

## Board and Executive Expense Report

**Name** Dr. Kathryn Todd  
**Title** SVP, Research  
**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)
November 2012	Expense Claim	Various Meetings/Conference		42	207	344	593			
November 2012	Direct Bill	Conference	543				543			
<b>Total</b>			\$ 543	\$ 42	\$ 207	\$ 344	\$ 1,136	\$ -	\$ -	\$ -

**Total for the Month** \$ 1,136

Maximum meal expense claimed in the month \$ 21  
 Maximum daily hotel rate claimed in the month \$ 184  
 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 taxi, 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

<b>SECTION A: EMPLOYEE DETAILS (for AHS Staff ONLY)</b>				
<ul style="list-style-type: none"> <li>Enter employee # (old) and Employee # (E-People) if your payroll has migrated to the New E-People payroll system</li> <li>Indicate N/A in the Employee # (E-People) if your payroll has not migrated to the New E-People payroll system</li> <li>If you are a new employee and your payroll is E-People you will only have an Employee # (E-People)</li> </ul>		Expense Date From: 1-Nov-12 To 3-Nov-12		
		Travel Period from: 1-Nov-12 To 3-Nov-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		

<b>SECTION E: FINANCE CODING &amp; TOTAL CLAIM</b>				
CAPITAL PROJECT CODING ONLY →				
		Project Number		Project Task Number
		Expenditure Organization		Expenditure Type
<b>Total - Section B: Travel - Pg 2</b>				
Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense
2A	101	0006	71840400017	\$592.43
2B				
2C				
2D				
				<b>\$592.43</b>
NOTE: This section auto fills from page 2A, 2B, 2C & 2D				
<b>Total - Section C&amp;D: Other &amp; Foreign Expenses - Pg 3</b>				
Bal Unit	Location	Functional Centre (FC)	Secondary/ Expense	Total Expense
**User to enter Coding & \$ amounts				
NOTE: These fields do not automatically fill for Section C&D				
<b>TOTAL REIMBURSEMENT</b>				
Total Section B				\$592.43
Total Section C&D				
Less Cash Advance				
<b>TOTAL CLAIM</b>				<b>\$592.43</b>

<b>SECTION F: AUTHORIZATION</b>				
If applicable, <b>print</b> 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: <i>Kathryn Todd</i>		Date <i>21 Nov 2012</i>		
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): <i>Deborah Rhodes</i>		DOFA Level <i>2b</i>	Position #	Phone # Ext
Signature: <i>Deborah Rhodes</i>		Title <i>Acting CFO</i>	Date <i>Nov. 26/12</i>	
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 Palka, Director Accounts Payable at 730-735-0506 or email: Mark.Palka@albertahealthservices.ca

**EXPENSE CLAIM DETAILS**

Enter Finance Coding 101 • 0006 • 71840400017

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-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-Nov-12	Alberta Coop Taxi	AB	Meeting							\$62.00 ✓		
1-Nov-12	Associated Cab	AB	Meeting							\$48.00 ✓		
1-Nov-12	Associated Cab	AB	Meeting							\$15.90 ✓		
1-Nov-12	Associated Cab	AB	Meeting							\$53.45 ✓		
1-Nov-12	A- Meal Per Dieam	AB	Meeting			\$41.55 ✓						
2-Nov-12	Delta Calgary Airport Hotel	AB	Meeting				\$206.58 ✓					
3-Nov-12	National Car Rental	AB	Conf					\$87.15 ✓				
2-Nov-12	Banff East Gate	AB	Conf				\$9.80 ✓					
3-Nov-12	Yellow Cab	AB	Conf						\$68.00 ✓			
<b>SUBTOTALS</b>						\$41.55	\$9.80	\$206.58	\$87.15	\$247.35		Total Kms

**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

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**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>	
Mileage \$	
Travel \$ Subtotal	\$592.43 ✓
Enter on page 1 TOTAL TRAVEL \$	\$592.43

*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 expense claim for travel to Calgary / Banff

Nov 1-3, 2012.

