

## Board and Executive Expense Report

**Name** Jitendra Prasad  
**Title** SVP, Contracting, Procurement & Supply Management  
**Location** Edmonton  
 Expenses submitted during the month of October 2012

Travel (1)										
Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
August - October, 2012	Expense Claim	Various meetings		207	167	794	1,168			
<b>Total</b>			\$ -	\$ 207	\$ 167	\$ 794	\$ 1,168	\$ -	\$ -	\$ -

**Total for the Month**      \$      1,168

Maximum meal expense claimed in the month	\$      25
Maximum daily hotel rate claimed in the month	\$     149
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

Pragna Wang  
Nov 5/12



**TRAVEL, HOSPITALITY & HOSTING EXPENSE CLAIM**

*AW*

**SECTION A - Employee Details (for AHS Staff ONLY)** Travel Period from: 28-Aug-12 to 10-Oct-12

- 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)

Name Jitendra Prasad Position (Title) SVP CPSM Employee # (E-People) [redacted] Employee # (Legacy) [redacted]  
 Location Seventh Street Plaza Dept CPSM Union OOS Business Phone # [redacted] Ext [redacted] Out-of-Province Travel [redacted]  
 What is your former legacy region (prior to AHS consolidation)? Please click in cell and select from dropdown menu Capital Health

**SECTION E Finance Coding & Total Claim**

CAPITAL PROJECT CODING ONLY → Project Number \_\_\_\_\_ Project Task Number \_\_\_\_\_  
 Expenditure Organization \_\_\_\_\_ Expenditure Type \_\_\_\_\_

Total - Section B - Travel - Pg 2				
Pg	Bal Unit	Location	Functional Centre (FC)	Total
2A	101	0006	71135050000	\$1,168.03
2B				
2C				
2D				
				\$1,168.03

Total - Section C&D - Other & Foreign Expenses - Pg 3				
Bal Unit	Location	Functional Centre (FC)	Secondary/Expense	Total

TOTAL REIMBURSEMENT	
Total Section B	\$1,168.03
Total Section C&D	
Less Cash Advance	
<b>TOTAL CLAIM</b>	<b>\$1,168.03</b>

\*\*User to enter Coding & \$ amounts  
 NOTE: These fields do not automatically fill for Section C&D

**SECTION F Authorization**

If applicable, print the name of the person (other than claimant) that prepared the claim along with phone number so if there are any questions contact can be easily made.  
 Employee and approval signatures required as well as DOFA level (delegation of authority level) and Position # of the approver.

Claim Prepared by (PRINT ONLY) Gail Mynzak Phone # [redacted] Ext [redacted]

I hereby certify that the expenses listed above are in accordance to applicable policies and was incurred on Alberta Health Services business and have not been previously claimed by me or on my behalf from Alberta Health Services or other organization.

Employee Signature *[Signature]* Date Oct 17 2012

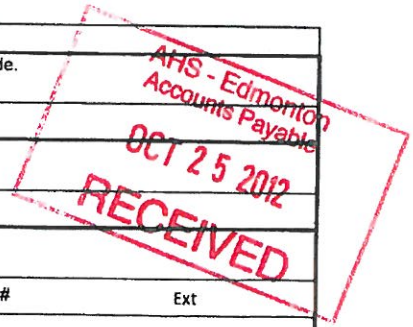
I hereby certify that I have reviewed the expenses and they are in accordance with the applicable policies (Policy #'s CF-03, CF-04)  
 Approved claim form with receipts should be sent by the approver directly to Accounts Payable for processing.

Approved By (PRINT ONLY) *[Signature]* DOFA Level [redacted] Position # [redacted] Phone # [redacted] Ext [redacted]

Signature *[Signature]* Title [redacted] Date [redacted]

Approved By (PRINT ONLY) Bill Trafford DOFA Level 2b Position # [redacted] Phone # [redacted] Ext [redacted]

Signature *[Signature]* Title EVP & Chief Development Officer Date Oct 24, 2012



**EXPENSE CLAIM DETAILS**

Enter Finance Coding 101 • 0006 • 71135050000

Emp # (E-People) ██████████

Emp # (Legacy) ██████████

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 relocation, continuing education, business insurance), go to **SECTION C**

Select from dropdown menu (column Province) where expenses were incurred (Out of N.America = Inter'l).

