

Official Administrator and Executive Expense Report

Name Dr. Kathryn Todd
Title Vice President, Research Innovation & Analytics
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	P-Card	Meetings & Working Sessions	1,944			100	2,044		32	
Mar-14	Expense Claim	Meetings				246	246			
Total			\$ 1,944	\$ -	\$ -	\$ 346	\$ 2,290	\$ -	\$ 32	\$ -

Total for the Month \$ 2,322

Maximum daily single meal expense claimed in the month \$ 32 4 people
 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

Instruction:

- Attached ALL original detailed receipts and supporting documents in the same order as it appears on this statement
- Cardholder AND Approver's signatures required where indicated below

TODD, KATHRYN	SENIOR VICE PRESIDENT	Billing Reporting Period:	20/03/2014
Cardholder's Name	Cardholder's Position/Title		
RESEARCH	SEVENTH STREET PLAZA	Total Statement Amount:	\$2,074.98
Cardholder's Dept	Cardholder's Site/Location		
KATHRYN.TODD@ALBERTAHEALTHSERVICES.CA		Last 6 digits of the P-Card #:	████████
Cardholder's e-mail address			

Statement of Transactions

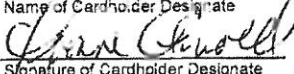
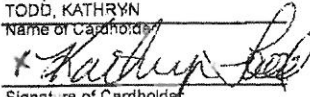

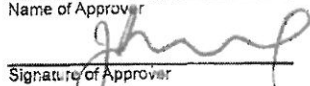
Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
18/02/2014	343570580	AIR CAN 0142131221070, AIR CANADA	828.61	CAD	828.61	41.36		00A/C Flight to Calgary for meetings and then to Toronto for Pan-Canadian Forum and back to Edmonton
21/02/2014	343670581	SUBWAY #35567 QPS, FAST-FOOD RESTAURANTS	31.66	CAD	31.66	1.51		00Working Session - Analytics Meeting with Don Winn, Deb Rhodes and Kathryn
26/02/2014	344270741	DELTA 0064826267252, DELTA	582.53	CAD	582.53	36.64		00Flight from Edm to Pittsburgh USA for Oracle Demonstration
27/02/2014	344270742	MPARK00020101A, AUTOMOBILE PARKING LOTS AND GARAGES	25.00	CAD	25.00	1.18		00Parking at Telus Plaza for AACHT Mtg
05/03/2014	344870786	24-7 TAXI, LIMOUSINES AND TAXICABS	35.00	CAD	35.00	1.56		00Cab to Mtg with Covenant Health (Tom N. & Kathryn)
05/03/2014	344870787	MPARK00020101A, AUTOMOBILE PARKING LOTS AND GARAGES	15.00	CAD	15.00	.71		00Parking downtown Edm for CAM Meeting
14/03/2014	345774315	UNIVERSITY OF ALBERTA, AUTOMOBILE PARKING LOTS AND GARAGES	10.00	CAD	10.00	.45		Parking at UofA for WCHRI Mtg
17/03/2014	346204879	AIR CAN 0142132260691, AIR CANADA	232.18	CAD	232.18	11.06		00March 19th flight to Calgary for meetings with UofC delegates

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Transactions without Receipts or supporting documentation

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
13/03/2014	345774318	AHS PARKING, HOSPITALS	15.00	CAD	15.00	.71		Parking at UofA WCHRI Oversight Board Mtg - Machine did not dispense ticket

