

Official Administrator and Executive Expense Report

Name Dr. Kathryn Todd
Title Vice President, Research Innovation & Analytics
Location Edmonton
 Expenses submitted during the month of April 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)
Apr-14	P-Card	Meetings	145			239	384		-	
Total			\$ 145	\$ -	\$ -	\$ 239	\$ 384	\$ -	\$ -	\$ -

Total for the Month \$ 384

Maximum daily single meal expense claimed in the month \$ - 0
 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	
Cardholder's Name	Cardholder's Position/Title	Billing Reporting Period: <u>20/04/2014</u>
RESEARCH	SEVENTH STREET PLAZA	
Cardholder's Dept	Cardholder's Site/Location	Total Statement Amount: <u>\$383.69</u>
KATHRYN.TODD@ALBERTAHEALTHSERVICES.CA		
Cardholder's e-mail address		Last 6 digits of the P-Card # XXXXXXXXXX

Statement of Transactions

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
09/04/2014	348648450	AIR CAN 0142133183448, AIR CANADA	131.25	CAD	131.25	6.25	.00	Air Canada Flight return YEG-YYC-YEG Edm-Calg-Edm for meetings in Calg and Banff - A/C Credit on file used
09/04/2014	348648451	AIR CAN 0142133183448, AIR CANADA	13.65	CAD	13.65	.00	.00	Air Canada return flights YEG-YYC-YEG Edm-Calg-Edm for meetings in Calg and Banff
10/04/2014	348648447	PRESTIGE TRANSPORTATIO, LIMOUSINES AND TAXICABS	74.75	CAD	74.75	3.50	.00	Cab from Home to YEG for meetings in Banff and Calgary
10/04/2014	348648448	BANFF EAST GATE, GOVERNMENT SERVICES NOT ELSEWHERE CLASSIFIED	9.80	CAD	9.80	.47	.00	National Park Gate Charge for 1 Day stay
11/04/2014	348648446	NATIONAL CAR RENTAL, NATIONAL CAR RENTAL	52.00	CAD	52.00	2.48	.00	Car Rental from YYC to Banff for Neuroscience Meetings
11/04/2014	348648449	HUSKY CALG. AIRPORT, FUEL DISPENSER, AUTOMATED	27.48	CAD	27.48	1.31	.00	Fuel to fill up Car Rental before returning
11/04/2014	348924205	ATS GROUP, LIMOUSINES AND TAXICABS	74.75	CAD	74.75	3.50	.00	Cab from YEG to Home

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 ARNDT</u> Name of Cardholder Designate <u>[Signature]</u> Signature of Cardholder Designate	<u>Exec Admin Assist</u> Cardholder Designate Position/Title <u>May 2/14</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 <u>[Signature]</u> Signature of Cardholder	<u>SENIOR VICE PRESIDENT</u> Cardholder Position/Title <u>May 2/14</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 <u>[Signature]</u> Signature of Approver Designate	<u>Exec. Assistant</u> Approver Designate Position/Title <u>May 6 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. 		
<u>Deborah Rhodes</u> Name of Approver <u>[Signature]</u> Signature of Approver	<u>Acting VP Corp Serv. & CFO</u> Approver Position/Title <u>May 7/14</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: <ul style="list-style-type: none"> 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:

Passenger: 1 Ticket number XXXXXXXXXX

Date of issue

Fare Amount in Canadian dollars:

(Including navigational & other charges)

Taxes, Fees & Charges

Canada Goods and Services Tax (GST/HST #10009-2287) (XG)

Combined Taxes *see fare calculation below (XT)

09-Apr 2014

368.00

0.65
PD

Total Fare in Canadian dollars:

Options

Change fee in Canadian dollars

Canada Goods and Services Tax (GST/HST #10009-2287) (XG)

Ticket particularities:

AC ONLY/NON-REF/CHGE FEE

13.65A ②

125.00
6.25

\$144.90
owing
\$ 131.25 ①

*Fare calculation:

10APR14YEA AC YYC Q12.00R172.00AC YEA Q12.00R172.00CAD368.00

END ROE1.00 PD14.25CA21.21XG55.00SQ

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

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.
Please bring your itinerary-receipt to the airport.

