

Official Administrator and Executive Expense Report

Name: Deb Gordon
Title: Vice President and Chief Health Operations Officer, Northern Alberta
Location: Edmonton
 Expenses submitted during the month of March 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)
Mar-14	P-Card	Meeting	223				223			
Total			\$ 223	\$ -	\$ -	\$ -	\$ 223	\$ -	\$ -	\$ -

Total for the Month \$ 223

Maximum daily single meal expense claimed in the month \$ -
 Maximum daily base 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

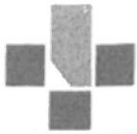
3) Hosting and Hospitality expenses

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



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

GORDON, DEB	SENIOR VICE PRESIDENT	Billing Reporting Period:	20/03/2014
Cardholder's Name	Cardholder's Position/Title		
HEALTH PROFESSIONS	SEVENTH STREET PLAZA	Total Statement Amount:	\$226.93
Cardholder's Dept	Cardholder's Site/Location		
DEB.GORDON@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
17/03/2014	346175989	AIR CAN 0142132265545, AIR CANADA	226.93	CAD	✓ 226.93	.00	.00	Travel to YYC to attend Council of Chairs meeting with OA as Ops Rep.

Signatures
Cardholder Designate (if Applicable)

By signing this statement

- I hereby certify that I have reviewed and reconciled this statement in BMOOnline 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.

Kim Belrose
Name of Cardholder Designate

[Signature]
Signature of Cardholder Designate

Executive Assistant
Cardholder Designate Position/Title

MAR 26 2014
Date of Signature

Cardholder

By signing this statement

- I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy.
- I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization. A personal cheque for any personal expenses inadvertently charged is attached.
- I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.

GORDON DEB
Name of Cardholder

[Signature]
Signature of Cardholder

VICE PRESIDENT & CHIEF HEALTH OPERATIONS
Cardholder Position/Title

MAR 26 2014
Date of Signature

OFFICER, NORTHERN ALBERTA

Approver Designate (if Applicable)

By signing this statement

- I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy.
- I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization. A personal cheque for personal expenses inadvertently charged has been obtained.
- I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.

Susan Best
Name of Approver Designate

[Signature]
Signature of Approver Designate

Exec Assistant
Approver Designate Position/Title

March 28, 2014
Date of Signature

Approver

By signing this statement

- I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy.
- I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization. A personal cheque for personal expenses inadvertently charged has been obtained.
- I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.

Deborah Rhodes
Name of Approver

[Signature]
Signature of Approver

Acting CFO
Approver Position/Title

Apr. 7/14
Date of Signature

Submit approved statement with attachments to Accounts Payable:
Attach:

- Original (or scanned) itemized receipts with documented business reasons including names of participants where required
- Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report) And where applicable:
 - Copies of pre-approvals for travel
 - Personal cheque payable to "Alberta Health Services"
 - Return, refund and/or credit receipts
 - Disputes letter
 - Business reasons for travel require detailed descriptions – 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

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.



Travel to YYC
to attend Council &
Chair's Mtg on
behalf of B. Huband
One way (travelled
back to colleague)
Attended meeting &
Official Administrator

Booking Information

Booking Reference: [REDACTED]
Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:
Ms Deborah Ann Gordon
deb.gordon@aircanada.com
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
AC8171 ¹	Edmonton, Edmonton Int'l (YEG) Fri 21-Mar 2014 07:30	Calgary (YYC) Fri 21-Mar 2014 08:23	0	0hr53	DH3	Flex, V	

Operated by:
1 Air Canada Express - Jazz

Passenger Information

1: Ms Deborah Ann Gordon : Adult (16+), Ticket Number: [REDACTED]

Air Canada - Aeroplan [REDACTED] Meal Preference: None
Payment Card: [REDACTED] Special Needs: None
Seat Selection: AC8171 12D

Purchase Summary

Fare Summary	
Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	172.00
Surcharges	12.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	25.00
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 [REDACTED] Amount paid: \$226.93
The following charges will appear on your credit or debit card statement:

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

Ticket number(s): [REDACTED]

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.

- o **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.
 - o **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.
 - o Flights can only be used in sequence from the place of departure specified on the itinerary.
 - **Cancellations:**
 - o Tickets are **non-refundable** and **non-transferable**.
 - o **Cancellations** can be made up to 45 minutes prior to departure.
 - o 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.
 - o 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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