

Official Administrator and Executive Expense Report

Name Mauro Chies
Title Lead Clinical Support Services (Acting)
Location Edmonton
 Expenses submitted during the month of January 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)
Jan-14	Expense Claim	Meeting				68	68			
Jan-14	Direct Billing	Meeting	454				454			
Total			\$ 454	\$ -	\$ -	\$ 68	\$ 522	\$ -	\$ -	\$ -

Total for the Month \$ 522

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

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: 1-Jan-14 To 31-Jan-14
 Travel Period from: _____ To _____ (if applicable)
 Out-of-Province Travel

Name: Mauro Chies Position (Title): Acting VP Prov-Wide Clinical Supports, Programs & Serv.

Location: 14th Floor, SSP Dept: _____ DOFA Level: _____ (if applicable) Union: _____ Business Phone #: _____ Ext: _____

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	71415100027	\$67.50
2B				
2C				
2D				
				\$67.50

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	\$67.50
Total Section C&D	
Less Cash Advance	
TOTAL CLAIM	\$67.50

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: _____

Date: _____

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 employee directly to Accounts Payable for processing.

Approved By (PRINT ONLY): Deborah Rhodes

DOFA Level _____

Position # _____

Phone _____

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

Signature: _____

Title _____

Acting CFO

Date _____

Feb. 25/14

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 71415100027	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 = Int'l) Ensure separate lines are used for claim items that differ in Province, US and Out of North America.				Completion of the "Cost Effective Method Used" Column is REQUIRED . 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							
15-Jan-14	Taxi from Calgary airport to CLS Diagnostic & Scientific Center - Attend Lab Tour and Board Meeting plus parking at Edm Int'l Airport											\$44.50	\$23.00		
SUBTOTALS												\$44.50	\$23.00		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 (see Mileage details to the left)					
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 \$67.50					
										Auto fills on page 1 - TOTAL TRAVEL \$ \$67.50					
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)															

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

DATE: 2014/01/15
PICK-UP TIME: 08:10
DROP-OFF TIME: 08:30
TRIP ID: [REDACTED]
LOCATION: [REDACTED]
CAR NUMBER: [REDACTED]
CARD TYPE: [REDACTED]
CARD: [REDACTED]
EXPIRY: [REDACTED]
AUTH: [REDACTED]

FARE (\$): 39.50
EXTRA (\$): 0.00
SUBTTL (\$): 39.50

TIP (\$): 5.00

TOTAL (\$): 44.50

SIGNATURE: *Ah*

FOR ONLINE TAXI BOOKINGS VISIT
OUR WEBSITE @ WWW.ASSOCIATEDCARS.COM

CUSTOMER'S COPY

Taxi from Calgary
airport to CLS
Diagnostic + Scientific
Center - Lab Tour
and Board mtg.
Jan. 15, 2014
With Verna Yiu

GST# R128599776
Edmonton Airports
Can-TSJ 2T2 Edmonton
Tax Code C 5%
Exit Lane 15/01/14 17:42
Receipt: [REDACTED]
Short-term parking ticket
HL - No. 043643
15/01/14 05:53
16/01/14 05:52
Period 1d0h0'
(Tax) \$23.00
Total \$23.00
Payment: Received
VISA \$23.00
Type: Swiped
Sub Total \$21.90
Tax 5% 2.10

12120566 - 1/1

Park @ Edm Intl
Airport Jan 15, 2014
- Trip to Calgary

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: Mauro Chies

Reporting Period for the Month of: January 2014

Date	Payment Method	Category	Description/Purpose for Expense	Name of Vendor Paid	Amount Paid
2014-01-14	Direct Billing	Transportation	Return Airfare to Calgary - CLS Site Lab Tour & CLS Board Meeting	Marlin Travel	\$453.96
	Choose One	Choose One			
	Choose One	Choose One			
	Choose One	Choose One			
	Choose One	Choose One			
Total Paid in the Month					\$453.96

Susan Best

From: Air Canada [confirmation@aircanada.ca]
Sent: Friday, February 07, 2014 5:20 PM
To: Kristina Russell
Subject: Air Canada - Mauro Chies - 14-Feb: YEG - YYC (booking ref: [REDACTED]) - seat selected

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



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.

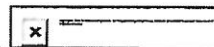
Scan this barcode to check in at any Air Canada check in kiosk.



Booking Date: **Feb 8, 2014** Passengers: **Mr Mauro Chies**
Agent Name: [REDACTED]
Agent ID: [REDACTED]



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



Booking Information

Booking Reference: [REDACTED]

Customer Care
Air Canada
1-888-247-2262
Flight Arrivals and Departures
1-888-422-7533

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

Main Contact:
Marlin Travel
[REDACTED]

Online Services

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.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8131 ¹	Edmonton, Edmonton Int'l (YEG) Fri 14-Feb 2014 06:00	Calgary (YYC) Fri 14-Feb 2014 06:53	0	0hr53	DH3	Flex, W	
AC8150 ¹	Calgary (YYC) Fri 14-Feb 2014 15:30	Edmonton, Edmonton Int'l (YEG)	0	0hr53	DH3	Flex, Q	

Fri 14-Feb 2014
16:23

Operated by:
1 Air Canada Express - Jazz

Passenger Information

1: Mr Mauro Chies : Adult (16+), Ticket Number [REDACTED]

Air Canada - [REDACTED] Meal Preference : None
Aeroplan : [REDACTED]
Payment Card: [REDACTED] Special Needs: None
Seat Selection: [REDACTED]

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	170.00
Return Flight - Flex	190.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	55.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	EXEMPT
Air Travellers Security Charge (ATSC)	14.96
Total airfare and taxes before options (per passenger)	453.96
Number of passengers	1
Grand Total - Canadian dollars	\$453.96

Payment Information

Credit/Debit Card [REDACTED] - Amount paid: \$453.96

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

Air Canada: \$453.96 (Airfare - per ticket)

Ticket number(s): [REDACTED]

enRoute City Guide

Calgary

Calgary grew up fast through successive energy booms, so it still feels a lot like a small prairie town - albeit a small prairie town with more than a million people that's now Western Canada's engine of commerce...



[Read the complete guide](#)



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Fare Rules

Departing Flight Edmonton (YEG) To Calgary (YYC) - Flex