

## Official Administrator and Executive Expense Report

**Name** Dr. Evan Lundall  
**Title** ZMD, Central Zone  
**Location** Red Deer

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	Meetings and Conferences	634				634	1,073		
Mar-14	Expense Claim	Meetings and Conferences		23		310	333			
<b>Total</b>			\$ 634	\$ 23	\$ -	\$ 310	\$ 967	\$ 1,073	\$ -	\$ -

**Total for the Month** \$ 2,040

Maximum daily single meal expense claimed in the month \$ 12  
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

<b>LUNDALL, EVAN</b> Cardholder's Name	<b>CENTRAL ZONE MEDICAL</b> Cardholder's Position/Title	Billing Reporting Period: <b>20/03/2014</b>
<b>MEDICAL AFFAIRS</b> Cardholder's Dept	<b>AHS MICHENER BEND</b> Cardholder's Site/Location:	Total Statement Amount: <b>\$1,707.46</b>
<b>EVAN.LUNDALL@ALBERTAHEALTHSERVICES.CA</b> Cardholder's e-mail address		Last 6 digits of the P-Card #: <b>[REDACTED]</b>

**Statement of Transactions**

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
14/03/2014	045939565	WESTJET 8382195801380, WestJet Airlines	240.58	CAD	240.58	.00	.00	Airfare - Cal-Tor - Attending Cdn Conference on Physician Leadership ✓
14/03/2014	048067409	AIR CAN 0142102171595, AIR CANADA	393.38	CAD	393.38	.00	.00	Air fare - Toronto-Red Deer - attended Cdn Conference on Physician Leadership ✓
18/03/2014	048294784	CANADIAN MEDICAL ASSOC. ORGANIZATIONS, MEMBERSHIP	1,073.50	CAD	1,073.50	81.12		Registration Fee: Cdn Conference on Physician Leadership - Apr 11-12/14 - Toronto ✓

<b>Signatures</b>		
<b>Cardholder Designate (If Applicable)</b> By signing this statement I hereby certify that I have reviewed and reconciled this statement in BMO 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>Sheryl Berger</u> Name of Cardholder Designate <u>[Signature]</u> Signature of Cardholder Designate	<u>Asst. Assistant</u> Cardholder Designate Position Title <u>12/15/14</u> Date of Signature	
<b>Cardholder</b> 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.		
<u>LUNDALL, EVAN</u> Name of Cardholder <u>25/3/14</u> Signature of Cardholder	<u>CENTRAL ZONE MEDICAL</u> Cardholder Position Title <u>[Signature]</u> Date of Signature	
<b>Approver Designate (If Applicable)</b> 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.		
<u>Name of Approver Designate</u> <u>Signature of Approver Designate</u>		<u>Approver Designate Position Title</u> <u>Date of Signature</u>
<b>Approver</b> 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.		
<u>Dr. Verna Yip</u> Name of Approver <u>[Signature]</u> Signature of Approver		<u>VP Quality + CHO</u> Approver Position Title <u>Mar 27/14</u> Date of Signature
<b>Submit approved statement with attachments to Accounts Payable:</b>		
<b>Attach:</b> • 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 meal), why travel was necessary and detailed explanation of reason		<b>Address:</b> Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street Edmonton, AB T5J 3E4
<b>Accounts Payable only:</b>		
Reference #:	Reviewed by:	Date:

Airline Reservation: Evan Lundall  
Apr 10, 2014  
Calgary to Toronto

Re: Attending "Canadian Conference  
on Physician Leadership" Apr 11-12/14

Sheryl Hergott

From: WestJet Airlines [noreply@itinerary.westjet.com]  
Sent: March 14, 2014 9:34 AM  
To: Evan Lundall  
Subject: Reservation Confirmation



WestJet  
22 Aerial Place N.E.  
Calgary, Alberta,  
Canada  
Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary. Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight. This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

## Booking Confirmation

Your reservation code is: [REDACTED]

Main contact: Mr Evan Lundall

E-mail: [REDACTED]

Phone Number: [REDACTED]

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#)

## Guest

Mr. Evan Lundall	Flight	Calgary (YYC)-Toronto (YYZ)
	Ticket Number	[REDACTED]
	Seat	YYC-YYZ: *

## Air Itinerary Details

WS672 WestJet	Calgary, CA Thu 10 Apr, 2014 04:40 PM	Toronto, CA Thu 10 Apr, 2014 10:24 PM	Fare type: Econo Non-stop
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## Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 169.00	CAD 23.00	CAD 48.58	CAD 240.58	x 1	CAD 240.58
						Total airfare: CAD 240.58

## Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 11.46
CA	Air Travellers Security Charge (ATSC)	CAD 7.12
SQ	Airport Improvement Fee (AIF)	CAD 30.00
		Total taxes: CAD 48.58

## Fare family benefits

YYC-YYZ: Econo Seat Sale Benefits

- One complimentary checked bag \*
- Fully refundable if cancelled within 24 hours of booking \*\*
- Advance seat selection - \$5-53.10\*
- \$75-88.50 itinerary change fee + applicable fare difference
- \$75-88.50 name change fee
- \$75-88.50 cancellation fee, balance credited toward future WestJet flight purchases-
- \* Not applicable on flights operated by our airline partners

- \*\* Excluding flights departing within 24 hours of booking
- - Non-refundable to original form of payment

## Total

Charged to MASTERCARD [REDACTED]

CAD 240.58

## WestJet offers

### Rent a car

Reserve a car in three easy steps, compare side by side pricing at a glance and earn WestJet dollars® when you make your rental car reservation with WestJet. [Reserve now](#)

### Book a hotel

Whether it's a weekend getaway or a last minute business trip, WestJet has a hotel for you. Choose from over 155,000 hotels worldwide and earn WestJet dollars® when you book your hotel with WestJet. [Book now](#)

### Get travel insurance

Don't forget to include travel insurance as part of your trip. WestJet has partnered with RBC Insurance® to provide you with the right coverage for your travel experience. [Get a quote](#)

## Important Information

Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airlines partners](#) ; it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage](#) info page.
- Positive identification is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
- For detailed information on your flight visit:
  - [Fares, taxes and fees](#) (For [change/cancel guidelines](#), [baggage fees](#), [service fees](#) and other [taxes and fees](#))
  - [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
  - [Seat selection](#) (How it works, changing your seat and more)
  - [Inflight services](#) ([Buy on board](#), [up! magazine](#) and more)
  - [Inflight entertainment](#) for information on our live seatback television.
- Carbonzero and WestJet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the [purchase of carbon offsets](#).
- We appreciate hearing about your experience with us. If you would like to provide us with feedback, please see our [contact us](#) page and select the give feedback tab. You may also send us a letter at: WestJet Campus, Attention Guest Relations, 22 Aerial Place N.E. Calgary, Alberta Canada T2E 3J1.

[Important Legal Notice](#)

[Terms and Conditions](#)

## Contact Information

If you have questions about your reservation, call WestJet at 1-888-937-8538 (1-888-WESTJET) and have the itinerary number ready. Thank you for choosing WestJet.



Airline Reservation: Evan Lundall  
Apr 13, 2014  
Toronto to Red Deer

Re: Attended "Canadian Conference on  
Physician Leadership". Apr 11-12, 2014

Sheryl Hergott

From: Air Canada [confirmation@aircanada.ca]  
Sent: March 14, 2014 10:09 AM  
To: [REDACTED]  
Subject: Evan is sending you the itinerary for your next trip from Toronto to Red Deer.

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

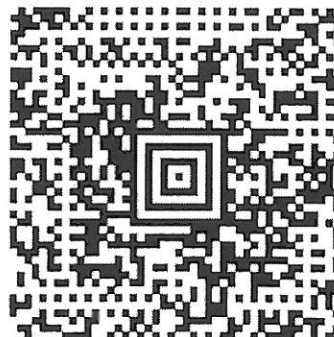
AIR CANADA 

## Itinerary/Receipt

From: Evan

**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 kiosk.



### Hotels in Red Deer

From (per night)

**\$101** CAD



Sandman Hotel Red Deer:

★★★☆☆

From (per night)

**\$126** CAD



Holiday Inn Express RED DEER:

★★★★☆

From (per night)

**\$126** CAD

Sheraton Red Deer Hotel:

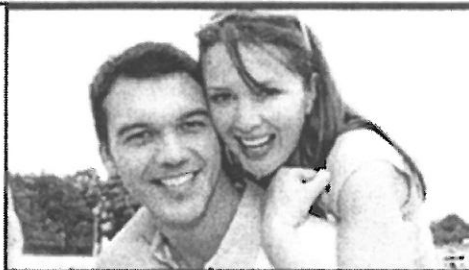
★★★★☆

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**Go to My Travel Planner**



**Need a car in Red Deer?** Great rates and additional Aeroplan Miles.

**AVIS**  **Budget**

### Booking Information

Booking Reference: [REDACTED]

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

Main Contact:  
Mr Evan Lundall

**Customer Care**

Air Canada  
1-888-247-2262  
Flight Arrivals and  
Departures  
1-888-422-7533

evan.lundall@albertahealthservices.ca

Mobile: [REDACTED]

Home: [REDACTED]

#### 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?

#### Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC119	Toronto, Pearson Int'l (YYZ) Sun 13-Apr 2014 10:00 - Terminal 1	Calgary (YYC) Sun 13-Apr 2014 12:11	0	7hr35	320	Tango, T	F
AC7208 <sup>1</sup>	Calgary (YYC) Sun 13-Apr 2014 14:55	Red Deer (YQF) Sun 13-Apr 2014 15:35	0		BEH	Tango, T	

 **F: Food for purchase on board** All Onboard Café purchases made on board Air Canada flights are payable only with Visa, MasterCard and American Express credit cards.

