

## Official Administrator and Executive Expense Report

**Name** Dr Kevin Worry  
**Title** Medical Director ,North  
**Location** Fort McMurray  
 Expenses submitted during the month of February 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)
Feb-14	P-Card	Meetings	5			179	184			
<b>Total</b>			\$ 5	\$ -	\$ -	\$ 179	\$ 184	\$ -	\$ -	\$ -

**Total for the Month** \$ 184

Maximum meal expense claimed in the month \$ -  
 Maximum daily 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

WORRY, KEVIN	MEDICAL DIRECTOR - NORTH	Billing Reporting Period:	20/02/2014
Cardholder's Name	Cardholder's Position/Title		
MEDICAL AFFAIRS	NORTHERN LIGHTS REGIONAL	Total Statement Amount:	\$183.59
Cardholder's Dept	Cardholder's Site/Location		
KEVIN.WORRY@ALBERTAHEALTHSERVICES.CA		Last 6 digits of the P-Card #:	<span style="background-color: black; color: black;">XXXXXXXXXX</span>
Cardholder's e-mail address			

**Statement of Transactions**

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
① 20/01/2014	340421040	IMPARK00020383U, AUTOMOBILE PARKING LOTS AND GARAGES	18.00	CAD	18.00	.00	.00	Parking fee for ZMD Medical Staff Bylaws Meeting - SSP - YEG
② 21/01/2014	340640863	SHELL, FUEL DISPENSER, AUTOMATED	51.57	CAD	51.57	.00	.00	Gasoline Purchase - Slave Lake NZ meeting with Physicians
③ 22/01/2014	340831867	HUSKY SLAVE LAKE MACS, FUEL DISPENSER, AUTOMATED	35.08	CAD	35.08	1.67	.00	Gasoline Purchase - return trip from Slave Lake Physicians meeting to YEG
④ 03/02/2014	341979412	WESTJET 8380614050791, Westjet Airlines	5.25	CAD	5.25	.00	.00	Seat selection cost to be reimbursed from PPEC Meeting February 5, 2014
⑤ 03/02/2014	341979413	WESTJET 8382195881276, Westjet Airlines	252.13	CAD	252.13	.00	.00	Airfare from YYC - YEG for PPEC Meeting Feb 5, 2014
⑥ 04/02/2014	342093224	WESTJET 8382195881276, Westjet Airlines	-252.13	CAD	-252.13	.00	.00	Refund of airfare - did not attend PPEC Meeting Feb 5, 2014
⑦ 07/02/2014	342267527	SAFeway GAS BAR #0823, FUEL DISPENSER, AUTOMATED	52.76	CAD	52.76	2.51	.00	Gasoline for Whitecourt Council Meeting with MOH on Feb 7, 2014
⑧ 07/02/2014	342434581	PETROCAN, FUEL DISPENSER, AUTOMATED	20.93	CAD	20.93	.00	.00	Gasoline purchase for return trip from Whitecourt for the MOH Meeting Feb 7, 2014

**Signatures**

**Cardholder Designate (If Applicable)**

By signing this statement

- 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.

Name of Cardholder Designate

Cardholder Designate Position/Title

Signature of Cardholder Designate

Date of Signature

**Cardholder**

By signing this statement

- 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.

WORRY, KEVIN

Name of Cardholder

MEDICAL DIRECTOR - NORTH

Cardholder Position/Title

Signature of Cardholder

Date of Signature

**Approver Designate (If Applicable)**

By signing this statement

- 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.

Name of Approver Designate

Approver Designate Position/Title

Signature of Approver Designate

Date of Signature

**Approver**

By signing this statement

- 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.

Name of Approver

VP Quality + C&O

Signature of Approver

Date of Signature

**Submit approved statement with attachments to Accounts Payable:**

**Attach:**

- 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:



SLAVE LAKE MAC'S HUSKY

188 12TH AVENUE

SLAVE LAKE AB

(780) 849-6954

GST# 104855408

Retailer ID

Rct:01513 7675-4

Batch:2204-2

Item	Amount
------	--------

Pump# 4

Eth Regular \$35.08

31.346 L x \$1.119/L

AMOUNT \$35.08

GST(Inc Pump) \$1.67

Pre Auth Completion

MasterCard

AID: A00000000041010

EXP: \*\*/\*\*

Date: 01/22/2014

Time: 23:14:41

AUTHCODE:

S172001001002 00 000

TUR: 4000008000 TSI: E800

Approved

Earn FREE fuel fast!

