

Board and Executive Expense Report

Name Dr. Kathryn Todd
Title SVP, Research
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)
October 2012	Expense Claim	Meetings/Health Symposium			182	348	530			
October 2012	Direct Bill	Conference	453				453			
Total			\$ 453	\$ -	\$ 182	\$ 348	\$ 983	\$ -	\$ -	\$ -

Total for the Month \$ 983

Maximum meal expense claimed in the month \$ -
 Maximum daily hotel rate claimed in the month \$ 162
 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: 17-Oct-12 To 30-Oct-12
 Travel Period from: 17-Oct-12 To 30-Oct-12 (if applicable)
 Out-of-Province Travel No

Name: Kathryn Todd Position (Title): SVP, Research
 Location: 14th Floor, North Tower SSP Dept: Research DOFA Level: 3b (if applicable) Union: na Business Phone #: Ext: na
 Employee # (E-People): Employee # (REQUIRED # prior to E-People migration): na

SECTION E: FINANCE CODING & TOTAL CLAIM

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

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	71840400017	\$529.29								
2B												
2C												
2D												
				\$529.29								

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): Loretta Harbison Phone # Ext na
 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: Kathryn Todd Date 21 Nov 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): Deborah Rhodes DOFA Level Position # Acting CFO Phone # Ext
 Signature: Deborah Rhodes Title Date Nov. 26/12

Approved By (PRINT ONLY): DOFA Level Position # Phone # Ext
 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. For more information, question or concern about the collection, use or disclosure of your health and personal information, please contact Mark Palta, Director Accounts Payable at 700-735-0506 or email: Mark.Palta@albertahealthservices.ca

EXPENSE CLAIM DETAILS

Enter Finance Coding **101 - 0006 - 7184040017**

Emp # (E-People) _____

Emp # (prior to E-people) **na**

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

Date dd-mm-yy	Purpose of Travel 55 characters maximum length: 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. 17-Oct-12	Parking at Edm. Inter. Internat. Airport	AB	Conf				\$36.00 ✓						
2. 18-Oct-12	Auto Car Rental	AB	Conf										
3. 18-Oct-12	Stoneledge Resort	AB	Conf					\$154.10 ✓					
4. 30-Oct-12	Dr. via to AHS Board & Exec Strategy Session (Return)	AB	Meeting					\$181.63 ✓				312.00 ✓	
SUBTOTALS							\$36.00	\$181.63	\$154.10				Total Kms 312.00

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)

\$0.505

Mileage \$ \$157.56

Travel \$ Subtotal \$371.73

Enter on page 1 TOTAL TRAVEL \$ \$529.29 ✓

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

Dr Kathryn Todd's Expenses for Canmore meeting Oct 17/18, 2012.
 Bringing Opening Remarks for Symposium
 Patient-Reported Outcomes Measurement in Alberta:
 Potential of the EQ-5D*

FC: 101.0006.7184040017

①

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

P3 South E 18/10/12 17:42
 Receipt 075900

Short-term parking tkt
 DL - No. 089083
 17/10/12 15:47 -
 18/10/12 17:46
 Period 1d2h0'
 (Tax) \$36.00

Total \$36.00

Payment Received
 VISA \$36.00

Merch: 82005340013
 Auth: 032577
 Type: Swiped

Sub Total \$34.29
 Tax 5% 1.71

012278CA - 1/1

②

Thank you for renting from us. We value your business.
 Merci de louer chez nous. Nous apprécions votre clientèle.

968313301 31556952 E

GST# R128599776
 TODD, KATHRYN, DR
 AWD = C297800

CV - [REDACTED]
 OUT YYC 17OCT12/1928 KM = 11626
 IN YYC 18OCT12/1417 KM = 11870
 244 KM@ .00 =
 19 HR@ 39.01 =
 DY@ 52.00 =

* MINIMUM CHARGE = 52.00
 * GST TAX = 7.34
 * \$8/DY FEE = 6.00
 * 15.61% FEE = 19.01
 ENERGY RECOVERY = .98
 TAXABLE SUBTOT = 77.99
 PST .000% =
 .00
 GAS SVC OPTION = 68.77
 TOTAL CHARGES = 154.10

** CONCESSION RECOVERY FEE
 * CUSTOMER FACILITY CHARGE
 * CUSTOMER FACILITY CHARGE
 99- \$8/DY:WED 1 DY RNTL

* Veuillez pas de prendre tous ces effets personnels *

* Please check this vehicle for personal effects *

Thank you for renting from us. We value your business.
 Merci de louer chez nous. Nous apprécions votre clientèle.