NOV1 - Various meetings with AHS staff & UC stakeholders.  
 NOV2-3 - Alberta Cancer Foundation Conference in Banff, AB

1.

= TRANSACTION RECEIPT =

ALBERTA COOP TAXI

10538 - 114 ST  
 EDMONTON, AB T5H 3J7  
 (780) 425-2525

ACCT TYPE: CREDIT CARD

CARD NUMBER:

CARD TYPE: VISA

DATE/TIME:

12/11/01 06:42:58

AUTH#: 098761

DRV: 0340 / 3660

TRIP ID: 903867

FARE: \$ 59.00

FLAT: \$000.00

EXTRAS: \$000.00

TAX: \$ 2.95

FA+FL+EX+TAX: \$ 62.00

TIP: \$000.00

DISCOUNT: \$000.00

TOTAL: \$ 62.00

SIGNATURE:

2.

ASSOCIATED CAB TAXI LTD  
 387 41 AVE NE (403) 299-1111  
 INSIST ON THE PROFESSIONALS

DATE: 2012/11/01  
 PICK UP TIME: 10:20  
 DROP-OFF TIME: 10:43  
 TRIP ID: 0  
 LOCATION: 073000 45004103707  
 CAR NUMBER: 0023  
 CARD TYPE: VISA S  
 CARD: [REDACTED]  
 EXPIRY: [REDACTED]  
 AUTH: AP053433

FARE (\$) 42.76  
 EXTRA (\$) 0.00  
 SUBTL (\$) 42.76

TIP (\$) 42.00

TOTAL (\$) 6.00

SIGNATURE: [Handwritten Signature]

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

CUSTOMER'S COPY:

Cab from Calgary  
 Airport to Finc  
 for a meeting &  
 W2IC team.

3.

ASSOCIATED CAB TAXI LTD  
 387 41 AVE NE (403) 299-1111  
 INSIST ON THE PROFESSIONALS

DATE: 2012/11/01  
 PICK-UP TIME: 16:11  
 DROP-OFF TIME: 16:27  
 TRIP ID: 987176  
 LOCATION: 073000-45024103707  
 CAR NUMBER: 0315  
 CARD TYPE: VISA S  
 CARD: [REDACTED]  
 EXPIRY: [REDACTED]  
 AUTH: AP047243

FARE (\$) 15.90  
 EXTRA (\$) 0.00  
 SUBTL (\$) 15.90

TIP (\$) [REDACTED]

TOTAL (\$) [REDACTED]

SIGNATURE: [REDACTED]

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

CUSTOMER'S COPY

Cab from Finc to  
 University of Calgary  
 Campus to meet &  
 VPR Ed McCauley.

Home to Edmonton  
 Airport.

FC 101.0006.71840400017

Dr Kathryn Todd's Expense claim for travel to Calgary / Banff  
Nov 1-3, 2012.

Nov 1 - Various meetings w AHS staff & UC Stakeholders.  
Nov 2-3 - Alberta Cancer Foundation Conference. in Banff.

4.

ALLIED LIMO-ASSOCIATED  
 307 41 AVENUE NE T2E2N4  
 CALGARY AB  
 21640631

|||| PURCHASE ||||

11-01-2012 17:51:02  
 Acct # [REDACTED] C  
 Date [REDACTED] Card Type V  
 Name: KATHRYN TODD  
 00000031010 Visa Credit

ce # 040017  
 FV21640631AC  
 # 166  
 ch # 031318 RRN 001001111

Purchase	\$45.30
Tip	\$8.15
<b>Total</b>	<b>\$53.45</b>

( 00 ) APPROVED-THANK YOU

Retain this copy for your records

Cab from UC to the Hotel

5.

NOV 1, 2012

Meal Per diem

A= All meals = \$41.55

FC 101.0006.71840400017

6.



