

## Board and Executive Expense Report

**Name** Jitendra Prasad  
**Title** SVP, Contracting, Procurement & Supply Management  
**Location** Edmonton  
 Expenses submitted during the month of November 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)
October 2012	Expense Claim	Various meetings		82	146	236	464			
November 2012	Expense Claim	Various meetings		136	558	476	1,170			
November 2012	Direct Bill	Various meetings/working session	1,036				1,036		130	
<b>Total</b>			<b>\$ 1,036</b>	<b>\$ 218</b>	<b>\$ 704</b>	<b>\$ 712</b>	<b>\$ 2,670</b>	<b>\$ -</b>	<b>\$ 130</b>	<b>\$ -</b>

**Total for the Month** \$ 2,800

Maximum meal expense claimed in the month \$ 72 3 persons  
 Maximum daily hotel rate claimed in the month \$ 199  
 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: 18-Oct-12 To 23-Oct-12  
 Travel Period from: 18-Oct-12 To 31-Oct-12 (if applicable)  
 Out-of-Province Travel No

Name: Jitendra Prasad Position (Title): Senior Vice President  
 Location: SSP Dept: CPSM DOFA Level: 3b (if applicable) Union: OOS Business Phone #: [REDACTED] Ext: [REDACTED]  
 Employee # (E-People): [REDACTED] Employee # (REQUIRED # prior to E-People migration): [REDACTED]

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

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

Total - Section B: Travel - Pg 2					Total - Section C&D: Other & Foreign Expenses - Pg 3					TOTAL REIMBURSEMENT		
Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense	Bal Unit	Location	Functional Centre (FC)	Secondary/Expense	Total Expense	Total Section B	Total Section C&D	
2A	101	0006	71135050000	\$464.10						\$464.10		
2B												
2C												
2D												
				\$464.10							<b>TOTAL CLAIM</b>	\$464.10

NOTE: This section auto fills from page 2A, 2B, 2C & 2D

\*\*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 acknowledge that I have read the "Travel, Hospitality and Working Session Expenses Policy" of Alberta Health Services and hereby confirm that the expenses claimed are in compliance with such policy  
 I hereby certify that the expenses listed above have not been previously claimed by me or on my behalf from Alberta Health Services or other organization.

Employee Signature: [Signature] Date Nov 1 2012

I hereby certify that I have reviewed the expenses and they are in accordance with the applicable policies (Policy #'s 1118, 1122).  
 Approved claim form with receipts should be sent by the approver directly to Accounts Payable for processing.

Approved By (PRINT ONLY): \_\_\_\_\_ DOFA Level \_\_\_\_\_ Position # \_\_\_\_\_ Phone # \_\_\_\_\_ Ext \_\_\_\_\_  
 Signature: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Approved By (PRINT ONLY): Bill Trafford DOFA Level 2b Position # \_\_\_\_\_ Phone # [REDACTED] Ext \_\_\_\_\_  
 Signature: [Signature] Title EVP & Chief Development Officer Date Nov 29 2012

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 question or concern about the collection, use or disclosure of your health and personal information, please contact Mark Palka, Director Accounts Payable at 780-735-0506 or email Mark.Palka@albertahealthservices.ca



**EXPENSE CLAIM DETAILS**

Enter Finance Coding 101 • 0006 • 71135050000 Emp # (E-People)                      Emp # (prior to 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 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												
① 18-Oct-12	Travel to Clg from Edm to attend Mtgs. Taxi	AB	Meeting							\$60.00								
② 19-Oct-12	Return from Clg to Edm - Parking at airport	AB	Meeting				\$25.00											
22-Oct-12	Drive Edm - Red Deer re: Strategic Contracting Mtg.	AB	Meeting									150.00						
③ 22-Oct-12	Dinner w/ Gail Mynzak and Kara Paulsen on travel status	AB	Meeting	D	\$72.45													
④ 23-Oct-12	Breakfast -attending CPSM Mtg claiming per diem	AB	Meeting	B	\$9.20													
⑤ 23-Oct-12	accomodations in Red Deer - return to Edm from Red Deer	AB	Meeting					\$145.95				150.00						
<b>SUBTOTALS</b>																	<b>Total Kms</b>	
											\$81.65		\$25.00	\$145.95		\$60.00		300.00

