

## Board and Executive Expense Report

**Name** Board  
**Title** AHS Board  
**Location**

Expenses submitted during the month of February 2013

Travel (1)										
Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
January to February 2013	P-Card	AHS Board and Public Meetings	124			248	372		2,687	
<b>Total</b>			\$ 124	\$ -	\$ -	\$ 248	\$ 372	\$ -	\$ 2,687	\$ -

**Total for the Month** \$ 3,059

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:**




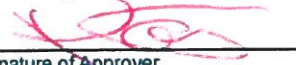
- Attached ALL original detailed receipts and supporting documents in the same order as it appears on this statement
- Cardholder AND Approver's signatures required where indicated below

<u>DECOSTE, LOU</u>	<u>EXECUTIVE SECRETARY</u>	Billing Reporting Period:	<u>20/02/2013</u>
Cardholder's Name	Cardholder's Position/Title		
<u>BOARD OFFICE</u>	<u>SOUTHLAND PARK III</u>	Total Statement Amount:	<u>\$3,058.38</u>
Cardholder's Dept	Cardholder's Site/Location		
<u>LOU.DECOSTE@ALBERTAHEALTHSERVICES.CA</u>		Last 6 digits of the P-Card #:	<span style="background-color: black; color: black;">XXXXXXXXXX</span>
Cardholder's e-mail address			

**Statement of Transactions**

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
① 17/01/2013	306400717	WESTJET 0003203714271, Westjet Airlines	123.61	CAD	123.61	23.61	.00	G.Winkel-Edm/Calg Return Exchange Ticket Fee
② 24/01/2013	306847677	GREAT EVENTS RENTALS I, EQUIPMENT RENTAL, LEASING, FURNITURE TOOL	918.74	CAD	918.74	43.75	.00	Catering Rental Items for Jan Board Meetings
③ 30/01/2013	307493224	AIRPORTER SHUTTLE EXPR, BUS LINES	138.08	CAD	138.08	6.58		Board Members transport Calgary Airport to RGH re Jan Board Mtgs
④ 31/01/2013	307493225	AIRPORTER SHUTTLE EXPR, BUS LINES	110.00	CAD	110.00	5.24		Board Members transport RGH to Calgary Airport-Jan Board Mtgs
⑤ 01/02/2013	307690660	AHS-(RGH)NUTRITION QPS, FAST-FOOD RESTAURANTS	1,767.95	CAD	1,767.95	84.19		Jan 30-31 Board Mtgs Catering for 30 -40



Signatures		
<b>Cardholder Designate (if Applicable)</b> By signing this statement <ul style="list-style-type: none"> <li>• I hereby certify that I have reviewed and reconciled this statement in BMO details 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.</li> </ul>		
<u>Lynne Nicholas</u> Name of Cardholder Designate	<u>Executive Assistant</u> Cardholder Designate Position/Title	
 Signature of Cardholder Designate	<u>21-Feb-2013</u> Date of Signature	
<b>Cardholder</b> By signing this statement <ul style="list-style-type: none"> <li>• I hereby certify that the P-Card issued to be was used for legitimate business purposes in accordance to AHS Corporate Policies and AHS P-Card Program User Guide.</li> <li>• I acknowledge that the above Cardholder Designate has completed reviews and reconciliation in BMO details Online® on my behalf (if applicable).</li> </ul>		
<u>DECOSTE, LOU</u> Name of Cardholder	<u>EXECUTIVE SECRETARY</u> Cardholder Position/Title	
 Signature of Cardholder	<u>Feb. 21, 2013</u> Date of Signature	
<b>Approver Designate (if Applicable)</b> By signing this statement <ul style="list-style-type: none"> <li>• I hereby certify that I have reviewed and approved this statement in BMO details Online® in accordance to AHS Corporate Policies, Program User Guide and Training on behalf of a authorized approver.</li> </ul>		
<u>Paula Finnon</u> Name of Approver Designate	<u>Executive Assistant</u> Approver Designate Position/Title	
 Signature of Approver Designate	<u>Feb 25/13</u> Date of Signature	
<b>Approver</b> By signing this statement <ul style="list-style-type: none"> <li>• I hereby certify that the P-card issued to be was used for legitimate business purposes in accordance to AHS Corporate Policies and AHS P-Card Program User Guide and hereby approve the transactions as listed.</li> <li>• I acknowledge that the above Approver Designate has completed reviews and approvals in BMO details Online® on my behalf (if applicable).</li> </ul>		
<u>Patti Grier</u> Name of Approver	<u>Chief of Staff, Corporate Secretary</u> Approver Position/Title	
 Signature of Approver	<u>Feb 22, 2013</u> Date of Signature	
<b>Submit approved statement with attachments to Accounts Payable:</b>		
<b>Attach:</b> <ul style="list-style-type: none"> <li>• Original itemized receipts</li> <li>• Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report)</li> </ul> And where applicable: <ul style="list-style-type: none"> <li>• Copies of pre-approvals for travel</li> <li>• Personal cheque payable to "Alberta Health Services"</li> <li>• Return, refund and/or credit receipts</li> <li>• Disputes letter</li> </ul>	<b>Address:</b> Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street Edmonton, AB T5J 3E4	
<b>Accounts Payable only:</b>		
Reference #: _____	Reviewed by: _____	Date: _____

