-YEG:	YYC)-Edmonton (Y YYC) *;YEG-YYC: *	EG),Edm	onton (YE	G)-
	Calgary, CA Tue 03 Mar, 2015 07:00 AM	Edmonton, CA Tue 03 Mar, 2015 AM		Fare type Non-stop	
	Edmonton, CA Wed 04 Mar, 2015 07:30 PM	Calgary, CA Wed 04 Mar, 2015 PM	Fare type: Flex Non-stop		
Fare breakdown					
Base Guest fare type per guest	Air transportation charges	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult CAD 274.00	(AD 24 00	CAD 92.86	CAD 390.86	x 1	CAD 390.86
Tax details		Ő	Total ai	rfare: CAI	390.86
Rate code D	escription				Amount
XG G	oods and Services Tax	(GST)		C/	AD 18.61
	ir Travellers Security C	harge (ATSC)		C	\D 14.25
SQ A	irport Improvement Fe	e (AIF)		ntartadante la métarta de let	AD 60.00
			Total	taxes: CA	D 92.86

Fare family benefits

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YYC-YEG: Flex Seat Sale Benefits

No fee for first checked bag¹

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4/27/2015

Shaw Webmail

- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece¹
- Lower change and cancellation fees

¹ Not applicable on flights operated by our airline partners

Fare family benefits

YEG-YYC: Flex Seat Sale Benefits

- No fee for first checked bag¹
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece¹
- Lower change and cancellation fees
- ¹ Not applicable on flights operated by our airline partners

Total

Charged to VISA

CAD 390.86

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 <u>airlines partners</u>; 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 <u>code-share baggage</u> info page.
- <u>Positive identification</u> 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



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



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

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Westin[®]

Tax Invoice

Tax ID : 815461330RT0001 The Westin Edmonton 04-MAR-15 12:10 Dale Reference Description (Clasges (CAD) Credits (CAD) Room Charge 03-MAR-15 159.00 03-MAR-15 GST 8.19 03-MAR-15 DMF 4.77 03-MAR-15 Tourism Levy 6.55 04-MAR-15 Visa -178.51 ** Total 178,51 -178.51 *** Balance 0.00

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Taxi from Edmonton Auport to The Strent Plaza

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APPROVED - THANK YOU (01 - 027)

IMPORTANT: Retain a copy for your records

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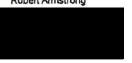
YOU HAVE 15 MIN. TO EXIT

Calgary international Airport Parkade

4/27/2015	Booking confirmation
WESTJETE	Contect us How Enter your search Q
	Flights Vacations Deak Travel Info My WestJet Rewards
My itinerary	Send me a copy of my trinerary
Thank you for choosing WestJet, You can	find details about your booking below.
Your reservation code is	
View itinerary details	to attend Greative
Guest details Mr Robert Armstrong Flight	Calury (YYC)-Edmonton (YEG)-Calgary (YYC) West Jet FF Ticket number Meeting
	Seat YYC-YEG YEG-YYC
Air itinerary details	
Colgary (Y Y C) Edwarton (Y EG) Man Mar 9 2015, 8:00 PM Mon Mar 9 2015, 8:50 Boeing 737-700	WS 153 Fare type: Firx PM WestJet Non-stop
Edmonton (YEG) Calgary (YYC) Tue Mar 10 2015, 7:30 PM Tue Mar 10 2015, 8:2) Dehavisand Dash 8-400 Turbeprop	WS 3288 Fare type: Flex PM Operated by WESTJET Hon-stop ENCORE
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Robert Armstrong



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





Tax Invoice

Tax ID	: 81546	1330RT0001	
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Jate Refere	ince Description	Charges (CAD)	Credits (CAD)
9-MAR-15	In Room Dining	-26:57	(-)
9-MAR-15	Room Charge	159.00	(0)
9-MAR-15	GST	8.19	(0)
9-MAR-15	DMF	4.77	\sim
9-MAR-15	Tourism Levy	6.55	
0-MAR-15	Visa		-205.08 - 2657 =
	** Total	205.08	-205:08 174 SI
	*** Balance	0.00	\$ 178.51

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Taxi from Edminison Taxi to Edministen Arrport to Westra Hofel

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APPROVED - THANK YOU (01 - 027)

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Parking at Calisory Airport

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Calgary International Airport Parkade

Booking confirmation

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WESTJETE

Flights Vacations Deals Travel Info My West Jet Rewards

My itinerary

Send	ID?	à	copy	of	my	ftinerary
Send	ID?	à	copy	of	my	ftinerary

Thank you for choos	ing WestJet, You	can find details about your booking below.
Your reservation cod	le is	Travel to Edmonton to Attend.
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Guest details		· Meeting with Alle re: People Stude 10
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Mr Robert Armstrong	Flight	Calgary (YYC)-Edmonton (YEG). Edmonton (YEG)-Calgary (YYC)
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		Ticket number Seat YYC-YEG YEG-YYC

Air itinerary details

Ceigery (YYC) Tue Mar 17 2015, 7:00 A Denavilland Dash 8-400		Edmonton (YEG) Tue Mar 17 2015,		WS 3395 Operated by WESTJE ENCORE		p p
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Robert Armstrong



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



WESTIN

Tax invoice

Date Reference	e Description	Charges (GAD)	Credits (CAD)
17-MAR-15	Room Charge	159.00	14
17-MAR-15	GST	8.19	112
17-MAR-15	DMF	4.77	
17-MAR-15	Tourism Levy	6.55	
18-MAR-15	Visa		-178.51
	** Total	178.51	-178.51
	*** Balance	0.00	

