

## Official Administrator and Executive Expense Report

**Name** Colleen Turner  
**Title** VP, Community Engagement & Communications (acting)  
**Location** Calgary  
 Expenses submitted during the month of January 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)
Jan-14	P-Card	Meetings	1,242				1,242			
Jan-14	Expense Claim	Meetings		122	149	216	487			
Total			\$ 1,242	\$ 122	\$ 149	\$ 216	\$ 1,729	\$ -	\$ -	\$ -

**Total for the Month** \$ 1,729

Maximum meal expense claimed in the month \$ 21  
 Maximum daily hotel rate claimed in the month \$ 139  
 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

TURNER, COLLEEN	VICE PRESIDENT,	Billing Reporting Period:	20/01/2014
Cardholder's Name	Cardholder's Position/Title		
COMMUNICATIONS	SOUTHPORT TOWER	Total Statement Amount:	\$1,242.80
Cardholder's Dept	Cardholder's Site/Location		
COLLEEN.TURNER@ALBERTAHEALTHSERVICES.CA		Last 6 digits of the P-Card #:	████████
Cardholder's e-mail address			

**Statement of Transactions**

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
31/12/2013	038653613	AIR CAN 0142129174244, AIR CANADA	52.50	CAD	52.50	✓	00	Change fee for using credit from November 7 ELT meeting that was cancelled
31/12/2013	038653614	AIR CAN 0142129174244, AIR CANADA	261.58	CAD	261.58	✓	00	January 7 ELT Meeting in Edmonton
09/01/2014	039442356	AIR CAN 0142129184369, AIR CANADA	448.61	CAD	448.61	✓	00	January 14 ELT meeting in Edmonton
16/01/2014	040137269	AIR CAN 0142129902759, AIR CANADA	480.11	CAD	480.11	✓	00	January 21 ELT meeting in Edmonton

①  
②  
③  
④

✓  
Approved on-line  
PB



RUN DATE: 01/21/2014


## Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.

**Please bring your itinerary-receipt to the airport.**

### Main Contact Information

Booking reference: 

**Name:** Ms Colleen Turner  
**E-mail:** COLLEEN.TURNER@ALBERTAHEALTHSERVICES.CA  
**Form of payment:** 

**Customer Care**  
**Air Canada Reservations**  
 1-888-247-2262  
**Air Canada Flight Information**  
 1-888-422-7533

International Reservations

Alert me of flight changes

Flight notification

### Flight Itinerary

Flight	From	To	Aircraft	Booking class	Status
AC8170	Calgary (YYC)	Edmonton International (YEG)	DH3	W	Confirmed
<i>Operated by:</i>	Tue 07-Jan 2014	Tue 07-Jan 2014			
<i>Air Canada Express-Jazz</i>	06:00	06:59			
AC8157	Edmonton International (YEG)	Calgary (YYC)	DH3	W	Confirmed
<i>Operated by:</i>	Tue 07-Jan 2014	Tue 07-Jan 2014			
<i>Air Canada Express-Jazz</i>	18:00	18:53			

### Passenger Information

**Passenger 1**  
**Name:** Ms Colleen Turner  
**Frequent Flyer Pgm:** Air Canada Aeroplan  
**Ticket number:**   
**Program number:** 

### Purchase Summary

Passenger: 1 Ticket number [REDACTED]

Date of issue

31-Dec-2013

Fare Amount in Canadian dollars:

358.00

(including *navigational & other charges*)

**Taxes, Fees & Charges**

Canada Security Charge (CA)

7.13

Canada Goods and Services Tax (GST/HST #10009-2287) (XG)

12.45

Canada Airport Improvement Fee (SQ)

30.00

**Total Fare in Canadian dollars:**

261.58A

**Options**

Change fee in Canadian dollars

50.00

Canada Goods and Services Tax (GST/HST #10009-2287) (XG)

2.50

Ticket particularities:

AC ONLY/NON-REF/CHGE FEE

*\*Fare calculation:*

07JAN14YYC AC YEA Q12.00R167.00AC YYC Q12.00R167.00CAD358.00

END ROE1.00 PD7.12CA8.91XG25.00SQ

*Canadian tax registration numbers:*

XG Canada Goods and Service Tax (GST) #10009-2287

RC Canada Harmonized Sales Tax (HST) #10009-2287

XQ Quebec Sales Tax (QST) #1000-043-172

## Fare Rules Summary

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable and name changes are not permitted.
- Advance seat assignments are not guaranteed and may be changed without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable refundable fees.

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

## Important Information & Conditions

Please review this itinerary/receipt and should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

### Before You Go: A 'To-Do' List

All passengers are advised to view the [Travel documentation](#) and [US Secure Flight Program](#) US Secure Flight Program for important information on documents and identification required for travel.

### Travel Insurance

Canadian Residents - RBC Travel Insurance Company offers Canadian travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of Canada can purchase travel insurance from RBC Travel Insurance Company via [www.aircanada.com/insurance](http://www.aircanada.com/insurance) or by calling 1-866-530-6021. To make sure you get the best possible protection, purchase insurance prior to your departure.