# DELTA

## CALGARY AIRPORT

2001 Airport Road N.E., Calgary, Alberta, T2E 6Z8  
Tel: 403-291-2600 Fax: 403-250-6121

AB HEALTH SERVICES  
Kathryn Dr Todd

Room: 603  
Folio: [REDACTED]  
Cashier: 427  
Arrival: 11-01-12  
Departure: 11-02-12

Date	Description	Additional Information	Charges	Credits
11-01-12	Laundry Charge	H288278	9.79	
11-01-12	Laundry Charge GST		0.48	
11-01-12	Room Charge		184.00	
11-01-12	Room Destination Marketing Fee		5.52	
11-01-12	Room Tourism Levy		7.58	
11-01-12	Room GST		9.48	
11-02-12	Visa	[REDACTED]		216.85
<b>Total</b>			<b>216.85</b>	<b>216.85</b>
<b>Balance Due</b>			<b>0.00</b>	<b>CDN</b>

GST Summary	
Registration No:	846543619
Room	9.48
F&B	0.00
Other	0.48
<b>Total</b>	<b>9.96</b>

216.85  
 - 9.79  
 .48  


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 206.58

FC. 101.0006.71840400017

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.

Dr Kathryn Todd's Expense claim for travel to Calgary/Banff  
 Nov 1-3, 2012.

Nov 1 - Various meetings with AHS staff & UC stakeholders.  
 Nov 2-3 - Alberta Cancer Foundation Conference in Banff AB.

7.



GST/HST 888850179RT0001

RA 164782528 B11 0  
 Rental 02-NOV-2012 11:19 AM  
 CALGARY INTL ARPT  
 Return 03-NOV-2012 09:38 AM  
 CALGARY INTL ARPT

KATHRYN TODD  
 Vehicle # C9528779  
 Model ALTIMA  
 Class Driven FCAR Class Charged ICAR  
 License# [redacted] State/Province AB  
 M/Kms Driven 314  
 M/Kms Out 20904  
 M/Kms In 21218

ALBERTA HEALTH SERVICES			
Charges	No Unit	Price	Amount
REFUELING	28 Litre	1.64	45.78*
T & M	1 Days	20.05	20.05*
UNLIM M/KM	0 M/Kms		0.00*
CONCESSION RECOV FEE			10.40*
CUSTOMER FACILITY CHARGE			6.00*
VEH LICENSE FEE			0.77*
CA GST ALBERTA @5.000 %			4.15

Total Charges CAD 87.15

Deposit Visa [redacted]

Amount Due CAD 87.15

\* Taxable Items  
 Subject to Audit  
 Customer Service Number 1-800-468-3334

Car rental to drive  
 from Calgary to  
 Banff (return)

FC 101.00006.71840400017

8.

BANFF EAST GATE  
 101 MOUNTAIN AVENUE  
 PO BOX 900  
 BANFF AB T1L1K2

MERCHANT ID: 17322722018 TERM ID: 302

SALE

VISA ENTRY METHOD: CHIP  
 11/02/12 12:45:05  
 INV #: 000080 APPR CODE: 034450  
 BATCH #: 000083  
 REF #: 080

AMOUNT \$9.80

PIN VERIFIED BY CARD ISSUER  
 CARDHOLDER AGREES TO PAY ABOVE  
 TOTAL AMOUNT IN ACCORDANCE WITH  
 CARD ISSUER'S AGREEMENT  
 \*MERCHANT AGREEMENT IF CREDIT DOUCHER)  
 RETAIN THIS COPY FOR STATEMENT  
 VERIFICATION  
 MERCHANT COPY  
 APPROVED

APPLICATION LABEL: Visa Credit  
 AID: A000000031010  
 EXP: 11/02/12 03/09  
 TID: 0000

BANFF NATIONAL PARK  
 PARC NATIONAL BANFF  
 11/02/2012

Valid/Valide - 16h:  
 11/03/2012

DAY:AD IND/JR:1 ADULTE	9.80
<b>Total</b>	<b>9.80</b>
GST/TPS	0.47
Credit	9.80
12:44 PM B.F.	181
GATE/BARRIERE-BANFF?	

GS 3: 121491807  
 To attend ACF meeting

Banff Park  
 pass to park  
 while in  
 Banff at  
 the ACF  
 Conference

Dr Kathryn Todd's Expenses for travel to Calgary & Banff  
Nov 1-3, 2012

9.

