

## Official Administrator and Executive Expense Report

**Name** Doug Tupper  
**Title** Official Administrator Committee Member  
**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	Expense Claim	Meetings	694	53		302	1,049			
<b>Total</b>			\$ 694	\$ 53	\$ -	\$ 302	\$ 1,049	\$ -	\$ -	\$ -

**Total for the Month** \$ 1,049

Maximum daily single meal expense claimed in the month \$ 21  
 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



AHS - AP Processing - Internal Use Only	
Voucher #	
Naming Convention	
TAA/NR Applicable? If yes, indicate line & amt	

## OFFICIAL ADMINISTRATOR AND COMMITTEE MEMBER REMUNERATION AND EXPENSE CLAIM FORM

<b>SECTION 1: PAYEE INFORMATION</b>					
Name:	Doug Tupper	Vendor# (if known)		Expense Period Month:	March Jan - 04/06/2014
Address:		City:	Edmonton	Province:	AB
Postal Code:		Country:		Phone #:	
Reason for Expense &/or Business Case					

<b>SECTION 2: FINANCE CODING &amp; TOTAL CLAIM</b>					
Description	Corp/BU/O ID	Location (if applicable)	Functional Centre/Primary	Expense/ Secondary Acct	Total (Note: This column will auto fill)
Meals (A)	101	0005	71110300004	45000000	\$53.16
Travel Exp (B+C+E)	101	0005	71110300004	62212000	\$968.18
Other (D)	101	0005	71110300004	41090000	\$28.56
<b>TOTAL PAYMENT</b>					<b>\$1,049.89</b>

<b>Rationale is Required for expenses that are not Cost Effective:</b> (supporting analysis and documentation must be attached to this form)

<b>SECTION 3: AUTHORIZATION</b>			
I attest that I have read and understand all applicable policies of Alberta Health Services that pertain to these expenses, and confirm expenses being claimed are in compliance with such policies.			
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.			
I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided above.			
Claimant (Print Name):	Signature: I, by signing this form, attest that I am compliant with all the above statements	Date:	Phone#
Doug Tupper	<i>Doug Tupper</i>	March 14/14	
I attest that I have read and understand all applicable policies of Alberta Health Services that pertain to these expenses, and confirm expenses being claimed are in compliance with such policies.			
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.			
I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided above.			
Approved by (Print Name):	Position Title/Program Group	Date:	Phone#
Dr. John Cowell	Official Administrator	April 17/14	
Signature: I, by signing this form, attest that I am compliant with all the above statements	DOFA Level	Position#	
<i>[Signature]</i>	4		

1) All cheques and attachments will be mailed out by Accounts Payable. Cheques will NOT be pulled and returned to departments for mailing.
2) Non-compliant and incomplete/improperly authorized payment requisitions will be returned without processing.

Health and Personal Information on this form is collected by AHS under the authority of section 20(b) of the Health Information Act (HIA) and sections 33(c) and 34(2) of the Freedom of Information and Protection of Privacy (FOIP) Act, respectively, for the purpose of administering AHS Procure to Pay program. For more information, questions or concern about the collection, use or disclosure of your health personal information, please contact Mark Patka, Director Accounts Payable at 780-735-0506 or email: Mark.Patka@albertahealthservices.ca

For payment please submit to the Official Administrator office, 10101 Southport Road SW, Calgary, AB, T2W 3N2, Attention: Lou DeCoste

*Douglas Rhodes*

Douglas Rhodes, Acting CFO

AP Quality & Compliance

Created: November 01, 2013  
Rev 2 eff February 06, 2014

AP 3 006-F  
Page 1

Carry forward from Section 1

Name:	Doug Tupper	Vendor# (if known)	Expense Period Month:	Jan - 01/03/2014
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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 above

