

Board and Executive Expense Report

Name Penny Rae
Title SVP, Capital Management
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	Travel for various meetings/conference	1,627		433	184	2,244			
October/ November 2012	P-Card	Catering for Leader Training Sessions					-		356	
October/ November 2012	Expense Claim	Travel for various meetings/conference		148		727	875			
Total			\$ 1,627	\$ 148	\$ 433	\$ 911	\$ 3,119	\$ -	\$ 356	\$ -

Total for the Month \$ 3,475

Maximum meal expense claimed in the month \$ 21
 Maximum daily hotel rate claimed in the month \$ 135
 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

Instruction:

- 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

<u>RAE, PENELOPE</u>	<u>SVP CAPITAL MANAGEMENT</u>	Billing Reporting Period:	<u>20/11/2012</u>
Cardholder's Name	Cardholder's Position/Title		
<u>CAPITAL MANAGEMENT</u>	<u>SOUTHPORT TOWER</u>	Total Statement Amount:	<u>\$2,599.67</u>
Cardholder's Dept	Cardholder's Site/Location		
<u>PENNY.RAE@ALBERTAHEALTHSERVICES.CA</u>		Last 6 digits of the P-Card #:	<u> </u>
Cardholder's e-mail address			

Statement of Transactions

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
23/10/2012	299386757	YELLOW CAB, LIMOUSINES AND TAXICABS	64.00	CAD	64.00	3.05	.00	Taxi fr E/A to Coast Plaza Hotel
24/10/2012	299386758	AIR CAN 0142113771275, AIR CANADA	443.36	CAD	443.36	.00	.00	Airfare fr Cgy to Edm Return
25/10/2012	299386756	PRECISE PARKLINK INC, AUTOMOBILE PARKING LOTS AND GARAGES	8.00	CAD	8.00	.38		Red Deer Parking for Bus, Review Mtg.
30/10/2012	299879321	MATRIX HOTEL, LODGING HOTELS, MOTELS, RESORTS	148.62	CAD	148.62	7.08		Hotel in Edm for North Zone Staff Mtg.
30/10/2012	299879322	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	50.40	CAD	50.40	2.40	.00	Airport Parking Nov 29/30
02/11/2012	300319127	AIR CAN 0142114109819, AIR CANADA	377.21	CAD	377.21	.00	.00	Airfare Cgy-Edm Nov 8 to 10th
10/11/2012	300900284	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	61.95	CAD	61.95	2.95	.00	Airport Parking Nov 8-10
11/11/2012	300900283	MATRIX HOTEL, LODGING HOTELS, MOTELS, RESORTS	283.60	CAD	283.60	13.50		Hotel in Edm - Nov 8-10
15/11/2012	301286042	DOMINO S PIZZA #101QPS, FAST-FOOD RESTAURANTS	183.92	CAD	183.92	8.76	.00	Lunch for 25 for all day CapM Leader Training in Cgy.
15/11/2012	301435007	PIZZA 73 #1029, EATING PLACES, RESTAURANTS	171.69	CAD	171.69	8.18		Catering for 24 for FM&E & CE Leader Training, Edm
16/11/2012	301435006	WESTJET 8382185765570, Westjet Airlines	150.28	CAD	150.28	.00	.00	Airfare Cgy-Edm Nov 29
16/11/2012	301539302	AIR CAN 0142114601360, AIR CANADA	495.86	CAD	495.86	.00	.00	Airfare Cgy-Edm Nov 21
16/11/2012	301539303	AIR CAN 0142114605750, AIR CANADA	160.78	CAD	160.78	.00	.00	Airfare Edm-Calgary Dec 1

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>Mona A. Rand</u> Name of Cardholder Designate</p> <p><u>Mona A. Rand</u> Signature of Cardholder Designate</p>	<p><u>Executive Assistant</u> Cardholder Designate Position/Title</p> <p><u>Nov 21, 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>RAE, PENELOPE</u> Name of Cardholder</p> <p><u>Penelope RAE</u> Signature of Cardholder</p>	<p><u>SVP CAPITAL MANAGEMENT</u> Cardholder Position/Title</p> <p><u>Nov. 22, 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>Kristina Russell</u> Name of Approver Designate</p> <p><u>K Russell</u> Signature of Approver Designate</p>	<p><u>Executive Admin Coordinator</u> Approver Designate Position/Title</p> <p><u>November 22, 2012</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>Chris Mazurkewich</u> Name of Approver</p> <p><u>Chris Mazurkewich</u> Signature of Approver</p>	<p><u>EVP and COO</u> Approver Position/Title</p> <p><u>Nov. 23, 2012</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: _____

CHARGE TO:

PENFLOPE RAE
AB HEALTH SERVICES

YELLOW CAB (780) 462-3456

PRESTIGE CABS (780) 462-4444

ADMINISTRATION (780) 465-8500

GST # 100403070

G.S.T.#

FROM

TO

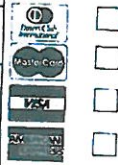
PRINT NAME

CUSTOMER'S SIGNATURE

X

AUTH. NO.	DRIVER	UNIT NO.
TIME	DAY	MO. YR.