U.S. Residents - CSA Travel Protection offers American travellers an easy way to purchase travel insurance. Whether you're travelling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

ELT Meeting - Edmonton

### Booking Information

Booking Reference: [REDACTED]

Electronic Ticketing confirmed. This is your official itinerary/receipt.

**Main Contact:**

Ms Colleen A Turner  
colleen  
Mobile: [REDACTED]  
Home: [REDACTED]  
Work: [REDACTED]

**Customer Care**

**Air Canada**  
1-888-247-2262

**Flight Arrivals and Departures**  
1-888-422-7533

### Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8170 <sup>1</sup>	Calgary (YYC) Tue 14-Jan 2014 06:00	Edmonton, Edmonton Int'l (YEG) Tue 14-Jan 2014 06:59	0	0hr59	DH3	Flex, W	
AC8157 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Tue 14-Jan 2014 18:00	Calgary (YYC) Tue 14-Jan 2014 18:53	0	0hr53	DH3	Flex, W	

Operated by:

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

### Passenger Information

1: Ms Colleen A Turner : Adult (16+), Ticket Number: [REDACTED]

Air Canada - Aeroplan [REDACTED]

Payment Card: [REDACTED]

Seat Selection:

AC8170 5D , AC8157 8D

Meal Preference:

None

Special Needs:

None

### Purchase Summary

**Fare Summary**

Total charge for 1 adult

**Air Transportation Charges**

Departing Flight (Flex)  
(including surcharges) 179.00

Return Flight (Flex)  
(including surcharges) 179.00

Options 0.00

**Taxes, Fees and Charges** 90.61

Total Airfare Charge 448.61

Travel Insurance (declined) 0.00

**Grand Total - Canadian dollars \$448.61**

**Payment Information**

Credit/Debit Card [REDACTED] - Amount paid: **\$448.61**

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

- Air Canada: \$448.61 (Airfare - per ticket)

Ticket number(s): [REDACTED]

### Fare Rules

**Departing Flight** Calgary (YYC) To Edmonton (YEG) - Flex

**Return Flight** Edmonton (YEG) To Calgary (YYC) - Flex

**Changes:**

- Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.

- **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- **Same-day standby** is available **only** to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
  - Tickets are **non-refundable and non-transferable**.
  - **Cancellations** can be made up to 45 minutes prior to departure.
  - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
  - Customers who **no-show** their flight will forfeit the fare paid.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Up to 24 hours after the purchase of a **new ticket**, Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)
- Read complete fare rules applicable to this fare.



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Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Edmonton Meetings  
20th - Tania Boulton  
Leah Presklyke  
21st ELL

### Booking Information

Booking Reference: [REDACTED]

Electronic Ticketing confirmed. This is your official itinerary/receipt.

**Main Contact:**

Ms Colleen A Turner  
colleen.turner@albertahealthservices.ca  
Mobile: [REDACTED]  
Home: [REDACTED]  
Work: [REDACTED]

**Customer Care**

Air Canada  
1-888-247-2262

Flight Arrivals and  
Departures  
1-888-422-7533

### Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8144 <sup>1</sup>	Calgary (YYC) Mon 20-Jan 2014 13:30	Edmonton, Edmonton Int'l (YEG) Mon 20-Jan 2014 14:23	0	0hr53	DH3	Flex, W	
AC8157 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Tue 21-Jan 2014 18:00	Calgary (YYC) Tue 21-Jan 2014 18:53	0	0hr53	DH3	Flex, Q	

Operated by:

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

### Passenger Information

1: Ms Colleen A Turner : Adult (16+), Ticket Number: [REDACTED]

Air Canada - Aeroplan

Payment Card: [REDACTED]

Seat Selection: [REDACTED]

Meal Preference:

None

Special Needs:

None

### Purchase Summary

**Fare Summary**

Total charge for 1 adult

**Air Transportation Charges**

Departing Flight (Flex)  
(including surcharges) **184.00**

Return Flight (Flex)  
(including surcharges) **204.00**

Options 0.00

Taxes, Fees and Charges 92.11

Total Airfare Charge 480.11

Travel Insurance (declined) 0.00

**Grand Total - Canadian dollars \$480.11**

**Payment Information**

Credit/Debit Card [REDACTED] - Amount paid: **\$480.11**

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

- Air Canada: \$480.11 (Airfare - per ticket)

Ticket number(s): [REDACTED]

### Fare Rules

Departing Flight Calgary (YYC) To Edmonton (YEG) - Flex

Return Flight Edmonton (YEG) To Calgary (YYC) - Flex

• **Changes:**

- Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.



- **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- **Same-day standby** is available **only** to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
  - Tickets are **non-refundable and non-transferable**.
  - **Cancellations** can be made up to 45 minutes prior to departure.
  - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
  - Customers who **no-show** their flight will forfeit the fare paid.
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- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)
- Read complete fare rules applicable to this fare.



