

Board and Executive Expense Report

Name Noela Inions

Title Ethics & Compliance Officer

Location Edmonton

Expenses submitted during the month of January 2013

						Tra	vel (1)							
Date	Source Document	Purpose	Airfa	re	Meals	Accom	modation	Other Travel	Total Travel		Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Otł (4	
January 2013	Expense Claim	Various meetings						30		30				
January 2013	Expense Claim	Professional fees for Canadian Bar Association North Sections						30	1.5					142
Total			\$		\$	- \$	_	\$ 30	\$ 3	30 \$	-	\$ -	\$	142
Total for the Month	\$ 172													
Maximum d	neal expense clain aily hotel rate clai ny air travel in the	med 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: EMPLO	YEE DETAILS (fo	r AHS Staff ONL	7)						
• Enter	employee # (al	d) and Employee # (E-l	People) if your payrol	has migrat	ed to the Nev	v E-People payroll sy	atem	Expense Date From:	To	
■ Indica ■ If you	le IVA in the E are a new emo	mployee # (E-People) il loyee and your payroil :	f your payroll has not is E-People you will d	migrated to	the New E-P	People payroll system		Travel Period from:	То	(if applicable)
Name: No	The state of the s	toyou and your payron	is E-1 Dopie you will b	any navo an	Linployee #	Position (Title):	Ethics & Com	Out-of-Province Tra- pliance Officer	Apr	
Location:	Standard Life	Building	Dept: Ethics & Con	npflance	DOFA Leve		Union:		Iness Phone #:	Ext:
Employee	# (E-People):			Empl		JIRED # prior to E-People n		7	mose Filolo F.	EXI
				Empi	Oyee # (REQU	JIREO # prior to E-People i	nigration):			
SECTION	E: FINANC	E CODING & TOTA	AL CLAIM							
CAPITA	L PROJECT	CODING ONLY →	Project Nu	mber			Projec	t Task Number		
		popiito dita.	Expenditure C	rganizatio	n			Expenditure Type		
	Total - S	ection B: Travel - F	² g 2	Tota	al - Section	n C&D: Other & F	oreign Expe	enses - Pg 3		
Ва		Functional Centre	Total			Functional	Secondary		TOTAL REIMBU	RSEMENT
Pg Uni	Location	(FC)	Expense	Bal Unit	Location	Centre (FC)	Expense	Expense	Total Section B	\$30,00
2A 101	0006	71110550008	\$30.00 🗸	101	0006	71110550008	65090000	141.75	Total Section C&D	\$141.75
2B									Less Cash Advance	
2C										
2D									TOTAL CLAIM	\$171.75
			\$30.00		**User to e	nter Coding & \$ amo	unts	141.75	L	
NOTE	This section	auto fills from page 2A	2B, 2C & 2D	N.	OTE: These	fields do not automa	tically fill for S	Section C&D		
	F: AUTHO									
Employee	e, <u>print</u> the na and approval s	me of the person (<u>other</u> gnatures required as w	than claimant) that p	repared the legation of	claim along a	with phone number so an and Position # of th	o if there are ar	ny questions contact ca	in be easily made.	
	pared by (PRIN					A) 4.10 1 0010011 2 01 0	Phone	#	Ext	
I hereby ack	nowledge that I I	ave read the "Travel, Hos	pitality and Working See	eion Expens	es Policy" of Al	berta Health Services ar	nd hereby confirm	n that the expenses claim	ed are in compliance with such police	oy.
		nees listed above have not	1/ .		1		/\	~ l.		
	Signature:	reviewed the expense	and thou are in soo	ordanas viiti	Voela	Just 1	Date La-	ne3413		
Approved	alm form with	receipts should be sen	t by the approver dire	ctly to Acco	unts Payable	ole policies (Folicy # s o for processing.	1116, 112/2).			9
	By (<u>Print onl</u>	Y: OAAO	Stephen Gould	•		A Level	Position #		Phone #	Ext
Signature		Stepht 6	oll			Title EVP, People	& Partners		Date Feb. 1	L13 .
Approved	By (PRINT ONL	ჯე: <u>/</u>			DOF	A Level	Position#		Phone #	Ext
Signature:						Title			Date	