⑦

Signatures		
Cardholder Designate (if Applicable) By signing this statement <ul style="list-style-type: none"> I hereby certify that I have reviewed and reconciled this statement in BMO Online to the best of my ability in accordance to AHS Corporate Policies, Program User Guide and Training. I have allocated the transaction(s) to the proper cost centre. 		
<u>YVONNE ARNOLD</u> Name of Cardholder Designate  Signature of Cardholder Designate	<u>EXEC ADMIN ASSIST</u> Cardholder Designate Position/Title <u>MAR 24/14</u> Date of Signature	
Cardholder By signing this statement <ul style="list-style-type: none"> 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. A personal cheque for any personal expenses inadvertently charged is attached. I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided. 		
<u>TODD, KATHRYN</u> Name of Cardholder  Signature of Cardholder	<u>SENIOR VICE PRESIDENT</u> Cardholder Position/Title <u>MARCH 26/2014</u> Date of Signature	
Approver Designate (if Applicable) By signing this statement <ul style="list-style-type: none"> 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. A personal cheque for personal expenses inadvertently charged has been obtained. I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided. 		
<u>Susan Best</u> Name of Approver Designate  Signature of Approver Designate	<u>Exec. Assistant</u> Approver Designate Position/Title <u>MARCH 27, 2014</u> Date of Signature	
Approver By signing this statement <ul style="list-style-type: none"> 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. A personal cheque for personal expenses inadvertently charged has been obtained. I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided. 		
for <u>Deborah Rhodes</u> Name of Approver  Signature of Approver	<u>Acting CFO</u> Approver Position/Title <u>MARCH 28, 2014</u> Date of Signature	
Submit approved statement with attachments to Accounts Payable:		
Attach: <ul style="list-style-type: none"> Original (or scanned) itemized receipts with documented business reasons including names of participants where required Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report) And where applicable Copies of pre-approvals for travel Personal cheque payable to "Alberta Health Services" Return, refund and/or credit receipts Disputes letter Business reasons for travel require detailed descriptions – include where travelled to, who attended (if meal), why travel was necessary and detailed explanation of reason. 	Address: Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street Edmonton, AB T5J 3E4	
Accounts Payable only:		
Reference #:	Reviewed by:	Date:

Yvonne Arnold

CREDIT FOR

① - CALG TO TORONTO } \$
② TORONTO TO EDM. }

①

From: Sara Gilliam
Sent: Tuesday, February 18, 2014 4:49 PM
To: Yvonne Arnold
Subject: FW: Air Canada - 19-Mar: Edmonton - Calgary... (booking ref: [REDACTED])
Attachments: image001.png; image002.png

Mar 17/14 changed to
go from (Edm-
Calg. - Edm.)

From: Air Canada [mailto:confirmation@aircanada.ca]
Sent: Tuesday, February 18, 2014 4:46 PM
To: Kathryn Todd
Subject: Air Canada - 19-Mar: Edmonton - Calgary... (booking ref: [REDACTED])

(No longer going to
Toronto).
CREDIT w/ AIR CANADA
ON FILE.

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

AIR CANADA 

Itinerary/Receipt

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.

Scan this
barcode to
check in at any
Air Canada
check in kiosk.



Hotels in Calgary

[Book a hotel](#)

Hotels provided by WWTMS.

Why book your hotel stay at
aircanada.com?

- Lowest price guaranteed
- Great choice of hotels
- Aeroplan Mile offer exclusive to aircanada.com



SAVE on car rentals, shows,
activities and more.

[Go to My Travel Planner](#)



Need a car in Calgary? Great rates and additional Aeroplan Miles.

AVIS Budget

Booking Information

Booking Reference: [REDACTED]

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

Main Contact:

Dr Kathryn Todd
kathryn.todd@albertahealthservices.ca
Mobile: [REDACTED]
Home: [REDACTED]

Online Services

Manage my booking online (view/change my booking; select seats*).

Request an upgrade

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Check-in online and print my boarding pass.

Customer Care

Air Canada

1-888-247-2262

Flight Arrivals and Departures

1-888-422-7533

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8133 ¹	Edmonton, Edmonton Int'l (YEG) Wed 19-Mar 2014 07:00	Calgary (YYC) Wed 19-Mar 2014 07:53	0	0hr53	DH3	Tango, T	
AC140	Calgary (YYC) Wed 19-Mar 2014 17:20	Toronto, Pearson Int'l (YYZ) Wed 19-Mar 2014 23:15 - Terminal 1	0	3hr55	321	Flex, W	F
AC127	Toronto, Pearson Int'l (YYZ) Fri 21-Mar 2014 14:40 - Terminal 1	Edmonton, Edmonton Int'l (YEG) Fri 21-Mar 2014 17:05	0	4hr25	E90	Tango, L	F

¹ F: Food for purchase on board All Onboard Café purchases made on board Air Canada flights are payable only with Visa, MasterCard and American Express credit cards.

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Dr Kathryn Todd : Adult (16+), Ticket Number [REDACTED]

Frequent Flyer Prog : [REDACTED]

Payment Card: [REDACTED]

Seat Selection: None

Meal Preference : None

Special Needs: None

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Flight 1 - Airfare (<u>Tango</u>)	79.00
Flight 2 - Airfare (<u>Flex</u>)	347.00
Flight 3 - Airfare (<u>Tango</u>)	209.00
<u>Surcharges</u>	58.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	80.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	38.11
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	3.25
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total airfare and taxes before options (per passenger)	828.61
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$828.61

> GST = 41.36

Payment Information

Credit/Debit Card [REDACTED] - Amount paid: **\$828.61**

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

Air Canada: \$828.61 (Airfare - per ticket)

Ticket number(s) [REDACTED]

Fare Rules

Flight 1: 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.
- **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.

