

## Official Administrator and Executive Expense Report

**Name** Dr. Gerry Predy  
**Title** Senior Medical Officer of Health  
**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	728	21		523	1,272			
<b>Total</b>			\$ 728	\$ 21	\$ -	\$ 523	\$ 1,272	\$ -	\$ -	\$ -

**Total for the Month** \$ 1,272

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

**TRAVEL, HOSPITALITY & WORKING SESSION EXPENSE CLAIM**

**SECTION A: EMPLOYEE DETAILS (for AHS Staff ONLY)**

- Enter employee # (old) and Employee # (E-People) if your payroll has migrated to the New E-People payroll system
- Indicate N/A in the Employee # (E-People) if your payroll has not migrated to the New E-People payroll system
- If you are a new employee and your payroll is E-People you will only have an Employee # (E-People)

Expense Date From: 1-Mar-14 To 31-Mar-14  
Travel Period from: To (if applicable)  
Out-of-Province Travel

Name: Dr. Gery Predy Position (Title): Senior Medical Officer of Health  
Location: Edmonton Dept: DOFA Level: (if applicable) Union: Business Phone #: Ext:  
Employee # (E-People):

**SECTION E: FINANCE CODING & TOTAL CLAIM**

CAPITAL PROJECT CODING ONLY →					Project Number		Project Task Number	
					Expenditure Organization		Expenditure Type	
<b>Total - Section B: Travel - Pg 2</b>					<b>Total - Section C&amp;D: Other &amp; Foreign Expenses - Pg 3</b>			
Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense	Bal Unit	Location	Functional Centre (FC)	Secondary/ Expense
2A	101	0306	71552000133	\$934.01				
2B	101	0306	71552000133	\$338.14				
2C								
2D								
				\$1,272.15				
<b>NOTE: This section auto fills from page 2A, 2B, 2C &amp; 2D</b>					<b>NOTE: These fields do not automatically fill for Section C &amp; D</b>			

TOTAL REIMBURSEMENT	
Total Section B	\$1,272.15
Total Section C&D	
Less Cash Advance	
<b>TOTAL CLAIM</b>	<b>\$1,272.15</b>

**SECTION F: AUTHORIZATION**

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.  
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.

I, by signing this form, attest that I am compliant to all the above statements.  
Employee Signature: [Signature] Date: April 3, 2014

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.  
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 ONLY): Dr. Verna Yiu DOFA Level: Position #: Phone #: Ext:  
Signature: [Signature] Title: VP Quality & CMO Date: Apr 4/14

I, by signing this form, attest that I am compliant to all the above statements.  
Signature: Title: Date:

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.

## EXPENSE CLAIM DETAILS

Enter Finance Coding

101 0306

71652000133

Emp # (E-People)

Page 2A

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 \$ amount on slip, **DO NOT** separate any taxes (eg. GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.

## SECTION B: TRAVEL EXPENSES

**NOTE:** If expenses do not fall into these categories such as Hospitality, Working Session, Relocation, Continuing Education, Business Insurance go to SECTION C

Select from dropdown (column Prov) where expenses were incurred (Out of N.America = Inter?)  
Ensure separate lines are used for claim items that differ in Province, US and Out of North America.

