

## Board and Executive Expense Report

**Name** Michael Long  
**Title** SVP & Chief Information Officer  
**Location** Calgary  
 Expenses submitted during the month of November 2012

Travel (1)										
Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
November 2012	Expense Claim	Various meetings and interview	449	74	437	780	1,740			
November 22, 2012	Expense Claim	Norlien Foundation meeting							144	
<b>Total</b>			\$ 449	\$ 74	\$ 437	\$ 780	\$ 1,740	\$ -	\$ 144	\$ -

**Total for the Month** \$ 1,884

Maximum meal expense claimed in the month \$ 21  
 Maximum hotel rate claimed in the month \$ 169  
 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)

Expenses Date From: \_\_\_\_\_ To: \_\_\_\_\_  
 Travel Period from: \_\_\_\_\_ To: \_\_\_\_\_ (if applicable)  
 Out-of-Province Travel To: \_\_\_\_\_

Name: Michael Long Position (Title): Chief Information Officer and Senior Vice President

Location: Query Park, Calgary Dept: Information Technology DOFA Level: 3b (# applicable) Union: \_\_\_\_\_ Business Phone #: \_\_\_\_\_ Ext: \_\_\_\_\_

Employee # (E-People): \_\_\_\_\_ Employee # (REQUIRED # prior to E-People migration): \_\_\_\_\_

### SECTION E: FINANCE CODING & TOTAL CLAIM

CAPITAL PROJECT CODING ONLY →

Project Number \_\_\_\_\_ Expenditure Organization \_\_\_\_\_ Project Task Number \_\_\_\_\_ Expenditure Type \_\_\_\_\_

Total - Section B: Travel - Pg 2				
Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense
2A	101	0005	71125000089	\$840.48
2B				
2C				
2D				
				\$840.48

Total - Section C&D: Other & Foreign Expenses - Pg 3				
Bal Unit	Location	Functional Centre (FC)	Secondary/Expense	Total Expense
101	0005	71125000089	45000000	144.00
				144.00

TOTAL REIMBURSEMENT	
Total Section B	\$840.48
Total Section C&D	\$144.00
Less Cash Advances	
<b>TOTAL CLAIM</b>	<b>\$784.48</b>

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

NOTE: These fields do not automatically fill for Section C&D

### SECTION F: AUTHORIZATION

If applicable, print the name of the person (other than claimant) that prepared the claim along with phone number so if there are any questions contact can be easily made. Employee and approval signatures required as well as DOFA level (delegation of authority level) and Position # of the approver.

Claim Prepared by (PRINT ONLY): Heather Burdseyne Phone # \_\_\_\_\_ Ext: \_\_\_\_\_

I hereby acknowledge that I have read the "Travel, Hospitality and Working Session Expenses Policy" of Alberta Health Services and hereby confirm that the expenses claimed are in compliance with such policy. I hereby certify that the expenses listed above have not been previously claimed by me or on my behalf from Alberta Health Services or other organization.

Employee Signature: [Signature] Date: December 6/2012

I hereby certify that I have reviewed the expenses and they are in accordance with the applicable policies (Policy #s 1118, 1122). Approved claim form with receipts should be sent by the approver directly to Accounts Payable for processing.

Approved By (PRINT ONLY): Bill Trafford DOFA Level: 2b Position #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Ext: \_\_\_\_\_

Signature: [Signature] Title: EVP and Chief Development Officer Date: Dec 18, 2012

Approved By (PRINT ONLY): \_\_\_\_\_ DOFA Level: \_\_\_\_\_ Position #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Ext: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Health and Personal Information on this form is collected by AHS under the authority of section 20(b) of the Health Information Act (HIA) and sections 33(c) and 34(2) of the Freedom of Information and Protection of Privacy (FOIP) Act, respectively, for the purpose of administering AHS Procure to Pay program. For more information, question or concern about the collection, use or disclosure of your health and personal information, please contact Mark Parks, Director Accounts Payable at 180-133-0506 or email Mark.Parks@albertahealthservices.ca



**EXPENSE CLAIM DETAILS**

Enter Finance Coding **101 - 0005 - 71125000069**

Emp # (E-People) \_\_\_\_\_

Emp # (prior to 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 menu (column Province) where expenses were incurred (Out of N.America = Inter!). Ensure separate lines are used for claim items that differ in Province, US and Out of North America.