Flight 2: Calgary (YYC) To Toronto (YYZ) - Flex

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 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 permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
 - **Same-day standby** is available **only** to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as 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.
- **Complimentary advance standard seat selection** 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 100% Aeroplan Miles (Altitude Qualifying Miles)

Flight 3: Toronto (YYZ) 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 \$150 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.

Please read important information and notices regarding Air Canada's general conditions of carriage.

Baggage Allowance and Fees

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

Carry-on Baggage

On your Air Canada, Air Canada Express, or Air Canada rouge-operated flight, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15,5 x 21,5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details.

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Flight 1: Edmonton (YEG) To Calgary (YYC) - **Tango**

Flight 2: Calgary (YYC) To Toronto (YYZ) - **Flex**

Flight 3: Toronto (YYZ) To Edmonton (YEG) - **Tango**

	1st bag:	2nd bag:
Regular Baggage Allowance	Complimentary	\$20.00 CAD + taxes* per direction
	Max. weight per bag: 23 kg (50 lb) Max. linear dimensions per bag: 158 cm (62 in)	

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to the 2nd bag fee. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel. Please note that checked baggage fees may be assessed a second time if your itinerary includes a stopover lasting more than 24 hours.

Note: If you **exceed your baggage allowance** (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

View Air Canada's additional checked baggage policy.

View the additional checked baggage policy of Air Canada's codeshare and interline partners.

Important Information

Please review this itinerary/receipt and, should you have any questions, please call 1-888-247-2262

within 24 hours of receipt.

Before You Go: A 'To-Do' List

All passengers are advised to view the [Travel documentation](#) page for important information on identification required for travel.

[Check-in and boarding times](#)



Travel carbon neutral
[Offset your flight](#) | [Learn more](#)



Enter our contest where everyone's a winner
Offsetting your flight before February 28, 2014 could take you a long way!
[Learn more](#)



**Best Airline in
North America
four years in a row**



AIR CANADA
STILL TAKING YOU ABOVE



②

SALE RECEIPT
Store #39867 tko 02/21/14 11:24:21
Subway Subs & Sandwiches #39867
10621-100Ave
Edmonton AB T5J 0B3

Clerk 1
22114 R

ITEM	QTY	PRICE	MEMO	PLU
HAM&CHEESE fr	1	\$6.50		10225
RST CHICK fr	1	\$8.75		14735
TURKEY fr	1	\$8.00		10223
soup	1	\$2.30		52300
soup	1	\$2.30		52300
soup	1	\$2.30		52300
Rounding	1	\$0.00		0

SUBTOTAL \$ 30.15
GST \$ 1.51

TAKE-OUT **TOTAL \$ 31.66
Debit AMT TEND \$ 31.66

CHANGE DUE \$ 0.00

How'd we do? Get a free cookie.
Take 1 min. Survey at www.tellsulway.com

③ - see Ticket
Audine Ticket

④ AACHT Mtg.
Telus Plaza

02/21/14 12:55:44
INV #: 000021 HPRR CODE: [REDACTED]
BATCH #: [REDACTED]
REF #: [REDACTED]

SALE

AMOUNT

\$25.00

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

CARDHOLDER COPY

APPROVED

APPLICATION LABEL: MasterCard
AID: A0000000041010
TID: 00 00 00 00 00

⑤ MTG W
COVENANT HEALTH
(TOM N. + KATHRYN)

⑥ CAM MTG.

