

## Board and Executive Expense Report

**Name** Dr. Paul Grundy  
**Title** SVP, Cancer Care/Senior Medical Director Cancer Care  
**Location** Edmonton  
 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	TBCC Meeting	437			114	551			
<b>Total</b>			\$ 437	\$ -	\$ -	\$ 114	\$ 551	\$ -	\$ -	\$ -

**Total for the Month** \$ 551

Maximum meal expense claimed in the month \$ -  
 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: 9-Jan-13 To 9-Jan-13  
 Travel Period from: 9-Jan-13 To 9-Jan-13 (if applicable)  
 Out-of-Province Travel No

Name: Paul Grundy  
 Location: Sun Life Place Dept: Cancer Care Position (Title): SVP and SMD, Cancer Care  
 Employee # (E-People): DOFA Level: 3b (if applicable) Union: n/a Business Phone #: Ext:  
 Employee # (REQUIRED # prior to E-People migration): n/a

SECTION E: FINANCE CODING & TOTAL CLAIM

CAPITAL PROJECT CODING ONLY → Project Number Expenditure Organization Expenditure Type Project Task Number

Total - Section B: Travel - Pg 2					Total - Section C&D: Other & Foreign Expenses - Pg 3				
Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense	Bal Unit	Location	Functional Centre (FC)	Secondary/Expense	Total Expense
2A	101	0000	71110000012	\$550.96	101	0000	71110000012		
2B	101	0000	71110000012						
2C									
2D									
				\$550.96					

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

TOTAL REIMBURSEMENT	
Total Section B	\$550.96
Total Section C&D	
Less Cash Advance	
<b>TOTAL CLAIM</b>	<b>\$550.96</b>

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): Pameel (Pnya) Jaggi 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 Feb 5/13

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): Chris Mazurkewich DOFA Level 2a Position # EVP and COO Phone # Ext  
 Signature: Date Feb 7/13

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

Health and Personal information on this form is collected by AHS under the authority of section 23(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 Paika, Director, Accounts Payable at 780-735-0526 or email Mark.Paika@albertahealthservices.ca



1 Paul Grundy

From: Air Canada [confirmation@aircanada.ca]  
Sent: Wednesday, December 05, 2012 2:57 PM  
To: Paul Grundy  
Subject: Air Canada - 09-Jan: Edmonton - Calgary (booking ref: [REDACTED]) - seat selected

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*



## Itinerary/Receipt

**Your booking is confirmed.** Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check in kiosk.



Hotels in Calgary			Why book your hotel stay at aircanada.com?
From (per night)	From (per night)	From (per night)	
<b>\$102</b> CAD	<b>\$115</b> CAD	<b>\$159</b> CAD	<ul style="list-style-type: none"> <li>Lowest price guaranteed</li> <li>Great choice of hotels</li> <li>Aeroplan Mile offer exclusive to aircanada.com</li> </ul>
 Travelodge Hotel Calgary Airport:	 Days Inn - Calgary South:	 Sandman Hotel and Suites Calgary South:	
Hotels provided by WWTMS.			 <input type="text"/>

**Want travel insurance?** Protect yourself and your family against unforeseen circumstances.

**Need a car in Calgary?** Great rates and additional Aeroplan Miles.

**Looking for ground transportation or attractions?**

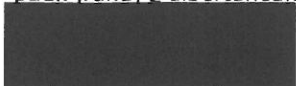
## Booking Information

Booking Reference: [REDACTED]

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:

Dr Paul Grundy  
paul.grundy@albertahealthservices.ca



### Online Services

**Manage** my booking online (view/change my booking; select seats\*).

**Alert me** of flight status changes directly to my mobile phone or email.

### Customer Care

**Air Canada**  
1-888-247-2262  
**Flight Arrivals and Departures**  
1-888-422-7533

**Flight Arrivals & Departures** - check online if my flight is on time.  
**Check-in online** and print my boarding pass.

\* **Can my booking be changed online?**

## Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8131 <sup>1</sup>	<b>Edmonton, Edmonton Int'l (YEG)</b> Wed 09-Jan 2013 05:35	<b>Calgary (YYC)</b> Wed 09-Jan 2013 06:28	0	0hr53	DH3	<u>Tango Plus, S</u>	

Operated by:

<sup>1</sup> Air Canada Express - Jazz

## Passenger Information

**1: Dr Paul Grundy : Adult (16+), Ticket Number: 0142115246250**

Air Canada - XXXXXXXXXX Meal Preference : **None**  
Aeroplan : XXXXXXXXXX  
Payment Card: XXXXXXXXXX Special Needs: **None**  
Seat Selection: **AC8131 2C**

