

Board and Executive Expense Report

Name Patti Grier
Title Chief of Staff
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)
October/ November 2012	P-card	Various Board related meetings		97	441	238	776			
November 2012	Expense Claim	Meetings - mileage				315	315			
Total			\$ -	\$ 97	\$ 441	\$ 553	\$ 1,091	\$ -	\$ -	\$ -

Total for the Month \$ 1,091

Maximum meal expense claimed in the month 24
 Maximum daily hotel rate claimed in the month 109
 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: 29-Oct-12 To 5-Nov-12
 Travel Period from: _____ To _____ (if applicable)
 Out-of-Province Travel

Name: PATTI GRIER Position (Title): Chief of Staff & Corporate Secretary

Location: Southport Tower Dept: Board Office DOFA Level: 4 (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	71110300000	\$315.12						Total Section B	\$315.12	
2B										Total Section C&D		
2C										Less Cash Advance		
2D										TOTAL CLAIM	\$315.12	
				\$315.12								

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): Lynne Nicholas 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: Nov 19, 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): Stephen Lockwood DOFA Level _____ Position # _____ Phone # _____ Ext _____
 Signature: _____ Title: Board Chair Date: 11/19/12

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

Instruction:			
<ul style="list-style-type: none"> • Attached ALL original detailed receipts and supporting documents in the same order as it appears on this statement • Cardholder AND Approver's signatures required where indicated below 			
GRIER, PATTI	CHIEF OF STAFF	Billing Reporting Period:	20/11/2012
Cardholder's Name	Cardholder's Position/Title		
BOARD OFFICE	SOUTHPORT TOWER	Total Statement Amount:	
Cardholder's Dept	Cardholder's Site/Location		
PATTI.GRIER@ALBERTAHEALTHSERVICES.CA		Last 6 digits of the P-Card #:	██████████
Cardholder's e-mail address			

Statement of Transactions								
Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
25/10/2012	299386350	CHECKER CABS LTD, LIMOUSINES AND TAXICABS	58.10	CAD	58.10	2.77		10301 Southport Lane to YYC Airport -Foundations Forum
25/10/2012	299386351	24-7 TAXI, LIMOUSINES AND TAXICABS	57.80	CAD	57.80	2.75	.00	YEG Airport to 10155 St. Coast Plaza - Foundations Forum
26/10/2012	299567523	CO-OP TAXI, LIMOUSINES AND TAXICABS	61.00	CAD	61.00	2.90	.00	10155 105 St to YEG Airport - Foundations Forum
26/10/2012	299567524	COAST EDMONTON PLAZA H, LODGING HOTELS, MOTELS, RESORTS	137.98	CAD	137.98	.00	.00	Accommodation & Dinner - Foundations Forum
26/10/2012	299879155	ASSOCIATED CAB/ALLIED, LIMOUSINES AND TAXICABS	61.30	CAD	61.30	2.92		YYC Airport to 10101 Southport Road SW - Foundations Forum
29/10/2012	300034256	RED DEER LODGE, LODGING HOTELS, MOTELS, RESORTS	343.40	CAD	343.40	.00	.00	Accommodation 3 nights & dinner Oct 29 / Board Mtgs
30/10/2012	300034257	EARL S PLACE, EATING PLACES, RESTAURANTS	18.25	CAD	18.25	.87		Dinner Oct 30 - Oct Board Meetings
31/10/2012	300034258	EARL S PLACE, EATING PLACES, RESTAURANTS	17.33	CAD	17.33	.83		Dinner Oct 31 - Oct Board Meetings
06/11/2012	300417949	EARL S CROSSROADS, EATING PLACES, RESTAURANTS	21.00	CAD	21.00	1.00		Lunch(2) advance trip Edmonton / Dec Board Mtg logistics

