

## Board and Executive Expense Report

**Name** Chris Mazurkewich  
**Title** EVP & Chief Operating Officer  
**Location** Calgary

Expenses submitted during the month of December 2012

Travel (1)										
Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
November/ December 2012	P-Card	Various meetings	895	-	618	205	1,718	-	-	-
November/ December 2012	Expense Claim	Meetings	-	41	-	-	41			
<b>Total</b>			\$ 895	\$ 41	\$ 618	\$ 205	\$ 1,759	\$ -	\$ -	\$ -

**Total for the Month** \$ 1,759

Maximum meal expense claimed in the month \$ 21  
 Maximum daily hotel rate claimed in the month \$ 149  
 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>MAZURKEWICH, CHRIS</u> Cardholder's Name	<u>EXECUTIVE VICE PRESIDENT &amp;</u> Cardholder's Position/Title	Billing Reporting Period: <u>20/12/2012</u>	
<u>FINANCE</u> Cardholder's Dept	<u>SOUTHPORT</u> Cardholder's Site/Location	Total Statement Amount: _____	
<u>CHRIS.MAZURKEWICH@ALBERTAHEALTHSERVICES.CA</u> Cardholder's e-mail address		Last 6 digits of the P-Card # <span style="background-color: black; color: black;">XXXXXXXXXX</span>	

025253670

Statement of Transactions								
Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
19/11/2012	301635690	RED ARROW EXPRESS LTD. BUS LINES	144.90	CAD	144.90	6.90		Dec 12-13 travel to EDM, Board Meeting
26/11/2012	302184976	AIR CAN 0142114915712, AIR CANADA	430.03	CAD	430.03	.00		00Flight to EDM Dec 3-4, meeting cancelled credit on file
26/11/2012	302184977	AIR CAN 0142114916411, AIR CANADA	403.25	CAD	403.25	.00		.00Flight to EDM, in person, President's Speaker Series
28/11/2012	302471296	AIR CAN 0142115011269, AIR CANADA	8.93	CAD	8.93	.00		.00Flight Change - total additional fare
28/11/2012	302471297	AIR CAN 0142115011269, AIR CANADA	52.50	CAD	52.50	.00		.00Flight change fee, Cal-Edm Dec 6
29/11/2012	302471294	DELTA EDMONTON CENTRE, CP (CANADIAN PACIFIC) HOTELS	154.11	CAD	154.11	7.34		EDM Hotel Nov 27- in person MDM Meeting Nov 28
30/11/2012	302471295	DELTA EDMONTON CENTRE, CP (CANADIAN PACIFIC) HOTELS	187.13	CAD	187.13	8.91		EDM Hotel Nov 28, in person Results Based Budgeting meeting
06/12/2012	303310231	AIRPORT TAXI SERVICE, LIMOUSINES AND TAXICABS	60.00	CAD	60.00	2.86		Taxi - YEG to 7th St Plaza - Dec 6
08/12/2012	303310229	DELTA EDMONTON CENTRE, CP (CANADIAN PACIFIC) HOTELS	119.99	CAD	119.99	5.71		Hotel Dec 6, IHE Innovation Forum and President's
13/12/2012	303776202	THE WESTIN EDMONTON, WESTIN HOTELS	156.51	CAD	156.51	7.51		.00Hotel Dec 12, Board Meeting in Edm

Transactions without Receipts or supporting documentation								
Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
07/12/2012	303310230	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	50.40	CAD	50.40	2.40		00Parking at Calgary Airport Dec 6-7



P-Card  
details Online®  
Cardholder Statement Report

<b>Signatures</b>		
<p>Cardholder Designate (if Applicable) By signing this statement</p> <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 transactions to the proper cost centre</li> </ul>		
<p><u>Kristina Russell</u> Name of Cardholder Designate</p> <p><u>Russell</u> Signature of Cardholder Designate</p>	<p><u>Exec. Admin Coordinator</u> Cardholder Designate Position/Title</p> <p><u>Dec 20, 2012</u> Date of Signature</p>	
<p>Cardholder By signing this statement</p> <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>		
<p><u>MAZURKEWICH, CHRIS</u> Name of Cardholder</p> <p><u>Chris Mazurkewich</u> Signature of Cardholder</p>	<p><u>EXECUTIVE VICE PRESIDENT &amp; COO</u> Cardholder Designate Position/Title</p> <p><u>[Signature]</u> Date of Signature</p>	
<p>Approver Designate (if Applicable) By signing this statement</p> <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>		
<p>_____ Name of Approver Designate</p> <p>_____ Signature of Approver Designate</p>	<p>_____ Approver Designate Position/Title</p> <p>_____ Date of Signature</p>	
<p>Approver By signing this statement</p> <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>		
<p><u>Deb Rhodes</u> Name of Approver</p> <p><u>Deborah Rhodes</u> Signature of Approver</p>	<p><u>Acting CFO + SVP Finance</u> Approver Position/Title</p> <p><u>Dec 21/12</u> Date of Signature</p>	
<p>Submit approved statement with attachments to Accounts Payable</p>		
<p>Attach:</p> <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> <p>And where applicable:</p> <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>	<p>Address:</p> <p>Alberta Health Services Accounts Payable 7th Floor Plaza 10th Floor North Tower, 10110 107 Street Edmonton, AB T5J 2E4</p>	
<p>Accounts Payable only</p>		
Reference # _____	Reviewed by: _____	Date: _____

