

Official Administrator and Executive Expense Report

Name Other Official Administrator
Title Office Administrator
Location Calgary
 Expenses submitted during the month of February 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)
Feb-14	P-Card	Meetings	281				281		-	183
Total			\$ 281	\$ -	\$ -	\$ -	\$ 281	\$ -	\$ -	\$ 183

Total for the Month \$ 464

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

DECOSTE LOU Cardholder's Name	EXECUTIVE SECRETARY Cardholder's Position/Title	Billing Reporting Period	20/02/2014
BOARD OFFICE Cardholder's Dept	SOUTHLAND PARK III Cardholder's Org Location	Total Statement Amount	\$463.96
LOU.DECOSTE@ALBERTAHEALTHSERVICES.CA Cardholder's e-mail address		Last 5 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
23/01/2014	040831767	OLLY FRESCO'S EATING PLACES RESTAURANTS	41.50	CAD	41.50	1.98		Catering for OA Audit & Finance Advisory Committee Meeting on January 22, 2014
27/01/2014	041358965	AIR CAN 0142130355199 AIR CANADA	251.90	CAD	251.90		50	00 Flight on March 3, 2014 from YYC to YEG for Kristin Long to attend the OA Quality and Safety Advisory Commt Meeting
28/01/2014	041231827	JINGLOBE ONE TRAVEL TRAVEL AGENCIES AND TOUR OPERATORS	29.00	CAD	29.00	1.38		Jinglobe processing fee for flight from YYC to YEG on March 3, 2014 for Kristin Long to attend OA Quality and Safety Advisory Commt Meeting
29/01/2014	041539531	OLLY FRESCO'S EATING PLACES RESTAURANTS	76.50	CAD	76.50	3.64		Catering for OA Human Resources Advisory Commt Meeting on January 29, 2014
29/01/2014	041539532	OLLY FRESCO'S EATING PLACES RESTAURANTS	32.50	CAD	32.50	1.55		Additional catering for OA Human Resources Advisory Commt Meeting on January 29, 2014
05/02/2014	042267484	OLLY FRESCO'S EATING PLACES RESTAURANTS	32.50	CAD	32.50	1.55		Catering for OA Human Resources Advisory Commt Meeting on February 5, 2014



unit 120 - 10301 Southport Lane sw
Open Monday - Friday 6:45-4:00
Calgary, Alberta T2W 1S7
Canada

Invoice No.: [REDACTED]
Date: 23 Jan, 13
Page: 1

AHS

AHS -

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
C	Each	10	coffee		1.50	15.00
T	Each	10	tea		1.25	12.50
W	Each	6	water		1.75	14.00
			Subtotal:			41.50
<div style="text-align: center;"> <p>#120 10301 SOUTHPO 12W101</p> <p>CALGARY AB</p> <p>21607590</p> <p> PURCHASE </p> <p>01-23-2014 11:10:44</p> <p>Acct # [REDACTED] M</p> <p>Exp Date [REDACTED] Card Type MC</p> <p>Name:</p> <p>Trace # [REDACTED]</p> <p>Inv. # [REDACTED] CVD Resp</p> <p>Auth # [REDACTED] RRN 001497172</p> <p>Total \$41.50</p> <p>Retain this copy for your</p> </div>						
Comment: Accepted Payment Methods: Visa, Master Card, Debit or Cash					Total Amount	41.50

Exclusive Travel Offers
for employees and families of our
corporate clients.

Only from **UNIGLOBE**

CLICK FOR MORE INFORMATION **Beacon Travel**

UNIGLOBE
Travel

UNIGLOBE Travel
[Redacted]
Phone: [Redacted]
Fax: [Redacted]
Toll Free: [Redacted]

paul@uniglobeone.com
Direct Line: [Redacted]

****URGENT- Please review your itinerary for accuracy immediately****
There may be costs associated with making changes; these costs will be your responsibility.
Most airline tickets or vacation packages are not refundable. Call your travel agent for details.