Operated by:

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

#### Passenger Information

**1: Mr Evan Lundall : Adult (16+), Ticket** [REDACTED]

Frequent Flyer Prog : [REDACTED]

Meal Preference : **None**

Payment Card: [REDACTED]

Special Needs: **None**

Seat Selection: **None**

#### Purchase Summary

##### Fare Summary

Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - <u>Tango</u>	263.00
<u>Surcharges</u>	53.00
<b>Taxes, Fees and Charges</b>	
<u>Canada Airport Improvement Fee</u>	25.00
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	45.26
<u>Air Travellers Security Charge (ATSC)</u>	7.12
Total airfare and taxes before options (per passenger)	393.38
Number of passengers	1
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$393.38</b>

#### Payment Information

**Credit/Debit Card** [REDACTED] - Amount paid: **\$393.38**

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

Air Canada: \$393.38 (Airfare - per ticket)

Ticket number(s): [REDACTED]

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## Fare Rules

### Departing Flight Toronto (YYZ) To Red Deer (YQF) - Tango

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- **Changes:**
  - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 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 subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger.
  - **Same-day standby** is available **only** 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.
- **Paid Advance Seat Selection** is available 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 25% Aeroplan Miles (Altitude Qualifying Miles) for flights within Canada and 50% Aeroplan Miles (Altitude Qualifying Miles) for flights between Canada and the U.S.

Please read important information and notices regarding Air Canada's general conditions of carriage.

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## Baggage Allowance and Fees

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Prepare your checked and carry-on baggage with the help of our Baggage Guide.

### Carry-on Baggage

On your Air Canada, Air Canada Express, or Air Canada rouge-operated flight, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15,5 x 21,5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). [View more details](#).

### Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

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**Departing Flight : Toronto (YYZ) To Red Deer (YQF) - Tango**

	<b>1st bag:</b>	<b>2nd bag:</b>
	<b>Complimentary</b>	<b>\$20.00 CAD</b>
Regular Baggage Allowance		+ taxes* per direction
	Max. weight per bag: 23 kg (50 lb)	
	Max. linear dimensions per bag: 158 cm (62 in)	

\* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to the 2nd bag fee. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel. Please note that checked baggage fees may be assessed a second time if your itinerary includes a stopover lasting more than 24 hours.

Note: If you **exceed your baggage allowance** (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

View [Air Canada's additional checked baggage policy](#).

View the [additional checked baggage policy of Air Canada's codeshare and interline partners](#).

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## Important Information

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 [Travel documentation](#) page for important information on identification required for travel.

### [Check-in and boarding times](#)



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North America  
four years in a row**



Registration for: Evan Lundall

"Canadian Conference on Physician Leadership" - Apr 11-12, 2014

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**Sheryl Hergott**

**From:** Evan Lundall L.  
**Sent:** March 25, 2014 10:03 AM  
**To:** Sheryl Hergott  
**Cc:** 'Evan Lundall'  
**Subject:** FW: CCPL Registration Confirmation

**Dr. Evan Lundall**

Medical Director - Central Zone

Alberta Health Services

Phone: [REDACTED] Fax: [REDACTED]

e-mail: [evan.lundall@albertahealthservices.ca](mailto:evan.lundall@albertahealthservices.ca)

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**Executive Assistant: Sheryl Hergott**

[sheryl.bergott@albertahealthservices.ca](mailto:sheryl.bergott@albertahealthservices.ca)

Tel: 403.343.4519

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**From:** CCPL Registration [<mailto:CCPLregistrations@cma.ca>]

**Sent:** Tuesday, March 18, 2014 5:24 PM

**To:** Evan Lundall L.

**Subject:** CCPL Registration Confirmation



## Canadian Conference on Physician Leadership

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Canadian Society  
of Physician Executives

Société canadienne  
des médecins gestionnaires



## Canadian Conference on Physician Leadership

April 9 - 12, 2014

Fairmont Royal York Hotel

Toronto, Ontario

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## Registration Confirmation

Thank you for your participation, we look forward to seeing you at the Canadian Conference on Physician Leadership.