 WestJet Flight WS255 Economy Class

Check In Confirmation:  
[REDACTED] \*24 Hours Prior)

Depart: 16:30 Thursday January 31  
Calgary Intl. Airport  
Calgary Alberta Canada

Arrive: 17:21 Thursday January 31  
Edmonton Intl. Airport  
Edmonton Alberta Canada

Status: Confirmed  
Equipment: Boeing 737-500  
Duration: 0 hours 51 minutes  
Meal: None  
Remarks: Window seat has been assigned

Booking Code: I  
Stops: Non-stop  
Seat: 02F Confirmed

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

WESTJET - Wednesday, January 30

Details

Departs: Edmonton  
Details: CONFIRMATION [REDACTED]

Invoice Details

Transaction / Document	Base	Tax	GST/HST	Total
ADDT COLLECTION / 838 3203714271	100.00		23.61	123.61
Exchanged Ticket / 8389465656915				

Fare Rules

• WestJet ticket is non-refundable. Changes are permitted up to 2 hours prior to departure at the time the change is made.

Baggage Fees & Allowances

Baggage charges may apply. Baggage allowance, specific size and weight, or contact the airline directly for details.

- [WestJet](#) or call 1-800-538-5696



**G. Winkel Travel Expenses for  
AHS Board & Public Meetings  
Jan 30-31, 2013  
Collection Fee on Exchanged Ticket**

Important Information

- Please check in at least 90 min prior to departure. Late checkin may result in the loss of seat/reservation. Check in cut off time is 30 minutes prior to departure.
- Government issued picture ID is required or two pieces Government issued ID which show name, date of birth and gender. This now includes passengers who appear to be between 12 and 17 years of age.
- ---AIRPORT SECURITY REVISIONS--- 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.tsa.gov](http://www.tsa.gov) for detailed information.
- 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 [REDACTED]. Or you can email at [REDACTED].com please mention your rescue line access code is [REDACTED].
- Your reservation number with WestJet is [REDACTED]. WestJet contact phone number is 1-800-538-5696.
- Baggage charges may apply. For more info please visit [westjet.com](http://westjet.com) baggage allowance. Specific size/weight restrictions vary between airlines. Excess charges may apply if exceeded.
- This is an electronic ticket valid only on issuing airline.



Great Events Rentals Inc.  
 7207 Fairmount Drive, S.E.  
 Calgary, AB T2H 0X6  
 Tel: 403-319-0028  
 Fax: 403-319-0459  
 EMail: rentals@greateventsgroup.com

25772.1.4

Transaction Date Thu, Jan 24, 2013

Out Tue, Jan 29, 2013  
 Due Thu, Jan 31, 2013  
 Deliver Tue, Jan 29, 2013  
 Pickup Thu, Jan 31, 2013

Operator: [REDACTED]

Use at:  
 Rockyview General Hospital  
 7007 14th Street SW

Tel:

Alberta Health Services  
 10101 Southport Rd SW  
 Attn: Lou DeCoste  
 Calgary, AB n.a  
 [REDACTED]