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)
- (7)
- (8)
- (9)

Date dd-mmm-yy	Purpose of Travel 55 characters maximum -length of shaded area	Province, US, or N.America	What is travel related to?	Meal (Select type from dropdown)			Airfare Bus/LRT Parking	Hotel	Rental Car	Taxi	Fuel	Mileage (km)
				Type	w/receipt	w/o receipt or per diem						
16-Nov-12	ITAC eHealth Alberta Update Breakfast - Presenter	AB	Meeting				\$17.00					
16-Nov-12	ITAC eHealth Alberta Update Breakfast - Presenter	AB	Meeting									
16-Nov-12	ITAC eHealth Alberta Update Breakfast - Presenter	AB	Meeting	L		\$11.60						600.00
21-Nov-12	Monthly IT Integration Meeting	AB	Meeting				\$4.50					
21-Nov-12	Monthly IT Integration Meeting	AB	Meeting				\$4.50					
17-Oct-12	Monthly IT Integration Meeting	AB	Meeting				\$5.50					
27-Nov-12	In - Person - Candidate Interview	AB	Recruit				\$13.00					
27-Nov-12	In - Person - Candidate Interview	AB	Recruit				\$13.00					
27-Nov-12	In - Person - Candidate Interview	AB	Recruit									615.70
<b>SUBTOTALS</b>												Total Kms 1215.70

**MEAL PER DIEM RATES**  
 B = Breakfast = \$9.20 L = Lunch = \$11.60 D = Dinner = \$20.75 A = ALL MEALS = \$41.55  
 BL = Breakfast & Lunch = \$20.80 BD = Breakfast & Dinner = \$29.95 LD = Lunch & Dinner = \$32.35

**MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle**  
 → details of travel location to & from must be included above under the purpose of travel column  
 \$0.505 per km for under 5,000km/yr  
 \$0.47 per km for over 5,000km/yr  
 or per Union Agreement

Enter \$0.505 km, \$0.47 km OR rate per Union Agreement (see Mileage details to the left)	\$0.470
Mileage \$	\$571.38
Travel \$ Subtotal	\$69.10
Enter on page 1 TOTAL TRAVEL \$	\$640.48

*Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2s can be found at end of form*

**EXPENSE CLAIM DETAILS**

*If NOT claiming any expenses in Sections C or D, this page does NOT have to be submitted.*

**SECTION C: OTHER EXPENSES**

Emp # (E-People)

Emp # (prior to E-people)

Page 3

- Expenses to be claimed in this section include but are not limited to: Hospitality & Housing, Working Sessions, Relocation, Continuing Education, Business Insurance, and miscellaneous expenses.
- If expenses are for *travel, qes, etc.*, go to Section B on pg 2.
- ALL "OTHER" expenses listed below **MUST** have a secondary/expense code indicated!

\*\*\*Subtotal "Other Expenses" for each functional centre separately and enter each subtotal into column "Section C Total" on page 1 Section E\*\*\*

Date dd-mmm-yy	Purpose of Expense 70 characters maximum - length of shaded area	Finance Coding			Secondary/ Expense eg. 41000000 (8 characters)	Continuing Education Select type from dropdown menu (if applicable)	GST is ON till slip/receipt, enter total amount in this column <b>WITH GST</b>	GST is NOT on till slip/receipt, enter total amount in this column	TOTAL OTHER \$
		Bal Unit	Location	Functional Centre					
(10) 22-Nov-12	Norlien Foundation	101	0005	71125000089	45000000		\$144.00	\$144.00	

**SECTION D: FOREIGN CURRENCY**

**ONLY ENTER IN THIS SECTION IF AMOUNT NOT CONVERTED INTO CDN \$** (conversion not indicated on receipt/statement)  
If foreign currency has been converted to CDN \$ on your receipt, enter expense in CDN \$ in either Section B or C as applicable

Please click on the following link for the Bank of Canada exchange rate using the date of expense

[Bank of Canada Currency Converter](#)



Select foreign country in 'From cell', and Canadian Dollar in 'To cell'; Enter date of expense in both date cells then select convert which will give the exchange rate - enter this amount in exchange rate column

Date dd-mmm-yy	Purpose of Expense 70 characters maximum - length of shaded area	Finance Coding			Secondary/ Expense eg. 41000000 (8 characters)	Foreign Currency Amount	Currency Type	Exchange Rate	Canadian Value
		Bal Unit	Location	Functional Centre					

Expenses Paid (Retain a copy for your records)  
Do not include amounts paid by Alberta Health Services or reimbursed / reimbursable by another organization  
- 3 of 3 -



Michael Long CIO/SVP Receipts

Receipt #: ①

Date:

PIPT	PARKING RECEIPT	PARKING RECEIPT	PARKING RECEIPT	PARKING RECEIPT
PLACE FACE UP ON DASH Impark Lot 299 Expiration Date/Time EXP 06:00PM NOV 16, 2012	Purchase Date/Time: 11:00am Nov 16, 2012 Total Parking: \$16.19 Total GST: \$0.61 Total Due: \$17.00 Total Paid: \$17.00 Rate: \$17 - All Day To 6PM Payment Type: Card Auth #: 130048 Ticket # 50070212 SVN #: 100008460019 Settings: Lot 299 Mech Name: Heater 1 GST #687316638RT0001			
	RECEIPT Impark Lot 299 Expiration Date/Time: 06:00pm Nov 16, 2012 Purchase Date/Time: 11:00am Nov 16, 2012 Total Parking: \$16.19 Total GST: \$0.61 Total Due: \$17.00 Total Paid: \$17.00 Rate: \$17 - All Day To 6PM Payment Type: Card Auth #: 130048 Ticket # 50070212 Settings: Lot 299 Mech Name: Heater 1			

ITAC Health  
 Alberta Health  
 update  
 Breakfast Session  
 - Presenter -  
 \$17.00 ✓

Receipt #: ②

*[Signature]*  
 SIGNATURE

Date:

Edmonton:  
 ITAC Presentation  
 meetings

Holiday Inn  
 Conference Centre  
 Edmonton, AB  
 4485 Gateway Blvd  
 Edmonton, AB.

\* Mileage  
 + Lunch

600km x .47/km.

Notes  
 ITAC HEALTH  
 (as above)  
 Query Park to  
 Holiday Inn  
 Return.  
 \$582.00 ✓

Receipt #: ③

*[Signature]*  
 SIGNATURE

Date:

Edmonton:  
 ITAC Presentation  
 meetings

\* Mileage  
 + Lunch

1 x \$11.60 = 11.60 ✓

Notes  
 ITAC Health  
 (as above)  
 \$11.60

Michael Long CIO/SVP Receipts

Receipt #: 4

Date: Nov 21 / 2012

PLACE ON DASH FACE UP Univ	PLACE ON DASH FACE UP	PLACE ON DASH FACE UP	PLACE ON DASH FACE UP
Parking stall expires vacates stall or at time below			
No overnight parking	P1A		126
SPACE	<b>126</b>		02:47 PM
Expires at	<b>02:47</b>		NOV 21
NOV 21	PM	Paid	<del>4.50</del>
Paid 4.50		RECEIPT	
			00135678

Monthly IT  
Integration  
Meeting

\*Two Receipts  
as meter would  
not issue  
enough time  
on one.

4.50

Receipt #: 5

Date: Nov 21 / 2012

PLACE ON DASH FACE UP Univ	PLACE ON DASH FACE UP	PLACE ON DASH FACE UP	PLACE ON DASH FACE UP
Parking stall expires vacates stall or at time below			
No overnight parking	P1A		126
SPACE	<b>126</b>		02:46 PM
Expires at	<b>02:46</b>		NOV 21
NOV 21	PM	Paid	<del>4.50</del>
Paid 4.50		RECEIPT	
			00135676

Notes

Monthly IT  
Integration  
Meeting

4.50

00135677

Michael Long CIO/SVP Receipts

Receipt #: 6

Date:

PLACE ON DASH FACE UP **P** PLACE ON DASH FACE UP **P** PLACE ON DASH FACE UP **P** PLACE ON DASH FACE UP **P** PLACE ON DASH FACE UP **P**  
 Parking lot expires at time vehicle vacates stall or at time below  
 No overnight parking P1B  
 SPACE **127**  
 Expires at **02:47** PM  
 OCT 17 **02:47** PM  
 Paid **02:47** PM  
 RECEIPT  
 00128709 meeting at UofC.

Claims November  
 Expenses as per  
~~XXXXXXXXXX~~  
 Darlene Babiy  
 \$ 5.50 ✓

Receipt #: 7

Date:

RECEIPT PARKING RECEIPT PARKING RECEIPT PARKING RECEIPT PARKING R  
**PLACE FACE UP ON DASH**  
 Impark Lot 288  
 Expiration Date/Time  
**EXP 06:00PM**  
**NOV 27, 2012**  
 Purchase Date/Time: 06:53am Nov 27, 2012  
 Total Parking: \$12.38  
 Total Paid: \$0.02  
 Total Due: \$13.00  
 Total Paid: \$13.00  
 Ticket # 60070842  
 SAN # 10000450019  
 Stallng Lot 288  
 Hatch Name: Heiler 1  
 GST #R97345638RT0001  
 Auth #: 105319  
 RATE: \$13 - Early Bird  
 Payment Type: Card  
 RECEIPT  
 Impark Lot 288  
 Expiration Date/Time: 06:00pm Nov 27, 2012  
 Purchase Date/Time: 06:53am Nov 27, 2012  
 Total Parking: \$12.38  
 Total Paid: \$0.02  
 Total Due: \$13.00  
 Total Paid: \$13.00  
 Ticket # 60070842  
 Stallng Lot 288  
 Hatch Name: Heiler 1  
 Auth #: 105319  
 RATE: \$13 - Early Bird  
 Payment Type: Card

Notes  
 \$ 13.00 ✓

Receipt #: 8

Date:

SH FACE UP PLACE ON DASH FACE UP PLACE ON DASH FACE UP  
 Valid for 2 Hours  
 Standard Parking 107 Street  
 Machine Web ID = LOT 107  
 EXPIRES  
**27 NOV**  
**15:09** PAID \$13.00C  
 ENTRY TIME 27 NOV 12 13:09  
 BUREAU DU DORS / ISIBLE PLACER SUR LE TABLEAU D'ORDRE CE COTE VISIBLE PLACER SUR LE TABLEAU DU BORD CE COTE VISIBLE

Notes  
 \$ 13.00 ✓



Michael Long CIO/SVP Receipts

Receipt #: 9

Date:

Nov 27

Edmonton Return

+ mileage.

- No meals to claim.

615.7 km

See below

615.7 km ✓

MJ

→ Initialed

Date:

Notes

Quarry Park to Edmonton CN Tower = 308 km.

CN Tower to 107 Street Plaza = 1.7 km

107 Street PLAZA to Quarry Park = 306 km

615.7 km

$615.7 \text{ km} \times .47/\text{km} = \$289.38$

Receipt #:

Date:

SIGNATURE

Notes



**Olly Fresco's Inc.**

unit 120 - 10301 Southport Lane sw  
 Open Monday - Friday 6:45-4:00  
 Calgary, Alberta T2W 1S7  
 Canada

**INVOICE**

Invoice No.: 555  
 Date: 22 Nov, 12  
 Page: 1

Sold to:

AHS - Micheal Long

Ship to:

AHS - Micheal Long  
 @ 11:45  
 ppl:10  
 room: 1021 (tower bldg)

#10

Business No.: 82864 3890 RT0001

Item No	Unit	Quantity	Description	Tax	Unit Price	Amount
DS	Each	4	mix sandwich		5.75	23.00
DS	Each	4	Chicken/turkey wrap		5.75	23.00
IS	Each	2	italian sandwich		6.75	13.50
SVP	Each	1	small veggie platter		30.00	30.00
SFP	Each	1	small fruit platter		35.00	35.00
SD	Each	6	soft drinks		1.95	11.70
J	Each	4	juice		1.95	7.80
Subtotal:						144.00

Paid by: Micheal Long

*[Signature]*

AD

Food Expense

FC: 101.0005.71125000069  
 Secondary Code: 45000000

OLLY FRESCO'S  
 #120 10301 SOUTHPO T2W1S7  
 CALGARY AB  
 21687590

PURCHASE

11-22-2012 14:55:23

Card Type MC

Trace # 090001  
 FS2168759003  
 Inv. # 12150 CVD Resp  
 Auth # 16552B RRH 001208001

Total \$144.00

Retain this copy for your records  
 Customer copy

*[Signature]*  
**Michael Long, CIO/SVP**  
 DOFA: 3b Position#

No. 28/2012  
 Date

Comment: Accepted Payment Methods: Visa, Master Card, Debit or Cash

Total Amount 144.00



*Michael G.P.*

Expense Approval Form

albertahealthservices.ca

Total Albertan Satisfaction

Event Date	Nov. 22 - 2012.	
Purpose	Meeting with Norlien Foundation	
Request	Reason: <i>Partnership Facilitation</i>	Maximum Cost: <i>\$ 200.00</i>
Location	Southport Tower Room 1021	
Functional Centre Coding:		
Please attach list of attendees	<b>Food Expense</b>	
	FC: 101.0005.7112600069	
	Secondary Code: 45000000	
	<i>Nancy Mannix</i>	
	<i>Belinda Boleantu</i>	
	<i>Cathy Payne</i>	<i>Ricki Johnston</i>
	<i>Dr. M. Lewis</i>	<i>Paula Tyler</i>
	<i>Tracy Wasylak</i>	<i>Laurie - Anne Belmore</i>
<small>If more space is required for attendees, please attach a separate list</small>		
Comments		
Prepared by:	<i>Kietti Dattani</i>	
Date	<i>Nov. 20/ 2012</i>	
Approved by:	(Please Print) <i>Belinda Boleantu</i>	(Position)
Signature:	<i>[Signature]</i>	Date: <i>Nov 30, 2012</i>
Approved by:	(Please Print) <i>Michael Long</i>	(Position) <i>SVP</i>
Signature:	<i>[Signature]</i>	Date: <i>DEC 3/12</i>