Passenger(s):	Long/Kristin E	Booking Ref.:	[Redacted]
Invoice No.:	[Redacted]	Agent:	[Redacted]
Issue Date:	Monday, January 27, 2014	Customer:	[Redacted]
Billing:	ALBERTA HEALTH SERVICES	Deliver:	ALBERTA HEALTH SERVICES

• Your Travel Arranger is pleased to deliver your complete itinerary through TripCase.

[Click here](#) to access your reservation on the web or a mobile device.

• To forward itinerary to Triplt, Worldmate, Tripcase or Blackberry Travel [Click Here](#)

• Add your itinerary to your calendar (ICS): [Click Here](#) (for use with PC and MAC and accessible via website and mobile device)

• Add your itinerary to your calendar (with Infuzer): [Click Here](#)

• Use Mileblaster to consolidate all your frequent flyer and loyalty programs [Click Here](#)

• [Click here](#) to reserve your parking and take advantage of exclusive rates and offers with Park2Go and UNIGLOBE Travel - use coupon #10163 to receive a 20% discount

• The Total Carbon Emissions for your flight/s are 56.24kgs and it would cost \$2.53 to offset them. Please visit our website for more details.

[Click here](#)

AIR - Monday March 3 2014

Air Canada Flight AC8170 Economy Class
Operated By Air Canada Express - Jazz
Check In With AIR CANADA EXPRESS - JAZZ

Check In Confirmation:
[Redacted] **24 Hours Prior**

Depart:	06:00, Monday, March 3 Calgary Intl. Airport Calgary, Alberta, Canada	Arrive:	06:59, Monday, March 3 Edmonton Intl. Airport Edmonton, Alberta, Canada
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Status:	Confirmed	Booking Code:	T
Equipment:	De Havilland DHC-8-300 Dash 8 / 8Q	Stops:	Non-stop
Duration:	0 hours 59 minutes	Seat:	Assigned at Check In
Meal:	None	ETicket No.:	[Redacted]
Remarks:	Turbo propeller plane used on this flight		

[Weather](#) [Flight Status \(up to 3 days prior\)](#) [Dining Reservations](#)

AIR - Monday March 3 2014

Air Canada Flight AC8159 Economy Class
Operated By Air Canada Express - Jazz
Check In With AIR CANADA EXPRESS - JAZZ

Check In Confirmation:
[Redacted] **24 Hours Prior**

Depart:	18:30, Monday, March 3 Edmonton Intl. Airport	Arrive:	19:23, Monday, March 3 Calgary Intl. Airport
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Edmonton, Alberta, Canada

Calgary, Alberta, Canada

Status: Confirmed
 Equipment: De Havilland DHC-8-300 Dash 8 / 80
 Duration: 0 hours 53 minutes
 Meal: None
 Remarks: Turbo propeller plane used on this flight

Booking Code: [REDACTED]
 Stops: Non-stop
 Seat: Assigned at Check In
 ETicket No.: [REDACTED]

Weather Flight Status (up to 3 days prior) Dining Reservations
Invoice Details

Transaction / Document	Base	Tax	Total
Air Canada [REDACTED]	182.00	69.96	251.96 (2)
Form of Payment [REDACTED]			
Professional Fee	29.00		29.00 (3)
Form of Payment [REDACTED]			
Totals:	211.00	69.96	CAD 280.96
Total Charged to Credit Card:			CAD 280.96
Balance Due:			CAD 0.00

Fare Rules

Air Canada ticket is non-refundable. Changes are permitted for 75.00 cad per direction plus any fare difference up to 2 hours prior to departure. Same day airport changes prior to departure for 150.00 cad plus taxes. Aeroplan members earn 25 percent status miles. Advance seat selection is available for a fee. e-Upgrade certificates are not permitted. Missing your flight without cancellation may result in the forfeiture of the value of your airline ticket. Name changes are not permitted.

Baggage Fees & Allowances

Baggage charges may apply. Baggage allowance, specific size and weight restrictions vary between airlines. Please visit the airline's website or contact the airline directly for details.