**Invoice**  
**Amended Confirmed Rental Reservation**  
**Delivery/Pickup**

Deliver & Pickup Shipping/Receiving. Deliver AM / Pickup after 2pm

[REDACTED]  
 GST exempt # R124072513

Qty	Description	Part Nr	Unit Price	Adj	Extended
<b>Rental Items</b>					
4 Ea	Round Tables, 6' Round Table (10 People)		20.000	0.00	80.00
40 Ea	Banquet Chairs, Banquet Chair Stacking		5.500	0.00	220.00
5 Ea	Banquet Tables, 6' Banquet Table (6-8 People 30" Wide)		8.500	0.00	42.50
15 Ea	Tablecloth-72"x120" White		8.000	0.00	120.00
8 Ea	Tablecloth-120" Round White (061)		18.500	0.00	148.00
72 Ea	Pearl White Dinnerware, Pearl White 10" Dinner Plate		0.490	0.00	35.28
72 Ea	Pearl White Dinnerware, Pearl White 6" Side Plate		0.490	0.00	35.28
72 Ea	Glass Coffee Mug 10 oz.		0.590	0.00	42.48
72 Ea	Concord Flatware, Concord Dinner Fork		0.400	0.00	28.80
72 Ea	Concord Flatware, Concord Dinner Knife		0.400	0.00	28.80
72 Ea	Concord Flatware, Concord Tea Spoon		0.400	0.00	28.80
72 Ea	Concord Flatware, Concord Soup Spoon		0.400	0.00	28.80



Settlement				Summary	
Mastercard		01/24/2013	918.74	Deliveries	80.00
				Table Rental Revenue	122.50
				Chair Rental Revenue	220.00
				Dinnerware Rental Revenue	70.56
				Flatware Rental Revenue	115.20
				Glassware Rental Revenue	42.48
				Tablecloths - Linen Rental Revenue	268.00
				<b>Total Charges</b>	918.74
				<b>Deposits on Contracts</b>	918.74

**AHS Board Meetings** (2)  
**Rockyview General Hospital**  
**Jan 30-31, 2013 working session luncheons**  
**Rental Items for catering services for 40**  
 (Board Attendees, & RGH Staff  
 ( Board Attendees & HQCA members

Please review, sign & fax back

Customer Signature: \_\_\_\_\_

Airport (2012) Shuttle Express Ltd.

2536 7th Avenue N.E.

Calgary, Alberta T2A 2L7

# Sales Receipt

Date	Sale No.
1/30/2013	1174

Sold To
AHS [REDACTED]

Cheque No.	Payment Method	Project
005.002	MasterCard	

Description	Qty	Rate	Amount
321636 - Van Charter - from Calgary Airport to Rockyview Hospital @ 0830 hrs		100.00	100.00
Calgary Airport Authority Exit/Pickup/Parking Fees		28.08	28.08
Driver's Gratuity		10.00	10.00
GST On Sales		5.00%	0.00
<b>AHS Board Meetings - Jan 30-31,2013 (3) Rockyview Hospital, Calgary Transportation for Out-of-town Board Members provided on January 30, 2013</b>			
Thank you for choosing Airport Shuttle Express		<b>Total</b>	CAD 138.08

GST/HST No.

854372406

Airport (2012) Shuttle Express Ltd.

2536 7th Avenue N.E.  
Calgary, Alberta T2A 2L7

# Sales Receipt

Date	Sale No.
1/30/2013	1175

Sold To
AHS [REDACTED]

Cheque No.	Payment Method	Project
005.004	MasterCard	

Description	Qty	Rate	Amount
321637 - Van Charter transfer from Rockyview Hospital returning to Calgary Airport @ 1230 hrs		100.00	100.00
Driver's Gratuity		10.00	10.00
GST On Sales		5.00%	0.00
Thank you for choosing Airport Shuttle Express			<b>Total</b> CAD 110.00

AHS Board Meetings - Jan 30-31,2013 (4)  
Rockyview Hospital, Calgary  
Transportation for Out-of-town Board Members  
provided on January 31, 2013





## Nutrition and Food Service, Retail Food Service Catering Requisition



Site	Phone	Fax
ACH	403-955-7879	403-955-2424
FMC	403-944-1937	403-944-1848
PLC	403-943-4671	403-250-1250
RGH	403-943-3553	403-943-3638

Function Name:	AHS Board Office	Requisitioned By:	Lou DeCoste
Date of Function:	Jan 30-31, 2013	Department:	AHS Board Office
Room/ Location:	10th Floor	Phone Number:	[REDACTED]
Number of People:	275	Fax Number:	[REDACTED]
Time (start - end):	7:15 AM - 3:00 PM	Date Ordered:	

### STANDARD ITEMS

BEVERAGES											
COFFEE / TEA	Qty	Price	JUICE	Qty	Price	MILK (250 ml)	Qty	Price	Miscellaneous	Qty	Price
Coffee Regular		1.80	Bottled Fruit Juice 300ml		1.90	Skim		1.45	Soft Drinks Canned		1.70
Coffee Decaf		1.80	Vegetable Juice		2.60	1%		1.45			
Herbal Tea		1.90	V8 Splash		2.60	Chocolate So Good Soy		2.50	Bottled Water 355 ml		1.90
Tea		1.45	COFFEE ORDERED IN MULTIPLES OF 8								