**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-Nov-01 To 1-Nov-30  
 Travel Period from: 1-Nov-28 To 1-Nov-30 (if applicable)  
 Out-of-Province Travel:

Name: Michael Long Position (Title): Chief Information Officer and Senior Vice President  
 Location: Quarry Park, Calgary Dept: Information Technology DOFA Level: 3b (if applicable) Union: Business Phone #: Ext:

Employee # (E-People): Employee # (REQUIRED # prior to E-People migration):

**SECTION E: FINANCE CODING & TOTAL CLAIM**

CAPITAL PROJECT CODING ONLY -> Project Number Expenditure Organization Project Task Number Expenditure Type

Total - Section B: Travel - Pg 2					Total - Section C&D: Other & Foreign Expenses - Pg 3					TOTAL REIMBURSEMENT		
Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense	Bal Unit	Location	Functional Centre (FC)	Secondary/Expense	Total Expense	Total Section B	Total Section C&D	
2A	1D1	0005	7112500069	\$1,099.35						\$1,099.35		
2B												
2C												
2D												
				\$1,099.35								

NOTE: This section auto fills from page 2A, 2B, 2C & 2D  
 NOTE: These fields do not automatically fill for Section C&D  
 \*\*User to enter Coding & \$ amounts

**SECTION F: AUTHORIZATION**

If applicable, print the name of the person (other than claimant) that prepared the claim along with phone number so if there are any questions contact can be easily made.  
 Employee and approval signatures required as well as DOFA level (delegation of authority level) and Position # of the approver.

Claim Prepared by (PRINT ONLY): Heather Burdewney Phone #: Ext:

I hereby acknowledge that I have read the "Travel, Hospitality and Working Session Expenses Policy" of Alberta Health Services and hereby confirm that the expenses claimed are in compliance with such policy  
 I hereby certify that the expenses listed above have not been previously claimed by me or on my behalf from Alberta Health Services or other organization.

Employee Signature: [Signature] Date: December 6 2010

I hereby certify that I have reviewed the expenses and they are in accordance with the applicable policies (Policy #'s 1118, 1122).  
 Approved claim form with receipts should be sent by the approver directly to Accounts Payable for processing

Approved By (PRINT ONLY): Bill Trafford DOFA Level: 2b Position #: Phone #: Ext:

Signature: [Signature] Title: EVP and Chief Development Officer Date: DEC 18, 2010

Approved By (PRINT ONLY): DOFA Level: Position #: Phone #: Ext:

Signature: Title: Date:

Health and Personal Information on this form is collected by AHS under the authority of section 20(1b) 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 Province to Pay program. For more information, question or concern about the collection, use or disclosure of your health and personal information, please contact Mark Palke, Director Accounts Payable at 780-735-0506 or email Mark.Palke@albertahealthservices.ca



**EXPENSE CLAIM DETAILS**

Enter Finance Coding **101 - 0005 - 7112600069**

Emp # (E-People) \_\_\_\_\_

Emp # (prior to 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 menu (column Province) where expenses were incurred (Out of N.America = Inter!).  
Ensure separate lines are used for claim items that differ in Province, US and Out of North America.

Date dd-mm-yy	Purpose of Travel 65 characters maximum - length of shaded area	Province, US, or Out of N.America	What is travel related to?	Meal (Select type from dropdown)			Airfare Bus/LRT Parking	Hotel	Rental Car	Taxi	Fuel	Mileage (km)
				Type	w/receipt	w/o receipt or per diem						
30-Nov-12	World Executive Health Forum	QC	Conf				\$61.95					
28-Nov-12	World Executive Health Forum	QC	Conf	D		\$20.75						
29-Nov-12	World Executive Health Forum	QC	Conf	D		\$20.75						
30-Nov-12	World Executive Health Forum	QC	Conf	D		\$20.75						
29-Nov-12	World Executive Health Forum	QC	Conf							\$44.00		
30-Nov-12	World Executive Health Forum	QC	Conf							\$45.00		
30-Nov-12	World Executive Health Forum	QC	Conf					\$436.62				
30-Nov-12	World Executive Health Forum	QC	Conf				\$448.63					
<b>SUBTOTALS</b>										\$89.00		Total Kms