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 dd-mmm-yy	Business Reason for Travel - Detailed Description Required (Include destination, who attended (if meal), why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	Prov, US, or Out of N.Amer where expenses incurred?	What is travel related to?	Further Explanation is REQUIRED in the "Rationale is Required" section on this page										
				Cost Effective Method Used? Y/N	Meal (Allowance OR Receipt)				If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)
					Meal Allowance		Meal with Receipt		Airfare	Hotel	Taxi			
					Meal Type with value	Allowance	Meal Type	with receipt						
12-Mar-14	Travel from Coronation Plaza to SSP and Return for COEC	AB	Meeting	Yes								\$18.00 ✓		18.00 ✓
13-Mar-14	Travel to Calgary and Return for Meeting with Dr. Cowell at Southport	AB	Meeting	Yes	BL-\$20.80	\$20.80 ✓								660.00 ✓
18-Mar-14	Taxi to International Airport for trip to Calgary	AB	Meeting	Yes							\$50.00 ✓			
18-Mar-14	Airfare to Calgary for PPAH Meeting	AB	Meeting	Yes					\$417.11 ✓					
18-Mar-14	Taxi from International Airport	AB	Meeting	Yes							\$57.00 ✓			
19-Mar-14	Travel from Coronation Plaza to Marriott Hotel and Return for Co-Management Meeting	AB	Meeting	Yes										14.00 ✓
20-Mar-14	Travel from Coronation Plaza to Marriott Hotel and Return for Co-Management Meeting	AB	Meeting	Yes										14.00 ✓
24-Mar-14	Travel from Coronation Plaza and Return to RBB Meeting at Alberta Health	AB	Meeting	Yes								\$7.50 ✓		16.00 ✓
SUBTOTALS						\$20.80			\$417.11		\$107.00	\$25.50		Total Km 720.00

## 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

Enter \$0.505 km, \$0.47 km OR rate per Union Agreement  
(see Mileage details to the left)

\$0.505

Mileage \$ \$363.60

Travel \$ Subtotal \$570.41

Auto fills on page 1 - TOTAL TRAVEL \$ \$934.01

Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3

## Rationale is Required for expenses that are not Cost Effective

(Any analysis supporting the method to assess cost effectiveness should be attached to the claim form)

## EXPENSE CLAIM DETAILS

Enter Finance Coding

101 0306

71552000133

Emp # (E-People)

Page 2B

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 \$ amount on slip, **DO NOT** separate any taxes (eg. GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.

## SECTION B: TRAVEL EXPENSES

NOTE: If expenses do not fall into these categories such as Hospitality, Working Session, Relocation, Continuing Education, Business Insurance go to SECTION C

Select from dropdown (column Prov) where expenses were incurred (Out of N.America = Inter)  
Ensure separate lines are used for claim items that differ in Province, US and Out of North America.

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 dd-mm-yy	Business Reason for Travel - Detailed Description Required (include destination, who attended-(if meet), why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	Prov, US, or Out of N.America where expenses incurred?	What is travel related to?	Cost Effective Method Used? Y/N	Meal (Allowance OR Receipt)				If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)
					Meal Allowance		Meal with Receipt		Airfare	Hotel	Taxi			
					Meal Type with value	Allowance	Meal Type	with receipt						
6 Mar 26/14	Coronation Plaza to SSP and return for COEC	AB	Meeting	Yes								\$19.00 ✓		16.00 ✓
7 Mar 28/14	Airfare to Calgary for the April 22 PPAH Meeting	AB	Meeting	Yes					\$311.06 ✓					
SUBTOTALS									\$311.06			\$19.00		Total Kms 16.00

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

Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3

Enter \$0.505 km, \$0.47 km OR rate per Union Agreement  
(see Mileage details to the left)

\$0.505

Mileage \$ \$8.08

Travel \$ Subtotal \$330.06

Auto fills on page 1 - TOTAL TRAVEL \$ \$338.14

## Rationale is Required for expenses that are not Cost Effective

(Any analysis supporting the method to assess cost effectiveness should be attached to the claim form)



PLACE FACE UP ON DASH  
IMPARK LOT 256  
NO IN AND OUT PRIVILEGES

Expiration Date/Time  
06:00 PM  
MAR 12, 2014

Purchase Date/Time: 08:17am Mar 12, 2014  
Total Parking: \$17.14  
Total get: \$0.86  
Total Due: \$18.00  
Total Paid: \$18.00  
Ticket #: [REDACTED]  
SN #: 5000245104  
Setting: Lot 256  
Mach Name: Meter 1  
Rate: \$18.00-EarlyBird  
Payment Type: Card

