

## AHS Board and Executive Expense Report

**Name** Ronda White  
**Title** Chief Audit Executive, Internal Audit & Enterprise Risk Management  
**Location** Edmonton

Expenses submitted during the month of December 2015

| Travel (1)   |                 |                                     |         |       |               |              |              |                              |  |           |
|--------------|-----------------|-------------------------------------|---------|-------|---------------|--------------|--------------|------------------------------|--|-----------|
| MMM-YY       | Source Document | Purpose                             | Airfare | Meals | Accommodation | Other Travel | Total Travel | Professional Development (2) | Working Sessions Hosting and Hospitality (3) | Other (4) |
| Dec-15       | P-Card          | Professional Development & Meetings |         |       |               | 9            | 9            | 262                          |  |           |
| <b>Total</b> |                 |                                     | \$ -    | \$ -  | \$ -          | \$ 9         | \$ 9         | \$ 262                       | \$ -   | \$ -      |

**Total for the Month** \$ 271

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.

### 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.

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

WHITE, RONDA

Cardholder's Name

CHIEF AUDIT EXECUTIVE

Cardholder's Position/Title

Billing Reporting Period:

20/12/2015

INTERNAL AUDIT & ERM

Cardholder's Dept

FOCUS BUILDING

Cardholder's Site/Location

Total Statement Amount:

\$270.88

RONDA.WHITE@ALBERTAHEALTHSERVICES.CA

Cardholder's e-mail address

Last 6 digits of the P-Card

| Statement of Transactions |           |   |                       |          |              |      |         |   |
|---------------------------|-----------|---|-----------------------|----------|--------------|------|---------|---|
| Transaction Date          | Trans ID  | Merchant Name & Description                               | Trans Original Amount | Currency | Trans Amount | GST  | Freight | Description   |
| 24/11/2015                | 410711212 | PBD*IIA INTRNLAUDITORS, BOOKS, PERIODICALS AND NEWSPAPERS | 118.25                | USD      | 162.13       | .00  | .00     | Resource Materials from IIA (\$114.75 US / \$162.13 CAD)                  |
| 30/11/2015                | 411292212 | IMPARK00020262U, AUTOMOBILE PARKING LOTS AND GARAGES      | 6.00                  | CAD      | 6.00         | .29  | .00     | Parking @ Covenant Health for Audit Committee Meeting                     |
| 04/12/2015                | 411821130 | IMPARK00020262U, AUTOMOBILE PARKING LOTS AND GARAGES      | 3.00                  | CAD      | 3.00         | .14  | .00     | Parking at Covenant Health attend meeting with President & CFO            |
| 08/12/2015                | 412163238 | INSTITUTE OF CORPORATE, SCHOOLS AND EDUCATIONAL SERVICES  | 99.75                 | CAD      | 99.75        | 4.75 | .00     | CD Forum January 13, 2016, Governance and Leadership in the Public Sector |

**Signatures**
**Cardholder Designate (If Applicable)**

By signing this statement

- I hereby certify that I have reviewed and reconciled this statement in BMO Online to the best of my ability in accordance to AHS Corporate Policies, Program User Guide and Training. I have allocated the transaction(s) to the proper cost centre.

Audra Hunter Holt  
Name of Cardholder Designate

Executive Assistant  
Cardholder Designate Position/Title

[Signature]  
Signature of Cardholder Designate

Dec 17/15  
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.

WHITE, RONDA  
Name of Cardholder

CHIEF AUDIT EXECUTIVE  
Cardholder Position/Title

[Signature]  
Signature of Cardholder

Dec 17/15  
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 obtained.
- 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 obtained.
- I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.

Hickie Kaminski  
Name of Approver

President & CEO  
Approver Position/Title

[Signature]  
Signature of Approver

Dec 29/15  
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 required
- Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report)
- And where applicable:
  - Copies of pre-approvals for travel
  - Personal cheques payable to "Alberta Health Services"
  - Return, refund and/or credit receipts
  - Disputes letter
  - Business reasons for travel require detailed descriptions – include where travelled to, who attended (if meal), why travel was necessary and detailed explanation of reason.