* Car Rental
 Calgary to Canmore E
 Canmore to Calgary



Aviscar Inc.

RENTAL AGREEMENT NUMBER 96871330

Customer Name : TUND, KATHRYN, DS
Drivers Lic Number :
Rent Worldwide Disc : ALBERTA PROVINCIAL GOVERNMENT
Method of Payment : VISA

VEHICLE INFORMATION NUMBER 18454641-0A

Avis Car Number : 1 5 5 5 7 5 2
Plate Number : BC 37390
Year Description : S/L CHEVROLET IMPALA 4DR LSOR
Modeler Car : 1126 BK
Tire 1 Gauge Puncture Full

Pickup Date/Time : OCT 17, 2012 10:42 PM
Pickup Location : 2000 AIRPORT ROAD
CALGARY, AB, T2E 3W6, CA

Return Date/Time : OCT 18, 2012 05:00 PM
Return Location : 2000 AIRPORT ROAD
CALGARY, AB, T2E 3W6, CA

Additional Fees May Apply If Changes Are Made to Your Return Date, Time and/or Location.
YOUR ESTIMATED VEHICLE CHARGES

YOUR OPTIONAL PRODUCTS-SERVICES

Basic 1 DAY
RATE CLASS
MILEAGE : 35.01
LSE : 41.00
YRLY : 284.00
MTHLY : 1456.00
MIS UNLIMITED
MIN 100/100/E 5000
Your Estimated Mile & Mileage : 41.00
14.00
ENERGY RECOVERY FEE 0.48/100Y
KIL/100Y FEE : 1.98
15.1% Concession Feeover, Inc
Gas Service Option : 68.77
YOUR ESTIMATED TOTAL CHARGES: X_AGREED : 141.39
99 8/DY/100 1 10Y 5000
CUSTOMER FACILITY CHARGE

Loss Damage Waiver : 25.90/day Declined
Personal Accident Insurance : Unavailable
Personal Effects Protection : Unavailable
by my approval I accept or decline optional services/products
as shown above. X_AGREED
COMPLETE : 1,000/100
Gas Service Option : 68.77 Selected Y_AGREED
If you drive, 000-125 FMS a 25.00 flat rate fee would apply
X_AGREED

Use DATA Group of Companies 023120

NOTICES-----AVIS-----NOTICES-----NOTICE-----
PRIVACY: BY SIGNING THIS FORM YOU CONSENT THAT AVISCAR (AVIS) MAY COLLECT, USE & DISCLOSE YOUR PERSONAL DATA (PII)
(1) FOR THE PURPOSES STATED IN AVIS' PRIVACY NOTICE INCLUDING BUSINESS MANAGEMENT, DEVELOPMENT & PROTECTION,
(2) TO SEND YOU INFORMATION ABOUT PRODUCTS AND SERVICES PROVIDED BY AVIS, AVIS AFFILIATES & AVIS SYSTEM LICENSEES.
WE MAY ALSO USE (BUT NOT DISCLOSE) YOUR PII TO OFFER YOU AVIS PROGRAM PARTNER PRODUCTS & SERVICES.
X_AGREED I DO NOT WISH TO RECEIVE INFORMATION ABOUT THE ABOVE PRODUCTS & SERVICES. Y I WISH TO RECEIVE
INFORMATION ABOUT THE ABOVE PRODUCTS & SERVICES.
I AGREE THE CHARGES LISTED ABOVE ARE ESTIMATES AND THAT I HAVE RECEIVED ALL NOTICES AND TERMS HERE AND IN THE RENTAL
PACKET. NO ADDITIONAL SERVICES ALLOWED WITHOUT PRIOR WRITTEN CONSENT. TICKETS, FINES AND ADMIN FEES TO BE CHARGED TO
THIS RENTAL. Y

EST NO 8100361937

If you have questions regarding this rental, call us at 403-221-1700. This vehicle was rented to you by CHAPAN.