**MEAL PER DIEM RATES**

B = Breakfast = \$9.20    L = Lunch = \$11.60    D = Dinner = \$20.75    A = ALL MEALS = \$41.55  
 BL = Breakfast & Lunch = \$20.80    BD = Breakfast & Dinner = \$29.95    LD = Lunch & Dinner = \$32.35

**MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle**

→ details of travel location to & from must be included above under the purpose of travel column

\$0.505 per km for under 5,000km/yr  
 \$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 <i>(see Mileage details to the left)</i>	\$0.505
Mileage \$	\$151.50
Travel \$ Subtotal	\$312.60
Enter on page 1 TOTAL TRAVEL \$	\$464.10
<i>Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2s can be found at end of form</i>	

①

ASSOCIATED CAB ALTA LTD  
301 - 41 AVE NE (403) 299-1111  
INSIST ON THE PROFESSIONALS

DATE: 2012/10/18  
PICK-UP TIME: 23:59  
DROP-OFF TIME: 00:23  
TRIP ID: 0  
ORIGIN: 073000-45024103707  
CAR NUMBER: 0585  
CARD TYPE: VISA S  
CARD: [REDACTED]  
EXPIRY: [REDACTED]  
AUTH: AP414271

FARE (\$) 60.00  
EXTRA (\$) 0.00  
SUBTTL (\$) 60.00

TIP (\$) : .....

TOTAL (\$) : .....

SIGNATURE: .....

FOR ONLINE TAXI BOOKINGS VISIT  
OUR WEBSITE@WWW ASSOCIATEDCAB CA

CUSTOMER'S COPY

Taxi From Clg Airport to  
Delta Calgary South Hotel.  
Attending mtg at SPT with  
Chris Mazurkewich and  
tour of Carewest Facilities  
Oct 19th .

②

GST# R128599776  
Edmonton Airports  
Can-T5J 2T2 Edmonton  
Tax CodeCA5%

POF 2nd Fl 19/10/12 17:27  
Receipt 081104

Nested Parking  
Short-term parking tkt  
DL/EP - No. 092476  
18/10/12 21:16 -  
19/10/12 21:16 -  
Period 1d0h1'  
(Tax) \$25.00

Total ----- \$25.00

Payment Received  
VISA [REDACTED] \$25.00

Merch:82005340013  
Auth:411075  
Type: Swiped

02355843 - 1/1

Sub Total \$23.81  
Tax 5% 1.19

parking at Edmonton  
International Airport.  
Oct 18th .

5

6

SHERATON  
RED DEER  
BARBEROS GST#10408940  
4 RT

SHERATON RED DEER HOTEL  
3310 50TH AVENUE  
RED DEER, AB, T4N3X9  
GST#: 00000000000000

0083- 1 Table 18 #Party 2  
SvrCk: 8 7:06p 10/22/12  
BARBEROS

TID: 045

2 HERB CHICKEN 36.00  
1 MAHI MAHI 24.00  
Sub Total: 60.00

SALE

Exp: [REDACTED]  
Visa CHIP

Sub Total: 60.00  
GST : 3.00  
10/22 7:59p TOTAL : 63.00

10/22/2012 20:00:15 Inv#: 6039  
Record#: 590013 Batch#: 296001  
Retrieval#: 00000013

\*\*\*\*\* ROOM CHARGE ONLY \*\*\*\*\*

A0000000031010 VISA  
TVR 0000000000 TSI F800

GRATUITY: \_\_\_\_\_

Amount: \$63.00  
Tip: \$9.45

TOTAL: \_\_\_\_\_

Total: \$72.45

NAML: \_\_\_\_\_

Auth Code: 005761  
APPROVED

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

ROOM #: \_\_\_\_\_  
PLEASE PAY SER VR!

Dinner w/ Gail Mynzak & Kara Paulsen  
both on travel status attending CPSM  
Leadership mtg in Red Deer.

(4)

SHERATON  
RED DEER  
BARBEROS GST#10408940  
4 RT

0005 Table 20 #Party 1  
COURTNEY M SvrCk: 2 7:05a 10/23/12  
BARBEROS

1 TWO EGGS 8.00  
1 COFFEE 2.75  
Sub Total: 10.75

Sub Total: 10.75  
GST : 0.54  
10/23 7:05a TOTAL : 11.29

\*\*\*\*\* ROOM CHARGE ONLY \*\*\*\*\*

GRATUITY: \_\_\_\_\_

TOTAL: \_\_\_\_\_

NAME: \_\_\_\_\_

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

ROOM #: \_\_\_\_\_

PLEASE PAY SERVER!