24-7 TAXI
280-10105-108 AVE
EDMONTON, AB, T5H1A7
7804424444
MID: 97112250014
GST#: 0000000000000000

IMPARK00020101A
10025 JASPER AVENUE
EDMONTON, AB T5J1S6
7804201976

TID: 056
Operator#: 71601

MERCHANT ID: 57169880093 TERM ID: 101

SALE

SALE

03/05/2014 15:31:08
Record# [REDACTED]
Retrieval#: 00000002

03/05/14 11:04:05
INV #: [REDACTED]
APPR CODE: [REDACTED]
BATCH #: [REDACTED]
REF #: [REDACTED]

A0000000041010 MasterCard
TYR 0000000000 TSI E800

AMOUNT

\$15.00

Total: \$35.00
GST \$1.55
Auth Code: [REDACTED]
(ESTIMATE) APPROVED
Customer copy

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

CARDHOLDER COPY

APPROVED

APPLICATION LABEL: MasterCard
AID: A0000000041010

7

DISPLAY THIS SIDE UP ON DASHBOARD

EXPIRATION DATE EXPIRATION TIME

14/03/14 04:24 PM

AMOUNT PAID

\$ 10.00 84960000 02:24 PM



UNIVERSITY OF
ALBERTA

2045195

NON TRANSFERABLE
NON REFUNDABLE

DETACH RECEIPT FROM TICKET

RECEIPT GST # R108102831

DATE ISSUED TIME ISSUED AMOUNT PAID

14/03/14 02:24 PM \$ 10.00

CREDIT CARD NUMBER

LOT C-WEST



UNIVERSITY OF
ALBERTA

2045195

NON TRANSFERABLE
NON REFUNDABLE

8
WCHRI-MTG @
UGA-March 14.

3

TICKET

Yvonne Arnold

From: Sara Gilliam
Sent: Monday, March 03, 2014 6:13 PM
To: Yvonne Arnold
Subject: FW: Expedia travel confirmation - 04 March, 2014

Original flight booking for Pittsburg that was cancelled.

From: Expedia Travel Confirmation [mailto:Confirmation@ExpediaConfirm.com]
Sent: Tuesday, February 25, 2014 6:25 PM
To: Sara Gilliam
Subject: Expedia travel confirmation - 04 March, 2014 -



Thank you for booking with Expedia! Your booking is confirmed.
You can manage your reservation or review your itinerary online for the most up-to-date information.



Access your itinerary anywhere.

GET THE FREE APP



Pittsburgh

Tue 4/Mar/2014 - Thu 6/Mar/2014 |

Important Information

- All passengers travelling to the US must provide valid travel documents and details of their full US destination address for US Immigration.
- Proof of citizenship is required for international travel. Be sure to bring all necessary documentation (e.g. passport, visa, transit permit). To learn more, visit our Visa and Passport page.
- We noticed you did not choose travel protection coverage when booking this flight. If you change your mind, you can purchase insurance prior to travel and receive your insurance certificate via email.

Edmonton (YEG) → Pittsburgh (PIT)

Tue 4/Mar/2014 - Thu 6/Mar/2014 , 1 round trip ticket

CONFIRMED
Delta

Your reservation is booked and confirmed. There is no need to call us to reconfirm this reservation.

Price Summary

Traveller Information

Kathryn Todd
Adult

No frequent flyer details
provided

Ticketing in progress

Traveller 1: Adult ✓
Flight
Taxes & Fees

C\$882.53
C\$732.99 ÷ 5%
C\$149.54

36.64 GST.
(ESTIMATE)

* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

Total: **C\$882.53**

All prices quoted in Canadian dollars.

04/03/14 - Departure 1 stop

Total travel time: 5 h 56 m

Edmonton Minneapolis 2 h 48 m 1,087miles
YEG 8:15am MSP 12:03pm
Delta 5805 Operated by COMPASS DBA DELTA CONNECTION
Economy/Coach (K) | Confirm seats with the airline *

Layover: 1 h 7 m

Minneapolis Pittsburgh 2 h 3 m 725miles
MSP 1:10pm PIT 4:13pm
Delta 3639 Operated by ENDEAVOR AIR DBA DELTA CONNECTION
Economy/Coach (K) | Confirm seats with the airline *

Additional Flight Services

- The airline may charge additional fees for checked baggage or other optional services.

06/03/14 - Return 1 stop

Total travel time: 7 h 6 m

Pittsburgh Minneapolis 2 h 30 m 725miles
PIT 8:35am MSP 10:05am
Delta 3683 Operated by ENDEAVOR AIR DBA DELTA CONNECTION
Economy/Coach (K) | Confirm seats with the airline *

Layover: 1 h 30 m

Minneapolis Edmonton 3 h 8 m 1,087miles
MSP 11:35am YEG 1:43pm
Delta 5806 Operated by COMPASS DBA DELTA CONNECTION
Economy/Coach (K) | Seat 18C | Confirm or change seats with the airline *

Airline Rules & Regulations

- We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.
- Tickets are nonrefundable, nontransferable and name changes are not allowed.
- Please read the complete penalty rules for changes and cancellations applicable to this fare.
- Please read important information regarding airline liability limitations.
- For residents of Québec, prices include a contribution to the Indemnity Fund of C\$2.00 per C\$1,000 of travel services purchased.

