

### Official Administrator and Executive Expense Report

Name

Colleen Turner

Title VP, Community Engagement & Communications (acting)

Location Calgary

Expenses submitted during the month of February 2014

					Travel (:	1)							
Source Date Document Purpose	Ai	irfare	ı	Meals	Accommoda	ntion	Oth Trav		Tot Trav		Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Feb-14 P-Card Meetings Feb-14 Expense Claim Meetings		553		122		149		216		553 487			227
Total	\$	553	\$	122	\$	149	\$	216	\$ 1	,040	\$	\$ -	\$ 227
Total for the Month \$ 1,267													
Maximum daily meal expense claimed in the month Maximum daily hotel rate claimed in the month Non economy air travel in the month	\$ \$ \$	21 139 -											

### 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



# P-Card details Online ® Cardholder Statement Report

Instruction:		**************************************	
<ul> <li>Attached ALL original detail</li> </ul>	led receipts and supporting documents in the	same order as it appears on this stat	ement
<ul> <li>Cardholder AND Approved</li> </ul>	s signatures required where indicated below		
TURNER, COLLEEN	VICE PRESIDENT,		
Cardholder's Name	Cardholder's Position/Title	Billing Reporting Period:	20/02/2014
COMMUNICATIONS	SOUTHPORT TOWER		
Cardholder's Dept	Cardholder's Site/Location	Total Statement Amount:	\$780.43
COLLEEN.TURNER@ALBERTA	AHEALTHSERVICES.CA		
Cardholder's e-mail address		Last 6 digits of the P-Card s	:

Fransaction Date	Trans ID	Merchant Name & Description	Trans Original Amount		Trans	Amount	GST	Freigh Description
2/01/2014	340832048	AIR CAN 0142190170256, AIR CANADA	226.93	CAD	/	226,93	DO.	.00 January 31, 2014 - Flight to Edmonton - Engagement Framework Meeting
2/01/2014	540832049	AIR CAN 0142130173933, AIR CANADA	221.66	CAD	1	221.6	.00	.0C January 31 Return flight to Calgary - Engagement Fram work Meeting
3/01/2014	341114650	AIR CAN 0142130207018, AIR CANADA	105.00	CAD	1	105.00	.00	.00Change fee charge to reachedule flightz - 3/4 booked for January 7, 2014 - ELT meeting in Edmonton
7/01/2014	341114549	AIR CAN 0142130207618, AIR CANADA	-105.00	CAD	1	-105.00	.od	Change fee credit - January 7 flight for ELT in Edmonton cancelled for weather en concentration of the change fee - AC Canage 7
5/02/2014	342093302	JOBTARGET LLC, EMPLOYMENT AGENCIES, TEMPORARY HELP SERVICES	199.00	USD		226.62	.00	.00Job Posting for Director, Internal Communications
8/02/2014	342556510	AIR CAN 0142130762767, AIR CANADA	105.00	CAD	1	106.00	.00	.OC Change fee - to rebook cancelled flight (Jan

	Name of Cardholder Designate	Cardholder Designate Position/Title	-
	Signature of Cardholder Designate	Date of Signature	=
E	<ul> <li>I attest the expenses enclosed in this claim as claimed by me or on my behalf from Alberta H charged is attached.</li> </ul>	Travel, Hospitality and Working Session Expense Policy (112 th such policy.  The for valid business purposes for Alberta Health Services an itealth Services or any other Organization. A personal cheque have been incurred by using a cost effective method, otherwise VICE PRESIDENT,  Cardholder Position/Title  101/30, 2014  Date of Signature	d that this claim has not been previously a for any personal expenses inadvertently
	expenses being claimed are in compliance wit	100	,
	charged has been obtained.	e for valid business purposes for Alberta Health Services and Alberta Health Services or any other Organization. A person have been incurred by using a cost effective method, otherwise the cost of t	nal cheque for personal expenses inadvertently se rationale and supporting analysis is
	I aftest the expenses enclosed in this claim an	Travel, Hospitality and Working Session Expense Policy (112) h such policy.  e for valid business purposes for Alberta Health Services and Alberta Health Services or any other Organization. A person	that this claim has not been provide take
,	I attest that expenses submitted in this claim in provided.  Deborah Rhades  Name of Approver  Abadas  Signature of Approver	Approver Position/Title  May 5/14  Date of Signature	
4,	Submit approved statement with ettaclanents to A	scounts Payable:	The second secon
	where required  Signed Cardholder Statement Report (or copies of And where applicable: Copies of pre-approvals for travel Personal cheque payable to "Alberta Health Serv Return, refund and/or credit receipts Disputes letter	riptions – include where travelled to, who attended (if	Address:  Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street Edmonton, AB T5J 3E4
	Mark that the same of the same	T participation	T
	Reference #:	Reviewed by:	Date:

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.