3

Stoneridge Resort
30 Lincoln Park
Canmore, AB T1N 3E9

GST#873770648RT005

Kathryn Dr Todd

Room	Folio	CheckIn	CheckOut	Balance
219		10/17/12	10/18/12	0.00
Master Folio		Corporate Rate		

Direct Bill: 151921197

Date	Room	Description / Voucher	Charges	Credits	Balance
10/17/12	219	Room Taxable	161.95	0.00	161.95
10/17/12	219	Resort Tourism Levy - 3.000%	4.86	0.00	166.81
10/17/12	219	Alberta Tourism Levy - 4.000%	6.48	0.00	173.29
10/17/12	219	GST - 5.000%	8.34	0.00	181.63
10/18/12	219	Visa [redacted] AP: 081814	0.00	181.63	0.00
		Balance Due			0.00
		Summary and Taxes			
		Taxable Sales			161.95
		Resort Tourism Levy 3.00%			4.86
		Alberta Tourism Levy 4.00%			6.48
		GST 5.00%			8.34

*181.63
To attend EQ-SD symposium &
give opening remarks*

Check for Specials www.stoneridgeresort.ca
Toll Free Direct 1-877-675-5001
Thank you for Staying with Us!

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: Dr. Kathryn Todd

Reporting Period for the Month of: October 2012

Date	Payment Method	Category	Description/Purpose for Expense	Name of Vendor Paid	Amount Paid
2012-10-17	Direct Billing	Transportation	Return Flights From Edmonton to Calgary to bring opening remarks at a Conference	Marlin Travel - Government Centre	\$452.96
	Choose One	Choose One			
	Choose One	Choose One			
	Choose One	Choose One			
	Choose One	Choose One			

Total Paid in the Month

\$442.96

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 : 101000671840400017
LOCATOR : NXDNSC
OUR REF : ZCH0091334C
AGENT : ASHLEY QUACH

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

INV NO: 83290
DATE: 15OCT12
PAGE: 1

FOR: DR KATHRYN TODD
AC [REDACTED]
101000671840400017

- - - - - 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	WESTJET AI	348 V	HK	17OCT	6:15P	7:01P		
			73W						
CALGARY	EDMONTON INTL	WESTJET AI	259 L	HK	18OCT	5:50P	6:37P		
			73W						

*** CAR RESERVATION ***

CALGARY AVIS 1 INTERMEDIATE CAR CONFIRMATION NO:15456841CA1
FROM 17OCT 7:01P TO 18OCT 5:50P RATE 52.00 PER DAY
FREE MILEAGE: UNLIM MILES
AVIS
DROPOFF: CALGARY

*** HOTEL RESERVATION ***

CALGARY TRAVELINK 1 SK1 CONFIRMATION NO: 151921197
FROM 17OCT 12:00A TO 18OCT 12:00A RATE 161.96 PER DAY
STONERIDGE MOUNTAIN
30 LINCOLN PARK, CANMORE
AB, CA
T1W 3E9
PHONE 4036755000 FAX 4036755002
GUARANTEED

*** TOUR ***

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

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 : 101000671840400017
LOCATOR : NXDNSC
OUR REF : ZCH0091334C
AGENT : ASHLEY QUACH

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

INV NO: 83290
DATE: 15OCT12
PAGE: 2

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

WESTJET AIR	TKT NO	WS	2523 609494	(INCL 88.96 TAX)	442.96
BSP TASF	TKT NO	954 0004	901372		10.00
*** SUB-TOTAL EXCLUDING GST/HST & APT					452.96
*** TOTAL CHARGES THIS INVOICE ***					452.96
PAYMENT BY			TKT 2523609494		442.96
PAYMENT BY			TKT 0004901372		10.00
*** BALANCE DUE THIS INVOICE ****					0.00
BALANCE DUE TO DATE					0.00

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.