SHERATON RED DEER HOTEL  
3310 50TH AVENUE  
RED DEER, AB, T4N3X9  
MID: 16846400018  
GST#: 00000000000000

TID 054

SALE

Visa Exp: \_\_\_\_\_  
CHIP

10/23/2012 07:30:54 Inv#: 2977  
Record#: 670002 Batch#: 297031  
Retrieval#: 00000002

A000000031010 SCOTIABANK VISA  
TVR 0000000000 TSI F800

Amount: \$11.29  
Tip: \$1.69  
Total: \$12.98

Auth Code: 452833  
APPROVED

Customer copy

*Claiming Per Diem Rate*

*\$ 9.20*

*attending CPSM Leadership mtg Oct 23/12  
in Red Deer*

Sheraton Red Deer  
 3310 50 Avenue  
 Red Deer, AB T4N 3X9  
 403-346-2091 / 403-340-0255  
 http://www.starwood.com



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Prasad, Jitendra	Page Number	1	Invoice Nbr	1000000808
10030 107 ST NW	Guest Number	[REDACTED]	Arrive Date	10-22-2012
EDMONTON, AB T5J 3E4	Folio ID	A	Depart Date	10-23-2012
	No. Of Guest	1		
	Room Number	1201		
	Club Account	[REDACTED]		
	Time	10-24-2012 08:10		

Duplicate Invoice

Tax Identification R827206160

Date	Reference	Description	Charges	Credits
10-22-2012	RT1201	Room Charge	\$139.00	
10-22-2012	RT1201	Tourism Levy	\$5.56	
10-22-2012	RT1201	Destination Marketing Fee	\$1.39	
10-23-2012	VI	Visa		\$-145.95
	** Total		\$145.95	\$-145.95
	** Balance		\$0.00	

GST Summary GST# R827206160RT0010

GST Room Revenue	0.00
GST Food & Beverage	0.00
GST Telephone	0.00
GST Other	0.00

GST Other R827206160

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room Chgs	Food & Bev	Telephone	Other	Total	Payment
10-22-2012	\$145.95	\$0.00	\$0.00	\$0.00	\$145.95	\$0.00
10-23-2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-145.95
Total	\$145.95	\$0.00	\$0.00	\$0.00	\$145.95	\$-145.95

Continued on the next page

accommodations in Red Deer while attending mtgs in Red Deer Oct 22 & 23, 2012



Sheraton Red Deer  
3310 50 Avenue  
Red Deer, AB T4N 3X9  
403-346-2091 / 403-340-0255  
<http://www.starwood.com>



Prasad, Jitendra	Page Number	2	Invoice Nbr	1000000808
10030 107 ST NW	Guest Number	██████████	Arrive Date	10-22-2012
EDMONTON, AB T5J 3E4	Folio ID	A	Depart Date	10-23-2012
	No. Of Guest	1		
	Room Number	1201		
	Club Account	████████████████████		
	Time	10-24-2012 08:10		

Duplicate Invoice



Thank you for choosing Starwood Hotels. We look forward to welcoming you back soon!





## 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-Nov-12 To 30-Nov-12  
 Travel Period from: 1-Nov-12 To 30-Nov-12 (if applicable)  
 Out-of-Province Travel No

Name: Jitendra Prasad Position (Title): Senior Vice President  
 Location: SSP Dept: CPSM DOFA Level: 3b (if applicable) Union: OOS Business Phone #: Ext:  
 Employee # (E-People): Employee # (REQUIRED # prior to E-People migration):

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

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

Total - Section B: Travel - Pg 2					Total - Section C&D: Other & Foreign Expenses - Pg 3					TOTAL REIMBURSEMENT	
Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense	Bal Unit	Location	Functional Centre (FC)	Secondary/Expense	Total Expense		
2A	101	0006	711350S0000	\$1,170.26						Total Section B	\$1,170.26
2B										Total Section C&D	
2C										Less Cash Advance	
2D										<b>TOTAL CLAIM</b>	<b>\$1,170.26</b>
				<b>\$1,170.26</b>	**User to enter Coding & \$ amounts						