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Touri to Edminution Acceport	RECEIPT (15) GST NO. R122556194
Co-op Taxi Line (780)425-2525 www.co-optaxi.com Terminal 406/66233553 Driver 3917 15/03/13 16:17:11	TKT H POF: CS7 IN: 03/17/15 35:5: OUT:03/18/15 19:1 PAID: \$ 56.70 (GST INCLUDED) VTC:
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PURCHASE FARE \$ 52.60 TIP \$ 7.50 TOTAL \$ 60.10	(
APPROVED - THANK YOU (01-027)	Terminal 396/66234699 Driver 4578 15.32/1. 10:22:35 VISA Card :
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60.00 23.60 83.70	PURCHASE FARE : \$ 20.6 TIP : \$ 3.0 TOTAL : \$ 23.60 $\mathbf{\mathcal{A}}$ $\mathbf{\mathcal{A}}$ $\mathbf{\mathcal{P}}$ $\mathbf{\mathcal{E}}$ APPROVED - THANK YOU (01-027)
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4/27/2015

My itinerary

Booking confirmation

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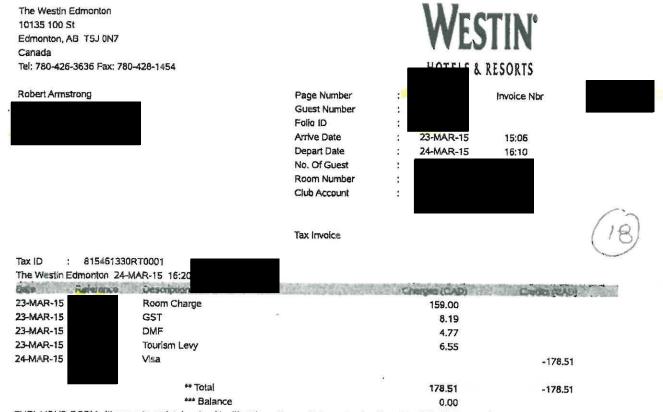
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Flights Vacations Deak Travel Info My West Jet Rewards

Send me a copy of my itinerary

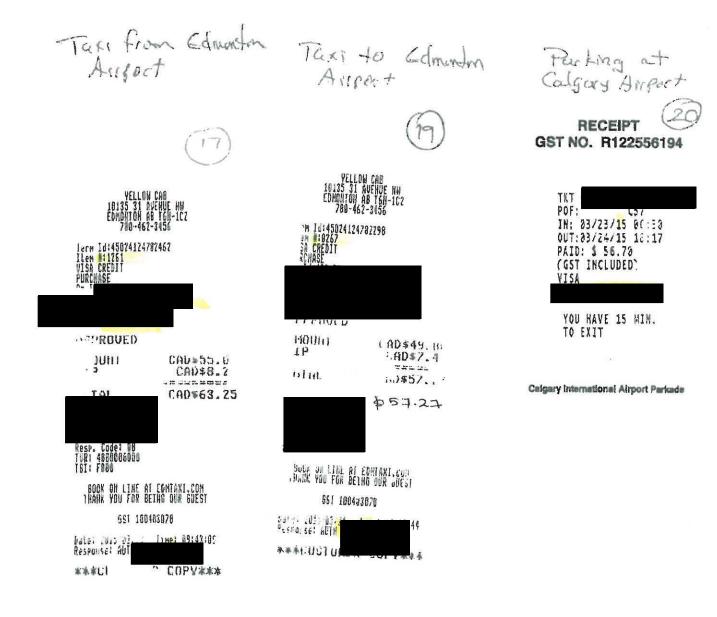
Thank you for choosing WestJet. You can find details about your booking below.

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Hr Robert Armstrong	Flight Celamy (YY West Jet FF Ticket numbe Seat	C)-Edmonton (YEG), Edmon er	Inclusion of the and the second se				
Air itinerary details							
Calgery (YYC) Mor Mar 23 2015, 8:00 AM Deflavilland Dash 8-400 Turboprop	Edmonton (YEG) Mon Mar 23 2015, 9:03 A.M.	WS 3270 Operated by WESTJET ENCORE	Fare Lype: Econo Non-stop				
Edmontan (YEG) Tue Mar 2+ 2013, 7:30 Pm Dehaviliand Dash 8-400 Turboprop	Calgory (YYC) Tuo Mar 24 2015, 8:27 PM	W\$ 3288 Operated by WESTJET ENCORE	Fare type: Econo Non-stop				
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Travel to Edmonton to Attend. 1. Meeting with HSAA re: People Stategres 2. ELT meeting

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Robert Armstrong

WESTIN HOTELS & RESORTS : Guest Number : :

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30-MAR-15 ţ ; 01-APR-15 : :

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Tax Invoice

Page Number

Folio ID

Arrive Date

Depart Date

No. Of Guest

Room Number

Club Account

: 815461330RT0001 Tax ID

The Westin Edmonto	on 01-APR-15 14:0	
Date Refere	http:///Description	Charges (CAD) Credits (CAD)
30-MAR-15	Room Charge	159.00
30-MAR-15	GST	8.19
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31-MAR-15	In Room Uning	-27.17 por chamed
31-MAR-15	Room Charge	159.00
31-MAR-15	GST	8.19
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31-MAR-15	Tourism Levy	6.55
01-APR-15	Visa	-384.19 × 27 · 17 ×
	** Total	384.19 -384.79 357.02
	*** Balance	0.00

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