Need help with your reservation?

- Visit our Customer Support page.
- Call us at 1-866-307-7801.
- For faster service, mention itinerary: [REDACTED]

Complete Your Trip



Because you
booked a flight,

Get around
Add a Car

Get out and explore
Add an activity

Offer expires
on
08/03/14

Travel Industry Council of Ontario

In accordance with the *Ontario Travel Industry Act, 2002*, this page contains detailed information on the names, addresses and registration numbers applicable to the providers of travel and ticket fulfillment services.

Ticket fulfillment services provided by Tour East Holidays (Canada) Inc., 15 Kern Road, Suite 9, Toronto, Ontario M3B 1S9. TICO
Registration No.: 50015827

You are receiving this promotional email because you have opted-in to receive special offers on Expedia.ca

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CREDIT

Yvonne Arnold

From: Sara Gilliam
Sent: Monday, March 03, 2014 11:02 AM
To: Yvonne Arnold
Subject: FW: Requested Email: Flight Cancel - Itin [REDACTED]

CREDIT W
EXPEDIA . ON
FILE

Flight credit ☺

From: support@service.expedia.ca [mailto:support@service.expedia.ca]
Sent: Monday, March 03, 2014 10:53 AM
To: Sara Gilliam
Subject: Requested Email: Flight Cancel - Itin [REDACTED]

Dear Sara,

Thank you for contacting Expedia.ca regarding the cancellation of your airline reservation.

Although the original tickets purchased are non-refundable, the airline allows you the option to use the value of these tickets towards a future reservation. Your future itinerary must comply with the following conditions:

The new itinerary must be booked with the same airline; the airline you are booked with is DELTA AIRLINES.

The same passengers must be traveling; Name of passenger is TODD/KATHRYN.

The new itinerary must be rebooked and ticketed and completed before 25FEB15. (WITH IN 1 YEAR FROM ORIGINAL DATE OF PURCHASE)

Your original date of [purchase] is 25FEB14.

You cannot change your departure country. Your Departure country is CANADA.

Other key details to note:

Original Ticket Number [REDACTED]

Total held in credit (per passenger): C\$ 882.53

Change penalty (per passenger): C\$ 200 + applicable GST (subject to change by airline)

The penalty amount cannot be paid from any residual credit value

Expedia.ca booking ID: [REDACTED]

Please refer to your online Expedia.ca Itinerary # [REDACTED], for the complete details of your original trip. To access your online itinerary, go to www.expedia.ca and click on "My Trips".

When rebooking your itinerary, there may be a difference in fare. Should the fare of the new itinerary be higher than the original purchase - the difference along with the change penalty quoted above will be collected at the time of rebooking. Please note this change fee is subject to change. However, should the fare of the new itinerary be lower, please note the residual credit amount is lost, and only the applicable change penalty will be collected.

When you are ready to use your travel credit, we request that you save an itinerary within your Expedia.ca account. It is important that you only save the itinerary and do not purchase the new flight. Since prices are not guaranteed until purchased, it is in your best interest to call us as soon as you have saved your new trip. Please call us with your new itinerary number and the Expedia Booking ID as noted above for us to complete the reservation and issue the tickets.

Please feel free to contact us if you have any further questions. Our Customer Support Representatives are available to assist you 24 hours a day, 7 days a week should you have any questions or need clarification on the rules and restrictions of your travel credit.

Expedia Customer Support Team
1-888-EXPEDIA (1-888-397-3342) or 1 (613)-780-1386
Expedia.ca

Please feel free to contact us if you have any further questions. Our Customer Support Representatives are available to assist you 24 hours a day, 7 days a week.

Thank you for choosing Expedia.ca.



