

## Board and Executive Expense Report

**Name** Michael Long  
**Title** SVP & Chief Information Officer  
**Location** Calgary  
 Expenses submitted during the month of January 2013

Travel (1)										
Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
January 2013	Expense Claim	Various meetings		32		319	351			
<b>Total</b>			\$ -	\$ 32	\$ -	\$ 319	\$ 351	\$ -	\$ -	\$ -

**Total for the Month** \$ 351

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

**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: Jan 1 2013 To Jan 21 2013  
 Travel Period from: \_\_\_\_\_ To \_\_\_\_\_ (if applicable)  
 Out-of-Province Travel No

Name: Michael Long Position (Title): CIO/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	7112500069	\$351.65						Total Section B	\$351.65	
2B										Total Section C&D		
2C										Less Cash Advance		
2D										TOTAL CLAIM	\$351.65	
				\$351.65								

NOTE: This section auto fills from page 2A, 2B, 2C & 2D  
 \*\*User to enter Coding & \$ amounts  
 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: Date: Jan 20/2013

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: Title EVP and Chief Development Officer Date Jan 29, 2013

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 Palka, Director Accounts Payable at 780-735-0506 or email Mark.Palka@albertahealthservices.ca

**EXPENSE CLAIM DETAILS**

<b>Enter Finance Coding</b> 101 • 0005 • 7112500069	Emp # (E-People) _____	Emp # (prior to E-people) _____	Page <b>2A</b>
<small>If expenses incurred are for <b>multiple FC's</b> please use pages 2B, 2C, 2D (after pg3) as there should be one FC per page <b>OR</b> if <b>more lines</b> are required for the same FC use these additional pages. Enter total \$ amount on slip, <b>DO NOT</b> separate any taxes (eg GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.</small>			

**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'l).  
Ensure separate lines are used for claim items that differ in Province, US and Out of North America

Date dd-mmm-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 9-Jan-13	Edmonton - CIS Preparatory Meeting	AB	Meeting	LD		\$32.35						
① 9-Jan-13	Edmonton - CIS Preparatory Meeting	AB	Meeting									618.00
③ 16-Jan-13	UofC integration Committee	AB	Meeting				\$11.25					
<b>SUBTOTALS</b>						\$32.35	\$11.25					Total Kms 610.00

<p align="center"><b>MEAL PER DIEM RATES</b></p> <p><small>B = Breakfast = \$9.20    L = Lunch = \$11.60    D = Dinner = \$20.75    A = ALL MEALS = \$41.55 BL = Breakfast &amp; Lunch = \$20.80    BD = Breakfast &amp; Dinner = \$29.95    LD = Lunch &amp; Dinner = \$32.35</small></p>	<p align="center"><small>Enter \$0.505 km, \$0.47 km OR rate per Union Agreement (see Mileage details to the left)</small></p> <p align="right">Mileage \$      \$308.05</p>
<p align="center"><b>MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle</b></p> <p align="center"><small>→ details of travel location to &amp; from must be included above under the purpose of travel column</small></p> <p align="center"><b>\$0.505 per km for under 5,000km/yr</b> <b>\$0.47 per km for over 5,000km/yr</b> <b>or per Union Agreement</b></p>	<p align="right">Travel \$ Subtotal      \$43.60</p> <p align="right"><b>Enter on page 1 TOTAL TRAVEL \$      \$351.55</b></p>
<p align="right"><small>Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2s can be found at end of form</small></p>	

Michael Long CIO/SVP Receipts

Receipt #:

①

Date: Jan 9/2013

Edmonton CIS Meeting - Edmonton Clinic  
Preparatory to Decision South.  
January 9, 2013

Mileage = 305 Km x 2

= 610 Km. x .505  
= \$308.05

Initial  
Michael Long

Edmonton Meet  
CIS.

Mileage 610KM  
②  
.505

\$308.05

Receipt #:

②

Date: Jan 9/2013

Edmonton CIS Meeting  
Preparatory to Decision  
January 9, 2013.

Lunch + Dinner = \$32.35  
per diem only

Travel time 5AM to 7p.m

Initial  
Michael Long

Notes

Edmonton CIS

Lunch  
Dinner

Per Diem

\$32.35

Receipt #:

③

Date: Jan 16/2013.

PLACE ON DASH FACE UP  
University Of Calgary/TRW Parkade P2B  
Parking stall expires if vehicle vacates stall or at time below  
No overnight parking P2B  
SPACE 233  
Expires at 03:24 PM  
JAN 16  
Paid 11.25\$ JAN 16 at 12:55 PM  
00126071

Paid 11.25\$  
RECEIPT

001260

Notes

Parking

University of  
CALGARY

\$11.25