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**Kristina Russell**

**From:** Reservations [itinerary@redarrow.ca]  
**Sent:** November 26, 2012 9:49 AM  
**To:** Kristina Russell  
**Subject:** Invoice

Red Arrow Calgary to Edmonton  
and return, December 12-13  
for Committee of the Whole  
Board Meetings

**Invoice**

Date: 2012-11-26

Bill To

You can reach us at

Website User

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
968922	2012-11-19	139230	-	-	2012-12-12	2012-12-13	-	Website User

Travellers:

Mazurkewich/Chris

*Board meeting*

Product	Details	Duration	Price Basis	Qty	Each	Billed
CEEXP 06:00 Assigned to: 05A	Departs: Calgary (CALGARY NORTH) 2012-12-12 at 06:15 Arrives: Edmonton (Edmonton Ticket Office) 2012-12-12 at 09:20	3 hrs 5 mins	Adult	1	70.48	74.00
EDMCAL 14:00 Assigned to: 02A	Departs: Edmonton (Edmonton Ticket Office) 2012-12-13 at 14:00 Arrives: Calgary (CALGARY NORTH) 2012-12-13 at 17:35	3 hrs 35 mins	Adult	1	70.48	74.00

Payments Received

Date	From	Reference	Amount
2012-11-19	Chris Mazurkewich	MasterCard [REDACTED]	144.90 CAD

Base Price: 140.96 CAD  
 Discounts: 3.10 CAD  
 Service Charges: 0.00 CAD  
 GST: 7.04 CAD  
 Invoice Total: 144.90 CAD  
 Commission: 0.00 CAD  
 Received: 144.90 CAD  
 Balance: 0.00 CAD

Red Arrow reserves the right to conduct baggage checks at any time.  
When Travelling with Red Arrow you may be asked for ID at any time. \*\*\*\*\*  
GST# BN139901476

CORPORATE BILLING ACCOUNTS - PLEASE PAY OFF OF YOUR MONTHLY STATEMENT & NOT OFF OF INDIVIDUAL INVOICES. PLEASE REMIT PAYMENT TO THE ADDRESS LISTED ON YOUR STATEMENT. THANK YOU.

IF YOU WISH TO MAKE ANY CHANGES TO THIS RESERVATION - time change, date change, or cancel for a full refund - we require 3 hours notice prior to P.M. departures and a half hour notice prior to A.M. departures. Wheelchair reservations & cancellation to travel bookings during our Christmas Blackout period (December 13, 2012 to January 3, 2013) require 24 hours notice. Failure to provide proper notice of time change or cancellation, and/or failure to arrive on time for departure will result in forfeiture of funds paid and the ability to get a refund. If you wish to change or cancel your booking, please contact our Central Reservation line at 1-800-232-1958 Thank you for choosing Red Arrow.

Check-in online and print my boarding pass.

Can my booking be changed online?

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### Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8380 <sup>1</sup>	<b>Calgary (YYC)</b> Mon 03-Dec 2012 06:00	<b>Edmonton, Edmonton Int'l (YEG)</b> Mon 03-Dec 2012 06:59	0	0hr59	CRJ	Jango Plus, W	
AC8157 <sup>1</sup>	<b>Edmonton, Edmonton Int'l (YEG)</b> Tue 04-Dec 2012 18:00	<b>Calgary (YYC)</b> Tue 04-Dec 2012 18:53	0	0hr53	CRJ	Jango Plus, S	

Operated by:

<sup>1</sup> Air Canada Express - Jazz

### Passenger Information

**1: Mr Christopher Mazurkewich : Adult (16+), Ticket Number: 0142114915712**

Air Canada - XXXXXXXXXX Meal Preference : **None**  
Aeroplan : XXXXXXXXXX  
Payment Card: XXXXXXXXXX Special Needs: **None**  
Seat Selection: **AC8380 5C, AC8157 5C**

### Purchase Summary

Promotion Code: **7R3JEJU1 - Special Offer - Save 15 percent**

#### Fare Summary

Passenger Type	Adult
Departing Flight - Jango Plus - discount applied	<b>164.90</b>
Return Flight - Jango Plus - discount applied	<b>156.40</b>
Surcharges	21.00

#### Taxes, Fees and Charges

Canada Airport Improvement Fee	50.00
Canada Goods and Services Tax (GST/HST #10009 2.87 RT0001)	20.40
Air Travellers Security Charge (ATSC)	11.75
Total airfare and taxes before options (per passenger)	<b>430.03</b>
Number of passengers	1
RDC Travel Insurance (declined)	0.00

**Grand Total - Canadian dollars**

**\$430.03**

The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$430.03 (Airfare - per ticket)

Ticket number(s): 0142114915712

Travel to Edmonton for  
Capital Projects Senior Executive Committee Meeting  
December 3-4  
Meeting cancelled credit on file

### enRoute City Guide

Edmonton



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						Type
AC8380 <sup>1</sup>	<b>Calgary (YYC)</b> Fri 07-Dec 2012 06:00	<b>Edmonton, Edmonton Int'l (YEG)</b> Fri 07-Dec 2012 06:59	0	0hr59	<u>DH3</u>	Tango Plus, S
AC8155 <sup>1</sup>	<b>Edmonton, Edmonton Int'l (YEG)</b> Fri 07-Dec 2012 17:00	<b>Calgary (YYC)</b> Fri 07-Dec 2012 17:53	0	0hr53	<u>DH3</u>	Tango Plus, S

Operated by:  
<sup>1</sup> Air Canada Express - Jazz

**Passenger Information**

**1: Mr Christopher Mazurkewich : Adult (16+), Ticket Number: 0142114916411**

Air Canada - [REDACTED] Meal Preference : **None**  
Aeroplan : [REDACTED]  
Payment Card: [REDACTED] Special Needs: **None**  
Seat Selection: **None**

**Purchase Summary**

Promotion Code: **7D3VJCF1 - Special Offer - Save 15 percent**

**Fare Summary**

	<b>Adult</b>
Passenger Type	
Departing Flight - <u>Tango Plus</u> - discount applied	<b>147.90</b>
Return Flight - <u>Tango Plus</u> - discount applied	<b>147.90</b>
Surcharges	24.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	19.20
Air Travellers Security Charge (ATSC)	11.25
Total airfare and taxes before options (per passenger)	<b>403.25</b>
Number of passengers	1
RBC Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$403.25</b>

The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$403.25 (Airfare - per ticket)  
Ticket number(s): 0142114916411

Travel to Edmonton December 7  
for in-person  
President's Speaker Series.  
Presence requested by Dr. Eagle

**enRoute City Guide**

**Edmonton**

Sitting on the 53rd parallel, Edmonton is the most northern city in the Americas with a population of over one million. Though it does feel northerly, it doesn't feel particularly crowded, maybe because it straddles the North Saskatchewan River to create the largest urban green space in North America...



Operated by:  
Air Canada Express - Jazz

### Passenger Information

1: Mr Christopher Mazurkewich : Adult (16+), Ticket Number: 0142115011269

Air Canada - [REDACTED] Meal Preference : Regular  
Aeroplane : [REDACTED]  
Payment Card: [REDACTED] Special Needs: None  
Seat Selection: AC8170 5D , AC8155 5C

### Additional charges and/or refund summary

Promotion Code: 7D3VJCF1 - Special Offer - Save 15 percent

	Additional charges
Passenger Type	Adult
Airfare (includes Surcharges) - discount applied	8.50
<b>Taxes, Fees and Charges</b>	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	0.43
Total Additional Fare	8.93
<b>Extra Charges (Change Fee)</b>	
Change Fee	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	2.50
Total Extra Charge (Change Fee)	52.50
Number of passengers	1
<b>Grand Total - Canadian dollars</b>	<b>\$61.43</b>

The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$8.93 (Airfare)

Air Canada: \$52.50 (Change Fee per ticket)

Ticket number(s): 0142115011269

Change to flight on December 7  
to December 6  
in order to attend IHE Innovation Forum  
and other in person meetings

### enRoute City Guide

## Edmonton

Sitting on the 53rd parallel, Edmonton is the most northern city in the Americas with a population of over one million. Though it does feel northerly, it doesn't feel particularly crowded, maybe because it straddles the North Saskatchewan River to create the largest urban green space in North America...