Community Engagement Francwork
Development 114g - Edmonton
Trip Cancelled to attend my
a Dr. Cowell

### **Booking Information**

Booking Reference:

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

Main Contact: Ms Colleen A Turner hertahealthservices.ca colleen turn Mobile Home:

**Customer Care** 

Air Canada 1-888-247-2262

Flight Arrivals and Departures 1-888-422-7533

Flig	ht	Itin	era	ry
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Work:

Flight AC81701

Calgary (YYC) Fri 31-Jan 2014 Edmonton, Edmonton Int'l (YEG) Fri 31-Jan 2014

0 Ohr59

Special Needs:

Type Flex, W

Operated by:

Air Canada Express - Jazz

### Passenger Information

06:00

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

Air Canada - Aeropian Payment Card:

Meal Preference: None None

DH3

Seat Selection:

AC8170 5C

### **Purchase Summary**

### Fare Summary

Total charge for 1 adult

Air Transportation Charges Departing Flight (Flex) (including surcharges) Options

0.00 47.93 Taxes, Fees and Charges 226.93 Total Airfare Charge Travel Insurance (declined)

Grand Total - Canadian dollars \$226.93

### **Payment Information**

Credit/Debit Card

Amount paid: \$226.93

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

179.00

· Air Canada: \$226.93 (Airfare - per ticket)

Ticket number(s):

### Fare Rules

Departing Flight Calgary (YYC) To Edmonton (YEG) - 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% Aeropian Miles (Altitude Qualifying Miles)
- · Read complete face rules applicable to this face.

Travel carbon neutral
Offset your flight | Learn more



Enter our contest where everyone's a winner Offsetting your flight before February 28, 2014 could take you a long way! Learn more AIR CANADA 🏟

Join now/Sign in

Home | Canadian Edition | Contact Us

**Book Travel** 

Manage my Bookings

Special Offers

Information & Services

### **Booking Cancellation**

You have successfully cancelled your flight reservation. Visit aircanada.com again for more travel deals and great savings.

### Retain any balance for use as a future travel credit

- NO REFUND WILL BE ISSUED beyond 24 hours of purchase\*.
- Please print this page for future reference and keep your booking reference number. You will need to contact Air Canada Reservations to use an outstanding travel credit toward the purchase of a new ticket. (Fares available online are not necessarily available through Air Canada Reservations.)
   The value of one unused ticket can be applied to the value of one new ticket provided outbound travel commences within one year of original ticket issuance.
   Non transferable: the original booking passenger(s) must use their respective amount(s).
   Any amount remaining unused after booking a new flight is forfeited.

- Non refundable travel options, such as assigned seat selection, Maple Leaf Lounge access, and Onboard Café snack or meal vouchers may be used on future flights, subject to availability.
- Any et/pgrade Credits used to upgrade the cancelled flight will be returned to your account.
   Your reservation will be subject to the change fees applicable to the ticket submitted as a credit. Please refer to your itinerary/receipt for the rules that apply to

* Up to 24 hours after the	purchase of a new ticket.	Air Canada will cancel your ticket and	provide a full refund without penalty

Close my session

Booking Information	Email this page
Booking Reference:	
Main Contact:  Ms Colleen Turner colleen turner@albertahea thservices.ca Mobile Home: Work:  Passenger Information	
Passenger 1: Adult	
Name:	Ms COLLEEN Turner
Ticket Number:	
Start a new search	31 Rate this page
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	AUGULAN CANADA   CANADA   CONTROL VIS

Travel Agents | WorldWide Stres | Francais Privacy Policy | Terros of Use | © 2014 Air Canada

A STAB ALLIANCE MEMBER A

### LouAnn Williams

F	ro	m	

Air Canada [confirmation@aircanada.ca]

Sent:

January 22, 2014 3:28 PM

To:

LouAnn Williams

Subject:

COLLEEN TURNER is sending you the itinerary for your next trip from Calgary to

Edmonton.