Travel Approval Form (Out-of Province Only) / Request for Advance

TRAVEL
APPROVAL

A. TRAVEL PARTICULARS			
Out-of-Province: <input checked="" type="checkbox"/>	Advance Request: <input type="checkbox"/>	Destination: Pittsburgh, Pennsylvania	
Name: Kathryn Todd	Employee # [REDACTED]	Report To: CEO	
Department: RIA	Office Location: [REDACTED]	Business Phone # [REDACTED]	
What former entity payroll systems is the employee currently being paid from? (Please <input checked="" type="checkbox"/> one from below).			
<input type="checkbox"/> AADAC	<input type="checkbox"/> Calgary Health	<input type="checkbox"/> East Central	
<input type="checkbox"/> Alberta Cancer Board	<input type="checkbox"/> Capital Health	<input type="checkbox"/> Northern Lights	
<input type="checkbox"/> Alberta Mental Health Board	<input type="checkbox"/> Chinook	<input type="checkbox"/> Palliser Health	
<input type="checkbox"/> Aspen	<input type="checkbox"/> David Thompson	<input type="checkbox"/> Peace Country	
Finance Code/Accounting Distribution (if applicable):			
Corp/BU/Org (if applicable)	Location (if applicable)	Functional Centre/Primary	Expense/Secondary Account
101	0006	71840400017	62314000
Dates: From (day/month) 04/03 (year) 2014 to (day/month) 06/03 (year) 2014			
Purpose of Trip: To view an Oracle demonstration in a Medical Centre Setting			
Employee Signature: <i>[Signature]</i>			Date:
APPROVALS: (Sr. VP prior approval required for all Out-of-Province Travel) (Travel Advance Approval - Travel Policy Appendix A)			
Approved By: (please print) Brenda Hultmark		Title: [REDACTED]	Phone # [REDACTED]
Signature: <i>[Signature]</i>		Date: Feb 19/14	
Approved By: (please print)		Title:	Phone #
Signature:		Date:	

B. ESTIMATE OF EXPENSES <input checked="" type="checkbox"/> Canadian Dollars <input type="checkbox"/> US Dollars		
Category	Description	Amount
1. Accommodation Charge	# 2 Nights at \$190CDN <i>ESTIMATED</i>	\$380.00
2. Meals	Per Diems (2 full days \$41.55 X 2)	83.10
3. Registration		
4. Airfare or Other Travel Costs	YEG to PIT (Return) CDN <i>(ECONOMY) ESTIMATED ONLY</i>	1,000.00
5. Other Expenses (please specify)	Cabs	140.00
Total Estimated Travel Costs		\$1,603.00

C. COMPLETE THIS SECTION IF YOU REQUIRE AN ADVANCE (only if amount required is \$500 or above)	
Advance Amount (\$) Requested:	Date Required:

- > If an advance is being requested the original approved Travel Approval Form should be forwarded to Accounts Payable 3 weeks prior to departure date, where possible.
- > All travel expenses must be approved in accordance to "Appendix A" of the Alberta Health Services Travel Policy.

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.

Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: PARDMI

Name: Ms Kathryn Todd
E-mail: YVONNE.ARNOLD@ALBERTAHEALTHSERVICES.CA
Form of payment: [REDACTED]

Customer Care
Air Canada Reservations
1-888-247-2262
Air Canada Flight Information
1-888-422-7533

International Reservations

Alert me of flight changes
Flight notification

Flight Itinerary

Flight	From	To	Aircraft	Booking class	Status
AC8150	Calgary (YYC)	Edmonton International (YEG)	DH3	V	Confirmed
<i>Operated by:</i>	Wed 19-Mar 2014	Wed 19-Mar 2014			
<i>Air Canada Express-Jazz</i>	15:30	16:23			

Passenger Information

Passenger 1

Name:	Ms Kathryn Todd	Ticket number:	[REDACTED]
Frequent Flyer Pgm:	Air Canada Aeroplan	Program number:	[REDACTED]

Purchase Summary

Passenger: 1 Ticket [REDACTED]

Date of issue
Fare Amount in Canadian dollars:
(including navigational & other charges)
Taxes, Fees & Charges

17-Mar 2014
184.00

Canada Security Charge (CA)
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)
Canada Airport Improvement Fee (SQ)

7.12
11.06
30.00

Total Fare in Canadian dollars:

232.18

Ticket particularities:
AC ONLY/NON-REF/CHGE FEE

***Fare calculation:**

19MAR14YYC AC YEA Q12.00R172.00CAD184.00 END ROE1.00

Canadian tax registration numbers:

XG Canada Goods and Service Tax (GST) #10009-2287

RC Canada Harmonized Sales Tax (HST) #10009-2287

XQ Quebec Sales Tax (QST) #1000-043-172

Fare Rules Summary

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable and name changes are not permitted.
- Advance seat assignments are not guaranteed and may be changed without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable refundable fees.