Ensure separate lines are used for claim items that differ in Province, US and Out of North America.

Date dd-mmm-yy	Purpose of Travel 55 characters maximum (length of shaded area)	Province, US, or Out of N.America	What is travel related to?	Meal (Select type from dropdown)			Airfare Bus/LRT Parking	Hotel	Rental Car	Taxi	Fuel	Mileage (km)	
				Type	w/receipt	w/o receipt or per diem							
28-Aug-12	Fly from Edm-Clg (return) to attend Mtgs at SPT & ACH	AB	Meeting	BD		\$31.00							
10-Sep-12	Drive from Edm-Clg to attend Mtgs at SPT Sept 10&11th	AB	Meeting	LD		\$33.00						300.00	
11-Sep-12	Attend mtgs in Clg @ SPT & return to Edm	AB	Meeting	BD		\$31.00						300.00	
24-Sep-12	Drive from Edm-Clg to attend OR Supply Chain Mtg	AB	Meeting	BD		\$31.00						300.00	
24-Sep-12	Drive from Clg-Edmonton	AB	Meeting									300.00	
① 9-Oct-12	Fly from Edm-Clg to attend Mtgs @ SPT & ACH	AB	Meeting	B	\$3.90	✓							
② 9-Oct-12	Taxi from Clg Airport to ACH to attend Clg Zone OR Mtg	AB	Meeting							\$44.50	✓		
③ 9-Oct-12	Taxi from ACH to SPT to attend MSA Review & PWC Mtg	AB	Meeting							\$35.00	✓		
④ 9-Oct-12	Lunch at SPT and Dinner	AB	Meeting	L	\$8.75	✓							
5+6 9-Oct-12	Accommodations at Delta Calgary South & Dinner	AB	Meeting	D	\$25.10	✓		\$167.28	✓				
10-Oct-12	Mtgs at SPT until 6:00 p.m.	AB	Meeting	BL		\$22.00							
⑦ 10-Oct-10	Taxi from SPT to Clg aprt Fly back to Edm @ 7:30 p.m.	AB	Meeting	D		\$21.00				\$58.50	✓		
⑧ 10-Oct-12	Parking at Edmonton Airport	AB	Meeting				\$50.00	✓					
<b>SUBTOTALS</b>						\$37.75	\$169.00	\$50.00	\$167.28		\$138.00		Total Kms 1200.00

**MEAL PER DIEM RATES**

B = Breakfast = \$10 L = Lunch = \$12 D = Dinner = \$21 A = ALL MEALS = \$43  
 BL = Breakfast & Lunch = \$22 BD = Breakfast & Dinner = \$31 LD = Lunch & Dinner = \$33

Enter \$0.505 OR rate per Union Agreement

Mileage \$ \$606.00

Travel \$ Subtotal \$562.03

Enter on page 1 TOTAL TRAVEL \$ \$1,168.03

Note, total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2s can be found at end of form

①

Breakfast

**OLLY FRESCO'S INC**

10301 SOUTHPORT LANE  
PHONE: 403 259 - 3002  
FAX: 403 259 - 4002

DATE 10/10/2012 WED TIME 06:28

MUFFIN	\$1.75
LG COFFEE T1	\$1.90
25c ILM	\$0.25
SUBTOTAL	\$3.90
GST	\$0.10
TOTAL	\$4.00
CASH	\$4.00

THANKYOU!

No. 229875 00033

② Taxi From C/S airport to AB CHL Idioms hospital

APT → ACH

③ TAXI From ACH to SPT

ASSOCIATED CAB ALIA LIU  
307 - 41 AVE NE (403) 299-1111  
INSIST ON THE PROFESSIONALS

DATE: 2012/10/09  
 PICK-UP TIME: 08:04  
 DROP-OFF TIME: 08:35  
 TRIP ID: 0  
 LOCATION: 073000-45024103707  
 CAR NUMBER: 1053  
 CARD TYPE: VISA S  
 CARD: [REDACTED]  
 EXPIRY: [REDACTED]  
 AUTH: AP454537