Signatures		
<p>Cardholder Designate (if Applicable) By signing this statement</p> <ul style="list-style-type: none"> • I hereby certify that I have reviewed and reconciled this statement in BMO details Online® to the best of my ability in accordance to AHS Corporate Policies, Program User Guide and Training. I have allocated the transaction(s) to the proper cost centre. 		
<p><u>Lynne Nicholas</u> Name of Cardholder Designate</p> <p><u>Lynne Nicholas</u> Signature of Cardholder Designate</p>	<p><u>Executive Assistant</u> Cardholder Designate Position/Title</p> <p><u>19 Nov 2012</u> Date of Signature</p>	
<p>Cardholder By signing this statement</p> <ul style="list-style-type: none"> • I hereby certify that the P-Card issued to be was used for legitimate business purposes in accordance to AHS Corporate Policies and AHS P-Card Program User Guide. • I acknowledge that the above Cardholder Designate has completed reviews and reconciliation in BMO details Online® on my behalf (if applicable). 		
<p><u>GRIER, PATTI</u> Name of Cardholder</p> <p><u>[Signature]</u> Signature of Cardholder</p>	<p><u>CHIEF OF STAFF</u> Cardholder Position/Title</p> <p><u>Nov 19, 2012</u> Date of Signature</p>	
<p>Approver Designate (if Applicable) By signing this statement</p> <ul style="list-style-type: none"> • I hereby certify that I have reviewed and approved this statement in BMO details Online® in accordance to AHS Corporate Policies, Program User Guide and Training on behalf of a authorized approver. 		
<p><u>PAULA FENNSON</u> Name of Approver Designate</p> <p><u>[Signature]</u> Signature of Approver Designate</p>	<p><u>Executive Assistant</u> Approver Designate Position/Title</p> <p><u>Nov 22/12</u> Date of Signature</p>	
<p>Approver By signing this statement</p> <ul style="list-style-type: none"> • I hereby certify that the P-card issued to be was used for legitimate business purposes in accordance to AHS Corporate Policies and AHS P-Card Program User Guide and hereby approve the transactions as listed. • I acknowledge that the above Approver Designate has completed reviews and approvals in BMO details Online® on my behalf (if applicable). 		
<p><u>Stephen Lockwood</u> Name of Approver</p> <p><u>[Signature]</u> Signature of Approver</p>	<p><u>Board Chair</u> Approver Position/Title</p> <p><u>Nov 19/12</u> Date of Signature</p>	
Submit approved statement with attachments to Accounts Payable:		
<p>Attach:</p> <ul style="list-style-type: none"> • Original itemized receipts • Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report) <p>And where applicable:</p> <ul style="list-style-type: none"> • Copies of pre-approvals for travel • Personal cheque payable to "Alberta Health Services" • Return, refund and/or credit receipts • Disputes letter 	<p>Address:</p> <p>Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street Edmonton, AB T5J 3E4</p>	
Accounts Payable only:		
Reference #: _____	Reviewed by: _____	Date: _____

NAME AND ACCOUNT NO. [REDACTED]

4215

PATT 2P15
 HEALTH SERVICES

*Cab to airport
 for Foundations
 Forum - Edm*

CHECKER
 TAXI
 CABS

(403) 299-9999

FROM: 10301 Southport Ln

TO: Airport

NAME: [REDACTED]

SIGNATURE: X *[Signature]*

METER CHARGE INCLUDES GOODS & SERVICES TAX (G.S.T.)
 FORM A1 (REV 07/2011)

DRIVER'S NAME	
M. Marks	
CAR NUMBER	150
DRIVER GST#	87619227
DATE	Oct 25 2012
TIME	4:25 AM
51.44	METER CHARGE
7.00	LESS 10%
	\$3.40 PER TRIP
	GRATUITY
58.00	TOTAL

1028444

*Edmonton Airport
 to Coast Plaza
 for Foundations Forum*

24-7 TAXI
 10577 109 ST #201
 EDMONTON, AB, T5H3B1
 MID: 97112250014
 GST#: 00000000000000

TID: 019
 Operator#: 71411

SALE

[REDACTED] Exp: [REDACTED]
 Master Card CHIP

10/25/2012 19:13:50 Inv#: 633
 Record#: 550001 Batch#: 299002
 Retrieval#: 00000001

A0000000041010 MasterCard
 TVR 0000008000 TSI E800

Amount: \$50.80
 Tip: \$7.00
Total: \$57.80

Auth Code: 211355
 APPROVED

Foundations Forum - Edmonton AB
October 26, 2012
Travel Expense: Taxi October 25, 2012
10301 Southport Lane SW Calgary to
YYC Airport

Foundations Forum - Edmonton AB
October 26, 2012
Travel Expense - Taxi October 25, 2012
YEG Airport to 10155 105 Street
(Edmonton Coast Plaza)

= TRANSACTION NUMBER

ALBERTA COOP TAXI
10538 - 101 ST
EDMONTON, ALBERTA T5H 3J7
(506) 411-1111

ACCOUNT NUMBER
CARD NUMBER

CARD: VISA
DATE: 12-1-12 10:00 AM
- 0123456789

VERSION: 0392 / 2009
TAX ID: 890760

FARE:	\$ 31.00
TAX:	\$ 0.00
GRATIAS:	\$ 0.00
TOTAL:	\$ 31.00

FA+FL+K TAX:	\$ 1.00
TIP:	\$ 2.00
DISCOUNT:	\$ 0.00

TOTAL: \$ 34.00

SIGNATURE:

Foundations Forum - Edmonton AB
October 26, 2012
Travel Expense - Taxi October 26, 2012
10155 105 Street(Edmonton Coast Plaza)
to YEG Airport

10155 105th Street,
 Edmonton, AB, T5J 1E2
 Tel: (780) 423-4811 Fax: (780) 423-3204

Foundations Forum - Edmonton AB
October 26, 2012
Travel Expense:
Accommodation and Meal(Dinner) on
October 25, 2012

Ms Patti Grier
 10101 South Port Road SW
 CALGARY AB T2W 3N2
 CANADA

Receipt

Invoice date 10/26/2012
 Our reference CEP-FC380247 /
 GST Number 10103 5467 RT0020

Guest	Ms Patti Grier	Arrival	10/25/2012	Departure	10/26/2012	Room	2208
Date	Description	Quantity	Unit Price				Total ()
10/25/2012	Malts Lounge 4309	1	20.50				20.50
10/25/2012	Federal Tax GST Lounge 4309	1	1.03				1.03
10/25/2012	Malts Lounge 4309	1	2.00				2.00
10/25/2012	Room Charge	1	109.00				109.00
10/25/2012	Tourism Levy	1	4.36				4.36
10/25/2012	Destination Market Fee	1	1.09				1.09
Total invoice							137.98
10/26/2012	MC [REDACTED] Auth: 211806						-137.98
Total Paid							-137.98
Total Due							0.00

Total GST 1.03

 CHECK # 604309
 NAME 80
 DATE 25/10/12
 TIME 7:43PM

-- Malts Lounge : Barry P. --
 ITEMS ORDERED AMOUNT
 1 DRY RIB 9.50
 1 WON TON SOUP 11.00

 SUBTOTAL 20.50
 GST 1.03

 TOTAL DUE 21.53

GRATUITY NOT INCLUDED
 G.S.T. # 10103 5467 RT0020

TIP 2.00
 TOTAL 23.53
 ROOM NUMBER 2208
 PRINT NAME [Signature]
 SIGNATURE [Signature]

Thank You For Joining Us At The
 Coast Edmonton Plaza Hotel
 (780) 423-4811

GST#

Date 11/01/12
Time 02:28
Page 1

RED DEER LODGE
4311 49 AVE
RED DEER, ALBERTA T4N 5Y7
1-800-661-1657
(403) 346-8841

Acct# [REDACTED]
Room# 662
Rate Code
Group ALBE
Room Type TNK
Room Rate 99.00

Arrive OCT 29 12 18:15
Depart NOV 01 12

GRIER, PATTI

ALBERTA HEALTH SERVICES
10101 SOUTH PORT RD SW
CALGARY AB T2W3N2

Payment MC [REDACTED] Exp: [REDACTED]

Date	Description	Reference	Room	Charges	Credits
OCT 29	BOTANICA RESTAURANT	* Charge to Room *		16.70	
OCT 29	ROOM CHARGE			99.00	
OCT 29	G.S.T.			4.95	
OCT 29	TOURISM LEVY			3.96	
OCT 29	DESTINATION MARK FEE			.99	
OCT 30	ROOM CHARGE			99.00	
OCT 30	G.S.T.			4.95	
OCT 30	TOURISM LEVY			3.96	
OCT 30	DESTINATION MARK FEE			.99	
OCT 31	ROOM CHARGE			99.00	
OCT 31	G.S.T.			4.95	
OCT 31	TOURISM LEVY			3.96	
OCT 31	DESTINATION MARK FEE			.99	

=====
 =====G.S.T.=subtotal: 14.85=====

 TOURIS subtotal: 11.88 Balance Due: 343.40

I agree that my liability for this bill is not waived & agree to be personally responsible if the indicated party fails to pay the charges in part or in full. Privacy Policy: you may opt-out of having certain personal information collected. G.S.T. #865650352 Direct Bill Signature: _____

Board Meetings in Red Deer
October 30, 31, Nov 1, 2012
Travel Expense:
Accommodaton(3nights) & dinner Oct 29

Botanica*
 4311 49th Ave
 www.botanicalodge.ca
 TEL: 403 346 8841
 GST# 865650352

25 Marechal
 Tel 403 Chk 4154 Est 1
 Oct 29 12 08:11PM

1 ASPERAGUS SALAD 14.00
 Subtotal 14.00
 14.00 GST 0.70
 Amount Due 14.70

TIP: 2.00 TOTAL: 16.70

NAME: P GRIER
 ROOM: 662
 SIGN: [Signature]
 Thank You

EARL'S PLACE
2111 GAETZ AVENUE T4R1Z4
RED DEER AB
22311522

|||| PURCHASE ||||

10-30-2012 19:57:08
Acct # [REDACTED] C
Exp Date [REDACTED] Card Type MC
Name: PATTI GRIER
A000000041010 MasterCard