Register today at

myHuskyRewards.ca

WELCOME

Shell Canada

70 MACLEOD AVENUE

T7X 3C7

SPRUCE GROVE AB

(780) 962-0050

MASTERCARD

PURCHASE CHIP

INV No.

2014/01/21 20:18

MasterCard

AID A00000000041010

TVR 0000008000

Bronze

PUMP No. 08

LITRES 51.878

PRICE/L \$0.994

TOTAL FUEL \$51.57

01 APPROVED - THANK

YOU 001

APPROVAL No.

TERMINAL No.

VERIFIED BY PIN

IMPORTANT  
retain this copy for  
your records

FUEL INCLUDES

GST - Fuel \$2.46

No. 137400032RT

TOTAL SALE \$51.57

STORE:

TRAN:

2014/01/21 20:20:30

YOUR OPINION COUNTS

Tell us about your

recent visit at

www.shell.ca/opinion

and you could win a

\$25 Shell Gift Card

\*Receipt Required

THANK YOU  
Questions?  
1-800-661-1600

TICKET

Impark(1)

IMPARK

PHONE 780-420-1976

EARLY BIRD

meter:

Time: 14 JAN 20

Price: \$3.00

Card:

Exp:

Expire:

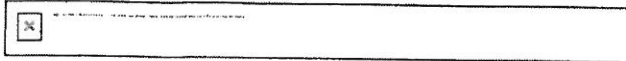
6:00PM MON

JAN 20 14

GST NO. 887315638RT0001  
INSTRUCTIONS ON BACK

Cheryl Meriot

From: noreply@itinerary.westjet.com on behalf of WestJet Airlines <noreply@itinerary.westjet.com>  
Sent: Monday, February 03, 2014 3:41 PM  
To: Kevin Worry, Dr.  
Subject: Reservation Confirmation



WestJet  
22 Aerial Place N.E.  
Calgary, Alberta,  
Canada  
Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary.  
Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight.  
This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

## Booking Confirmation

Your reservation code is: [REDACTED]  
Main contact: Mr Kevin Worry  
E-mail: kevin.worry@albertahealthservices.ca  
Phone Number: [REDACTED]

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#)

## Guest

Mr. Kevin Worry  
Flight: Calgary (YYC)-Edmonton (YEG)  
WestJet FF  
Ticket Number: [REDACTED]  
Seat: YYC-YEG: 8C

## Air Itinerary Details

WS255	Calgary, CA	Edmonton, CA	Fare type: Flex
WestJet	Wed 05 Feb, 2014 04:35 PM	Wed 05 Feb, 2014 05:26 PM	Non-stop

## Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 191.00	CAD 12.00	CAD 49.13	CAD 252.13	x 1	CAD 252.13
						Total airfare: CAD 252.13

## Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 12.01
CA	Air Travellers Security Charge (ATSC)	CAD 7.12
SQ	Airport Improvement Fee (AIF)	CAD 30.00
		Total taxes: CAD 49.13

## Fare family benefits

### YYC-YEG: Flex Seat Sale Benefits

- One complimentary checked bag \*
- Fully refundable if cancelled within 24 hours of booking \*\*
- Advance seat selection - \$5-53.10\*
- \$50-59 itinerary change fee + applicable fare difference
- \$50-59 name change fee
- \$50-59 cancellation fee, balance credited toward future WestJet flight purchases-



- \* Not applicable on flights operated by our airline partners
- \*\* Excluding flights departing within 24 hours of booking
- ~ Non-refundable to original form of payment

