

Board and Executive Expense Report

Name David Diamond
Title SVP, Human Resources
Location Edmonton
 Expenses submitted during the month of November 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 2012	P-Card	Meetings	928				928			
Total			\$ 928	\$ -	\$ -	\$ -	\$ 928	\$ -	\$ -	\$ -

Total for the Month \$ 928

Maximum meal expense claimed in the month \$ -
 Maximum 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. May include meetings with government officials, dignitaries, public interest groups, donors other public or private organizations etc.

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

Instructions:

- 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>DIAMOND, DAVID</u> Cardholder's Name	<u>SENIOR VICE PRESIDENT</u> Cardholder's Position/Title	Billing Reporting Period:	<u>20/11/2012</u>
<u>HUMAN RESOURCES</u> Cardholder's Dept	<u>SEVENTH STREET PLAZA</u> Cardholder's Site/Location	Total Statement Amount:	<u>\$827.92</u>
<u>DAVID.DIAMOND@ALBERTAHEALTHSERVICES.CA</u> Cardholder's e-mail address		Last 6 digits of the P-Card #: XXXXXXXXXX	

Statement of Transactions

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
15/11/2012	301205884	AIR CAN 0142823841899, AIR CANADA	281.48	CAD	281.48	✓ 00		.00 Travel to Calgary for telehealth session with CEO and AHS Board
18/11/2012	301285666	WESTJET 0002823841682, Westjet Airlines	258.48	CAD	258.48	✓ 00		.00 Travel to Calgary for provincial telehealth session with CEO and
18/11/2012	301285666	WESTJET 0002823841684, Westjet Airlines	389.88	CAD	389.88	✓ 00		.00 Travel to Calgary for face to face meetings and workshop
18/11/2012	301434916	TASF 06004943858, TRAVEL AGENCIES AND TOUR OPERATORS	10.00	CAD	10.00	✓ 43		Travel Agent service charge
15/11/2012	301434916	TASF 20004943961, TRAVEL AGENCIES AND TOUR OPERATORS	10.00	CAD	10.00	✓ 43		Travel Agent service charge

AMS - Edmonton
Accounts Payable
DEC 06 2012
RECEIVED

Signatures		
Cardholder Designate (if Applicable) By signing this statement: <ul style="list-style-type: none"> • 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. 		
<u>JEAN ARCHAMBAULT</u> Name of Cardholder Designate <u>J Archambault</u> Signature of Cardholder Designate	<u>EXEC ADMIN ASSISTANT</u> Cardholder Designate Position/Title <u>Nov 29/12</u> Date of Signature	
Cardholder By signing this statement: <ul style="list-style-type: none"> • 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. • I acknowledge that the above Cardholder Designate has completed reviews and reconciliation in BMO details Online® on my behalf (if applicable). 		
<u>DIAMOND, DAVID</u> Name of Cardholder <u>[Signature]</u> Signature of Cardholder	<u>SENIOR VICE PRESIDENT</u> Cardholder Position/Title <u>Nov 29/12</u> Date of Signature	
Approver Designate (if Applicable) By signing this statement: <ul style="list-style-type: none"> • 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. 		
<u>Susan Best</u> Name of Approver Designate <u>[Signature]</u> Signature of Approver Designate	<u>Exec. Assistant</u> Approver Designate Position/Title <u>Nov. 29. 2012</u> Date of Signature	
Approver By signing this statement: <ul style="list-style-type: none"> • 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. • I acknowledge that the above Approver Designate has completed reviews and approvals in BMO details Online® on my behalf (if applicable). 		
<u>Dr. Chris Eagle (for Stephen Gould)</u> Name of Approver <u>[Signature]</u> Signature of Approver	<u>President & CEO</u> Approver Position/Title <u>29 Nov 2012</u> Date of Signature	
Submit approved statement with attachments to Accounts Payable:		
Attach: <ul style="list-style-type: none"> • Original itemized receipts • Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report) And where applicable: <ul style="list-style-type: none"> • Copies of pre-approvals for travel • Personal cheque payable to "Alberta Health Services" • Return, refund and/or credit receipts • Dispute letter 	Address: Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street Edmonton, AB T5J 3E4	
Accounts Payable only:		
Reference #:	Reviewed by:	Date:

MARLIN TRAVEL
O-O PERCY HUNT TRAVELGROUP INC
MAIN FLOOR, 9929 108TH ST,
EDMONTON, AB T5K 1G8
GST Reg#: 885101913
Branch: N61107
Agent: SANDRA KOPECK Tel: 780-425-8611
To: MR DAVID DIAMOND

Invoices Number: 84821
Date: November 15, 2013
Page: 1/2
Our Reference: ZSK0093000N LMW4X4
Your Reference: PERSONAL