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*



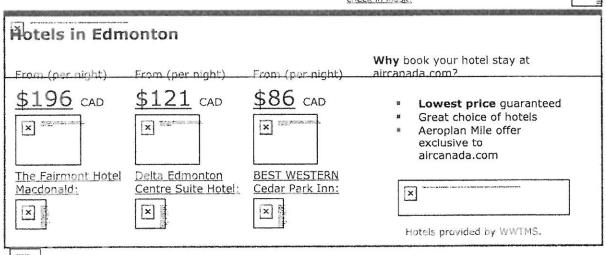
# Itinerary/Receipt

From: COLLEEN TURNER

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.

Scan this barcode to check in at any Air Canada check in klosk.

×



x

Need a car in Edmonton? Great rates and additional Aeroplan Miles.

x x

**Customer Care** 

Air Canada 1-888-247-2262 Flight Arrivals and

Departures

1-888-422-7533

### **Booking Information**

### **Booking Reference:**

Electronic Ticketing confirmed. This is your official

itinerary/receipt.

Main Contact:

Ms Colleen A Turner

colleen\_turner@albertahealthservices.ca

Mobile Home:

Work:

**Online Services** 

Manage my booking online (view/change my booking; select seats\*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Check-in online and print my boarding pass.

### \* Can my booking be changed online?

F	iq	h	t	I	ti	n	e	ra	ry
and the law	market Block	-	-	-	manage and	-	Sanda		

Flight	From	То	Stops	Duration	Aircraft	Fare Type	Meal
AC8170 <sup>1</sup>	Calgary (YYC) Fri 31-Jan 2014 06:00	Edmonton, Edmonton Int'l (YEG) Fri 31-Jan 2014 06:59	0	0hr59	DH3	<u>Flex</u> , W	

Operated by:

### **Passenger Information**

1: Ms Colleen A	Turner: Adult (16+), Ticl	ket Number:	
Air Canada - Aeroplan :		Meal Preference :	None
Payment Card;		Special Needs:	None
Seat Selection:	AC8170 5C		

### Purchase Summary

Fare Summary		WARRANT CHARLES . A CHARLES CONTROL CO	Mary Mary
Passenger Type	Adult		
Air Transportation Charges			
Departing Flight - Flex	167.00		
Surcharges	12.00		
Taxes, Fees and Charges			
Canada Airport Improvement Fee	30.00		
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	10.81		
Air Travellers Security Charge (ATSC)	7.12		
Total airfare and taxes before options (per passenger)	226.93		
Number of passengers	1		
Travel Insurance (declined)	0.00		
Grand Total - Canadian dollars	\$226.93		

### **Payment Information**

Credit/Debit Card - Amount paid: \$226.93
The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$226.93 (Airfare - per ticket)

Ticket	number(s)	

### Fare Rules

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

<sup>&</sup>lt;sup>1</sup> Air Canada Express - Jazz

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



Return from Community Engagement Francwork Mlg Trip cancelled to astend uty a De. Conste

### **Booking Information**

**Booking Reference:** 

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

Main Contact: Ms Colleen A Turner colleen.turner@albertahealthservices.ca Mobile:

Home; Work: **Customer Care** 

Air Canada 1-888-247-2262

Flight Arrivals and Departures 1-888-422-7533

### Flight Itinerary

Flight From AC8147

Edmonton, Edmonton Int'l (YEG) Fri 31-Jan 2014

Calgary (YYC) Fri 31-Jan 2014 14:53

To

Duration Aircraft DH3

Fare Meal

Flex, W

14:00

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

Operated by:

### Passenger Information

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

AC8147 8F

Air Canada - Aeroplan Payment Card: Seat Selection:

Meal Preference: Special Needs:

0hr53

Stops

None

### **Purchase Summary**

Fare Summary

Total charge for 1 adult

Air Transportation Charges Departing Flight (Flex)

179.00

(including surcharges) Options 0.00 Taxes, Fees and Charges 42.68 221.68 Travel Insurance (declined) 0.00

Grand Total - Canadian dollars \$221.68

### **Payment Information**

Credit/Debit Card

Amount paid: \$221.68

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

\* Air Canada: \$221.68 (Airfare - per ticket)

Ticket number(s):

### **Fare Rules**

Departing 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.
- - · 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 forefixed.
- · 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.