## Seats

Regular seat

WS 255 YYC - YEG Seat 8C Mr Kevin Worry

CAD 5.00 + CAD 0.25 Tax

Total Seats: CAD 5.25

## Total

Charged to MASTERCARD

CAD 252.13

Charged to MASTERCARD

CAD 5.25

Total

CAD 257.38

## WestJet offers

### Rent a car

Reserve a car in three easy steps, compare side by side pricing at a glance and earn WestJet dollars® when you make your rental car reservation with WestJet. [Reserve now](#)

### Book a hotel

Whether it's a weekend getaway or a last minute business trip, WestJet has a hotel for you. Choose from over 155,000 hotels worldwide and earn WestJet dollars® when you book your hotel with WestJet. [Book now](#)

### Get travel insurance

Don't forget to include travel insurance as part of your trip. WestJet has partnered with RBC Insurance® to provide you with the right coverage for your travel experience. [Get a quote](#)

## Important Information

Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airlines partners](#); it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage](#) info page.
- [Positive identification](#) is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
- For detailed information on your flight visit:
  - [Fares, taxes and fees](#) (For [change/cancel guidelines](#), [baggage fees](#), [service fees](#) and other [taxes and fees](#))
  - [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
  - [Seat selection](#) (How it works, changing your seat and more)
  - [Inflight services](#) (Buy on board, [up!](#) magazine and more)
  - [Inflight entertainment](#) for information on our live seatback television.
- Carbonzero and WestJet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the [purchase of carbon offsets](#).
- We appreciate hearing about your experience with us. If you would like to provide us with feedback, please see our [contact us](#) page and select the give feedback tab. You may also send us a letter at: WestJet Campus, Attention Guest Relations, 22 Aerial Place N.E. Calgary, Alberta Canada T2E 3J1.

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## Cancellation confirmation

Your selected itinerary has been cancelled.

Reservation code: [REDACTED] (Cancelled)

### Cancellation details

#### Guest

Mr Kevin Worry (cancelled)

Flight: Calgary (YYC) - Edmonton (YEG) Fare type: Flex

For more information on your refund, please visit our service fees page.

Regular seat: [REDACTED]

Seat selection fees are refundable up until 24 hours prior to departure. Please call us at 1-888-937-8538 (1-888-WESTJET) if you paid to reserve a seat.

#### Seats

Regular seat - WS 0255 YYC-YEG Seat 8C MR Kevin Worry

Seat selection fees are refundable up until 24 hours prior to departure. Please call us at 1-888-937-8538 (1-888-WESTJET) if you paid to reserve a seat.

To cancel please call WESTJET: 1-888-937-8538.

Refunded to MASTERCARD [REDACTED] \$252.13 CAD

### Manage my booking

Need to change, cancel or update the guest details of your booking?

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Safeway  
4202 S. Park Drive  
Stony Plain, AB,  
T7Z1L1  
STORE NO: 823

Appr # [REDACTED]  
Seq # 381001001007  
Terminal # [REDACTED]  
Trans: Purchase  
Rss Code: [REDACTED]  
APPROVED  
Inv # [REDACTED]  
02/07/2014 06:48:56

Pump # 4-REG  
Vol : 49.351 L  
Price/L : \$1.059  
Total: \$52.76

Fuel Includes:  
GST/HST(5.0%): \$2.51  
GST/HST #: 831536503

THANK YOU  
ASK FOR OUR SPECIALS !

PETRO-CANADA  
5103 50 AVENUE  
WHITECOURT  
ALBERTA T7S 1A1  
7089299721

GST #: 119335453E  
PC0519669: [REDACTED]

2014-02-07 17:45

PUMP 02  
REGULAR  
LITRES L 18.536  
PRICE/L \$ 1.129  
FUEL SALES \$ 20.93\*

TOTAL OWED \$ 20.93

TOTAL PAID  
CREDIT CARD \$ 20.93

\* GST INCL. \$ 1.00

MASTERCARD

INVOICE [REDACTED] S  
AUTH [REDACTED]  
PURCHASE  
S 0010010010 00 027

00 APPROVED  
THANK YOU

-- IMPORTANT --  
RETAIN THIS COPY  
FOR YOUR RECORDS

A CHANCE TO WIN FREE  
GAS FOR A YEAR  
DID YOU SEE SERVICE  
TAKE A SHORT SURVEY