① ②

Main Contact Information

Booking reference: [REDACTED]

Name: Dr Kathryn Todd
E-mail: KATHRYN.TODD@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
AC8226	Edmonton International (YEG)	Calgary (YYC)	DH3	V	Confirmed
Operated by:	Thu 10-Apr 2014	Thu 10-Apr 2014	SEAT 5A		
Air Canada Express-Jazz	09:00	09:51			
AC8148	Calgary (YYC)	Edmonton International (YEG)	DH3	V	Confirmed
Operated by:	Fri 11-Apr 2014	Fri 11-Apr 2014	SEAT 11A		
Air Canada Express-Jazz	14:30	15:21			

Passenger Information

Passenger 1

Purchase Summary

6/19/14
- Used credit on file
- This is balance owing.
CPA

Alberta Neuroscience
Steering Com. Mtg.



Car Rental

Calgary to
Banff
Return

GST/ST 689355021
PST 1021523719

RA 166603919 Bill C
Rental 10-APR-2014 10:13 AM
CALGARY INTL APPT
Return 11-APR-2014 08:20 AM
CALGARY INTL APPT

KATHRYN TODD
Vehicle # [REDACTED]
Model OPTIMA
Class Driven FCAR Class Charged FCAR
License# [REDACTED] State/Province AB
M/Kms Driven 305
M/Kms Out 4049
M/Kms In 5254

Charges	No Unit	Price	Amount
T & M	1 Days	36.85	36.85*
UNLIM M/KM	0 M/Kms		0.00*
CONCESSION RECON FEE			5.88*
CUSTOMER FACILITY CHARGE			5.00*
VEHICLE LICENSE FEE			0.79*
CA GST ALBERTA 05.000 %			2.48

Total Charges CAD 52.00

Deposit MC 9321

Amount Due CAD 52.00

* Taxable Items
Subject to Audit
Customer Service Number 1-800-466-3334

Cab. Home to YEG.

PRESTIGE TRANSPORTATION
10135 31 Avenue NW
Edmonton AB T6H-1C2
90-463-5888

(3)

10135 31 Avenue NW
Edmonton AB T6H-1C2
90-463-5888

APPROVED

AMOUNT CAD\$65.88
CAD\$9.75
AL CAD\$74.75

Code: 00
4000000000
E800

Book on line at
EDMPRESTIGE.COM
Thank you for being our Guest.
GST 862104769

2014/04/10 Time: 07:37:23
AUTH 892723

Compass Neuro
Science

BANFF EAST GATE
101 MOUNTAIN AVENUE
PO BOX 900
BANFF, AB T1L1K2
4035782505

SALE

(4)

MID: 27322722018
TID: 009
Batch #: [REDACTED]
04/10/14
APPR CODE: [REDACTED]

REF: [REDACTED]
113144

AMOUNT \$9.80

APPROVED

MasterCard
AID: A000000004010
TVR: 00 00 00 80 00
TSE: E8 00

THANK YOU
PLEASE COME AGAIN

MERCHANT COPY

Fuel for
Car Rental

(6)

Calgary Airport Husk
Briow Trail NE
Calgary AB
(40) 250-8418
GST 826570244
Mail ID 4714267
Tel: 7904 1220-3
Bat h: 3216-128

	Amount
Regular	\$27.49
L x \$1.259/L	
UNT	\$27.49
(In Pump)	\$1.31

470 / 11 08:15:46
101 19 122003HC
500 001084 00-000

pproved

earn FREE fuel fast!
Sign up today at
AusyRewards.ca

Cab YEG to Home

ATS GROUP
4806 101 STREET N. T6E5G5
EDMONTON AB
22946210

PURCHASE

(7)