[Read the complete guide](#)

What do you think of our new City Guide feature?

### Fare Rules

Departing Flight Calgary (YYC) To Edmonton (YEG) - Tango Plus

Return Flight Edmonton (YEG) To Calgary (YYC) - Tango Plus

• Changes:



**DELTA**  
EDMONTON CENTRE  
SUITE HOTEL

10222 - 102 Street, Edmonton, Alberta T5J 4C5  
Tel: 780-429-3900 Fax: 780-426-0562

Mr Chris Mazurkewich  
AB Health Services  
10101 Southport Road SW  
Calgary AB T2W3N2  
Canada

Room: 0737  
Folio: [REDACTED]  
Cashier: 457  
Arrival: 11-27-12  
Departure: 11-28-12

Date	Description	Additional Information	Charges	Credits
11-27-12	Room Charge		119.00	
11-27-12	Room - GST		6.01	
11-27-12	Room - Tourism Levy		4.81	
11-27-12	Room - Destination Mkt. Fee		1.19	
11-27-12	Parking - Self Parking		23.10	
11-28-12	Mastercard	[REDACTED]		154.11

Total	154.11	154.11
Balance Due	0.00 CDN	

GST Summary

Registration No: 899111215  
Room 6.01  
F&B 0.00  
Other 1.10  
Total 7.11

Hotel in Edmonton, night of Nov 27  
Early morning meeting on Nov 28  
with Minister/Deputy Minister

*- per diem supper  
rate please  
- Hotel gave me a bill  
per night*

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.





**DELTA**  
EDMONTON CENTRE  
SUITE HOTEL

10222 - 102 Street, Edmonton, Alberta T5J 4C5  
Tel: 780-429-3900 Fax: 780-426-0562

GOVT AB  
Mr Chris Mazurkewich  
AB Health Services  
10101 Southport Road SW  
Calgary AB T2W3N2  
Canada

Room: 0737  
Folio: [REDACTED]  
Cashier: 457  
Arrival: 11-28-12  
Departure: 11-29-12

Date	Description	Additional Information	Charges	Credits
11-28-12	Room Charge		149.00	
11-28-12	Room - GST		7.52	
11-28-12	Room - Tourism Levy		6.02	
11-28-12	Room - Destination Mkt. Fee		1.49	
11-29-12	Parking - Self Parking		23.10	
11-29-12	Mastercard	[REDACTED]		187.13

Total	187.13	187.13
Balance Due	0.00	CDN

GST Summary

Registration No: 899111215  
Room 7.52  
F&B 0.00  
Other 1.10  
Total 8.62

Hotel in Edmonton, night of Nov 28  
In person meetings on Nov 29  
Results-Based Budgeting

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

*YEd  
airport to  
107 St office*

AIRPORT TAXI SERVICE  
1608-101-51 16569  
EDMONTON AB  
22296335

**PURCHASE**

DATE 2017 08 21  
TIME 11:17  
DATE TIME Card Type  
CHRIS HAZENBACH  
1600041010  
# 150  
# 102310

Purchase \$55.00  
Tip \$5.00  
Total \$60.00

( 00 ) APPROVED-THANK YOU

Retain this copy for your records  
Customer copy

CSI 31107325 R10001  
780-990-7070

Taxi December 6  
Edmonton Airport  
to 7th Street Plaza

Parking at Calgary Airport  
December 6-7 while attending  
IHE Innovation Forum  
and President's Speaker Series  
\$50.40  
Missing receipt

*C. Myubrid*



**DELTA**  
EDMONTON CENTRE  
SUITE HOTEL

10222 - 102 Street, Edmonton, Alberta T5J 4C5  
Tel: 780-429-3900 Fax: 780-426-0562

GOVT AB  
Mr Chris Mazurkewich  
AB Health Services  
10101 Southport Road SW  
Calgary AB T2W3N2  
Canada

Room: 0735  
Folio: [REDACTED]  
Cashier: 415  
Arrival: 12-06-12  
Departure: 12-07-12