**SECTION 4A: OFFICIAL ADMINISTRATOR & COMMITTEE MEMBER - TRAVEL EXPENSE CLAIM**

Date	Description: (include purpose of trip, mode of travel, starting point, details of expenditure)	Cost Effective method used?	Meal (Allowance OR Receipt) (A)				Accommodation (B)	Transportation (Flight, Car Rental, Fuel, Parking, Taxi) (C)	Other (Itemize) (D)	Mileage km (E)
			Allowance		With Receipt					
			Meal Type	Allowance	Meal Type	With Receipt				
14-Jan-14	Meeting with Gord Winkel re Quality Assurance & Patient Safety Advisory Commt- home to UofA and return - parking	Yes						\$6.00		20
16-Jan-14	Meeting with Verne Yiu and other AHS staff re Quality Assurance & Patient Safety Advisory Commt- home to SSP and return-parking	Yes						\$7.50		17
1-Mar-14	Travel to YEG for Quality Assurance & Patient Safety Advisory Commt - Tucson home to airport and return-parking	Yes	B-\$9.20	\$9.20				\$30.73		96
1-Mar-14	Travel to YEG for Quality Assurance & Patient Safety Advisory Committee - Airfare and baggage charge	Yes	L-\$11.60	\$11.60				\$694.20	\$28.56	
1-Mar-14	Travel to YEG for Quality Assurance & Patient Safety Advisory Committee - Taxi from EIA to Edmonton home	Yes						\$66.00		
3-Mar-14	Attendance at Quality Assurance & Patient Safety Advisory Commt- home to SSP and return (parking)	Yes						\$18.00		17
4-Mar-14	Travel from Edmonton home to EIA - taxi	Yes	L-\$11.60	\$11.60				\$68.00		
4-Mar-14	Travel from Edmonton to Arizona	Yes	D-\$20.75	\$20.75						
<b>Total: (amount auto fills to page 1)</b>			\$53.15		\$0.00		\$0.00	\$892.43	\$28.56	150.00

<b>OA COMMITTEE MEMBER Mileage Rate</b>	0.505	<b>Total Mileage</b>	\$ 75.75
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For payment please submit to the Official Administrator office: 10101 Southport Road SW, Calgary, AB. T2W 3N2, Attention: Lou DeCoste

Created November 01, 2013  
Rev 2 eff February 06, 2014

Doug Tupper

**From:** Expedia Travel Confirmation [Confirmation@ExpediaConfirm.com]  
**Sent:** Saturday, February 15, 2014 9:54 AM  
**To:** datupper@telus.net  
**Subject:** Expedia travel confirmation - 01 March, 2014 - [REDACTED]



Thank you for booking with Expedia! Your booking is confirmed.

You can manage your reservation or review your itinerary online for the most up-to-date information.



Access your itinerary anywhere.

GET THE FREE APP

## Edmonton

Sat 1/Mar/2014 - Tue 4/Mar/2014 | Itinerary # 170049540499

### Important Information

- All passengers traveling to the US must provide valid travel documents and details of their full US destination address for US immigration.
- Proof of citizenship is required for international travel. Be sure to bring all necessary documentation (e.g. passport, visa, transit permit). To learn more, visit our Visa and Passport page.
- We noticed you did not choose travel protection coverage when booking this flight. If you change your mind, you can purchase insurance prior to travel and receive your insurance certificate via email.

### Tucson (TUS) -- Edmonton (YEG)

Sat 1/Mar/2014 - Tue 4/Mar/2014 - 1 round trip ticket

CONFIRMED  
American Airlines  
US Airways

Your reservation is booked and confirmed. There is no need to call us to reconfirm this reservation.

### Price Summary

#### Traveller information

Douglas Alfred Tupper  
Senior

No frequent flyer details  
provided

Ticket # [REDACTED]

Traveller 1: Senior	C\$694.20
Flight	C\$582.00
Taxes & Fees	C\$112.20
<b>Total</b>	<b>C\$694.20</b>

\* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

All prices quoted in Canadian dollars.

01/03/14 - Departure - 1 stop

Total travel time: 5 h 41 m

Tucson	Phoenix	1 h 0 m - 110 miles
TUS 9:15am	PHX 10:15am	
American Airlines 5512 Operated by US AIRWAYS EXPRESS-MESA AIRLINES		
Economy/Coach (Q)   Seat 15D   Confirm or change seats with the airline*		

Layover: 1 h 20 m

### Additional Flight Services

- The airline may charge additional fees for checked baggage or other optional services.

09/03/2014

Phoenix                      Edmonton                      3 h 21 m   1,385miles  
 PHX 11:35am                      YEG 2:56pm  
 American Airlines 8192 Operated by WESTJET  
 Economy/Coach (G) | Confirm seats with the airline \*

04/03/14 - Return 1 stop

Total travel time: 5 h 13 m

Edmonton                      Phoenix                      3 h 19 m   1,385miles  
 YEG 3:25pm                      PHX 6:44pm  
 US Airways 619  
 Economy/Coach (K) | Seat 13F | Confirm or change seats with the airline \*

Layover: 1 h 8 m

Phoenix                      Tucson                      0 h 48 m   110miles  
 PHX 7:50pm                      TUS 8:38pm  
 American Airlines 5526 Operated by US AIRWAYS EXPRESS-MESA AIRLINES  
 Economy/Coach (Q) | Seat 14C | Confirm or change seats with the airline \*

#### Airline Rules & Regulations

- We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.
- Tickets are nonrefundable, nontransferable and name changes are not allowed.
- Please read the complete penalty rules for changes and cancellations applicable to this fare.
- Please read important information regarding airline liability limitations.
- For residents of Québec, prices include a contribution to the Indemnity Fund of C\$2.00 per C\$1,000 of travel services purchased.