Health and Personal Information on this form is collected by AHS under the euthority 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 780-738-0508 or email: Mark Palka@albertahealthservices.ca

EXPENSE CLAIM DETAILS

	Enter Finance Coding 101 • 0006 •	711105500	800	7700	Emp # (E-Pe	sople)			Emp # (prior to	E-people)		Pa	ge 2A
If expenses total \$ amo	incurred are for multiple FC's please use pages 2B,2 unt on slip, <u>DO NOT</u> separate any taxes (eg. GST). S	C,2D (after Secondary/E	pg3) as th xpense o	ere shou odes are	ld be one FC not required	per page Of in this section	R if n	nore line hey are p	s ere required fo	r the same EC	use these ac	dditional page	s. Enter
					0.000	to the state of th	_		ontinuing Education, B		no lo SECTION	C	
Select from	dropdown menu (column Province) where expenses t	vere incurre	d (Out of	N.Americ	a = Inter'l).					the state of the s			
Ensure sep	erate lines are used for claim items that differ in Provinc	e, US and (Out of Nor	th Ameri									i
Date	Purpose of Travel	Province, 'US, or	What is	/Sale	Meal ect type from d	/ausbaco	A	Irfare					
dd-mmm-yy	22 characters maximum -length of shaded area	Out of	related			w/o receipt or	Bu	s/LRT	Hotel	Rental Car	Taxi	Fuel	Mileage
		N.Amedon	to?	Тура	wirecelpt	per diem	·Pa	rking		Gai			(lkm)
21-Jan-13	Networking meeting with AGS						\$	10.00	1				
22-Jan-13	Presentation to Internal Auditore Ass'n luncheon						\$	12.50	Y				
21-Jan-13	Administrative Law North Meeting							7.50	/				

					•								
			SUBTO	TALO									Total Kms
		;	208101	ALS			8	30,00					
	MEAL PER DIE		Samuel Addition of						Enter \$0.505 km	n, \$0.47 km <u>OR</u> 1			
	B = Breekfast = \$9.20 L= Lunch = \$11.60 D= 1 BL = Breekfast & Lunch = \$20.80 BD = Breekfast & I									(80)	Mileaga deta	ils to the left)	
			Carrier Carrier									Wileage \$	
	MILEAGE - Business Kilometre Rate										Trav	el \$ Subtotal	\$30.00
	→ details of travel location to & from must be includ \$0.505 per km for un			of travel o	column					Enter on	page 1 TOTA	L TRAVEL \$	\$30.00
ll	\$0.47 per km for ov	er 5,000km/	Yr.					Note: 3	Total will auto fill into	na 1. Section F	li form comple	ated electroric	tilly - Additional
<u> </u>	or <u>per Union A</u>	reement						ARREST !		pg 1, section 2, ng 2s can be foun			uny - musikushili
L													

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	
→ ir expen	s to be claimed in this section include ses are for <u>fravel</u> , gas, etc., go to Section R* expenses listed below MUST have a seco	nderv/expense oode Indiceted]									
	***Subtotal "Other Expense:	Tor each functional co	entre se	parately a	nd emer <u>each su</u>	btotal into c	olumn "Section C	Total" on page	9 1 Section E**	p else	
Date dd-mmm-yy	Purpose of Expe 70 characters modimum ~ length o			Finance	Coding		Continuing Education Select type from	Education Select type from	enter total enter t	GST is <u>NOT</u> on till elip/receipt, enter total	TOTAL OTHER \$
			Bal Unit	Location	Punctional Centre	(8 characters)	(If applicable)	column WITH GST	amount is this column		
8-Jan-13	Canadian Bar Association North Sections Fass -	Admin/Health Law	101	9006	71110550008	85090000		\$141.75		\$141.78	

