

Official Administrator and Executive Expense Report

Name Dr. Rollie Nichol
Title Associate Chief Medical Leadership, Workforce & Medical Affairs
Location Calgary
 Expenses submitted during the month of August 2014

Travel (1)										
Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Aug-14	P-Card	Meetings				429	429			
Total			\$ -	\$ -	\$ -	\$ 429	\$ 429	\$ -	\$ -	\$ -

Total for the Month \$ 429

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

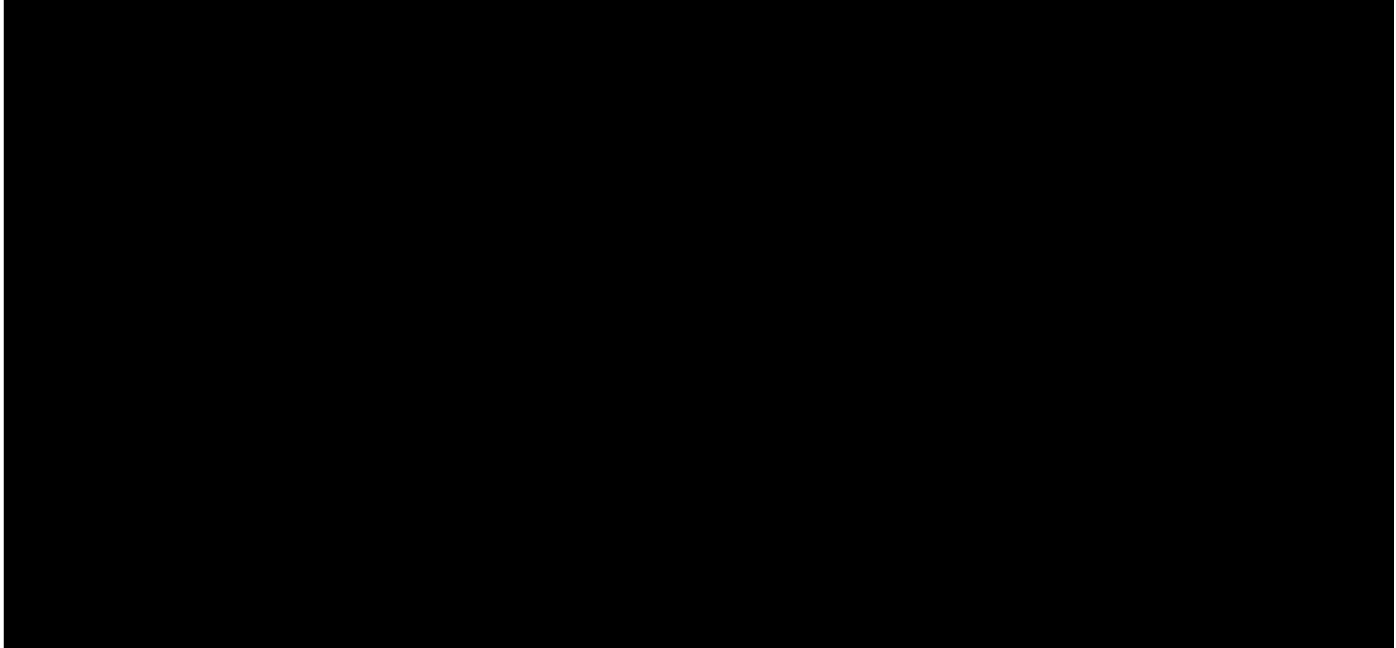
Instruction:

- 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

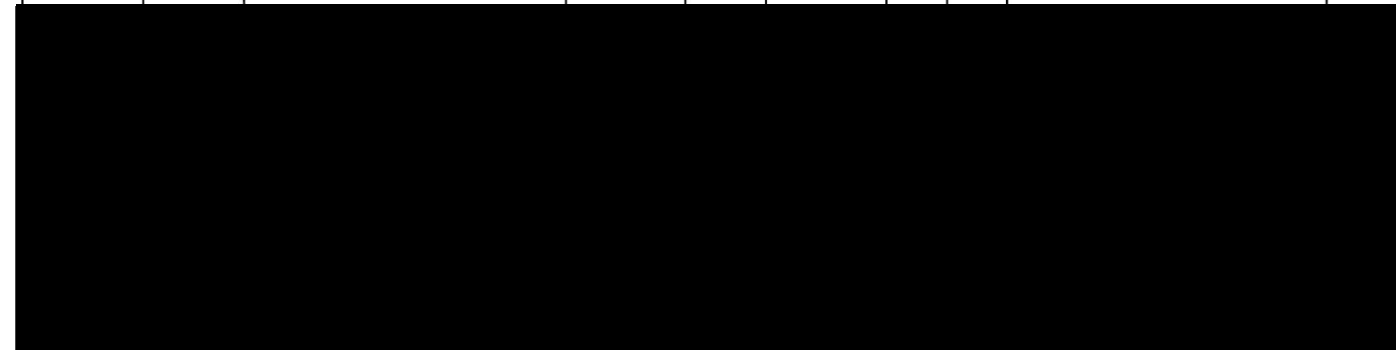
STIEBEN, CHRISTINE Cardholder's Name	EXECUTIVE ASSISTANT Cardholder's Position/Title	Billing Reporting Period: 20/08/2014
CMO Cardholder's Dept	SOUTHPORT Cardholder's Site/Location	Total Statement Amount: ██████████ \$428.66
CHRISTINE.STIEBEN@ALBERTAHEALTHSERVICES.CA Cardholder's e-mail address		Last 6 digits of the P-Card #: ██████████