Card [REDACTED] American Express  
Auth #: [REDACTED]  
GST #867315630RT0001

RECEIPT

IMPARK LOT 256  
NO IN AND OUT PRIVILEGES  
Expiration Date/Time: 06:00pm Mar 12, 2014  
Purchase Date/Time: 08:17am Mar 12, 2014  
Total Parking: \$17.14  
Total get: \$0.86  
Total Due: \$18.00  
Total Paid: \$18.00  
Ticket #: [REDACTED]  
Setting: Lot 256  
Mach Name: Meter 1  
Rate: \$18.00-EarlyBird  
Payment Type: Card

Card [REDACTED] American Express  
Auth #: [REDACTED]

PLACE FACE UP ON DASH  
IMPARK LOT 256  
NO IN AND OUT PRIVILEGES

Expiration Date/Time  
06:00 PM  
MAR 26, 2014

Purchase Date/Time: 08:21am Mar 26, 2014  
Total Parking: \$18.10  
Total get: \$0.90  
Total Due: \$19.00  
Total Paid: \$19.00  
Ticket #: [REDACTED]  
SN #: 5000245104  
Setting: Lot 256  
Mach Name: Meter 1  
Rate: \$19 - Early Bird  
Payment Type: Card

Card [REDACTED] American Express  
Auth #: [REDACTED]  
GST #867315630RT0001

RECEIPT

IMPARK LOT 256  
NO IN AND OUT PRIVILEGES  
Expiration Date/Time: 06:00pm Mar 26, 2014  
Purchase Date/Time: 08:21am Mar 26, 2014  
Total Parking: \$18.10  
Total get: \$0.90  
Total Due: \$19.00  
Total Paid: \$19.00  
Ticket #: [REDACTED]  
Setting: Lot 256  
Mach Name: Meter 1  
Rate: \$19 - Early Bird  
Payment Type: Card

Card [REDACTED] American Express  
Auth #: [REDACTED]

YELLOW CAR

780.462.3456

GST#

Date

Driver

From

To

10135-31 Avenue, Edmonton, AB T6N 1C2

From

To

Time

Date

Trip Amount

Driver Name

Car Number

GST

Receipt 21461  
03/24/14 10:51 LH 1 RM 35 Tm#151806  
03/24/14 09:43 In 03/24/14 10:51 Out  
Tkt# 763327  
Regular Rate \$ 7.14  
Total Tax \$ 0.36  
Total Fee \$ 2.50  
DASH PAID \$ 7.50  
Cash Tender \$ 20.00  
Change Due \$ 12.50

THANK YOU  
COME AGAIN

CITY OF EDMONTON  
LIBRARY PARKADE  
GST # 119326270 RT0001

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.

(3)



## Booking Information

Booking Reference: [REDACTED]

### Customer Care

Air Canada  
1-888-247-2262

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

Flight Arrivals and  
Departures  
1-888-422-7533

### Main Contact:

Dr Gerald N Predy  
gerry.predy@albertahealthservice.ca  
Mobile: [REDACTED]  
Work: [REDACTED]

## Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8171 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Tue 18-Mar 2014 07:30	Calgary (YYC) Tue 18-Mar 2014 08:23	0	0hr53	DH3	Tango, S	
AC8154 <sup>1</sup>	Calgary (YYC) Tue 18-Mar 2014 17:00	Edmonton, Edmonton Int'l (YEG) Tue 18-Mar 2014 17:53	0	0hr53	DH3	Tango, S	

Operated by:

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

## Passenger Information

1: Dr Gerald N Predy : Adult (16+), Ticket Number: [REDACTED]

Frequent Flyer Prog : None

Meal Preference: None

Payment Card: [REDACTED]

Special Needs: None

Seat Selection: AC8171 1C (Preferred) Paid , AC8154 1C (Preferred) Paid

Congratulations on your selection of a Preferred seat. Please read the Terms and conditions.