Order date : 2014/03/18

Order reference : [REDACTED]

**Dr. Evan Lundall**

[REDACTED]  
[REDACTED]

Red Deer, Alberta

Office telephone: [REDACTED] [REDACTED]

Office fax:

Home telephone: [REDACTED]

[evan.lundall@albertahealthservices.ca](mailto:evan.lundall@albertahealthservices.ca)

Food allergies or food observances:

N/A

## Conference Workshop Preferences

Session 1 : B. The courage to lead in uncertain times

Session 2 : D. Heading upstream: the role of physicians in creating the conditions for health

Session 3 : H. Leadership positions that require more than an MD: when was the last time you were interviewed for a job?

Session 4 : E. Physician leadership: everyone in the water!

## Official Receipt

Please keep this copy for your records

Item			Total
2-day CCPL Conference (April 11-12)	1	\$950.00	\$950.00
Subtotal			\$950.00
(CMA no.: 12176 5705 RT0001) HST (13.0%)			\$123.50
Grand total			\$1,073.50

For further information or questions please contact [REDACTED] (or call [REDACTED])  
[REDACTED]

### Conference Cancellation Policy

Registration fees, less a \$150 administrative charge (or \$250 if it includes a preconference workshop) will be refunded for cancellations received in writing before March 25. No refund will be offered for cancellations received after that time - no exceptions. Participants who request a cancellation may opt to send a substitute.

### Travel Approval Form (Out-of Province Only) / Request for Advance

<b>A. TRAVEL PARTICULARS</b>			
Out-of-Province: <input checked="" type="checkbox"/>		Advance Request: <input type="checkbox"/>	
Destination: Toronto, ON			
Name: Dr Evan Lundall		Employee #: [REDACTED]	
Report To: Dr. Verna Yiu			
Department: Medical Affairs		Office Location: Michener Bend, Red Deer	
Business Phone #: [REDACTED]			
What former entity payroll systems is the employee currently being paid from? (Please ✓ one from below).			
<input type="checkbox"/> AADAC	<input type="checkbox"/> Calgary Health	<input type="checkbox"/> East Central	
<input type="checkbox"/> Alberta Cancer Board	<input type="checkbox"/> Capital Health	<input type="checkbox"/> Northern Lights	
<input type="checkbox"/> Alberta Mental Health Board	<input type="checkbox"/> Chinook	<input type="checkbox"/> Palliser Health	
<input type="checkbox"/> Aspen	<input checked="" type="checkbox"/> David Thompson	<input type="checkbox"/> Peace Country	
Finance Code/Accounting Distribution (if applicable):			
Corp/BU/Org (if applicable)	Location (if applicable)	Functional Centre/Primary	Expense/Secondary Account
Dates: From (day/month) 10 Apr (year) 2014 to (day/month) 13 Apr (year) 2014			
Purpose of Trip: 2014 Canadian Conference on Physician Leadership - Courage: Bringing Authenticity to Action			
Employee Signature: [Signature]			Date: 6 FEB 2014
<b>APPROVALS:</b> (Sr. VP prior approval required for all Out-of-Province Travel) (Travel Advance Approval - Travel Policy Appendix A)			
Approved By: (please print) [Signature]		Title: VP Quality + CMO	Phone #: [REDACTED]
Signature: [Signature]		Date: 7/6/14	
Approved By: (please print)		Title:	Phone #
Signature:		Date:	

<b>B. ESTIMATE OF EXPENSES</b> <input type="checkbox"/> Canadian Dollars <input type="checkbox"/> US Dollars		
Category	Description	Amount
1. Accommodation Charge	# 3 Nights at \$200.00	\$600.00
2. Meals	3 Breakfasts; 3 Dinners	90.00
3. Registration	20014 Cdn Conference on Physician Leadership	1,073.50
4. Airfare or Other Travel Costs	Westjet - approximate	800.00
5. Other Expenses (please specify)	Taxi - to and from airport to hotel - est.	50.00
<b>Total Estimated Travel Costs</b>		<b>\$2,532.50</b>

<b>C. COMPLETE THIS SECTION IF YOU REQUIRE AN ADVANCE</b> (only if amount required is \$500 or above)	
Advance Amount (\$) Requested:	Date Required:

- > If an advance is being requested the original approved Travel Approval Form should be forwarded to Accounts Payable 3 weeks prior to departure date, where possible.
- > All travel expenses must be approved in accordance to "Appendix A" of the Alberta Health Services Travel Policy.