1  
2  
2  
2  
3  
4  
5  
6

**MEAL PER DIEM RATES**

B = Breakfast = \$9.20    L = Lunch = \$11.60    D = Dinner = \$20.75    A = ALL MEALS = \$41.65  
 BL = Breakfast & Lunch = \$20.80    BD = Breakfast & Dinner = \$29.95    LD = Lunch & Dinner = \$32.35

**MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle**

→ details of travel location to & from must be included above under the purpose of travel column

\$0.605 per km for under 5,000km/yr  
 \$0.47 per km for over 5,000km/yr  
 or per Union Agreement

Enter \$0.605 km, \$0.47 km OR rate per Union Agreement (see Mileage details to the left)	
Mileage \$	
Travel \$ Subtotal	\$1,099.35
Enter on page 1 TOTAL TRAVEL \$	\$1,099.35

*Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2s can be found at end of form*



Date: Nov. 30/2012

Notes

CAR PARK

CALGARY INT

AIRPORT

WOOD EXEC

Forum

Montreal

**RECEIPT**  
**GST NO. R122556194**

EXIT No. A2  
IN: 11/28/12 16:23  
OUT: 11/30/12 23:11  
DURATION: 2 27: 08  
PAID: \$ 61.95  
(GST INCLUDED)  
MASTERCARD

REF. 68

THANK YOU FOR  
YOUR VISIT

Calgary International Airport Parkade

Receipt #:

①

Michael Long CIO/SVP Receipts

Receipt #:

2

Date:

SIGNATURE  
 + meals  
 3 x Dinner  
 Montreal Nov 28/29/30  
 3 x \$20.75 = \$62.25

World Executive Forum  
 MEALS  
 Nov 28 - Dinner  
 Nov 29 - Dinner  
 Nov 30 - Dinner

Receipt #:

3

Date:




< PURCHASE >  
 CUSTOMER TRANSACTION RECORD  
 TAXI COOP MONTREAL  
 514-725-9885  
 VOITURE 431  
 TRAFIC ACTION #:  
 ORIGINAL ID: 06R50001  
 MERCH ID: 06R5001  
 BATCH #: 060175  
 CARD TYPE: MASTERCARD  
 DATE TIME: 2012/11/29 00:02  
 Raw amt: \$44.00  
 Tip amt: \$0.00  
 Total: \$44.00  
 AUTH #: 00000000000000000000000000000000  
 TRACE #: 00000000000000000000000000000000  
 APPROVED - THANK YOU

Notes  
 World Executive Forum  
 Montreal  
 Taxi on Arrival

Receipt #:

4

Date:

DATE: 2012-11-29 15:45  
 DEFROM: 3369 14937  
 N° Vigrettel/ Cum No. N° permis de travail/ Work Permitt No  
 NIP: [Signature]  
 Signature du conducteur/ Driver's signature  
 Signature du client/ Customer's signature  
 2681264  
  
  


Notes  
 World Executive Forum  
 Taxi on Return





**LOEWS**

HÔTEL VOGUE  
MONTRÉAL

1425 rue de la Montagne, Montreal, Qc. Canada H3G 1Z3  
Telephone/Telephone: (514) 285-5555 Telecopieur/Fax: (514) 849-8903  
Sans frais/Toll free: (866) 563-9792

5

Mr. Michael Long  
10101 Southport Road  
Calgary AB T2W 3N2  
Canada

Code Gr.: PER603  
Co.: Systemes de Formation Et De Ge

Chambre/Room: 601  
Arrivee/Arrival: 11-28-12  
Depart/Departure: 11-30-12  
Page No.: 1 of 2  
No. de facture/Folio No.: [REDACTED]  
No. de Reservation/Conf. No.: [REDACTED]  
Caissier/Cashier: 1091