Statement of Transactions

Transaction	Trans ID	Merchant Name & Description	Trans Original	Currency	Trans Amount	GST	Freight	Description
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13/08/2014	361148006	AIR CAN 0142137745401, AIR CANADA	214.33	CAD	214.33	.00	.00	Nichol, R Cal to Grande Prairie Sept 4/14
13/08/2014	361148007	AIR CAN 0142137745805, AIR CANADA	214.33	CAD	214.33	.00	.00	Nichol R Grande Prairie to Cal Sept 5/14



Signatures

Cardholder Designate (if Applicable)

By signing this statement:

- I certify, verify that I have reviewed and reconciled this statement in BMO Online to the best of my ability, in accordance with the Corporate Cardholder Program User Guide and Training - have allocated the transactions to the proper cost centre.

Name of Cardholder Designate

Cardholder Designate Position Title

Signature of Cardholder Designate

Date of Signature

Cardholder

By signing this statement:

- 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.
- 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.
- I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.

SYBEN CHRISTINE

EXECUTIVE ASSISTANT

Name of Cardholder

Cardholder Position Title

S. J. Stieber
Signature of Cardholder

Aug 26 / 14
Date of Signature

Approver Designate (if Applicable)

By signing this statement:

- 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.
- 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 attached.
- I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.

Name of Approver Designate

Approver Designate Position Title

Signature of Approver Designate

Date of Signature

Approver

By signing this statement:

- 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.
- 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 attached.
- I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.

Dr. Verna Hyslop
Name of Approver

VP Quality + CMO
Approver Position Title

[Signature]
Signature of Approver

Aug 27, 2014
Date of Signature

Submit approved statement with attachments to Accounts Payable:

- Attach**
- Original or Scanned, itemized receipts with documented business reasons including names of participants where relevant.
 - Support Cardholder Statement Report, or copies of electronic signatures if signatures are not on report, (if where applicable).
 - Copies of the approved invoice.
 - Personal cheque payable to Alberta Health Services.
 - Return receipt on the credit receipt.
 - Disputes, etc.
 - Business reasons for travel require detailed descriptions - include where travelled to, who attended, if travel was necessary and detailed explanation of reason.

Address

Alberta Health Services
Accounts Payable
7th Street Plaza
10th Floor, North Tower, 10020-107 Street
Edmonton, AB T5C 1G4

Accounts Payable only

Invoice # _____ Reviewed by _____ Date _____

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.

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Attending meeting
 1. Prov. Physician Liason Forum
 2.) meeting staff regarding a physician complaint

Booking Information

Booking Reference: [REDACTED]

Customer Care

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Air Canada
 1-888-247-2262

Main Contact:
 Dr Rollie Nichol
 Debra.ramstead@albertahealthservices.ca
 Mobile: [REDACTED]
 Home: [REDACTED]
 Work: [REDACTED]

Flight Arrivals and Departures
 1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8481	Calgary (YYC)	Grande Prairie (YQU)	0	1hr23	DH4	Tango, L	
	Thu 04-Sep 2014 19:25	Thu 04-Sep 2014 20:48					

Operated by:
 1 Air Canada Express - Jazz

Passenger Information

1: Dr Rollie Nichol : Adult (16+), Ticket Number: [REDACTED]
 Frequent Flyer Prog : None Meal Preference: None
 Payment Card: [REDACTED] Special Needs: None
 Seat Selection: None

Purchase Summary

Fare Summary	Adult
Passenger Type	
Air Transportation Charges	
Departing Flight - Tango	149.00
Surcharges	18.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	10.21
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	214.33
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$214.33

Payment Information

Credit/Debit Card [REDACTED] Amount paid: **\$214.33**
 The following charges (tax inclusive) will appear on your credit or debit card statement:
 • Air Canada: \$214.33 (Airfare - per ticket)
 Ticket number(s) [REDACTED]

Fare Rules

Departing Flight Calgary (YYC) To Grande Prairie (YQU) - Tango

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.

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.



Attending meeting

• meeting with staff regarding a physician complaint

Booking Information

Booking Reference: [REDACTED]

Customer Care

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Air Canada
1-888-247-2262

Main Contact:
Dr Rollie Nichol
debra_ramstead@albertahealthservices.ca

Flight Arrivals and Departures
1-888-422-7533

Mobi [REDACTED]
Home [REDACTED]
Work [REDACTED]

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8480 ¹	Grande Prairie (YQU) Fri 05-Sep 2014 17:05	Calgary (YYC) Fri 05-Sep 2014 18:35	0	1hr30	DH3	Tango, L	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

1: Dr Rollie Nichol : Adult (16+), Ticket Number: [REDACTED]
Frequent Flyer Prog : None Meal Preference: None
Payment Card: [REDACTED] Special Needs: None
Seat Selection: None

Purchase Summary

Fare Summary	Adult
Passenger Type	
Air Transportation Charges	
Departing Flight - Tango	159.00
Surcharges	18.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	20.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	10.21
Air Travellers Security Charge (ATSC)	7.12
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Number of passengers	1
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Ticket number(s) [REDACTED]

Fare Rules

Departing Flight Grande Prairie (YQU) To Calgary (YYC) - Tango

- Changes:
 - Prior to day of departure - Change fee per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.