



## Official Administrator and Executive Expense Report

Name

David Diamond

Title Chief Ext

Chief External Relations Officer

**Location** Edmonton

Expenses submitted during the month of December 2013

				Travel (1)					
Source Date Document Purpose	Airfare		Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Dec-13 Expense Claim Meetings					1,490	1,490			
Total	\$	-	\$	- \$ -	\$ 1,490	• 88	\$ -	¢	<del>_</del>
Total for the Month \$ 1,490							<del>-</del>	Ψ -	Ψ
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



# TRAVEL, HOSPITALITY & WORKING SESSION EXPENSE CLAIM

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Location: I			Dept: Executive (	Office	DOFA Leve	Position (Title):	Chief External Re	elations Officer	14481	
Employee #	(E-People):				DOLY FEAS	i: (# applicable)	Union:	Busi	ness Phone #:	
SECTION	E: FINANC	CODING & TO	TAL CLAIM							Ext:
OATTAL	-KOJECT C	ODING ONLY >	Project Nu Expenditure				Brokent	7-14		
	Total - Ser	tion B: Travel -		Jrganizati	The state of the s			Task Number Expenditure Type		
Pg Bal	1	Functional			Total - 8	ection C&D: Other & Fore	ian Eynogoo	D- 6		Western Company
Unit 2A 101	Location 0302	Centre (FC)	Total Expense	Bal Unit	Location	Functional Centre (FC)	Secondary/	Total	TOTAL REIMBU	RSEMENT
2B	0302	71810000009	\$1,489.75				Expense	Expense	Total Section B	\$1,489.75
2C	$\vdash$								Total Section C&D	
D									Less Cash Advance	
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### EXPENSE CLAIM DETAILS

	nter Finance Coding 101 0302	7181000	0009		Emp # (E-F	People)			•					
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 \$  SECTION B: TRAVEL EXPENSES.														
SECTION B: TRAVEL EXPENSES  NOTE: If expenses do not fall into these categories such as Hospitality. Working Session Reforetion Continues Education Continues Education Section in the Section as they are pre-determined by the system.														
elect from drop	down (column Prov) where expenses were incurred (Out of N.Ame lines are used for claim items that differ in Province, US and Out of	erica = Interi	)	wayonaa addii a	is riuspitality, vv	DIRING Session	Reloca	tion, Continuing	Education, Busin	ness Insurance go	to SECTION C			
	Business Reason for Travel - Detailed Description	Prov, US, or			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	Date Required		What is travel related	Cost	Meal (Allowance OR Receipt)			celpt)	If amount being claimed is above the				T	
(Include destination, who attended-(if meal), why travel was necessary and detailed explanation of reason)	N.Amer where	d Effective Method		IIA IseM			with Receipt	policy limit stated in Appendix "A" rationale is required			Rental Carl Bus/LRT/	Per Diem	Miles	
	A description of just "Meeting" will be returned for clarification	expenses incurred?	to?	Used? Y/N	Meni Type with value	Allowance	Meal Typa	with receipt	Airfare	Hotel	Taxi	Parking / Fuel	Allowance	Mileage (km)
9-Sep-13	ACC Meeting, Executive Royal Inn, Nisku	AB	Meeting	yes										70.00
17-Oct-13	Meeting with Dr. Cowell, Calgary	AB	Meeting	yes										590.00
22-0ct-13	Leadership Team Meeting in Calgary	AB	Meeting	yes										590.00
24-Oct-13	Meeting with MLA Rob Anderson, Airdrie	AB	Meeting	yes										540.00
29-Oct-13	Oct 29-31 Leadership Team Offsite Meeting In Stettler and Red Deer	AB	Meeting	yes		-								364.00
4-Nov-13	Meeting with Dr. John Cowell, Calgary	AB	Meeting	yes		•								590.00
12-Nov-13	Meeting with MLA Jacquie Fenske, Vegreville	AB	Meeting	yes										206.00
	SUBTOTALS				_							T-1-1 K		
	COBTOTALS											Total Kms 2950,00		
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									\$0.505					
	to applicable 40.305 per kill for ander 5,000km/	vr or \$0.47	per km for <u>o</u>	ver 5,000km/s	vr or per Union	Agreement							Mileage \$	\$1,489,75
Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3														
Auto fills on page 1 - TOTAL TRAVEL \$ \$1.489.75										\$1,489.75				
(Any analy	is Required for expenses that are not Cost En sis supporting the method to assess cost efforts	fective ectivene	ss should	l be attach	ed to the c	laim form			**					
					- 2A of 3									