**NOTE:** This section auto fills from page 2A, 2B, 2C & 2D **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 # Ext

I hereby acknowledge that I have read the "Travel, Hospitality and Working Session Expenses Policy" of Alberta Health Services and hereby confirm that the expenses claimed are in compliance with such policy.  
 I hereby certify that the expenses listed above have not been previously claimed by me or on my behalf from Alberta Health Services or other organization

Employee Signature: Date

I hereby certify that I have reviewed the expenses and they are in accordance with the applicable policies (Policy #'s 1118, 1122).  
 Approved claim form with receipts should be sent by the approver directly to Accounts Payable for processing

Approved By (PRINT ONLY): DOFA Level Position # Phone # Ext  
 Signature: Title Date

Approved By (PRINT ONLY): Bill Trafford DOFA Level 2b Position # Phone # Ext  
 Signature: Title EVP & Chief Development Officer Date DEC 7, 2012

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**EXPENSE CLAIM DETAILS**

Enter Finance Coding

101 • 0006 • 71136050000

Emp # (E-People)

Emp # (prior to 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 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						
5-Nov-12	Travel from Edm - Clg to attend Mtgs. Taxi	AB	Meeting							① \$53.10		
6-Nov-12	Staff Engagement - Calgary Zone	AB	Meeting	LD		\$32.35						
7-Nov-12	Mtgs @ SPT & ELC - Calgary	AB	Meeting	LD		\$32.35						
7-Nov-12	Taxi from SPT to ELC for Mtg & Hotel for Nov 5&6/12	AB	Meeting				③ \$334.56		② \$22.40			
7-Nov-12	Parking at EIA while attending mtgs in Calgary	AB	Meeting				④ \$68.75					
9-Nov-12	Edmonton Zone- Staff Engagement - site visit Tour	AB	Meeting	L	⑤ \$71.13							
15-Nov-12	Drive from Edm-Clg to attend Western Supply Chain Mtg	AB	Meeting									300.00
18-Nov-12	Parking at the Della Clg Airport Hotel & accommodations	AB	Meeting				⑥ \$25.20	⑦ \$223.42				
16-Nov-12	Travel from Calgary to Edmonton	AB	Meeting									300.00
26-Nov-12	Travel from Edm-Clg to attend mtgs - parking at EIA	AB	Meeting				⑧ \$25.00					
<b>SUBTOTALS</b>					\$71.13	\$64.70	\$118.95	\$557.98		\$75.50		Total Kms 600.00

**MEAL PER DIEM RATES**

B = Breakfast = \$9.20 L = Lunch = \$11.60 D = Dinner = \$20.75 A = ALL MEALS = \$41.55  
 BL = Breakfast & Lunch = \$20.80 BD = Breakfast & Dinner = \$29.95 LD = Lunch & Dinner = \$32.35

**MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle**

→ details of travel location to & from must be included above under the purpose of travel column

\$0.505 per km for under 5,000km/yr  
 \$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)

\$0.470

Mileage \$ 282.00

Travel \$ Subtotal 888.26

Enter on page 1 TOTAL TRAVEL \$ 1,170.26

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

ASSOCIATED CAB ALTA LTD  
307 - 41 AVE NW (403) 295 1111  
INSIST ON THE PROFESSIONALS

DATE: 2012/11/07  
PICK-UP TIME: 23:22  
DROP-OFF TIME: 23:46  
TRIP ID: 0  
LOCATION: 073000 45024103/07  
CAR NUMBER: 0029  
CARD TYPE: VISA  
CARD: [REDACTED]  
EXPIRY: [REDACTED]  
AUTH: AP434520

FARE (\$): 53.10  
EXTRA (\$): 0.00  
SUBTTL (\$): 53.10

TIP (\$):

TOTAL (\$):

SIGNATURE:

FOR ONLINE TAXI BOOKINGS VISIT  
OUR WEBSITE WWW.ASSOCIATEDCAB.CA

ASSOCIATED CAB

*Taxi From Elg airport to  
Delta Calgary South Hotel.  
attending meetings in Calgary  
and Staff engagement  
Nov 6 & 7, 2012*