Date	Description	Additional Information	Charges	Credits
12-06-12	Room Charge		109.00	
12-06-12	Room - GST		5.50	
12-06-12	Room - Tourism Levy		4.40	
12-06-12	Room - Destination Mkt. Fee		1.09	
12-07-12	Mastercard	[REDACTED]		119.99
<b>Total</b>			<b>119.99</b>	<b>119.99</b>
<b>Balance Due</b>			<b>0.00</b>	<b>CDN</b>

GST Summary	
Registration No: 899111215	
Room	5.50
F&B	0.00
Other	0.00
<b>Total</b>	<b>5.50</b>

Edmonton Hotel December 6  
for IHE Innovation Forum  
and President's Speaker Series

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

*Board Meeting*

The Westin Edmonton  
10135 100 St  
Edmonton, AB T5J 0N7  
Canada  
Tel: 780-426-3636 Fax: 780-428-1454

Mr Chris Mazurkewich  
Alberta Health Services

Page Number : 1  
Guest Number: [REDACTED]  
Folio ID : A  
No. Of Guest: 1  
Room Number : 1909  
Room Rate : 149.00  
Club Account:

Invoice Nbr: 136843  
Arrive Date: 12-DEC-12 17:15  
Depart Date: 13-DEC-12

Email: Has Not Been Asked For  
Email  
AHL11B - Alberta Health Servic

Information Invoice

Tax ID: 861336493RT0005  
The Westin Edmonton 13-DEC-12 07:13 SUJIRAI

Date	Reference	Description	Charges	Credits
12-DEC-12	RT1909	Room Charge	149.00	
12-DEC-12	RT1909	DMF	1.49	
12-DEC-12	RT1909	Tourism Levy	6.02	
13-DEC-12	MC	Mastercard	-156.51	
		** Total	156.51	-156.51
		*** Balance	0.00	

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

Continued on the next page

Edmonton Hotel, December 12  
Board Meeting  
Committee of the Whole

The Westin Edmonton  
10135 100 St  
Edmonton, AB T5J 0N7  
Canada  
Tel: 780-426-3636 Fax: 780-428-1454

Mr Chris Mazurkewich  
Alberta Health Services

Page Number : 2  
Guest Number: XXXXXXXXXX  
Folio ID : A  
No. Of Guest: 1  
Room Number : 1909  
Room Rate : 149.00  
Club Account:

Invoice Nbr: 136843  
Arrive Date: 12-DEC-12 17:15  
Depart Date: 13-DEC-12

Email: Has Not Been Asked For  
Email  
AHL11B - Alberta Health Servic

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As a Starwood Preferred Guest, you could have earned 298 Starpoints for this visit. Please provide your member number or enroll today.

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EXPENSE SUMMARY REPORT

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other
12-DEC-12	149.00	0.00	6.02	0.00	0.00	1.49
-----						
Total	149.00	0.00	6.02	0.00	0.00	1.49

Date	Total	Payment
12-DEC-12	156.51	0.00
-----		
Total	156.51	0.00

## TRAVEL, HOSPITALITY & WORKING SESSION EXPENSE CLAIM

<b>SECTION A. EMPLOYEE DETAILS (for AHS Staff ONLY)</b>	
<ul style="list-style-type: none"> <li>* Enter Employee # (old) and Employee # (E-People) if your payroll has migrated to the New E-People payroll system</li> <li>* Indicate N.A in the Employee # (E-People) if your payroll has not migrated to the New E-People payroll system</li> <li>* If you are a new employee and your payroll is E-People you will only have an Employee # (E-People)</li> </ul>	Expense Date From: <u>21-Nov-12</u> To <u>20-Dec-12</u> Travel Period from: <u>21-Nov-12</u> To <u>20-Dec-12</u> (if applicable) Out-of-Province Travel: <u>No</u>
Name: <u>Chns Mazurkewich</u> Position (Title): <u>EVP &amp; COO</u>	
Location: <u>Southport Tower</u> Dept: <u>Office of the EVP &amp; COO</u> DOFA Level: <u>2a</u> (if applicable) Union: _____ Business Phone #: _____ Ext. _____	
Employee # (E-People): _____ Employee # (REQUIRED # prior to E-People migration): _____	

