

Board and Executive Expense Report

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

Travel (1)							Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel		
December 2012	Expense Claim	Various meetings		44		650	694		
Total			\$ -	\$ 44	\$ -	\$ 650	\$ 694	\$ -	\$ -

Total for the Month \$ 694

Maximum meal expense claimed in the month	\$ 32
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

SO

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-Dec-13 To 31-Dec-13
 Travel Period from: _____ To _____ (if applicable)
 Out-of-Province Travel No

Name: Michael Long Position (Title): CID/SVP
 Location: Quarry Park 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 _____ Project Task Number _____
 Expenditure Organization _____ 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		
2A	101	0005	71125000069	\$693.91						Total Section B	\$693.91
2B										Total Section C&D	
2C										Less Cash Advance	
2D										TOTAL CLAIM	\$693.91
				\$693.91					**User to enter Coding & \$ amounts		
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 Burdeyney 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: *02/08/12*
 I hereby certify that I have reviewed the expenses and they are in accordance with the applicable policies (Policy #'s 1118, 1422).
 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: _____
 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(d) 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 Paika Director Accounts Payable at 780-735-0505 or email Mark.Paika@albertahealthservices.ca

EXPENSE CLAIM DETAILS

Enter Finance Coding 101 • 0005 • 7112500069 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 <small>55 characters maximum - length of shaded area</small>	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						
② 10-Dec-12	Edmonton - E2IT, Accenture Meeting	AB	Meeting	LD		L \$32.35						
① 10-Dec-12	Edmonton - E2IT, Accenture Meeting	AB	Meeting				✓ \$17.00					
② 10-Dec-12	Edmonton - E2IT, Accenture Meeting	AB	Meeting									← 616.00
③ 18-Dec-12	IMTS Exec Face to Face	AB	Meeting				✓ \$12.00					
④ 18-Dec-12	IMTS Exec Face to Face	AB	Meeting	L		L \$11.80						
⑤ 18-Dec-12	Office 365 CDF Meeting	AB	Meeting				✓ \$26.00					
⑥ 18-Dec-12	IMTS Exec Face to Face	AB	Meeting									← 614.00
⑦ 20-Dec-12	IT-Dermatology EMIS transition - University of Calgary	AB	Meeting				✓ \$6.75					
⑧ 20-Dec-12	IT-Dermatology EMIS transition - University of Calgary	AB	Meeting									← 21.50
SUBTOTALS												Total Kms 1251.50

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

Enter \$0.505 km, \$0.47 km OR rate per Union Agreement <i>(see Mileage details to the left)</i>	\$0.470
Mileage \$	\$588.21
Travel \$ Subtotal	\$105.70
Enter on page 1 TOTAL TRAVEL \$	\$693.91

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

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

Michael Long CIO/SVP Receipts

Receipt #: 1

Date: Dec 10 / 2012

PARKING RECEIPT	PARKING RECEIPT	PARKING RECEIPT	PARKING RECEIPT
PLACE FACE UP ON DASH Impark Lot 288 Expiration Date/Time EXP 06:00PM DEC 10, 2012		RECEIPT Impark Lot 288	
Purchase Date/Time: 10:41am Dec 10, 2012 Total Parking: \$16.19 Total gst: \$0.61 Total Due: \$17.00 Total Paid: \$17.00 Ticket # 03006260 SW #: 10008460019 Setting: Lot 288 Mech Name: Meter 1 GST #68735638RT0001		Expiration Date/Time: 06:00pm Dec 10, 2012 Purchase Date/Time: 10:41am Dec 10, 2012 Total Parking: \$16.19 Total gst: \$0.61 Total Due: \$17.00 Total Paid: \$17.00 MasterCard Ticket # 03006260 Setting: Lot 288 Mech Name: Meter 1	

Edmonton
 Parking \$17.00 ✓
 EZIT / Accenture.

Receipt #: 2

Date: Dec 10 / 2012

Mileage:
 Quarry Park to
 CN Tower
 Return
 616

+ m. lease = 616 km
 + Lunch & Dinner } \$32.35

Dec 10 / 2012

Initial
 Michael Long

Notes
 Edmonton.
 EZIT / Accenture
 Lunch & Dinner } 32.35 ✓
 Mileage = 616 km ✓
 @ .47/km

Receipt #: 3

Date: Dec 18 / 2012

PARKING RECEIPT	PARKING RECEIPT	PARKING RECEIPT	PARKING RECEIPT	PARKING RECEIPT
PLACE FACE UP ON DASH Impark Lot 288 Expiration Date/Time EXP 04:29PM DEC 18, 2012		RECEIPT Impark Lot 299		
Purchase Date/Time: 01:29pm Dec 18, 2012 Total Parking: \$11.42 Total gst: \$0.58 Total Due: \$12.00 Total Paid: \$12.00 Ticket # 01792020 SW #: 10008460018 Setting: Lot 299 Mech Name: Meter 1 GST #68735638RT0001		Expiration Date/Time: 04:29pm Dec 18, 2012 Purchase Date/Time: 01:29pm Dec 18, 2012 Total Parking: \$11.42 Total gst: \$0.58 Total Due: \$12.00 Total Paid: \$12.00 MasterCard Ticket # 01792020 Setting: Lot 299 Mech Name: Meter 1		

Notes
 I.M.TS EYEC
 TAKE TO FACE
 Parking - AM1 = 1
 \$12.00 ✓

Michael Long CIO/SVP Receipts

Receipt #: 4

Date: Dec 18/2012

Dec 18/2012
 Quarry Park to
 7th Street Plaza 614
 Edmonton
 + mileage = 614 Km
 + Lunch = \$11.60
 mjl
 Initial
 Michael Long

EMTS EXEC.
 Lunch = \$11.60 ✓
 Mileage = 614 Km
0.47 ✓

Receipt #: 5

Date: Dec 18/2012.

3M DASH FACE UP PLACE ON DASH FACE UP PLACE ON DASH FACE UP
 (SAME DAY 18h00)
 Standard Parking 107 Street
 Machine Web ID = LOT 107 B
 EXPIRES
18 DEC
18:00 PAID \$26.00C
 ENTRY TIME 18 DEC 12 09:16
 26079
 LE TABLEAU DU BORD CÔTÉ VISIBLE PLACER SUR LE TABLEAU DU BORD CÔTÉ VISIBLE PLACER SUR LE TABLEAU DU BORD CÔTÉ VISIBLE

Notes
 Office 365 - CDF
 Parking PM.
\$26.00 ✓

Receipt #: 6

Date: Dec 20/2012.

PLACE ON DASH FACE UP
 Parking stall expires if vehicle vacates stall or at time below
 No overnight parking P1A
 SPACE **119**
 Expires at **06:38** PM
 Paid 0.75\$
 RECEIPT
 00197873

Notes
 Dermatology
 EMIS
 TRANSITION
 Parking \$6.75 ✓

Michael Long CIO/SVP Receipts

Receipt #:

7

Date:

Dec 20/2012

Mileage:

Quarry Park to University of Calgary

Dermatology - EMIS - TRANSITION.

21.5 km

One way only
Fast destination of day.

Initial

Michael Long

Dermatology
EMIS
TRANSITION ✓

Mileage
1 way only.

21.5km

@.47 ✓

Receipt #:

Date:

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Notes

Receipt #:

Date:

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Notes