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

Taxi Service

TYPE: Visa  
CARD: [REDACTED]  
EXP: [REDACTED]  
DATA: SWIPED  
TerminalID: 00001472388F  
DATE: 2012/11/07 09:59:26  
AUTH: 420689  
IFID: 7493519  
DRV : 7228  
VEH : 1188  
GST : 858082365  
Meter Start Time:  
09:47:17  
Meter Stop Time:  
09:58:31  
Distance: 9.9 Km

FARE 1: \$ 18.95  
FLAT : \$ 0.00  
TAX : \$ 0.95  
TOTAL FARE: \$ 19.90  
PAYMENT AMOUNT: \$ 19.90  
TIP: \$ 2.50

TOTAL PAYMENT: \$ 22.40  
Purchase Auth Complete

*Taxi From SFT to ELC  
to attend mtgs.*



# DELTA

CALGARY SOUTH

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

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

Room: 0703  
 Folio: XXXXXXXXXX  
 Cashier: 52  
 Arrival: 11-05-12  
 Departure: 11-07-12

Date	Description	Additional Information	Charges	Credits
11-05-12	Room Charge		149.00	
11-05-12	DMF		4.47	
11-05-12	Room GST		7.67	
11-05-12	Tourism Levy		6.14	
11-06-12	Room Charge		149.00	
11-06-12	DMF		4.47	
11-06-12	Room GST		7.67	
11-06-12	Tourism Levy		6.14	
11-07-12	Visa	<span style="background-color: black; color: black;">XXXXXXXXXX</span> <span style="background-color: black; color: black;">XXXXXXXXXX</span>		334.56

GST Summary	
Registration No:	895126332
Room	15.34
F&B	0.00
Other	0.00
<b>Total</b>	<b>15.34</b>

Total	334.56	334.56
Balance Due	0.00	CDN

*accommodations in Calgary while attending meetings and staff engagement - site visits in the Calgary zone.*

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.





Edmonton Airports  
 Can-T5J 2T2 Edmonton  
 Tax CodeCA5%  
 POF 2nd F1 07/11/12 22:46  
 Receipt 073909

Nested Parking  
 Short-term parking tkt  
 DL/EP - No. 034273  
 05/11/12 20:11 -  
 07/11/12 22:46 -  
 Period 2d2h36'  
 (Tax) \$68.75  
 Total \$68.75  
 Payment Received  
 VISA [redacted] \$68.75  
 Merch: 82005340013  
 Auth: 412835  
 Type: Swiped  
 Sub Total \$65.48  
 Tax 5% 3.27

0021408E 1/1

*Parking at Edmonton Airport  
 Nov 5-7, 2012 while attending  
 mtgs in Calgary.*



--All Day Grill--  
 PHONE # 780-418-0699  
 #100, 140 ST. ALBERT ROAD  
 ST. ALBERT, AB  
 GST# 864315270 RT0001



Tnl 52/1 Chk 8792 Gst 5  
 09Nov'12 01:05PM

2 Coffee Reg	5.58
1 Tea Iced	2.89
1 Tea Reg	2.69
2 Soup & Sand	15.98
1 Omlette Work	12.29
1 TWO EGGS ANY	6.49
1 Omlet Ham/Chz	10.99
ADD MUSHROOMS	
1 Open Food	1.99
Subtotal	58.90
ST Tax	2.95
PM Total	61.85



\* PLEASE \*  
 \* PAY SERVER \*  
 THANK-YOU FOR YOUR PATRONAGE!

*Supervisor  
 Brian Hall  
 Kathy S  
 Jessy R T  
 Steve Bowers*

RICKY'S ALL DAY GRILL  
 100 140 ST ALBERT AB  
 210476-  
 PURCHASE  
 11-03-2012 13 45.45  
 Exp Date  
 Inv. # 1206  
 Purchase 571.10  
 Tip  
 Total 571.10

*Lunch while attending  
 Edmonton Zone site visits  
 at UAH, Sturgeon Hospital,  
 RAH & Material Distribution  
 Centre.*

*Staff travelling on site visits  
 include:  
 Jitendra Prasad  
 Kathy Sokol  
 Brian Hall  
 Jessy Ramirez-Tymchuk  
 Steve Bowers*

(CO) APPROVED BY  
 RECEIVED BY  
 CUSTOMER SIGNATURE



**RECEIPT**  
**GST NO. R122556194**

EXIT No. A5  
IN: 11/15/12 19:22  
OUT: 11/16/12 13:36  
DURATION: 0 18: 14  
PAID: \$ 25.20  
(GST INCLUDED)  
VISA

REF. 91

THANK YOU FOR  
YOUR VISIT

Calgary International Airport Parkade

*parking at Delta Calgary Airport hotel while  
attending Western Alliance Supply Chain  
mtg in Calgary*