Enter our contest where everyone's a winner Offsetting your flight before February 28, 2014 could take you a long way! Learn more



# 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: N4HYI5** 

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	То	Aircraft	Booking class	Status
AC8144	Calgary (YYC)	Edmonton International (YEG)	DH3	W	Confirmed
Operated by:	Mon 27-Jan 2014	Mon 27-Jan 2014			
Air Canada Express- Jazz	13:30	14:23			
Seat number(s) reque	ested: 6F				
AC8157	Edmonton International (YEG)	Calgary (YYC)	DH3	W	Confirmed
Operated by:	Tue 28-Jan 2014	Tue 28-Jan 2014			
Air Canada Express- Jazz	18:00	18:53			
Seat number(s) reque	ested: 8C				

### **Passenger Information**



Passenger

Name:

Ms Colleen Turner

Frequent Flyer Pgm:

Air Canada Aeroplan

Ticket number:

Program number:



### **Purchase Summary**

Passenger: 1 Ticket number

Date of issue

Fare Amount in Canadian dollars:

(including navigational & other charges)

Taxes, Fees & Charges

Combined Taxes \*see fare calculation below (XT)

PD

Total Fare in :

No Additional collection

23-Jan 2014

358.00

**Options** 

Change fee in Canadian dollars Canada Goods and Services Tax (GST/HST #10009-2287) (XG)

Ticket particularities:

AC ONLY/NON-REF/CHGE FEE

100.00 5.00

\*Fare calculation:

27JAN14YYC AC YEA Q12.00R167.00AC YYC Q12.00R167.00CAD358.00

END ROE1.00 PD14.25CA21.36XG55.00SQ

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 <u>Travel documentation</u> and <u>US Secure Flight Program</u> US Secure Flight Program for important information on documents and identification required for travel.

### Travei 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



# Electronic Refund Receipt / Reçu de remboursement électronique

We are pleased to confirm a refund has been processed to your payment card.

Nous sommes heureux de confirmer qu'un remboursement a été porté à votre carte de paiement.

Please print this refund receipt for your reference.

Veuillez imprimer ce reçu pour vos dossiers.

### Refund Information / Détails du remboursement

Passenger Name:

Nom du passager:

Colleen Turner

Ticket(s) Refunded: Billet(s) remboursé(s):

Payment card refunded: Carte de palement remboursée:

Date of refund: Date du remboursement: 23 January 2014

23 Janvier 2014

### **Customer Care** Service au client

On the web/Site Web www.aircanada.com

Air Canada Reservations Réservations d'Air Canada 1 888 247-2262

Aeroplan Centre Centre Aéroplan 1 800 361-5373

### Amount refunded / Montant du remboursement

Amount eligible for refund:

Montant à rembourser:

100.00

Taxes and Airport Fees eligible for refund: Taxes et frais aéroportuaires à rembourser:

Canada Goods and Services Tax (GST/HST #10009-2287) / Canada - Taxe sur les produits et services (TPS/TVH #1009-2287) (XG)

5.00

Total Amount Refunded to your payment card in Canadian dollars: Montant total remboursé sur la carte de paiement en Dollars canadiens:

105.00



Advertise vacant position. Community Engagement Lead

JobTarget 225 State Street Suite 300 New London, CT 06

New London, CT 06340 Tel. 860.440.0635

PURCHASER INFO
Alberta Health Services

Attn: Colleen Turner

RECEIPT

ORDER # R9776910

DATE 02/05/14

IO / PO # -
AMOUNT PAID USD 199.00

PURCHASED BY

Colleen Turner

colleen.turner@albertahealthservices.ca

Members: 45-Day Job Posting
Job Posting - Web

International Association of Business Communicators (IABC)
(paid - creditcard)

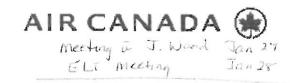
USD 199.00

 SUBTOTAL
 USD 199.00

 TAXES
 USD 0.00

 TOTAL PAID
 USD 199.00

 AMOUNT DUE
 USD 0.00



# Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada. Please bring your itinerary-receipt to the airport.

# 50. Charge for

Cancelled Jan 24 - attending the teleconference Credit Available # 35800

**Main Contact Information** 

**Booking reference:** 

Name:

Ms Colleen Turner

E-mail

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	То	Aircraft	Booking class	Status
AC8144	Calgary (YYC)	Edmonton International (YEG)	DH3	W	Confirmed
Operated by:	Mon 27-Jan 2014	Mon 27-Jan 2014			

Air Canada Express- 13:30

14:23

Seat number(s) requested:

Edmonton International (YEG)

Calgary (YYC)

DH3

Confirmed

Operated by:

AC8157

Tue 28-Jan 2014

6F

Tue 28-Jan 2014

Air Canada Express- 18:00

18:53

Jazz

Seat number(s) requested:

Passenger Information

2000					-
Pa	55	en	MA	r	7

Ms Colleen Turner

Ticket number:

Program number:

Purchase Summary

### Passenger: 1 Ticket number

### Date of issue

Fare Amount in Canadian dollars:

(including navigational & other charges)

Taxes, Fees & Charges

Combined Taxes \*see fare calculation below (XT)

PD

358.00

### Total Fare in:

No Additional collection

23-Jan 2014

### Options

Change fee in Canadian dollars Canada Goods and Services Tax (GST/HST #10009-2287) (XG)

Ticket particularities:

AC ONLY/NON-REF/CHGE FEE

100.00

5.00

### \*Fare calculation:

27JAN14YYC AC YEA Q12.00R167.00AC YYC Q12.00R167.00CAD358.00 END ROE1.00 PD14.25CA21.36XG55.00SQ 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

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### 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.

### Travei 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



# TRAVEL, HOSPITALITY & WORKING SESSION EXPENSE CLAIM

								***************************************	ſ
SECTION A: EMPLOYEE DETAILS (for AHS Staff ONLY)	for AHS Staff ON	LY)	***************************************	And the second section of the second					1
<ul> <li>Enter employee # (aid) and Employee # (E-Pespile) if your payroff has imprated to the New E-People payrof system</li> </ul>	People, it your pay	of has mig	rated to the N	ew E-Paople payor's ystem		Expense Date From	1-Jan-14	31~lan-14	
<ul> <li>Indicate N/A in the Employee # (E-Prople) if your payrol has not migrated to the New E-People payrol system</li> <li>if you are a new employee and your payrol is E-People you will only have an Employee # (E-People)</li> </ul>	i if your payroit has n iif is E-People you is:	ot mgrater ii only have	s to the New E an Employee	-People payrol system # (E-People)		Travel Period from: Out-of-Province Travel	To		<i>a</i>
Name: Colleen Turner				Position (Title):	VP Community En	VP Community Engagement & Communications	inications		
Location:	Dept:		DOFA Level	一気なられ、ま	Union:	Busines	Business Phone #:	Ext	
Employee # (E-Prople):			,*					The second secon	1
SECTION E: FINANCE CODING & TOTAL CLAIM	TAL CLAIM								П
X III DINIGO ACLI CON INTEGRA	Project Number	iber			Project	Project Task Number			
CAMIAL PROJECT CODING ONLY 4	Expenditure Organization	rganizatic	U		. I	Expenditure Type			
Total - Section B: Travel - Pg 2	Pg 2		Total - Se	Total - Section C&D: Other & Foreign Expenses - Pg 3	eign Expenses -	Pg 3	TOTAL REIMBURSEMENT	RSEMENT	
	Total	Bai	Location	Functional Centre (FC)	Secondary	Total			
Cuit	Ехрепъе	15		The second desired that the second se	Expense	Expense	Total Section B	\$487.29	
2A 101 0005 71130000000	\$487.29						Total Section C&D		
28							Less Cash Advance		
20							TOTAL CLAIM	\$487.29	
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\$487.28 NOTE: This section auto filts from take 2A 2B 2C & 2	\$487.29 1.28.20.8.20	rigo, i o oficero e tr	NOTE: 1	"User to enter Coding & \$ Amounts TE: These fests do not automatically fill for Section C & D	outs	C		· •	
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150 x 100 mag/s/24 guard