INVOICE

For
MR DAVID DIAMOND
AC. [REDACTED]

Monday, November 19, 2012

✈ Air

WESTJET AIRLINES
From: EDMONTON INTL AB
To: CALGARY AB
Stops: 0

Flight: 238 V CLASS
07:00:AM Equipment: 73W
07:50:AM

Mile(s) Flown: 153


✈ Air

AIR CANADA
From: CALGARY AB
To: EDMONTON INTL AB
Stops: 0
AIR CANADA E

Flight: 8156 W CLASS
05:30:PM Equipment: D8 (300 SERIES)
06:22:PM

Mile(s) Flown: 153

Saturday, June 1, 2013

 Tour

BSP TASF
From: CALGARY AB
To: CALGARY AB
MANAGEMENT FEE

PACKAGE TOUR

To: MR DAVID DIAMOND

Invoice Number: 84821
Date: November 15, 2012
Page: 2/2
Our Reference: ZSK0893000N LMW4X4
Your Reference: PERSONAL

INVOICE

Cost:			
TKT-WS2523841592	E-TKT		212.00
		Tax:	44.48
		Ticket Total:	256.48 ✓
TKT-AC2523841593	E-TKT		229.00
		Tax:	32.48
		Ticket Total:	261.48 ✓
TKT-934004943959			10.00 ✓
Total:			
		Grand Total:	527.96
		Less Credit Card Payments:	527.96
		Credit / Balance Due To This Invoice:	0.00
		Total Balance Due:	0.00

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE
ACCEPTED:.....DECLINED:.....
DOCUMENTATION REQUIRED: VALID PASSPORT, VISA, TOURIST CARD,
.PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID, OTHER.....
PLEASE RECONFIRM ALL FLIGHTS BETWEEN 48 AND 72 HOURS PRIOR
TO EACH DEPARTURE DIRECTLY WITH THE AIRLINE.
OUR PRIVACY POLICY CAN BE FOUND AT WWW.MARLINTRAVEL.CA.

*Travel to Calgary - Nov. 19/12
To participate in "Ask Dr. Eagle" session.
Cost includes \$10 service fee charged
by travel agent.*

MARLIN TRAVEL
O-Q PERCY HUNT TRAVELGROUP INC
MAIN FLOOR, 9929 108TH ST.
EDMONTON, AB. T5K 1G8
GST Reg#: 885101915
Branch: N61107
Agent: SANDRA KOPECK Tel: 780-425-8611
To: MR DAVID DIAMOND

Invoice Number: 84822
Date: November 15, 2012
Page: 1/2
Our Reference: ZSK0093002N LPGRQW
Your Reference: PERSONAL

INVOICE

For
MR DAVID DIAMOND
AC: [REDACTED]

Thursday, November 22, 2012

✈ Air

WESTJET AIRLINES
From: EDMONTON INTL AB
To: CALGARY AB
Stops: 0

Flight: 238 ECONOMY CLASS
07:00 AM Equipment: 73W
07:50 AM

Mile(s) Flown: 153


✈ Air

WESTJET AIRLINES
From: CALGARY AB
To: EDMONTON INTL AB
Stops: 0

Flight: 259 M CLASS
06:00 PM Equipment: 73W
05:49 PM

Mile(s) Flown: 153

Saturday, June 1, 2013

 Tour

BSP TASF
From: CALGARY AB
To: CALGARY AB
MANAGEMENT FEE

PACKAGE TOUR

To: MR DAVID DIAMOND

Invoice Number: 84822
Date: November 15, 2012
Page: 2/2
Our Reference: ZSK0093002N LPGRQW
Your Reference: PERSONAL

INVOICE

Cost:			
TKT-WS2523841594	B-TKT		
			301.00
		Tax:	88.96
		Ticket Total:	389.96 ✓
TKT-9540004943961			
			10.00 ✓
Total:			
		Grand Total:	399.96
		Less Credit Card Payments:	399.96
		Credit / Balance Due To This Invoice:	0.00
		Total Balance Due:	0.00

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE
ACCEPTED:.....DECLINED:.....
DOCUMENTATION REQUIRED: VALID PASSPORT...VISA...TOURIST CARD..
...PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER.....
PLEASE RECONFIRM ALL FLIGHTS BETWEEN 48 AND 72 HOURS PRIOR
TO EACH DEPARTURE DIRECTLY WITH THE AIRLINE.
OUR PRIVACY POLICY CAN BE FOUND AT WWW.MARLINTRAVEL.CA.

Travel to Calgary - Nov 22/12
Do participate in face to face
mtg + work shop. Mtg cancelled
due to weather conditions. Credit
issued to airline. \$10 charge is
service fee charged by travel agent.