# DELTA

## CALGARY AIRPORT

2001 Airport Road N.E., Calgary, Alberta, T2E 6Z8

Tel: 403-291-2600 Fax: 403-250-6121

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

Room: 801  
Folio: [REDACTED]  
Cashier: 48  
Arrival: 11-15-12  
Departure: 11-16-12

Date	Description	Additional Information	Charges	Credits
11-15-12	Room Charge		199.00	
11-15-12	Room Destination Marketing Fee		5.97	
11-15-12	Room Tourism Levy		8.20	
11-15-12	Room GST		10.25	
11-16-12	Visa	[REDACTED] [REDACTED]		223.42
<b>Total</b>			<b>223.42</b>	<b>223.42</b>
<b>Balance Due</b>			<b>0.00</b>	<b>0.00</b>

GST Summary	
Registration No:	846543619
Room	10.25
F&B	0.00
Other	0.00
<b>Total</b>	<b>10.25</b>

Accommodations in Calgary November 15/12  
while attending the Western Alliance Supply  
Chain Meeting at Delta Calgary Airport Hotel

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.



GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton  
Tax CodeCA5%

POF 2nd Fl 26/11/12 18:51  
Receipt 066311

Nested Parking  
Short-term parking tkt  
DL/EP - No: 083011  
26/11/12 05:46 -  
27/11/12 05:46 -  
Period 1d0h1'  
(Tax) \$25.00

Total ----- \$25.00

Payment Received  
VISA \$25.00

Merch:82005340013  
Auth:466527  
Type: Swiped

Sub Total \$23.81  
Tax 5% 1.19

860AF182 - 1/1

Parking at Edmonton Airport while attending meetings in Calgary on Nov 26, 2012.



## Executive Expenses Report Direct Billing Summary

### Purpose of This Form:

The purpose of this form is to report expenses incurred on behalf of a designated Executive and paid for by a third party vendor. The information will be used for public disclosure reporting.

### Expenses Paid Directly to Third Party Vendors

AHS may have established accounts with certain vendors used to book travel and other expenses that are billed directly to AHS. Examples include but are not limited to hotels, travel agencies, car rental agencies, conferences, courses and expenses reimbursed from a petty cash fund. It is mandatory to include in monthly reports these expenses that pertain to each member. AHS is required to disclose expenses for all applicable receipts and back up must be attached.

### Direct Bill Report

- Enter all items related to expenses incurred while conducting AHS business and paid for via a third party vendor (i.e. hotel accommodation, airline tickets, car rental, hosting events and working sessions).
- Enter all expenses pertaining to professional development such as conferences and courses, etc.
- Enter all other expenses paid by AHS not mentioned above
- Copies of invoices and other relevant back up must be attached including approvals for working sessions/hosting events
- Information will be used for reporting purposes only
- A personal cheque must be attached to cover expenses deemed ineligible
- Indicate whether you have expenses to report in this section for this reporting period: Yes  No

Name: Jitendra Prasad

Reporting Period for the Month of: November 2012

Date	Payment Method	Category	Description/Purpose for Expense	Name of Vendor Paid	Amount Paid
2012-11-02	Direct Billing	Transportation	Rtrn flight Edm-Clg to attend Mtg	Marlin Travel	\$522.96
2012-11-22	Direct Billing	Working Session	CPSM -CEC Mtg	A cappella Catering	\$129.64
2012-11-26	Direct Billing	Transportation	Rtrn flight Edm-Clg to attend Mtg	Marlin Travel	\$512.96
	Choose One	Choose One			
	Choose One	Choose One			
<b>Total Paid in the Month</b>					<b>\$1,165.56</b>