### BAKED GOODS & FRESH IDEAS

Item	Qty	Price	Other Fresh Ideas	Qty	Price	Fruit	Qty	Price
Bagels		1.70	Fruit Loaf Slice		2.50	Individual Yogurt		1.45
Cinnamon Bun/Mini		1.45	Square-Rice Krispie/Puffed Wheat		1.50	Yogurt Parfait		3.10
Scones		1.70	Mini Tart		0.65	Fresh Fruit Whole		0.95
Muffin		1.45	2 Bite Brownie		0.65			

### OTHER OPTIONS

Item	Qty	Price	Item	Qty	Price	Item	Qty	Price
Cottage Cheese Combo		2.50	Cream Cheese(light)		0.75			
			Cream Cheese(Flavored)		0.75			

### SALADS and SOUP

Item	Qty	Price	Item	Qty	Price	Item	Qty	Price
Caesar (side)		3.60	Spinach (side)		3.60	Garden (side)		3.60
Caesar (Entrée)		5.00	Spinach (Entrée)		5.00	Soup/Crackers		2.75
Caesar w Grilled Chicken		6.40	Chef (Entrée)		6.40	Multigrain Roll		0.85

### PLATTERS

Vegetables & Dip Platter	Qty	Price	Seasonal Fruit Platter	Qty	Price	Deli Sandwich Platter	Qty	Price
Small (8-12)		25.00	Small (8-12)		25.00	Small (8-12)		47.50
Medium (15-25)		50.00	Medium (15-25)		50.00	Medium (15-25)		94.75
Large (26-35)		75.00	Large (26-35)		75.00	Large (26-35)		142.00

TOTAL	\$0.00
TOTAL	\$0.00

OTHER/ COMMENTS: *SEE ATTACHMENT FOR DETAILS. \$1767.95*

STYLE OF SERVICE (check a box)  Cart Delivery  Plate Service   Pick up

FINANCIAL Functional Centre

Authorized Expenditure Officer  
NAME PRINTED \_\_\_\_\_ SIGNATURE \_\_\_\_\_

NON CORPORATE

METHOD OF PAYMENT  Cheque  Credit Card  Cash

Address \_\_\_\_\_  
Fax Number \_\_\_\_\_

**AHS Board Meetings January 30-31, 2013**  
**Location: Rockyview General Hospital**  
**Catering for 30-40 - Board Members,**  
**HQCA members, Exec and Support Staff**

*NO GST ADDED.*



Date	Time	Event	Room Number	# of Customers	Cost	Total
30-Jan	7:15	Classic Cont Brfst	10331	14	\$ 3.95	\$ 55.30
30-Jan	9:00	Executive Brfst	10302	21	\$ 6.95	\$ 145.95
30-Jan	9:00	Classic Cont Brfst	10340	4	\$ 3.95	\$ 15.80
30-Jan	11:15	Hot Lunch	10331A	26	\$ 14.00	\$ 364.00
30-Jan	11:15	Soup/ Sand. Lunch	10330	7	\$ 12.50	\$ 87.50
30-Jan	3:00	Cheese Tray	10302	21	\$ 5.00	\$ 105.00
30-Jan	3:00	Sweet Tray	10302	21	\$ 2.95	\$ 61.95
30-Jan	3:00	Fruit Tray	10302	21	\$ 2.95	\$ 61.95
30-Jan	3:00	Coffee	10302	21	\$ 1.80	\$ 37.80
30-Jan	3:00	Assorted Pop	10302	21	\$ 1.70	\$ 35.70
30-Jan	3:00	Cheese Tray	10340	5	\$ 5.00	\$ 25.00
30-Jan	3:00	Sweet Tray	10340	5	\$ 2.95	\$ 14.75
30-Jan	3:00	Assorted Pop	10340	5	\$ 1.70	\$ 8.50
31-Jan	7:30	Executive Brfst	10302	20	\$ 6.95	\$ 139.00
31-Jan	7:30	Executive Brfst	10340	5	\$ 6.95	\$ 34.75
31-Jan	10:15	Soup/ Sand. Lunch	10331A	39	\$ 12.50	\$ 487.50
31-Jan	10:15	Soup/ Sand. Lunch	10330	7	\$ 12.50	\$ 87.50
31-Jan	11:15	4 Jugs Iced Water	10331	12		
				<b>Total</b>		\$ 1,767.95

GST not included

275