FOLIO CLIENT/GUEST FOLIO

Date	Description	Charges/Debit	Credit/Credit
11-28-12	Internet 00:22 Room# 601 :	14.95	
11-28-12	TPS / GST Tax - Internet 5%	0.75	
11-28-12	TVQ / PST Tax - Internet 9.5%	1.49	
<del>11-28-12</del>	[REDACTED]		
11-28-12	Chambre - Room	169.00	
11-28-12	Taxe Hebergement / Occ Tax 3.5%	5.92	
11-28-12	TPS Chambre-Room GST 5%	8.75	
11-28-12	TVQ Chambre-Room PST 9.5%	17.45	
11-29-12	Internet 13:37 Room# 601 :	14.95	
11-29-12	TPS / GST Tax - Internet 5%	0.75	
11-29-12	TVQ / PST Tax - Internet 9.5%	1.49	
<del>11-29-12</del>	[REDACTED]		
11-29-12	Chambre - Room	169.00	
11-29-12	Taxe Hebergement / Occ Tax 3.5%	5.92	
11-29-12	TPS Chambre-Room GST 5%	8.75	
11-29-12	TVQ Chambre-Room PST 9.5%	17.45	
11-30-12	Mastercard [REDACTED]		535.62

535.62

- 84.00

- 75.00

436.62

**LH**  
**LOEWS**  
 HÔTEL VOGUE  
 MONTRÉAL

3

1425 rue de la Montagne, Montreal, Qc. Canada H3G 1Z3  
 Telephone/Telephone: (514) 285-5555 Telecopieur/Fax: (514) 849-8903  
 Sans frais/Toll free: (866) 563-9792

Mr. Michael Long  
 10101 Southport Road  
 Calgary AB T2W 3N2  
 Canada

Code Gr.: PER603  
 Co.: Systemes de Formation Et De Ge

Chambre/Room: 601  
 Arrivee/Arrival: 11-28-12  
 Depart/Departure: 11-30-12  
 Page No.: 2 of 2  
 No. de facture/Folio No.: [REDACTED]  
 No. de Reservation/Conf. No.: [REDACTED]  
 Caissier/Cashier: 1091

FOLIO CLIENT/GUEST FOLIO

J'ai accepte la livraison du Globe and Mail. Si refuse, mon compte sera credite de 1,00\$ (lundi au vendredi) ou de 2,00\$ (samedi).

I have accepted delivery of the Globe and Mail. If refused a \$1.00 (Mon. to Fri.) and \$2.00 (Sat.) credit will be applied to my account.

<b>Total</b>	<b>535.62</b>	<b>535.62</b>
<b>Solde/Balance Due</b>	<b>0.00</b>	

TPS/GST Sommaire/Summary		TVQ/PST Sommaire/Summary	
Chambre/Room 5%	17.50	Chambre/Room 9.5%	34.90
N&B/F&B 5%	3.80	N&B/F&B 9.5%	7.59
Autre/Other 5%	1.50	Autre/Other 9.5%	2.98

TPS: R140411794

TVQ:1017622788

Signature du client/Guest Signature



6



**\*\*URGENT- Please review your itinerary for accuracy immediately\*\***  
There may be costs associated with making changes; these costs will be your responsibility. Most airline tickets or vacation packages are not refundable. Call your travel agent for details.

# UNIGLOBE Beacon Travel

UNIGLOBE Beacon Travel  
Suite 200, 1324 17th Avenue SW  
Calgary, Alberta T2T 5S8  
Phone: (403) 536-8860  
Fax: (403) 228-3817  
Toll Free: 1-877-596-8860  
[rachaelr@uniglobebeacon.com](mailto:rachaelr@uniglobebeacon.com)  
Direct Line: 403-536-8842

<b>Passenger(s):</b>	Long/Michael Walter Juhanl Mr	<b>Agent:</b>	Rachael Robson
<b>Invoice No.:</b>	190288	<b>File No.:</b>	CHSMGQ
<b>Date:</b>	Friday, October 18, 2012	<b>Customer:</b>	CUCCHR001F
<b>Billing:</b>	ALBERTA HEALTH SERVICES 3961 106 AVE SE CALGARY, AB T2C 5B6	<b>Deliver:</b>	ALBERTA HEALTH SERVICES 3961 106 AVE SE CALGARY, AB T2C 5B6

• [Click here to forward itinerary to TripIt, Worldmate, Tripcase or Blackberry Travel.](#)



[Add your itinerary to your calendar \(ICS\)](#) (for use with PC and MAC and accessible via website and mobile device)



[Add your itinerary to your calendar \(with Infuzer\)](#)

• Use mileBlaster to consolidate all your frequent flyer and loyalty programs [Click Here](#)



[Click here](#) to reserve your parking and take advantage of exclusive rates and offers with Park2Go and UNIGLOBE Beacon Travel - use coupon #10163 to receive a 20% discount

The Total Carbon Emissions for your flights are 889.46kgs and it would cost \$31.03 to offset them. Please visit our [website](#) for more details.