## Purchase Summary

### Fare Summary

Total charge for 1 adult

### Air Transportation Charges

Departing Flight (Tango) 137.00  
(Including surcharges)

Return Flight (Tango) (Including Surcharges)	137.00
Options	54.00
<b>Taxes, Fees and Charges</b>	<b>89.11</b>
Total Airfare Charge	417.11
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$417.11</b>

(3)

**Payment Information****Credit/Debit Card** [REDACTED] - Amount paid: **\$417.11**

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

- Air Canada: \$360.41 (Airfare - per ticket)
- Air Canada: \$56.70 (Advance Seat Selection - per ticket)

Ticket number(s): [REDACTED]

**Fare Rules****Departing Flight** Edmonton (YEG) To Calgary (YYC) - **Tango****Return Flight** Calgary (YYC) To Edmonton (YEG) - **Tango**• **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 \$75 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.
- Read complete fare rules applicable to this fare.

**Baggage Allowance and Fees**

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

Your booking is confirmed. Booking reference: [REDACTED]

An email booking confirmation has been sent to: [gerry.predy@albertahealthservices.ca](mailto:gerry.predy@albertahealthservices.ca).

Use your booking reference to retrieve your official Itinerary/Receipt at [aircanada.com](http://aircanada.com).

**Passengers** Mr Gerald N Predy

Flight	From	To	Departure	Arrival
AC8171	Edmonton (YEG)	Calgary (YYC)	07:30 Tue 22-Apr 2014	08:20 Tue 22-Apr 2014
AC8154	Calgary (YYC)	Edmonton (YEG)	17:00 Tue 22-Apr 2014	17:51 Tue 22-Apr 2014

Airfare  
Options  
Taxes, fees & charges  
Travel Insurance  
**Grand Total**  
Canadian dollars

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.

**Booking Information**

Booking Reference: [REDACTED]

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

**Main Contact:**

Mr Gerald N Predy  
[gerry.predy@albertahealthservices.ca](mailto:gerry.predy@albertahealthservices.ca)  
Mobile: [REDACTED]  
Work: [REDACTED]

**Customer Care**

Air Canada  
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Flight Arrivals and Departures  
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**Flight Itinerary**

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8171 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Tue 22-Apr 2014 07:30	Calgary (YYC) Tue 22-Apr 2014 08:20	0	0hr50	DH4	Tango, A	
AC8154 <sup>1</sup>	Calgary (YYC) Tue 22-Apr 2014 17:00	Edmonton, Edmonton Int'l (YEG) Tue 22-Apr 2014 17:51	0	0hr51	DH3	Tango, A	

Operated by:

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



(7)

**Passenger Information**

1: Mr Gerald N Predy : Adult (16+), Ticket Number: [REDACTED]

Air Canada - Aeroplan : [REDACTED] Meal Preference: None  
Payment Card: [REDACTED] Special Needs: None  
Seat Selection: AC8171 1C (Preferred) Paid , AC8154 5C Paid

Congratulations on your selection of a Preferred seat. Please read the Terms and conditions.

**Purchase Summary****Fare Summary****Total charge for 1 adult****Air Transportation Charges**Departing Flight (Tango) 91.00  
(Including surcharges)Return Flight (Tango) 91.00  
(Including surcharges)

Options 45.00

**Taxes, Fees and Charges** 84.06**Total Airfare Charge** 311.06

Travel Insurance (declined) 0.00

**Grand Total - Canadian dollars \$311.06****Payment Information****Credit/Debit Card** [REDACTED] - Amount paid: **\$311.06**

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

- Air Canada: \$263.81 (Airfare - per ticket)
- Air Canada: \$47.25 (Advance Seat Selection - per ticket)

Ticket number(s): [REDACTED]

**Fare Rules****Departing Flight** Edmonton (YEG) To Calgary (YYC) - Tango**• 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 \$75 CAD/USD per direction, per passenger.
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- **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.