<b>SECTION E. FINANCE CODING &amp; TOTAL CLAIM</b>																																																																						
CAPITAL PROJECT CODING ONLY → Project Number _____ Project Task Number _____ Expenditure Organization _____ Expenditure Type _____																																																																						
<b>Total - Section B: Travel - Pg 2</b>	<b>Total - Section C&amp;D: Other &amp; Foreign Expenses - Pg 3</b>	<b>TOTAL REIMBURSEMENT</b>																																																																				
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<b>SECTION F. AUTHORIZATION</b>	
If applicable, print the name of the person (other than claimant) that prepared the claim along with phone number so if there are any questions contact can be easily made. Employee and approval signatures required as well as DOFA level (delegation of authority level) and Position # of the approver.	
Claim Prepared by (PRINT ONLY): <u>Kristina Russek</u> Phone # _____ Ext. _____	
I hereby acknowledge that I have read the "Travel, Hospitality and Working Session Expenses Policy" of Alberta Health Services and hereby confirm that the expenses claimed are in compliance with such policy. I hereby certify that the expenses listed above have not been previously claimed by me or on my behalf from Alberta Health Services or other organization.	
Employee Signature: <u>[Signature]</u> Date: <u>Dec 21/12</u>	
I hereby certify that I have reviewed the expenses and they are in accordance with the applicable policies (Policy #s 1118, 1122). Approved claim form with receipts should be sent by the approver directly to Accounts Payable for processing.	
Approved By (PRINT ONLY): <u>Deb Rhodes</u> DOFA Level _____ Position # <u>A</u> Phone # _____ Ext. _____	
Signature: <u>[Signature]</u> Title: <u>Acting CFO, SVP Finance</u> Date: <u>Dec 21/12</u>	
Approved By (PRINT ONLY): _____ DOFA Level _____ Position # _____ Phone # _____ Ext. _____	
Signature: _____ Title _____ Date _____	

Health and Personal Information on this form is collected by AHS under the authority of section 26(a) of the Health Information Act (HIA) and sections 33(c) and 34(1) of the Freedom of Information and Protection of Privacy (FOIP) Act respectively for the purpose of administering AHS Programs and Pay Programs. For more information, question or concern about the collection, use or disclosure of your health and personal information, please contact Mark Patry, Director Accounts Payable at 780-735-0506 or email: [Mark.Patry@ahs.ab.ca](mailto:Mark.Patry@ahs.ab.ca)

EXPENSE CLAIM DETAILS

Enter Finance Coding **101 - 0005 - 71110101000** Emp # (E-People) ██████████ Emp # (prior to E-people) \_\_\_\_\_ Page **2A**

*If expenses incurred are for multiple FC's please use pages 2B,2C,2D (after pg3) as there should be one FC per page OR if more lines are required for the same FC use these additional pages Enter total \$ amount on slip, **DO NOT** separate any taxes (eg GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.*

**SECTION B: TRAVEL EXPENSES** NOTE: If expenses do not fall into these categories such as Hospitality, Working Session Relocation, Continuing Education, Business Insurance go to SECTION C

Select from dropdown menu (column Province) where expenses were incurred (Out of N.America = Inter!).  
 Ensure separate lines are used for claim items that differ in Province US and Out of North America

Date dd-mm-yy	Purpose of Travel 55 characters maximum -length of shaded area	Province, US, or Out of N.America	What is travel related to?	Meal (Select type from dropdown)			Airfare Bus/LRT Parking	Hotel	Rental Car	Taxi	Fuel	Mileage (km)
				Type	w/receipt	w/o receipt or per diem						
27-Nov-12	In person mtg in EDM with Minister and Deputy Minister	AB	Meeting	D		\$20 75						
17-Dec-12	In person mtg in EDM with Minister and MLA	AB	Meeting	D		\$20 75						
<b>SUBTOTALS</b>												Total Kms

<p style="text-align: center;"><u>MEAL PER DIEM RATES</u></p> <p>B = Breakfast = \$9.20   L = Lunch = \$11.60   D = Dinner = \$20 75   A = ALL MEALS = \$41.55                  BL = Breakfast &amp; Lunch = \$20 80   BD = Breakfast &amp; Dinner = \$29 95   LD = Lunch &amp; Dinner = \$32 35</p>	<p style="text-align: right;">Enter \$0.505 km, \$0.47 km OR rate per Union Agreement (see Mileage details to the left)</p>
<p><u>MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle</u>                  → details of travel location to &amp; from must be included above under the purpose of travel column</p> <p style="text-align: center;"><b>\$0.505 per km for under 5,000km/yr</b>  <b>\$0.47 per km for over 5,000km/yr</b>                  or per Union Agreement</p>	<p style="text-align: right;">Mileage \$ _____</p> <p style="text-align: right;">Travel \$ Subtotal <b>\$41 50</b></p> <p style="text-align: right;">Enter on page 1 TOTAL TRAVEL \$ <b>\$41.50</b></p> <p><i>Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2s can be found at end of form</i></p>