**Address:**

Alberta Health Services  
Accounts Payable  
7th Street Plaza  
10th Floor, North Tower, 10030-107 Street  
Edmonton, AB T6J 3E4

**Accounts Payable only:**

Reference #: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

1

**Audra Hunter Holt**

**From:** Ronda White  
**Sent:** Tuesday, November 24, 2015 8:59 AM  
**To:** Audra Hunter Holt  
**Cc:** Alicia Duncan  
**Subject:** Emailing: The IIA Research Foundation Bookstore Shopping Cart - The IIA Research Foundation Bookstore.htm

Your Receipt - Invoice: [REDACTED] Order Number: [REDACTED]

\*Print for your records

**Bill To**

**Ship To**

**Payment Details**

Ronda White  
[ronda.white@albertahealthservices.ca](mailto:ronda.white@albertahealthservices.ca)

**Credit Card MC**

**Number:**

**Expires:**

03 / 2019

• Qty

Item Number: [REDACTED]

Member Price

Extended Price

1

The Evolving Role of the CAE: Taking on Compliance and ERM

Item N [REDACTED]

\$35.00

\$35.00

• 1

The Balanced Scorecard - Applications In Internal Auditing and Risk Management - eBook

Item No.: 1163.ep - No shipping charges applied

(1)

\$40.00

\$40.00

 Download File: [The Balanced Scorecard - Applications in Internal Auditing and Risk Management - eBook](#)

• 1

Ethics and Compliance: Challenges for Internal Auditing - eBook

Item No. [REDACTED] No shipping charges applied

\$30.00

\$30.00

 Download File: [Ethics and Compliance: Challenges for Internal Auditing - eBook](#)

### Cart Summary

- Items in Cart :3
- Sub Total :\$105.00
- Tax : \$1.75
- Shipping (UPS Canada Ground) :\$8.00
- Order Total :\$114.75

US (\$162.13 CAD) ✓  
Q

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①

**Audra Hunter Holt**

**From:** Ronda White  
**Sent:** Tuesday, November 24, 2015 9:00 AM  
**To:** Audra Hunter Holt  
**Subject:** FW: Thank you for your order at The IIA Research Foundation Bookstore

**From:** [iiapubs@pbd.com](mailto:iiapubs@pbd.com) [<mailto:iiapubs@pbd.com>]  
**Sent:** Tuesday, November 24, 2015 8:59 AM  
**To:** Ronda White  
**Subject:** Thank you for your order at The IIA Research Foundation Bookstore

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Sent from The IIA Research Foundation Bookstore on 11/24/2015 @ 10:59 AM

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Dear Ronda White,

Thank you for your recent order from The IIA Research Foundation Bookstore!

Your invoice number is: [REDACTED]

You can view the details and status of your order in your bookstore account. Please click on below link to log-in.

**NOTE: Your log-in information is the email address and password you used when placing your order.**  
[//www.theiia.org/bookstore/cart/cart.cfm?mode=receipt&orderid=82117](http://www.theiia.org/bookstore/cart/cart.cfm?mode=receipt&orderid=82117)  
(click on the link or copy and paste it into your browser).

**If your order contained digital downloadable products:**  
Download instructions:

- 1) Please click on the below link or copy and paste it into your browser to log-in.  
[My Account](#)
- 2) Once logged in, click on "My Digital Locker" on the navigation menu.
- 3) Click each link to open and or save the downloadable file.