- Air Canada or call 1-888-247-2262

Important Information

- Your reservation number with Air Canada is [REDACTED] Air Canada contact phone number is 1-888-247-2262
- Please check in 90 minutes prior to departure. Late checkin may result in the loss of seat/reservation check in cut off time is 45 minutes prior to departure
- Government-Issued picture ID is required or two pieces of government-issued ID which show name/ date of birth/gender. This now includes passengers who appear to be between 12 and 17 years of age. www.passengerprotect.gc.ca/identity.html
- Air Canada will notify you of last minute flight changes if you register your flights up to 30 days prior to departure. For more information visit www.aircanada.com/en/travelinfo/traveller/mobile/notification.html
- Baggage charges may apply. For more info. Please visit the airlines website to see the exact charges. Baggage allowance-Specific size/weight restrictions vary between airlines. Excess charges may apply if exceeded.
- Passengers may carry travel sized toiletries or liquids 3 oz or less through security check points. They must fit in one quart sized, clear plastic zip-top bag. Visit www.catsa-acsta.gc.ca.
- This is an electronic ticket valid only on issuing airline.
- Photo ID and Etkit itinerary required for check in. Boarding cards required prior to entering security.
- View your itinerary at www.virtuallythere.com use your last name and trip locator [REDACTED]
- 24 hour emergency service in Canada and usa -Call toll-Free 1-855-817-8277 or collect 647-724-8277. -Please note some cell phone providers do not allow for 1-800 calls in some areas. We recommend using Landline in these situations or call collect. -Your UNIGLOBE rescue line access code is 62XC. -Or you can email at callme@tass247.com -Please mention your rescue line access code is 62XC
- pieces of government-issued ID which show name/ date of birth/gender. This now includes passengers who appear to be between 12 and 17 years of age. www.passengerprotect.gc.ca/identity.html pieces of government-issued ID which show name/ date of birth/gender. This

now includes passengers who appear to be between 12 and 17 years of age. www.passengerprotect.gc.ca/identity.html

Invoice No. [REDACTED]

access more

- Please note that when paying by credit card all charges may not appear on the same credit statement. All charges will add up to the total as stated above.

- GST Registration Number - 822351896

Airline Conditions of Contract & Other Important Notices [Click Here](#)

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Canada

Invoice No.:

Date: 29 Jan. 13

Page 1

Sold to:

AHS

Ship to:

AHS -

Business No.: 82864 3890 RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
C	Each	10	coffee		1.50	15.00
T	Each	10	tea		1.25	12.50
W	Each	8	water		1.75	14.00
SDP	Each	1	small dessert platter		35.00	35.00
			Subtotal:			76.50
<p> </p>						
<p> Comment: Accepted Payment Methods: Visa, Master Card, Debit or Cash </p>					Total Amount	76.50

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Canada

Invoice No.:

Date _____

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AHS

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
W	Each	10	water		1.75	17.50
C	Each	10	coffee		1.50	15.00
			Subtotal:			32.50
<p>01-29-2014 15:40:40 CALGARY AB 21607590 PURCHASE 01-29-2014 15:40:40 Acct # [REDACTED] H Exp Date [REDACTED] Card Type MC Name: Trace # [REDACTED] Inv. # [REDACTED] CVD Resp Auth # [REDACTED] RRN 001602017 Total \$32.50 Retain this copy for your records</p>						
Comment: Accepted Payment Methods: Visa, Master Card, Debit or Cash					Total Amount	32.50

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Canada

Invoice No.: [REDACTED]
Date: 05 Feb, 14
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AHS

AHS -

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
W	Each	10	water		1.75	17.50
C	Each	10	coffee		1.50	15.00
			Subtotal:			32.50

1111 PURCHASE 1111
 02-05-2014 13:45:19
 Acct # [REDACTED] M
 Exp Date [REDACTED] Card Type HC
 Name:
 Trace # [REDACTED]
 Inv. # [REDACTED] CVD Resp
 Auth # [REDACTED] RRN 001500037
 Total \$32.50
 Retain this copy for your records

Comment: Accepted Payment Methods: Visa, Master Card, Debit or Cash

Total Amount 32.50