FARE (\$): 44.50  
 EXTRA (\$): 0.00  
 SUBTTL (\$): 44.50

TIP (\$): \_\_\_\_\_

TOTAL (\$): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

FOR ONLINE TAXI BOOKINGS VISIT  
OUR WEBSITE@WWW ASSOCIATEDCAB CA

CUSTOMER'S COPY

④ Lunch at SPT

Lunch

**OLLY FRESCO'S INC**

10301 SOUTHPORT LANE  
PHONE: 403 259 - 3002  
FAX: 403 259 - 4002

DATE 10/09/2012 TUE TIME 10:25

MISC TAXABLE T1	\$6.44
LG COFFEE T1	\$1.90
SUBTOTAL	\$8.34
GST	\$0.42
TOTAL	\$8.75
CASH	\$8.75

THANKYOU!

No. 229271 00033

⑦ Taxi from SPT to C/S airport

SPT → Calgary APT

= TRANSACTION RECEIPT =

Checker/Yellow Cabs  
316 Meridian Road SE  
Calgary, AB T2A 1X2  
403 299-9999

ACCOUNT TYPE: CHEQUING

PURCHASE	\$ 53.50
TIP	\$ 5.00
TOTAL	\$ 58.50

CARD NUMBER: [REDACTED]  
 DATE/TIME: 12/10/10 18:18:31  
 REFERENCE NUMBER: 91634503 0010019240 S  
 AUTHOR #: 731109

TRAN ID: 0007352432  
VEH/DRV: 1164 / 6119  
GST# 843541343

00 APPROVED  
THANK YOU

ACH → SPT

Driver #	156
To:	
From:	
Date:	10/12
GST #	
Amount:	43.50
Car #	156

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton  
Tax CodeCA5%

POF 2nd F1 10/10/12 21:22  
Receipt 037286

Nested Parking  
Short-term parking tkt  
DL/EP - No. 066579  
09/10/12 05:49 -  
11/10/12 05:49 -  
Period 2d0h1'  
(Tax) \$50.00

Total \$50.00

Payment Received  
VISA \$50.00

Merch: 82005340013  
Auth: 426021  
Type: Swiped

Sub Total \$47.62  
Tax 5% 2.38

98379F5 - 1/1

Parking @ EDM  
Airport Oct 9/10/12

  
**DELTA**  
CALGARY SOUTH

135 Southland Drive S.E. Calgary, Alberta, T2J 5X5  
Tel: 403-278-5050 Fax: 403-225-5834

AB HEALTH SERVICES  
Mr Jitendra Prasad  
Alberta Health Services  
10030 - 107 Street - 2nd Floor  
Edmonton AB T5J 3E4  
Canada

Room: 0294  
Folio: ██████████  
Cashier: 33  
Arrival: 10-09-12  
Departure: 10-10-12

Date	Description	Additional Information	Charges	Credits
10-09-12	In Room Dining Charges	Line# 294 : CHECK# 0137	25.10	
10-09-12	Room Charge		149.00	
10-09-12	DMF		4.47	
10-09-12	Room GST		7.67	
10-09-12	Tourism Levy		6.14	
10-10-12	Visa	<span style="background-color: black; color: black;">██████████</span> <span style="background-color: black; color: black;">██████████</span>		192.38

<b>GST Summary</b>	
Registration No: 895126332	
Room	7.67
F&B	0.00
Other	0.00
<b>Total</b>	<b>7.67</b>

Total	192.38	192.38
Balance Due	0.00	CDN

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

6

HOONTOWN PUB & DARTS  
146 Southland Dr. S.E.  
Calgary, Alberta  
T2C 5X6

Check: 0137    Table: 200    #Party: 1  
Server: SHAM    ID: 1019  
ROOM SERVICE

\$4.00 DELIVERY CHARGE	19:54	4.00
DELIVERY TIME	00:00	0.00
CHICKEN FINGERS	19:54	10.00
Sub Total:		14.00
Tax 1:		0.90
19:54      Total:		14.90

Payment:	Amt-Tend	Tips/Grat	Bally
ROOM CHARG	25.00	0.00	14.90
10/00/2012 20:00			-----
			14.90

Grat: 15% GRATUIT Applied 0.00  
(May Include Additional Amount)

Memor: ROOM 0004    ,BRADAN	
25.00	
Total Debits:	0.00

Terminal:                    #TRMID: 1  
Cashier: SHAM              ID: 101