01 11-2014 16:02:35

L # [REDACTED]
Exp Dat [REDACTED]

NAME: KATHRYN TODD
MasterCard

Card # 040009 Operator 085
FV2294621004

Inv. [REDACTED] RAN 001004006

Purchase	\$65.00
Tip	\$9.75
Total	\$74.75

(8) APPROVED-THANK YOU

Campus-Nature Science



parkscanada.gc.ca
parcsCanada.gc.ca

1 DAY
GATE
PASS

Banff East Gate
12149 1007 RT
Alberta
#10040

Expires:
2014/04/11
at 4pm

Sales Receipt

Transaction #: [REDACTED]
Date: 4/10/2014 11:31:08 AM
Cashier/Caisse: 24 Register/Caisse #12

QTY	Description	Unit Price	Amount
1	1 DAY GATE PASS	\$9.80	\$9.80
Sub Total/Sous-Total			\$9.80
GST/TPS			\$0.00
Total			\$9.80

Rental Information

Name: Kathryn Todd
E-mail: yvonne.arnold@albertahealthservices.ca

Vehicle Type: Fullsize - 4-Door/Automatic/Air - Ford Fusion Or Similar

Pickup Information

Location: Calgary Intl Arpt (YYCT01)
Date & Time: Thursday, April 10, 2014 @ 10:00 AM
Address: [REDACTED]
Phone: [REDACTED]
Fax: [REDACTED]
Hours: Sun-Sat: 12:00 am - 01:00 am
Sun-Sat: 06:00 am - 11:59 pm

5

Dropoff Information

Location: Calgary Intl Arpt (YYCT01)
Date & Time: Friday, April 11, 2014 @ 09:00 AM

Rate Information

Item: **Prices**
(CAD)

Car Class: Fullsize 4-Door/Automatic/Air

Rates:

Time & distance	1 DAY @	\$36.85	\$36.85
Time & distance	0 HOUR @	\$18.43	\$0.00
Time & distance	0 WEEK @	\$221.10	\$0.00
Time & distance	0 MONTH @	\$884.40	\$0.00
Extra - time & distance	0 DAY @	\$36.85	\$0.00
Extra - time & distance	0 HOUR @	\$18.43	\$0.00
No charge distance	0 DISTANCE @	\$0.00	\$0.00

Contract I.D. Alberta Health Services

(9) Additional Driver

Included

Unlimited Kilometers

Included

Sub total.....\$36.85

Surcharges:

Customer Facility Chg 6.00/day	\$6.00
Concession Recovery Fee 15.61 Pct	\$5.88
Vehicle License Fee .79/day	\$0.79

Taxes:

Ca Goods/svces Tax Alberta (5.0%)	\$2.48
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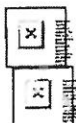
Total Estimate.....\$52.00

(Country of Residence: CA) (CAD)

Approximate Estimated Conversion: \$52.00

Yvonne Arnold

From: reservations@nationalcar.com
Sent: Wednesday, April 09, 2014 2:52 PM
To: Yvonne Arnold
Subject: National Car Rental Reservation Confirmation [REDACTED] for Calgary Intl Arpt



**This itinerary emailed by request of Kathryn Todd
(yvonne.arnold@albertahealthservices.ca) on 04/09/2014 20:52:09 PM**


Dear Kathryn,

Thank you for using Nationalcar.com to make your reservation.
Your confirmation number is: [REDACTED]

Reserved rate reflects the pick up date and time, return date and time, and car class quoted at time of reservation. Any changes to the reservation may affect the rates quoted herein.


Your level of service is Counter. Please proceed to the rental counter.

If you need to make a change to this reservation, please use your reservation number as a reference.

 [REDACTED]


Confirmation # [REDACTED]


Status: Booked

 [REDACTED]

Here's what you do to pick up your car:

Upon arrival, please proceed to the National Car Rental counter.

 Once you have arrived at the National Car Rental location, please proceed to the counter to obtain your rental agreement.

 [REDACTED]