4477654



FARE	
INTL	
GRATUITY	
TOTAL	

CUSTOMER COPY

THE ISSUER OF THE CARD IDENTIFIED ON THIS ITEM IS AUTHORIZED TO PAY THE AMOUNT SHOWN AS TOTAL UPON PROPER PRESENTATION. PLEASE TO PAY SUCH TOTAL TOGETHER WITH ANY OTHER CHARGES DUE THEREON SUBJECT TO AND IN ACCORDANCE WITH THE AGREEMENT COVERING THE USE OF SUCH CARD

Taxi from Edm. International Airport to the Coast Plaza Hotel for overnight stay to attend the Energy Awareness Kickoff at the Glenrose Rehab Hospital and the all day Provincial Senior Leaders Meeting

LEAVE ON DASH - THIS SIDE UP

EXPIRATION DATE EXPIRATION TIME

26/10/12 07:54 AM

AMOUNT PAID

\$ 8.00 73250000 07:54 AM

DETACH RECEIPT FROM TICKET

DATE ISSUED TIME ISSUED AMOUNT PAID

25/10/12 07:54 AM \$ 8.00

CREDIT CARD NUMBER

CC

3968611

Alberta Health Services
CHARGES ARE FOR USE OF PARKING SPACE ONLY. ALBERTA HEALTH SERVICES ENDEAVOURS TO PROTECT THE PROPERTY OF ITS PATRONS BUT WILL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE TO CAR OR CONTENTS.

NON TRANSFERABLE



3968611



Alberta Health Services

RECEIPT

Parking at the Red Deer Regional Hospital while attending the Capital Management Business Review Meeting on October 25th

Dawn Rand

From: Air Canada [confirmation@aircanada.ca]
Sent: October 24, 2012 9:27 AM
To: Penny Rae
Subject: Air Canada - 29-Oct: Calgary - Edmonton (booking ref: KQCSRM) - seat selected

***** PLEASE DO NOT REPLY TO THIS

Airfare fr Calgary to Edm. return on Oct. 29th & 30th while attending:

(1) Capital Management Edm. Zone Staff Engagement Session (2) Alberta Hospital Edmonton Site Tour (3) Capital Management North Zone Staff Engagement Session in Barrhead and Tours of Barrhead and Westlock



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 Edmonton			Why book your hotel stay at aircanada.com?
From (per night)	From (per night)	From (per night)	
\$200 CAD	\$129 CAD	\$303 CAD	<ul style="list-style-type: none">▪ Lowest price guaranteed▪ Great choice of hotels▪ Aeroplan Mile offer exclusive to aircanada.com
<u>The Sutton Place Hotel - Edmonton:</u>	<u>Edmonton Hotel and Conv Centre:</u>	<u>The Fairmont Hotel Macdonald:</u>	

Hotels provided by WWTMS.

Booking Information

Booking Reference: **KQCSRM**

Customer Care

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

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

Main Contact:

Mrs Penelope J Rae
penny.rae@albertahealthservices.ca
Mobile: [REDACTED]
Home: [REDACTED]
Work: [REDACTED]
At destination: [REDACTED]

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.

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
AC8380 ¹	Calgary (YYC) Mon 29-Oct 2012 06:00	Edmonton, Edmonton Int'l (YEG) Mon 29-Oct 2012 06:52	0	0hr52	DH3	Tango, G	
AC8155 ¹	Edmonton, Edmonton Int'l (YEG) Tue 30-Oct 2012 17:00	Calgary (YYC) Tue 30-Oct 2012 17:52	0	0hr52	DH3	Tango Plus, Q	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mrs Penelope J Ree : Adult (16+), Ticket Number: 0142113771275

Air Canada - XXXXXXXXXX Meal Preference : **None**
Aeroplane : XXXXXXXXXX
Payment Card: XXXXXXXXXX Special Needs: **None**
Seat Selection: **AC8155 8D**

Purchase Summary

Fare Summary

Passenger Type	Adult
Departing Flight - <u>Tango</u>	152.00
Return Flight - <u>Tango Plus</u>	182.00
<u>Surcharges</u>	24.00

Taxes, Fees and Charges

<u>Canada Airport Improvement Fee</u>	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	21.11
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total airfare and taxes before options (per passenger)	443.36
Number of passengers	1
RBC Travel Insurance (declined)	0.00