Need help with your reservation?

Visit our Customer Support page

Call us at 1-866-307-7601

For faster service, mention itinerary [REDACTED]

#### Complete Your Trip

Offer expires on:	<b>Because you booked a flight, save up to 55% on select hotels</b>	Get around Add a Car	Get out and explore Add an activity
25/02/14	Add a Hotel		

#### Travel Industry Council of Ontario

In accordance with the *Ontario Travel Industry Act, 2002*, this page contains detailed information on the names, addresses and registration numbers applicable to the providers of travel and ticket fulfillment services.

Ticket fulfillment services provided by Tour East Holidays (Canada) Inc., 15 Kern Road, Suite 9, Toronto, Ontario M3B 1S9. TICO Registration No. 50015827

You are receiving this business email based on a recent booking or account related update on Expedia.ca

09/03/2014

DOUG TUPPER

Page  
Invoice no.  
PNR  
Client No  
Agent  
Date of issue  
Printed

1 of 1

15 February 2014  
25 March 2014 4:26 PM

Ref : SRC

## Passengers

1 TUPPER DOUGLAS ALFRED

## Flight

Flight No	Class	Depart Date	Arrl Date	Route
AA 5512	Q	3/1/2014 9:15 AM	3/1/2014 10:15 AM	TUCSON - PHOENIX
AA 8192	G	3/1/2014 11:35 AM	3/1/2014 2:56 PM	PHOENIX - EDMONTON INTL
US 819	K	3/4/2014 3:25 PM	3/4/2014 6:44 PM	EDMONTON INTL - PHOENIX
AA 5528	Q	3/4/2014 7:50 PM	3/4/2014 8:38 PM	PHOENIX - TUCSON

Passenger	Carrier	Ticket #	Fare	Tax	Penalty/Ppd svc fee	Total
TUPPER DOUGLAS ALFRED	AA		582.00	110.95	0.00	692.95
				1.25 GST		1.25
			582.00	112.20	0.00	694.20
						694.20 by credit card
						0.00

Total flight(s) 0.00 CAD

## Auxiliary

Type	Vendor	City	Date	Remark
Other	INFO	TUCSON	12/15/2014	
Total amount owing				0.00 CAD
		Total GST		1.25



## Account Details - CIBC Credit Cards

<u>Transaction Date</u>	<u>Posted Date</u>	<u>Transaction Details</u>	<u>Debit</u>	<u>Credit</u>
March 04, 2014	March 06, 2014	CO-OP TAXI EDMONTON, AB	\$68.00	
March 04, 2014	March 06, 2014	TUCSON AIRPORT TRMNL PRK TUCSON, AZ 27.00 USD @ 1.138148	\$30.73	
March 01, 2014	March 06, 2014	AIRPORT TAXI SERVICE105 EDMONTON, AB	\$68.00	
Feb. 28, 2014	March 03, 2014	USAIRWAYS [REDACTED] 800-428- 4322, AZ 25.00 USD @ 1.142400	\$28.56	
Feb. 15, 2014	Feb. 20, 2014	AMERICAN AI [REDACTED] TORONTO, ON	\$694.20	





### Receipt Services

#### Ticket Detail:

Ticket Number		PNR	
Passenger Name	TUPPER/DOUGLAS	Sales Reference #	
Agency Name		Booking Date	02/28/2014
Payment / Reference		Ticket Amount	\$25.00
Coupon Usage		Additional Usage	
Fare Calc	BAGGAGE FEE (1B) 01 0025 (2B) 00 0000 (3B) 00 0000 (4B) 00 0000 (OW) 00 0000 (OZ) 00 0000 (SE) 00 0000 (CU) 00 0000 USDYTL025.00END		Tour Code/E-Cert # DOMESTIC

#### Scheduled Itinerary Detail

Post	Carrier	Flight Number	Flight Date	Origin	Destination	Coupon Use	Class Flown	Fare Basis	Fare	Source Code
	US		02/28/2014	EBC	FEE	NOT FLOWN ( )	Y	YBAG	\$ .00	

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www.usairways.com | www.usairways.com/contact  
www.usairways.com/worldwide | www.usairways.com/dividendmiles  
.....