MARLIN TRAVEL  
O-O PERCY HUNT TRAVELGROUP INC  
MAIN FLOOR, 9929 108TH ST.  
EDMONTON, AB T5K 1G8

BRANCH: N61107  
GST REG# 885101915  
PHONE: 780-425-8611

TO: ALBERTA HEALTH SERVICES  
SUITE 800, NORTH TOWER  
10030-107 ST  
EDMONTON AB, T5J 3E4

YOUR REF : 101000671135050000  
OUR REF : ZCH0092379C  
AGENT : SANDRA KOPECK

I N V O I C E  
\*\*\* D U P L I C A T E \*\*\*

INV NO: 84325  
DATE: 02NOV12  
PAGE: 1

FOR: MR JITENDRA PRASAD  
AC [REDACTED]  
101000671135050000

I T I N E R A R Y

\*\*\* AIR/RAIL/BUS \*\*\*

FROM	TO	CARRIER	FLT/CL	ST DATE	DEPART	ARRIVE	MEALS	BAGS
EDMONTON INTL	CALGARY	AIR CANADA	8165 W	HK 05NOV	9:30P	10:22P		
		D8 (300 SERIE						
		SEAT 03C						
CALGARY	EDMONTON INTL	AIR CANADA	8160 W	HK 07NOV	6:30P	7:22P		
		D8 (300 SERIE						
		SEAT 03D						
		AIR CANADA E						

\*\*\* TOUR \*\*\*

BSP TASF DEPARTING FROM EDMONTON INTL ON 01JUN13 AT 12:00A  
TO EDMONTON INTL RET01JUN13 AT 12:00A  
1 PACKAGE TOUR  
FILE RETAINER

C O S T

BSP TASF	TKT NO	954 0004 920791				10.00
AIR CANADA	TKT NO	AC 2523 769378	(INCL 64.96	TAX)		512.96
AIR CANADA	TKT NO	AC 2523 769373				0.00

\*\*\* SUB-TOTAL EXCLUDING GST/HST & APT

522.96

\*\*\* TOTAL CHARGES THIS INVOICE \*\*\*

PAYMENT BY [REDACTED]	TKT	0004920791				522.96
PAYMENT BY [REDACTED]	TKT	2523769378				10.00
PAYMENT BY [REDACTED]	TKT	2523769373				512.96
*** BALANCE DUE THIS INVOICE ***						0.00
BALANCE DUE TO DATE						0.00

CONTINUED ON NEXT PAGE

MARLIN TRAVEL  
O-O PERCY HUNT TRAVELGROUP INC  
MAIN FLOOR, 9929 108TH ST.  
EDMONTON, AB T5K 1G8

BRANCH: N61107  
GST REG# 885101915  
PHONE: 780-425-8611

TO: ALBERTA HEALTH SERVICES  
SUITE 800, NORTH TOWER  
10030-107 ST  
EDMONTON AB, T5J 3E4

YOUR REF : 101000671135050000  
OUR REF : ZCH0092379C  
AGENT : SANDRA KOPECK

I N V O I C E  
\*\*\* D U P L I C A T E \*\*\*

INV NO: 84325  
DATE: 02NOV12  
PAGE: 2

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE  
ACCEPTED:.....DECLINED:.....  
DOCUMENTATION REQUIRED:VALID PASSPORT...VISA..TOURIST CARD..  
...PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER.....  
PLEASE RECONFIRM ALL FLIGHTS BETWEEN 48 AND 72 HOURS PRIOR  
TO EACH DEPARTURE DIRECTLY WITH THE AIRLINE.  
OUR PRIVACY POLICY CAN BE FOUND AT WWW.MARLINTRAVEL.CA.





# Order Confirmation

Date of Event: Thursday, November 22, 2012

Client/Organization Alberta Health Services	Booking Contact Gail Mynzak	Booking Tel [REDACTED]	Site Contact Gail Mynzak	Event # [REDACTED]
Booking Email gail.mynzak@albertahealthservices.ca		Booking Fax [REDACTED]	Site Tel [REDACTED]	Guests 9 (Act)
Sales Rep Allison de Laive			PO #	

**Please review details to ensure accuracy.**

*You are welcome to keep all prepared food leftover. Remember to have your containers available to transfer the leftovers from our bowls, platters, pans, etc.*

Site Location	
Site Name	Site Address
Seventh Street Plaza	10030 107 Street, Edmonton, Alberta

Directions

**TIMELINE:**

-Retrieve these dishes the next time we are in the area

**DRIVER:**

- Use loading dock on the North side of the building, access from the alley
- Deliver to the North Tower, Conference Room B on the main floor

Venue					Van
Description	Arrival	Set By	Start	End	
Cold Lunch		11:30 am	11:30 am	1:00 pm	