## FLIGHT - Wednesday, 28 November 2012

**Air Canada Flight AC186 Economy Class**

[Check In Confirmation:](#)  
**PQJENS** (\*24 Hours Prior)

<b>Depart:</b>	17:25, Wednesday, November 28 Calgary Int. Airport Calgary, Alberta, Canada	<b>Arrive:</b>	23:24, Wednesday, November 28 Pierre Elliott Trudeau Intl. Airport Montreal, Quebec, Canada
----------------	---	----------------	---

<b>Status:</b>	Confirmed	<b>Booking Code:</b>	A
<b>Equipment:</b>	EMBRAER 190	<b>Stops:</b>	Non-stop
<b>Duration:</b>	3 hours 59 minutes	<b>Seat:</b>	Selection Done At Time Of Check In
<b>Meal:</b>	Food For Purchase		

[Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

## FLIGHT - Friday 30 November 2012

**WestJet Flight WS668 Economy Class**

[Check In Confirmation:](#)  
**COTQJA** (\*24 Hours Prior)

<b>Depart:</b>	18:45, Friday, November 30 Pierre Elliott Trudeau Intl. Airport Montreal, Quebec, Canada	<b>Arrive:</b>	21:21, Friday, November 30 Calgary Intl. Airport Calgary, Alberta, Canada
----------------	--	----------------	---

<b>Status:</b>	Confirmed	<b>Booking Code:</b>	G
<b>Equipment:</b>	Boeing 737-600	<b>Stops:</b>	Non-stop
<b>Duration:</b>	4 hours 36 minutes	<b>Seat:</b>	Selection Done At Time Of Check In
<b>FF Number:</b>		<b>Meal:</b>	None

16

Weather Flight Status (up to 3 days prior)

AIR CANADA - Wednesday, November 28

Details
Departs: Calgary
Details: CONFIRMATION PJ4EN5

Invoice Details

Table with columns: Transaction / Document, Base, Tax, GST/HST, QST, Total. Rows include Air Canada / 014 2113616403, Processing Fee, and ADĐT. COLLECTION / 838 2527275114.

Total Charged to Credit Card: CAD 449.53
Balance Due: CAD 0.00

Fare Rules

Air Canada ticket is non refundable. Changes are permitted for 75.00CAD per direction plus any fare difference or 150.00CAD at airport.

Baggage Fees & Allowances

Baggage charges may apply. Baggage allowance, specific size and weight restrictions vary between airlines.

- Air Canada or call 1-888-247-2262
WestJet or call 1-800-538-5698

Important Information

- Please check in at least 80 min prior to departure. Late checkin may result in the loss of seat/reservation check in cut off time is 30 minutes prior to departure.
Government issued picture ID is required or two pieces Government issued ID which show name date of birth and gender.
AIRPORT SECURITY REVISIONS— Passengers may carry travel sized toiletries or liquids 3 oz or less through security check points.
24 hour emergency service in Canada and USA call toll-free 1-888-817-8277 or collect 647-724-8277.
Your reservation number with Air Canada is pj4en5 Air Canada contact phone number is 1-888-247-2262.
Air Canada will notify you of last minute flight changes if you register your flights up to 30 days prior to departure.
Baggage charges may apply. For more info please visit Air Canada-www.aircanada.com westjet-www.westjet.com
This is an electronic ticket valid only on issuing airline.
Freq. Flyer nbr for westjet not provided click here to sign up for westjets new reward program-www.westjet.com/frequentguest
View your itinerary at www.virtuallythere.com use your last name and trip locator CHSMGQ
Westjet freq. flyer nbr 820049385 appended

Invoice No: 190288



Airline Conditions of Contract & Other Important Notices Click Here

Please note that when paying by credit card all charges may not appear on the same credit statement. All charges will add up to the total as stated above.



**Date:** Dec 4, 2012

Travel Expense Claim, November 28-30  
Montreal, Canada

**RE:** World Health Executive Forum

---

The World Health Executive Forum was originally scheduled for June of 2012. It was moved to November 29 and 30, 2012.

The registration expenses were claimed in June and reimbursed July 13 2012, and therefore do not appear on this claim.

The airfare that was originally paid and refunded was used as a credit towards the air travel to Montreal for the November date.

A report was delivered to the IMTS Executive Leadership Meeting by Michael Long on the discussions that were held at the forum. Several cases were sited that applied directly to current major initiatives at AHS; the information was passed to the appropriate direct reports for follow up.

hb.