Please read important information and notices regarding Air Canada's general conditions of carriage.

Important Information & Conditions

Please review this itinerary/receipt and should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Before You Go: A 'To-Do' List

All passengers are advised to view the Travel documentation and US Secure Flight Program. US Secure Flight Program for important information on documents and identification required for travel.

Travel Insurance

Canadian Residents - RBC Travel Insurance Company offers Canadian travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of Canada can purchase travel insurance from RBC Travel Insurance Company via www.aircanada.com/insurance or by calling 1-866-530-6021. To make sure you get the best possible protection, purchase insurance prior to your departure.

U.S. Residents - CSA Travel Protection offers American travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of the United States can purchase travel insurance from CSA Travel Protection via www.aircanada.com/us/en/insurance or by calling 1-866-473-3315. To make sure you get the best possible protection, purchase insurance prior to your departure.

Comments, Compliments and Complaints

Would you like to comment on a past travel experience? Your comments, compliments and complaints will help us improve the services we offer. Send us an e-mail (aircanada.com/customerrelations) or write to us at: Air Canada - Customer Relations, PO Box 64239, RPO Thorncliffe, Calgary, AB, Canada T2K 6J7.

Schedules and Timetables

Time and aircraft type shown in timetables or elsewhere are approximate and not guaranteed, and form no part of the contract. Schedules are subject to change without notice and carrier assumes no responsibility for passenger making connections not included as part of the itinerary set out in the ticket. Carrier is not responsible for changes, errors or omissions either in timetables or other representations of schedules.

7

Pcard Attestation

The one parking receipt for \$15 on March 13, 2014 was not dispensed from the parking lot machine. The other parking receipt for \$15 on February 13, 2014 was misplaced. ✓

Both expenses were incurred for AHS business. Neither expense has been previously claimed.


Cardholder:



Kathryn Todd, VP Research, Innovation and Analytics

Date

Approved:



VP Corporate Services and Chief Financial Officer

Date

March 28, 2014

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: 19-Mar-14 To 19-Mar-14
 Travel Period from: _____ To _____ (if applicable)
 Out-of-Province Travel

Name: Kathryn Todd Position (Title): Vice President

Location: _____ Dept: Research, Innovation and DOFA Level: _____ (if applicable) Union: _____ Business Phone #: _____

Employee # (E-People): _____

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 Expense
2A	101	0006	71840400017	\$246.00
2B				
2C				
2D				
				\$246.00

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

Total - Section C&D: Other & Foreign Expenses - Pg 3

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

TOTAL REIMBURSEMENT

Total Section B	\$246.00
Total Section C&D	
Less Cash Advance	
TOTAL CLAIM	\$246.00

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

Travel, Hospitality and Working Session Expenses Policy - Document# 1122

I, by signing this form, attest that I am compliant to all the above statements

Employee Signature: Kathryn Todd

Date: March 21/2014

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 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 #: _____

Phone #: _____

Ext: _____

I, by signing this form, attest that I am compliant to all the above statements

Signature: [Signature]

Title: _____

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): _____

DOFA Level: _____

Position #: _____

Phone #: _____

Ext: _____

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 0006 71840400017	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)				Completion of the "Cost Effective Method Used" Column is REQUIRED.											
Ensure separate lines are used for claim items that differ in Province, US and Out of North America.				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 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?	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							
19-Mar-14	Return Cab from Home to Airport to Business Meeting	AB	Meeting	Yes								\$149.50	① ✓		
19-Mar-14	Cab from Calgary Airport to UofC for a meeting	AB	Meeting	Yes								\$40.70	② ✓		
19-Mar-14	Cab from one Calgary UofC location to another for another two meetings (TIP excluded)	AB	Meeting	Yes								\$14.90	③ ✓		
19-Mar-14	Cab back to Calgary airport	AB	Meeting	Yes								\$40.90	④ ✓		
SUBTOTALS												\$246.00	✓		Total Kms
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 <i>(see Mileage details to the left)</i>						
Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3									Mileage \$						
									Travel \$ Subtotal \$246.00						
									Auto fills on page 1 - TOTAL TRAVEL \$246.00						
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)															

March 19/14
 - Meetings in Calgary w Dr. Jon Muddings, Dr. Ed McCauley + Dr. Drew Marshall
 UofC