Food/Service Items					
Food/Service Items		Comment	Price	Qty	Total
Cold Lunch Package B for 4-9 guests			11.13	9	100.17
Assorted Pop and Juice			1.60	9	14.40
Cold Lunch Disposable Setting			0.17	9	1.53
Cold Edmonton Tier 1 Delivery Charge			13.54	1	13.54

Subtotal	129.64	Paid	0.00	Pay Method	30 Days	Card Type	
Tax	0.00	Balance	129.64			Card Holder	
Gratuity	0.00					Card Number	
Total Value	129.64	Due Date	12/22/2012			Expires	



**Working Session Details for November 22, 2012**

Name of Meeting: CPSM CEC Mtg from 9:00 a.m. – 2:00 p.m.

Location: Main Floor Boardroom B, SSP, Edmonton

Attendance: Jitendra Prasad  
Don Giang  
Kathy Sokol (on Travel status)  
Dan Lucyk (on Travel status)  
Scott Ginther  
Shirley Horn (on Travel status)  
Ken Hutchinson (on Travel status)  
*Brian Hale*

MARLIN TRAVEL  
 O-O PERCY HUNT TRAVELGROUP INC  
 MAIN FLOOR, 9929 108TH ST.  
 EDMONTON, AB T5K 1G8

BRANCH: N61107  
 GST REG# 885101915  
 PHONE: 780-425-8611

TO: ALBERTA HEALTH SERVICES  
 SUITE 800, NORTH TOWER  
 10030-107 ST  
 EDMONTON AB, T5J 3E4

YOUR REF : 101000671135050000  
 LOCATOR : K2BMHY  
 OUR REF : ZCH0093484C  
 AGENT : TIFFANY ASKE

C O N F I R M A T I O N  
 STATEMENT OF ACCOUNT

DATE: 26NOV12  
 PAGE: 1

FOR: MR JITENDRA PRASAD  
 AC [REDACTED]  
 101000671135050000

- - - - - I T I N E R A R Y - - - - -

\*\*\* AIR/RAIL/BUS \*\*\*

FROM	TO	CARRIER	FLT/CL	ST DATE	DEPART	ARRIVE	MEALS	BAGS
EDMONTON INTL	CALGARY	AIR CANADA	8133 W	GK 26NOV	7:00A	7:52A		
		D8 (300 SERIE						
		AIR CANADA E						
		AIR CANADA CONFIRMATION NILB2M						
		TICKET NUMBER 0142114856079						
CALGARY	EDMONTON INTL	AIR CANADA	8158 Q	OK 26NOV	6:00P	6:52P		PCS
CALGARY	EDMONTON INTL	AIR CANADA	8156 W	GK 27NOV	5:30P	6:22P		
		D8 (300 SERIE						
		AIR CANADA E						
		AIR CANADA CONFIRMATION NILB2M						
		TICKET NUMBER 0142114856079						

- - - - - C O S T - - - - -

ITEM	COST	TAX	PAX	NTS	
AIR TICKETS	0.00	0.00	1	1	0.00
AIR TICKETS	424.00	88.96	1	1	512.96
	70.00	0.00	1	1	70.00
**** TOTAL CHARGES					582.96
LESS PREVIOUS PAYMENTS					70.00
**** BALANCE DUE					512.96

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE  
 ACCEPTED:.....DECLINED:.....  
 DOCUMENTATION REQUIRED: VALID PASSPORT...VISA..TOURIST CARD..  
 ...PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER.....  
 PLEASE RECONFIRM ALL FLIGHTS BETWEEN 48 AND 72 HOURS PRIOR  
 TO EACH DEPARTURE DIRECTLY WITH THE AIRLINE.

### Details for Change Fee for flight Edm-Clg Nov 26 & 27, 2012

Initial flight was booked to leave from Edmonton to Calgary on November 26, 2012 and return at the end of the day November 27, 2012. Notified the morning of November 26<sup>th</sup> that the November 27<sup>th</sup> meetings were cancelled. Changed flight to return the evening of November 26<sup>th</sup>.

Cost benefit analysis:

Cost of change fee     **\$70**

Cost of Hotel Room     **\$149**

Cost of 2 day car rental **\$100** (Met Executive Director at Calgary Airport and travelled with him to East lake centre and returned to airport after meetings)

Savings of **\$179**