Trace # 210023
FB2231152204
Inv. # 7120
Auth # 215708 RRN 001547021
TVR 000008000 TSI E800
TC AFE904B79DB71E62

Purchase \$15.75
Tip \$2.50
Total \$18.25

(00) APPROVED-THANK YOU
(PIN VERIFIED)

Retain this copy for your

DINING ROOM : CEANN

BEVERAGES ORDERED AMOUNT
2x [REDACTED] PIZZA 15.00
SUBTOTAL 15.00
GST PLUS 0.75
TOTAL 15.75

SUBTOTAL 15.00
GST PLUS 0.75

TOTAL DUE 15.75

THINKING ABOUT [REDACTED]??
EARL'S RED DEER 403-4065
GST# R1015411

THANKS, SEE YOU AGAIN!!
PLEASE PAY YOUR SERVER

WHENEVER YOU ARE THINKING ABOUT GREAT
GIFT IDEAS, THINK ABOUT AN EARL'S GIFT
CARD! ALWAYS THE RIGHT STYLE AND SIZE!!

Board Meetings in Red Deer
October 30, 31, Nov 1, 2012
Travel Expense: Meal (Dinner) Oct 30

EARL'S PLACE
 2111 GAETZ AVENUE T4R1Z4
 RED DEER AB
 22311522

1111 PURCHASE 1111

10-31-2012 19:06:42
 Acct # [REDACTED] C
 Exp Date 04/15 Card Type MC
 Name: PATTI GRIER
 A0000000041010 MasterCard

Trace # 220020
 FB2231152204
 Inv. # 7148
 Auth # 210642 RRN 001588020
 TVR 0000000000 TSI E800
 TC C17A2260DC391993

Purchase \$15.07
 Tip \$2.26
 Total \$17.33

(00) APPROVED-THANK YOU
 (PIN VERIFIED)

Retain this copy for your records

CHECK # 776325 DATE 10/31/12
 TABLE # 31 TIME 6:55PM

-- DINING ROOM : DIN --

SEAT#	ITEMS ORDERED	AMOUNT
5	PRAWN ROLLS COFFEE	
	SUBTOTAL	14.33
	GST PLUS	0.72

		15.07
	TOTAL	15.07

SUE TOTAL 14.35
 GST PLUS 0.72

 TOTAL DUE 15.07

THINKING ABOUT TAKE-OUT?
 EARL'S RED DEER 416-242-9036
 GST# R100-1157
 THANKS, SEE YOU AGAIN SOON!!
 PLEASE TALK TO OUR SERVER

WHENEVER YOU ARE THINKING ABOUT GREAT
 GIFT IDEAS, THINK ABOUT EARL'S GIFT
 CARD! ALWAYS THE RIGHT SIZE AND STUFF!!

Board Meetings in Red Deer
October 30, 31, Nov 1, 2012
Travel Expense: Meal (Dinner) Oct 31

Edmonton Advance
trip

DeCoste EARLS RESTAURANTS

Grier

earls

GREAT FOOD GREAT PEOPLE

EARLS-10207-CROSSROADS
4250 Calgary Trail St
Edmonton, AB
T6J 6Y8
780-439-8888

** TRANSACTION RECORD **

Tran. #: 3755

RUC: Restaurant
Table #: 41
Check #: 9523
Group #: 1
Employee #: 771
Employee Name: SHANELLE

MasterCard
Pre-Authorurchase
AID: A0000000041010

Amount CAD\$21.00

APPROVED 155639
00-001 155639
EA34US06/EA34UC06
110001001005
2012/11/05 11:58:39

TUR: 0000008000
TSI: E800

Customer Copy

THANK YOU
Come Again

771 SHANELLE

Tbl 41/1 Chk 9523 Gst 2
05Nov'12 01:30PM

1 DYNAMITE PR ROLL	11.25
1 CHOC'DER	7.00
1 1/2 PAN BREAD	1.75

Subtotal	20.00
GST Tax	1.00
01:55PM Total	21.00

PLEASE PAY YOUR SERVER

GST #138048285

Earls on Jasper Ave is
reopening soon!!!
Opportunities are now available
to join the Earls Team!
Send your resume to:
Gareth at gsmith@earls.ca

**Advance Trip to Edmonton Nov 5, 2012
re logistics for December Board Meetings
Travel Expense:
Lunch (P. Grier & L. DeCoste)**