

Official Administrator and Executive Expense Report

Name Ronda White
Title Chief Audit Executive, Internal Audit & ERM
Location Edmonton
 Expenses submitted during the month of November 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)
Nov-15	P-Card	Meetings					-			263
Total			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 263

Total for the Month \$ 263

Maximum daily single meal expense claimed in the month \$ -
 Maximum daily base hotel rate claimed in the month \$ 161
 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



Instructions:

- 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

WHITE, RONDA Cardholder's Name	CHIEF AUDIT EXECUTIVE Cardholder's Position/Title	Billing Reporting Period: 20/11/2015
INTERNAL AUDIT & ERM Cardholder's Dept	FOCUS BUILDING Cardholder's Site/Location	Total Statement Amount: \$263.32
RONDA.WHITE@ALBERTAHEALTHSERVICES.CA Cardholder's e-mail address	Last 6 digits of the P-Card #: [REDACTED]	

Statement of Transactions

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
03/11/2015	408634163	STONERIDGE MOUNTAIN RE, LODGING HOTELS, MOTELS, RESORTS	✓ 181.27	CAD	181.27	8.63		R. White Accomodations: Nov. 2-3/15 (One Night) to attend ELT Retreat.
03/11/2015	408634164	STONERIDGE MOUNTAIN RE, LODGING HOTELS, MOTELS, RESORTS	✓ 82.05	CAD	82.05	3.91		R White (Meeting Room & Meals: Nov 2-3/15) to attend ELT Retreat.

Reviewed by:
Colette Mooney.
11/30/2015.



Alt: end

Stoneridge Resort

30 Lincoln Park
Canmore, AB T1N 3E9

TAX ID: GST#873770648RT005

Ronda White
[REDACTED]

Room	Folio	Checkin	CheckOut	Balance
[REDACTED]	[REDACTED]	11/01/15	11/03/15	0.00
Master Folio		Meeting Room Package Executive		

Date	Room	Description / Voucher	Charges	Credits	Balance
11/01/15	[REDACTED]	Resort Fee	4.87	0.00	4.87
11/01/15	[REDACTED]	Alberta Tourism Levy	6.69	0.00	11.56
11/01/15	[REDACTED]	Room Taxable	161.96	0.00	173.52
11/01/15	[REDACTED]	Resort Fee - 3%	4.86	0.00	178.38
11/01/15	[REDACTED]	Alberta Tourism Levy - 4%	6.67	0.00	185.05
11/01/15	[REDACTED]	GST - 5%	8.34	0.00	193.39
11/02/15	[REDACTED]	Meeting Room Package Executive *	239.00	0.00	432.39
11/02/15	[REDACTED]	GST	12.20	0.00	444.59
11/03/15	[REDACTED]	American Express [REDACTED] personal - Nov 1	0.00	181.27	263.32
11/03/15	[REDACTED]	Mastercard [REDACTED] - Nov 2 room	0.00	181.27	82.05
11/03/15	[REDACTED]	Mastercard [REDACTED] mtg room + taxes	0.00	82.05	0.00
		Balance Due			0.00
		Summary and Taxes			
		Taxable Sales	400.96		
		Resort Fee - 3%	9.73		
		Alberta Tourism Levy - 4%	13.36		
		GST - 5%	20.54		
		* Room Rate 161.46 + taxes			
		mtg room + meals 77.54 + taxes			
		<u>239.00 + taxes</u>			
		Executive Leadership Retreat.			
		Nov 1 - accommodation - Sunday - paid on personal Amex			
		Nov 2 - accommodation & room charges - Amex			

The room package includes accommodation at a base rate of \$161.46 per night, meals and meeting room usage along with visual/audio supplies/equipment disclosed under "Other"