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Phone: +1-877-867-4957  
Email: [iiapubs@pbd.com](mailto:iiapubs@pbd.com)

Thank You  
The IIA Research Foundation Bookstore  
Questions? [iiapubs@pbd.com](mailto:iiapubs@pbd.com)

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Covenant  
mtg with Pres + CEO

RECEIPT  
IMPARK LOT 262  
NO IN AND OUT PRIVILEGES

License Plate Number



Expiration Date/Time

03:41 PM  
DEC 04, 2015

Purchase Date/Time: 02:11pm Dec 04, 2015

Total Parking: \$2.86

Total GST: \$0.14

Total Due: \$3.00

Total Paid: \$3.00

Ticket #

S/N #: 500013351286

Setting: Lot 262

Mach Name: Meter 2

Rate: \$3 - 1.5 Hours  
Payment Type: Card

MasterCard

Auth #:

GST #887316636RT0001  
IMPARK LOT 262

2

Parking c Covenant Health  
- Acmtg mtg

RECEIPT  
IMPARK LOT 262  
NO IN AND OUT PRIVILEGES

License Plate Number



Expiration Date/Time

11:30 AM  
NOV 30, 2015

Purchase Date/Time: 08:30am Nov 30, 2015

Total Parking: \$5.71

Total GST: \$0.29

Total Due: \$6.00

Total Paid: \$6.00

Ticket #

S/N #: 500013351286

Setting: Lot 262

Mach Name: Meter 2

Rate: \$6 - 3 Hours  
Payment Type: Card

MasterCard

Auth #

GST #887316636RT0001  
IMPARK LOT 262

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**Audra Hunter Holt**

**From:** Ronda White  
**Sent:** Monday, December 07, 2015 9:35 AM  
**To:** Audra Hunter Holt; Alicia Duncan  
**Subject:** FW: Order Confirmation

**From:** [admin@icd.ca](mailto:admin@icd.ca) [admin@icd.ca]  
**Sent:** December 7, 2015 9:06 AM  
**To:** Ronda White; [orders@icd.ca](mailto:orders@icd.ca)  
**Subject:** Order Confirmation

**Institute of Corporate Directors**

2701-250 Yonge Street, Toronto, ON M5B 2L7

**Order Number** [REDACTED]  
**Order Date** 12/7/2015  
**Order Total** 99.75

**Purchase Order**

**Payment Method** Master Card [REDACTED]  
**Name on Card** Ronda White

**Ship To**

**Shipping Method**

| Qty  | Item   | Price | Total |
|--|--|-------|-------|
| 1  | Governance and Leadership in the Public Sector - Ronda White | 95.00 | 95.00 |
| <b>When:</b> 1/13/2016 - 1/13/2016                               |  |       |       |
| <b>Where:</b> Mayfair Country Club 9450 Groat Rd NW Edmonton, AB |  |       |       |

|                                |         |
|--------------------------------|---------|
| <b>Item Total</b>              | 95.00   |
| <b>Shipping</b>                | 0.00    |
| <b>Handling</b>                | 0.00    |
| <b>GST</b>                     | 4.75    |
| <b>Tax</b>                     |         |
| <b>Item Grand Total</b>        |         |
| <b>Invoice Total</b>           |         |
| <b>Transaction Grand Total</b> | 99.75 ✓ |

GST# 12179 8201  
QST# 12048 55478



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**Audra Hunter Holt**

**From:** admin@icd.ca  
**Sent:** Monday, December 07, 2015 9:07 AM  
**To:** Audra Hunter Holt  
**Subject:** Order Confirmation

**Institute of Corporate Directors**

2701-250 Yonge Street, Toronto, ON M5B 2L7

**Order Number** [REDACTED]  
**Order Date** 12/7/2015  
**Order Total** 99.75  
**Payment Method** Master Card [REDACTED]  
**Name on Card** Ronda White

| Qty | Item   | Price | Total |
|-----|--|-------|-------|
| 1   | Governance and Leadership in the Public Sector - Ronda White     | 95.00 | 95.00 |
|     | <b>When:</b> 1/13/2016 - 1/13/2016                               |       |       |
|     | <b>Where:</b> Mayfair Country Club 9450 Groat Rd NW Edmonton, AB |       |       |

|                                |       |
|--------------------------------|-------|
| <b>Item Total</b>              | 95.00 |
| <b>Shipping</b>                | 0.00  |
| <b>Handling</b>                | 0.00  |
| <b>GST</b>                     | 4.75  |
| <b>Transaction Grand Total</b> | 99.75 |



GST# 12179 8201

QST# 12048 55478