# EXPENSE CLAIM DETAILS

	Enter Finance Coding 101 0005 71130000000	71130000	000		Emp # (E-People)	People)							Pa	Page 2A
If expense \$ amount	If expenses incurred ere for multiple FC's please use pages 28,26,20 (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.	1,2C,2D (afi condary/Exp	ter pg3) as pense codt	there sho	uld be one f required in t	-C per page this section a	OR if as they	more lines are pre-dete	s 2B,2C,2D (after pg3) as there should be one FC per page OR if more lines are required for the sa Secondary/Expense codes are not required in this section as they are pre-determined by the system.	for the same te system.	FC use the	sse addition	al pages. En	iter totaí
SECTION	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	es do not fall	into these ca	tegories such	as Hospitality,	, Working Sessi	ion, Relox	cation, Continu	ing Education, £	3usines® Insuran	ice go to SECT	JON C		
Select from di Ensure separa	Select from drapdown (column Prov) where expenses were incurred (Out of NAmerica = Inter'). Ensure separate lines are used for daim items that differ in Province, US and Out of North America.	nenca = Inter'i, of North Ameri	. 23.			Comple	stion of	the "Cost E	ffective Met	Completion of the "Cost Effective Method Used" Column is REQUIRED	Column is RI	EQUIRED.		
	Business Beacon for Travel Detailed Denciation	Prov, US,			Œ	urther Expl	anation	If you is REQUIR	select "No" ED in the "R	If you select "No" in this column, Further Explanation is REQUIRED in the "Rationale is Required" section on this page	n, aquired" sec	tion on this	page	
Date	business Reason for Traver - Detrailed Description Required	Out of	What is	Cost	Meal (	Meal (Allowance OR Receipt)	OR Rec	ceipt)	If amount be	If amount being claimed is above the	s above the	Rental Can		
dd-mmm-yy	(include destination, who attended-(if meal).  why travel was necessary and defailed explanation of reason)	N.Amer	travel	Method	Meal Allowance	owance	Mealw	Meal with Receipt	policy milit	rationale is required	red red	Bus/LRT/		Mileage
	A description of just "Meeting" will be returned for clarification	w r-		Used?	Meal Type with value	Allowance	Meai Type	with receipt	Airfare	Hotel	Taxi	Parking / Fuel	Allowance	(km)
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		99.00
14-Jan-14	Mileage from home to YYC - travel to Edmonton for Executive Team meeting plus parking at airport		Meeling	Yes	BD-\$29.95	\$29.95						\$25.20		96.00
20-Jan-14	Mileaje 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		Maeting	Yes	BD-\$29.95	\$29.95				\$148.90		\$50.40		33.00
	SUBTOTALS					\$122.20				\$148.90	\$15.40	\$100.80		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	tre Rate for	Personally bove under	Owned Ve	hicle	nmu			Enter \$	Enter \$0.505 km, \$0.47 km <u>OR</u> rate per Union Agreement (see Mileage details to the left)	47 km <u>OR</u> ral (see /	NR rate per Union Agreement see Mileage details to the left)	Agreement is to the left)	\$0.505
	Rates applicable \$0.505 per km for under 5,000km/yr or \$0.47		er km for ov	er 5,000km	per km for <u>over 5,000km/yr</u> or <u>per Union Agreement</u>	on Agreement							Mileage \$	\$99.99
												Trave	Travel \$ Subtotal	\$387.30
Z	Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3	eted elect	ronically -	Additional	pg 2's can b	e found afte	er Page	8		Aute	Auto fills on page 1 · TOTAL TRAVEL \$	Je 1 - TOTA	L TRAVEL \$	\$487.29
Rationa (Any ana	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)	fective fectivenes	pinous s	be affac	hed to the	claim form	l l							
	A CONTRACTOR OF THE PROPERTY O				27. 40					Name and Association of the Control				

# RECEIPT GST NO. R122556194

EXIT No. 44
IN: 31/37/14 35:23
OUT: 31/37/14 19:21
DURATION: 0 14: 18
PAID: \$ 25.20
(GST INCLUDED)
VISA

THANK YOU FOR
YOUR VISIT

ELT Altg In Edmenton

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

THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade

# RECEIPT GST NO. R122556194

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E) IT No. IN: 01/20/14 12:28 OUT: 01/21/14 19:14 OURATION: 1 36: 46 PAID: \$ 50.40 (GST INCLUDED) VISA YOUR VISIT

Calgary International Airport Parkade 1

u of A to Downtown (mlg is Tadra Boulton)

YELLOW CA6 18135 31 AVENUE NW EDMONTOW AB T6N-1C2 788-462-3456

Term ld:458241.4782516 Item #:0516 UISA PURCHASE

AIQ:A00000000031010

APPROVED

ariorut. CHD=1-40 HP CAD\$15.40 TUTAL



BUCK OH LINE AT FORTAKLION IKAN YOU FOR BEEND OUR GOEST

65T 100403070

Date: 2014/01/20 | Time: 16:44:51 Response: AUTH 0:660:



N/A Colleen Turner

Room Number:

Arrival Date: Departure Date: 01-20-14 01-21-14

Page No: Confination No 1 of 1

INVOICE

Folio No

01-21-14

Date	Description		Charges	Credits
01-20-14	Room Service		49-03	
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		345	
01-21-14	Visa			200.08
	and the property of the second	Total	200.08	200.08
		Balance	0.00	148.9

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 #302 RT 0001