## Purchase Summary

### Fare Summary

Passenger Type	<b>Adult</b>
Departing Flight - <u>Tango Plus</u>	<b>164.00</b>
Surcharges	12.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	25.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	10.41
<u>Air Travellers Security Charge (ATSC)</u>	7.12
Total airfare and taxes before options (per passenger)	<b>218.53</b>
Number of passengers	1
RBC Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$218.53</b>

The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$218.53 (Airfare - per ticket)

Ticket number(s): 0142115246250

## Fare Rules

**Departing Flight** Edmonton (YEG) To Calgary (YYC) - **Tango Plus**

- **Changes:**
  - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
  - **Airport same-day changes** (subject to availability) are permitted at a flat fee of \$75 CAD/USD per direction, per passenger. Same-day flights only.
  - **Same-day standby** is available **only** to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark



TBCC → Airport

③

\* TRANSACTION RECEIPT \*  
Checker/Yellow Cabs  
316 Meridian Road SE  
Calgary, AB, T2A 1X2  
403-299-9999

Taxi Service

TYPE: AMEX  
CARD: [REDACTED]  
EXP: [REDACTED]  
DATA: SWIPED  
Terminal ID: 000014723B52  
Transaction Reference  
Number: 001180496334086  
DATE: 2013/01/09 16:05:03  
AUTH: 588046  
IFID: 7802958  
DRV: 7740  
VEH: 704  
GST: 823063425  
Meter Start Time:  
15:34:33  
Meter Stop Time:  
16:03:51  
Distance: 19.0 Km

FARE 1: \$ 34.57  
FLAT: \$ 0.00  
TAX: \$ 1.73  
TOTAL FARE: \$ 36.30  
PAYMENT AMOUNT: \$ 36.30  
TIP: \$ 5.60

TOTAL PAYMENT: \$ 41.90

⑤

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton  
Tax Code CA5%

POF 1st Fl 09/01/13 18:08  
Receipt 088417

Short-term parking tkt  
HL - No. 087697  
09/01/13 04:47 -  
10/01/13 04:46 -  
Period 1d0h0'  
(Tax) \$23.00

Total \$23.00

Payment Received  
AMEX [REDACTED] \$23.00

Merch: 9326641900  
Auth: 547061  
Type: Swiped

Sub Total \$21.90  
Tax 5% 1.10

0501PZ58F - 1/1

DRIVER'S

②

Airport → TBCC

ASSOCIATED CAB ALTA LTD  
307 - 41 AVE NE (403) 299 1111  
INSIST ON THE PROFESSIONALS

DATE: 2013/01/09  
PICK-UP TIME: 06:31  
DROP-OFF TIME: 06:59  
TRIP ID: 0  
LOCATION: 073000-45624163767  
CAR NUMBER: 1414  
CARD TYPE: AMEX S  
CARD: [REDACTED]  
EXPIRY: [REDACTED]  
AUTH: AP548346  
FARE (\$): 43.00  
EXTRA (\$): 8.00  
SUBTTL (\$): 43.00

TIP (\$): 6.00

TOTAL (\$): 119.00

SIGNATURE: 

FOR ONLINE TAXI BOOKINGS VISIT  
OUR WEBSITE @ WWW.ASSOCIATEDCAB.LA

0501PZ58F

4

**Paul Grundy**

**From:** Air Canada [confirmation@aircanada.ca]  
**Sent:** Wednesday, December 05, 2012 3:06 PM  
**To:** Paul Grundy  
**Subject:** Air Canada - 09-Jan: Calgary - Edmonton (booking ref: [REDACTED]) - seat selected

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*



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Hotels in Edmonton			Why book your hotel stay at aircanada.com?
From (per night)	From (per night)	From (per night)	
<b>\$171</b> CAD	<b>\$125</b> CAD	<b>\$240</b> CAD	<ul style="list-style-type: none"> <li>Lowest price guaranteed</li> <li>Great choice of hotels</li> <li>Aeroplan Mile offer exclusive to aircanada.com</li> </ul>
<u>The Fairmont Hotel Macdonald:</u>	<u>Delta Edmonton Centre Suite Hotel:</u>	<u>The Sutton Place Hotel - Edmonton:</u>	
			Hotels provided by WWTMS.

**Want travel insurance?** Protect yourself and your family against unforeseen circumstances.

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\* Can my booking be changed online?

## Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8154 <sup>1</sup>	<b>Calgary (YYC)</b> Wed 09-Jan 2013 17:00	<b>Edmonton, Edmonton Int'l (YEG)</b> Wed 09-Jan 2013 17:54	0	0hr54	DH3	<u>Tango Plus, S</u>	

Operated by:

<sup>1</sup> Air Canada Express - Jazz

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Aeroplane : XXXXXXXXXX  
Payment Card: XXXXXXXXXX Special Needs: **None**  
Seat Selection: AC8154 2C

## Purchase Summary

### Fare Summary

Passenger Type	<b>Adult</b>
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