①

PRESTIGE TRANSPORTATION
 18135 31 Avenue NW
 Edmonton AB T6N-1C2
 788-462-5888

Term Id: 4502412509459
 Item #: 0273
 Visa Credit
 PURCHASE

ATD: AD000000031010

APPROVED

AMOUNT CAD\$130.00
 TIP CAD\$19.50
 =====
 TOTAL CAD\$149.50

Ref. [REDACTED]
 Auth. [REDACTED]
 Resp. [REDACTED]
 TUN: 4000000000
 TSI: F800

Book on line at
 EDMPRESTIGE.COM
 Thank you for being our guest
 GST 862184769

Date: 2014/03/19 Time: 17:08:59
 Response: AUTH 070491

ASSOCIATED CAB ALTA LTD
 387 - 41 AVE NE (483) 299-1111
 INSIST ON THE PROFESSIONALS

②

DATE: 2014/03/19
 PICK-UP TIME: 08:07
 DROP-OFF TIME: 08:36
 TRIP ID: 0
 LOCATION: 873000-45024103707
 CAR NUMBER: [REDACTED]
 DRIVER: [REDACTED]
 CARD TYPE: [REDACTED]
 CARD: [REDACTED]
 EXPIRY: [REDACTED]
 AUTH: [REDACTED]

FARE (\$): 48.78
 EXTRA (\$): 0.00
 SUBTTL (\$): 48.78

TIP (\$):

TOTAL (\$):

SIGNATURE: _____

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

CUSTOMER'S COPY

Merchant Copy

③

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

Taxi Service

TerminalID: 00001416E942
 DATE: 2014/03/19 10:20:30

AUTH: [REDACTED]
 IFID: [REDACTED]
 DRV: [REDACTED]
 VEH: [REDACTED]
 GST: 863825600

Meter Start Time: 10:01:15
 Meter Stop Time: 10:19:39
 Distance: 2.5 Km

FARE 1: \$ 14.19
 FLAT: \$ 0.00
 TAX: \$ 0.71
 TOTAL FARE: \$ 14.90
 PAYMENT AMOUNT: \$ 14.90
 TIP: \$ 4.00

TOTAL PAYMENT: \$ 18.90
 Purchase Auth Complete

④

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

DATA: SWIPED
 TerminalID: 00001556F1FD
 DATE: 2014/03/19 13:09:12
 AUTH: [REDACTED]
 IFID: [REDACTED]
 DRV: [REDACTED]
 VEH: [REDACTED]
 GST: [REDACTED]
 Meter Start Time: 12:45:55
 Meter Stop Time: 13:08:05
 Distance: 19.7 Km

FARE 1: \$ 33.24
 FLAT: \$ 0.00
 TAX: \$ 1.66
 TOTAL FARE: \$ 34.90
 PAYMENT AMOUNT: \$ 34.90
 TIP: \$ 6.00

TOTAL PAYMENT: \$ 40.90
 Purchase Auth Complete
 Cardholder Copy

Working Session Pre-Approval Request

In accordance with the Travel Hospitality & Working Session Expense Claim Policy #1122 this form must be pre-approved for all working sessions, in accordance with the Delegation of Authority for Financial Commitments table.

Details of Working Session Request			
Describe the purpose of the working session.			
To obtain Don Winn's advise on the upcoming 2 day Analytics Planning Session			
Name of Event			
Analytics Meeting			
Date of Request (yyyy-Mon-dd)	First Name of Event Lead		Last Name of Event Lead
2014-02-14	Stafford		Dean
Title		Department	
Senior Program Officer		Analytics	
Location of Venue		Event Date(s) (yyyy-Mon-dd)	Number of Attendees
SSP Bldg C		2014-02-21	4
Guest Speaker(s)/Facilitators		Title/Role	
ATTENDEES: DEB. RHODES.			
DON WINN.			
KATHRYN TODD.			
- PENNY RAG-			
Proposed Budget		Venue Cost	
		Speaker/Facilitator Costs	
		Travel (mileage, accommodations, rentals) costs	
		Meals 31.56	
		Non-Alcoholic Beverages	
		Other Specify nature of expense	
		GST (if applicable) 1.51	
		Total Planned Event Budget \$ 31.56	
Authorization			
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	Name	Position Title	DOFA Level
	Signature		Date (yyyy-Mon-dd)
	KATHRYN TODD	VP-RIA	2b.
	X Kathryn Todd		2014-04-14

Deborah Rhodes
Deborah Rhodes, Acting VP Corp Serv. & CFO