										-	
		·									
SECTIO	D: FOREIGN CURRENCY		ONLY E	NTER IN THE	S SECTION IF AMOUNT as been converted to CI	NOT CONVERTI	D INTO CON \$ (converse) pt, enter expense in CDN (on not Indicated or in either Section B	receipt/statement) or C as applicable.		
	on the following link for the Bank of Canada o using the date of expense	Bank of Canada Current	cv Conver	ter →	Select foreign cou then select co	ntry in 'From ce onvert which w	il', and Canadian Dolls Ill give the exchauge r	r in 'To cell'; Ent ate - enter this an	er date of expense nount in exchange	in both date cells	
		The state of the s		Elnonoo	Cadina	Secondaryi					

SECTION	If foreign ourrency has been converted to CDN \$ on your receipt, enter expense in CDN \$ in either Section B or C as app						B or C as applicab	cable.				
Yease click on the following link for the Bank of Canada exchange rate using the date of expense		Bank of Canada Curren	Bank of Canada Currency Converter Select foreign country in 'From cell', and Canadian Dollar in 'To cell'; Enter date of expense in both of then select convert which will give the exchange rate - enter this amount in exchange rate columns.									
Date	Purpose of Exp	Purpose of Expense Foreign Curren		Foreign Currency	Currency	Exchange						
dd-mmm-yy	70 characters maximum ~ length		Bal Unit	Location	Functional Centre	eg. 41000000 (8 characters)	Amount	Туре	Rate	Canadian Value		
		-										
			l .				L					

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 -

CITY OF EDMONTON LIBRARY PARKADE CST # 119326270 PT0001 Parking - Ethics + Compliance Presentations to Institute of Internal Additors, Wortin Hotel, Edmonton

RCPt# 67887 01/22/13 13:24 L# 2 A# 15 Txn#189823 01/22/13 11:10 In 01/22/13 13:24 Out Tkt# 331350 11.90 Regular Rate 0.60 Total Tax 12.50 Total Fee 12_50-CASH PAID Cash Tender Change Due

Porking attendance at Agency Forking Secretarial Detrocking Meeting - Edmonton

PLACE FACE UP ON 1889 Expiration Date/Time 03:41 PM JAN 21, 2013

Purchase Bats/Time: 01;41pm Jan 21, 2013

Total Parking: \$9.52 Total gat: \$0.48 Total Que: \$10.00 Total Paid \$10.00

Rate: \$10 - 2 Houle Payment Type: Car

Auth #: 0611972

Ticket # 76055091 SAN #: 300010390825 Setting: Lot 389 Mach Name: Meter 1

GST #887315638RT0001

RECEIPT hpark Lot 389

Expiration Date/Time: 03:41pm Jan 21, 2013 Purchase Date/Time: 01:41pm Jan 21, 2013

Total Parking: \$9.52 Total gst: \$0.48 Total Due: \$10.00 Total Paid: \$10.00

Rate: \$10 - 2 House Payment Type: Call

Setting: Lot 389 Hach Hann: Heter 1

Auth #: 061% 0

01-21-2013 和州 的

1 1/2 KNIR TOTAL 21,00 CATEHO 12.50 **UHME**

ITEN 1 101

3847 13:28TM

Parking - Administrative law (Guadan BAR Association)
North Soction 11tg.

Total = 30.00

North Sections Registration Form

Saturday, September 01, 2012 - Sunday, June 30, 2013 Edmonton, AB Update Member Profile

Ms. Noela J. Inions, Q.C. Alberta Health Services Standard Life Centre 1220-10405 Jasper Ave NW

Email: noela.inions@albertahealthservices.ca

Description	Qty	Total
Administrative Law - Full Membership	1	\$75.00
Health Law - Full Membership	1	\$60.00
		Sub-Total: \$135.00
		Sub-Total: \$135.00 GST: \$6.75
		Total: \$141.75
Payment Type: Visa		

Additional Information:

Primary Badge Information:

Edmonton AB T5J 3N4

Noela Inlons

Print

Register another User

Professional Jees for Caradian Bor Association North Sections - Almen law + Health law.