CHARGE TO: [REDACTED]		ACCOUNT NO: [REDACTED]			
[REDACTED] (17) 15		<b>YELLOW CAB</b> (780) 462-3456			
KATHRYN TODD		<b>PRESTIGE CABS</b> (780) 462-4444			
GST # 100403070		ADMINISTRATION (780) 465-8500			
G.S.T.#		AUTH. NO.	DRIVER	UNIT NO.	
FROM		TIME	DAY	MO.	YR.
TO	Alvina		12	12	
PRINT	[REDACTED]	4650137			
CUSTOMER'S SIGNATURE	X [Signature]	<input type="checkbox"/>			
THE ISSUER OF THE CARD IDENTIFIED ON THIS ITEM IS AUTHORIZED TO PAY THE AMOUNT SHOWN AS TOTAL UPON PROPER PRESENTATION. I PROMISE TO PAY SUCH TOTAL TOGETHER WITH ANY OTHER CHARGES DUE THEREON SUBJECT TO AND IN ACCORDANCE WITH THE AGREEMENT COVERING THE USE OF SUCH CARD.		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		FARE 58.00			
		INTL			
		GRATUITY 10.00			
		TOTAL 68.00			

MERCHANT COPY

Cab to go home from Edmonton Airport.

FC. 101.0006.71840400017



## 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: November 2012

Date	Payment Method	Category	Description/Purpose for Expense	Name of Vendor Paid	Amount Paid
2012-11-01	Direct Billing	Transportation	Return flight travel from Edmonton to Calgary for meetings / conference	Marlin Travel - Government Centre	\$542.96
	Choose One	Choose One			
	Choose One	Choose One			
	Choose One	Choose One			
	Choose One	Choose One			

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 : S7FPGG  
OUR REF : ZCH0092168C  
AGENT : ASHLEY QUACH

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

INV NO: 84142  
DATE: 30OCT12  
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	AIR CANADA	8171 V	HK	01NOV	7:30A	8:22A		
		D8 (300 SERIE							
		SEAT 04D							
	AIR CANADA E								
CALGARY	EDMONTON INTL	AIR CANADA	8140 W	HK	03NOV	11:30A	12:22P		
		D8 (300 SERIE							
		SEAT 04D							
	AIR CANADA E								

\*\*\* CAR RESERVATION \*\*\*

CALGARY NATIONAL CAR 1 INTERMEDIATE CAR CONFIRMATION NO:197331251COUNT  
FROM 01NOV 8:22A TO 03NOV 11:30A RATE 19.21 PER DAY  
FREE MILEAGE: UNLIM KMS  
NATIONAL CAR RENTALS  
DROPOFF: CALGARY

\*\*\* HOTEL RESERVATION \*\*\*

CALGARY DELTA HOTELS 1 NSD CONFIRMATION NO: 131246032  
FROM 01NOV 12:00A TO 02NOV 12:00A RATE 184.00 PER DAY  
DELTA CALGARY AIRPO  
2001 AIRPORT RD NORTHEAST  
CALGARY  
CA  
ABT2E 6Z8  
PHONE 4032912600 FAX 4032508722  
GUARANTEED

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 : 101000671840400017  
LOCATOR : S7FPGG  
OUR REF : ZCH0092168C  
AGENT : ASHLEY QUACH

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

INV NO: 84142  
DATE: 30OCT12  
PAGE: 2

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

\*\*\* TOUR \*\*\*  
BSP TASF DEPARTING FROM EDMONTON INTL ON 01JUL13 AT 12:00A  
TO EDMONTON INTL RET01JUL13 AT 12:00A  
1 PACKAGE TOUR  
FILE RETAINER

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

AIR CANADA	TKT NO	AC	2523 717209	(INCL 64.96 TAX)	532.96
BSP TASF	TKT NO	954 0004 920722			10.00
*** SUB-TOTAL EXCLUDING GST/HST & APT					542.96
*** TOTAL CHARGES THIS INVOICE ***					
PAYMENT BY [REDACTED] TKT 2523717209					542.96
PAYMENT BY [REDACTED] TKT 0004920722					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.