Meeting with GORD WINKER

DISPLAY THIS SIDE UP ON DASHBOARD

DETACH RECEIPT FROM TICKET  
RECEIPT GST # R108102831

EXPIRATION DATE 14/01/14 15:33  
EXPIRATION TIME 14/01/14 14:03  
DATE ISSUED 14/01/14 14:03  
TIME ISSUED 14:03  
AMOUNT PAID \$ 6.00

AMOUNT PAID \$ 6.00 96400000 14:03 WCP



1956951

1956951

NON TRANSFERABLE  
NON REFUNDABLE

NON TRANSFERABLE  
NON REFUNDABLE

Quality Assurance &  
Patient Safety  
Committee.

Home -> EIA

= TRANSACTION RECEIPT =

ALBERTA COOP TAXI  
10538 - 114 ST  
EDMONTON, AB T6H 3J7  
(780) 425-2525

ACCT TYPE: CREDIT CARD  
CARD NUMBER:

CARD TYPE: VISA  
DATE/TIME:  
14/03/04 12:30:08  
AUTH#:

VEH/DRV:  
GST#:  
TXN ID:

FARE: \$ 64.76  
FLAT: \$000.00  
EXTRAS: \$000.00  
TAX: \$ 3.24

FA+FL+EX+TAX: \$ 68.00  
TIP: \$000.00  
DISCOUNT: \$000.00

TOTAL: \$ 68.00

SIGNATURE:

meeting with  
Vernia Yu +  
Others

TICKET VOID IF RE-SOLD

IMPARK  
PHONE 780-420-1976  
JENNIFER PARKER  
Meter: 107 383  
Time: 10:00 AM 14

Price: \$ 7.50  
Card:  
Exp.:

VOID IF RE-SOLD

6:00AM FRI  
JAN 17 14

ST NO. 387315638RT0001  
INSTRUCTIONS ON BACK

Parking

Tucson Intl. Airport

Tucson Airport Authority  
2005 S. Plumer ave.  
5756 Tucson  
420-573-4710

Receipt 03/04/14 21:52:07

Parking Ticket \$ 27.00  
13/02/14 17:55 - 03/04/14 21:51  
length of stay: 2 Dn 3 Hrs 56 Min.

Total Amount \$ 27.00

Credit Visa \$ 27.00

Visa

UPPER/DOUG

Card No.

Amount = \$ 27.00

Thank you

\$27 US = \$30.73  
CDN

TICKET VOID IF RE-SOLD

PHONE 780-420-1976

Meter: 107 383  
In and out privileges  
Time: 6:22A MAR 03

Impark

Price: \$13.00

Card:

Exp.:

6:00PM MON  
MAR 03 14

ST NO. 387315638RT0001  
INSTRUCTIONS ON BACK

IF RE-SOLD

PLACE THIS SIDE UP ON DASH

PLACE THIS SIDE UP ON DASH

PLACE THIS SIDE UP ON DASH

PLACE THIS SIDE UP

March 14, 2014

ATTESTATION

I attest that the amount of \$68.00 was paid for taxi services on March 1, 2014 from the Edmonton International Airport to my residence while traveling from Arizona to Edmonton so I could attend AHS business at the Quality Assurance & Patient Safety Advisory Committee on March 3, 2014.

The expense of \$68.00 has not been claimed previously for the date noted.

The original receipt for this expense was lost.



Claimant  
Doug Tupper  
Official Administrator Committee Member

March 18, 2014

Date



Approver  
Dr. John Cowell  
Official Administrator

April 21, 2014

Date

Expenses up to March 4<sup>th</sup>

January 14: meeting with Gord Winkel – home to U of A and return. 20 km and \$6.00 for parking

January 17: meeting with Verna Yiu and other AHS staff – home to 7<sup>th</sup> street plaza and return. 17 km, and \$12.00 for parking.

Travel to and from March 3<sup>rd</sup> meeting:

Home in Tucson to Tucson international airport. Left house at 7:15 am on March 1<sup>st</sup>, and returned at 10:00 pm on March 4<sup>th</sup>. 96 km, plus \$27 US for parking (\$27.00 at 1.138148 = \$30.73 Cdn)

Airfare: \$694.20 CDN

Baggage charge: \$25 US at 1.142.400=28.56 CDN

Breakfast and lunch on March 1<sup>st</sup> at standard rate: \$9.20+11.60

Arrived in Edmonton at 4:30 PM

Taxi to Edmonton home: \$68.00

March 3<sup>rd</sup>: 17 km return to 7<sup>th</sup> Street Plaza, and \$18 parking

March 4<sup>th</sup>: left house at 11:45 AM. Taxi to Edmonton International Airport -\$68.00

Lunch and dinner at standard rate: \$11.60 + \$20.75