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Offsetting your flight before February 28, 2014 could take you a long way!  
[Learn more](#)



## EXPENSE CLAIM DETAILS

Enter Finance Coding

101 0005 71130000000

Emp # (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 (column Prov) 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

Completion of the "Cost Effective Method Used" Column is REQUIRED.

If you select "No" in this column,

Further Explanation is REQUIRED in the "Rationale is Required" section on this page

Date dd-mm-yy	Business Reason for Travel - Detailed Description (include destination, who attended-(if meal), why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	or Out of N.Amer where expenses incurred?	What is travel related to?	Cost Effective Method Used? Y/N	Meal (Allowance OR Receipt)				If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)
					Meal Allowance		Meal with Receipt		Airfare	Hotel	Taxi			
					Meal Type with value	Allowance	Meal Type	with receipt						
7-Jan-14	Mileage from home to YYC - travel to Edmonton for Executive Team meeting plus parking at airport		Meeting	Yes	BD-\$29.95	\$29.95						\$25.20		66.00
14-Jan-14	Mileage from home to YYC - travel to Edmonton for Executive Team meeting plus parking at airport		Meeting	Yes	BD-\$29.95	\$29.95						\$25.20		66.00
20-Jan-14	Mileage from home to YYC - travel to Edmonton for Executive Team meeting, plus staff meetings		Meeting	Yes	LD-\$32.35	\$32.35					\$15.40			33.00
21-Jan-14	Mileage from YYC to home, plus airport parking		Meeting	Yes	BD-\$29.95	\$29.95				\$148.90		\$50.40		33.00
SUBTOTALS						\$122.20				\$148.90	\$15.40	\$100.60		Total Kms 198.00

## MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle

→ details of travel location to & from must be included above under the purpose of travel column  
Rates applicable \$0.505 per km for under 5,000km/yr or \$0.47 per km for over 5,000km/yr or per Union Agreement

Enter \$0.505 km, \$0.47 km OR rate per Union Agreement  
(see Mileage details to the left)

\$0.505

Mileage \$ \$99.99

Travel \$ Subtotal \$387.30

Auto fills on page 1 - TOTAL TRAVEL \$ \$487.29

Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3

## Rationale is Required for expenses that are not Cost Effective

(Any analysis supporting the method to assess cost effectiveness should be attached to the claim form)

**RECEIPT**  
**GST NO. R122556194**

EXIT No. 44  
IN: 01/07/14 05:03  
OUT: 01/07/14 19:21  
DURATION: 0 14: 18  
PAID: \$ 25.20  
(GST INCLUDED)  
VISA

REF. 19  
THANK YOU FOR  
YOUR VISIT

ELT mtg in  
Edmonton

Calgary International Airport Parkade

**RECEIPT**  
**GST NO. R122556194**

EXIT No. A1  
IN: 01/14/14 05:05  
OUT: 01/14/14 20:02  
DURATION: 0 14: 57  
PAID: \$ 25.20  
(GST INCLUDED)  
VISA

REF. 45  
THANK YOU FOR  
YOUR VISIT

Calgary International Airport Parkade

**RECEIPT**  
**GST NO. R122556194**

EXIT No. A4  
IN: 01/20/14 12:28  
OUT: 01/21/14 19:14  
DURATION: 1 06: 46  
PAID: \$ 52.40  
(GST INCLUDED)  
MIS?

REF. 10  
THANK YOU FOR  
YOUR VISIT

Calgary International Airport Parkade

U of A to Downtown  
(mtg to  
Tasha Boulton)

YELLOW CAB  
18135 31 AVENUE NW  
EDMONTON AB T6H-1C2  
780-462-3456

Term 10:4507414782516  
Lic. [REDACTED]  
VISA  
PURCHASE  
OP ID [REDACTED]  
Card # [REDACTED]

RID:0000000031010

**APPROVED**

AMOUNT	USD \$ 1.40
TIP	
<b>TOTAL</b>	<b>CAD \$ 15.40</b>

Ref. #: [REDACTED]  
Auth. #: [REDACTED]  
Resp. Code: 00  
TUE: 0000000000  
ISI: +800

BOOK ON LINE AT FORTNAT.COM  
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2014-01-20 Time: 16:44:53  
Response: 40th [REDACTED]

# MATRIX HOTEL

N/A Colleen Turner  
AB T2W 1S7  
Canada

Room Number: [REDACTED]  
Arrival Date: 01-20-14  
Departure Date: 01-21-14  
Page No: 1 of 1  
Confirmation No: [REDACTED]

## INVOICE

Folio No: [REDACTED]

01-21-14

Date	Description		Charges	Credits
01-20-14	Room Service	Room [REDACTED] CHECK# [REDACTED]	[REDACTED]	
01-20-14	Room Revenue		139.00	
01-20-14	Destination Marketing Fee - 3%		4.17	
01-20-14	Tourism Levy - 4%		5.73	
01-21-14	Refreshment Centre - M&Ms	1 [REDACTED]	[REDACTED]	
01-21-14	Visa	[REDACTED]		[REDACTED]
Total			[REDACTED]	
Balance			0.00	148.90

### Signature:

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #86634 4302 RT 0001