Grand Total - Canadian dollars **\$443.36**

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

Air Canada: \$443.36 (Airfare - per ticket)

Ticket number(s): 0142113771275

Fare Rules

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

- **Changes:**

- Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- **Airport same-day changes** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger, except for passengers travelling on a flight between Toronto and Montreal, or Toronto and Ottawa (connecting

RAE PENELOPE

ECONOMY/E TANGO
ETKT0142113771275

Frequent Flyer/Voyageur assidu
AC*A

Flight/Vol
AC 8380 290CT

From/De
CALGARY

Destination
EDMONTON-YEG

RAE P

Cabin/Cabine
Y

Flight/Vol
AC 8380
EDMONTON-YEG

Seat/Place
04F WINDOW/HUBLOT
Remarks/Observations

Boarding Time/Heure d'embarquement 05:25 Gate/Porte A01 Seat/Place 04F

Departure Time/Heure de depart 06 00

Airline Use/A usage interne 0020 KYC406

Boarding Pass | Carte d'accès à bord



RAE PENELOPE

ECONOMY/E TANGO PLUS
ETKT0142113771275

Frequent Flyer/Voyageur assidu
AC*A

Flight/Vol
AC 8155 300CT

From/De
EDMONTON-YEG

Destination
CALGARY

RAE P

Cabin/Cabine
Y

Flight/Vol
AC 8155
CALGARY

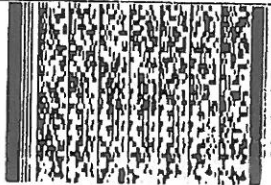
Seat/Place
08D AISLE/COULOIR
Remarks/Observations

Boarding Time/Heure d'embarquement 16:55 Gate/Porte 49 Seat/Place 08D

Departure Time/Heure de depart 17:50

Airline Use/A usage interne 0022 KYL638

Boarding Pass | Carte d'accès à bord



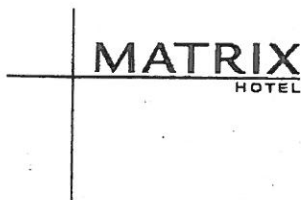
RECEIPT
GST NO. R122556194

EXIT No. A4
IN: 10/29/12 05:04
OUT: 10/30/12 18:50
DURATION: 1 13: 46
PAID: \$ 50.40
(GST INCLUDED)
MASTERCARD

AUTH. CODE 205022
REF. 93

THANK YOU FOR
YOUR VISIT

Parking at the Calgary International Airport on Oct. 29th
& 30th while attending:
(1) Capital Management Edm. Zone Staff
Engagement Session (2) Alberta Hospital Edmonton
Site Tour (3) Capital Management North Zone Staff Engagement
Session in Barrhead and Tours of Barrhead and Westlock



Ms Penny Rae



Room Number: 1404
Arrival Date: 10-29-12
Departure Date: 10-30-12
Page No: 1 of 1

Guest Name

INVOICE

Folio No: [Redacted]

10-30-12

Date	Description	Charges	Credits
10-29-12	Room Revenue	135.00	
10-29-12	Tourism Levy - 4%	5.40	
10-29-12	Room GST - 5%	6.75	
10-29-12	Destination Marketing Fee - 1%	1.35	
10-29-12	GST on DMF	0.07	
10-29-12	Tourism Levy on DMF	0.05	
10-30-12	Mastercard [Redacted]		148.62
Total		148.62	148.62
Balance		0.00	

Tax Summary

GST on DMF	0.07
Destination Marketing Fee - 1%	1.35
Tourism Levy - 4 %	5.40
Room GST - 5%	6.75
GST - 5%	0.00

Signature: _____

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #866344302 RT 0001

Hotel on October 29th while in Edmonton on Oct. 29th & 30th attending Capital Management Edm. Zone Staff Engagement Mtg., Alberta Hospital Edmonton Site Tour, North Zone Staff Engagement Session in Barrhead and tours of Barrhead and Westlock

Dawn Rand

From: Penny Rae
Sent: November 02, 2012 11:49 AM
To: Dawn Rand
Subject: FW: Air Canada - 08-Nov: Calgary - Edmonton (booking ref: NGXU6A)

**Airfare fr. Calgary / Edmonton Return on
Nov. 8th to Nov. 10th to attend AHS
Executive Education Program
Residency #1 (Lead Self)**

From: Air Canada [mailto:confirmation@aircanada.ca]
Sent: November 02, 2012 11:48
To: Penny Rae
Subject: Air Canada - 08-Nov: Calgary - Edmonton (booking ref: NGXU6A)

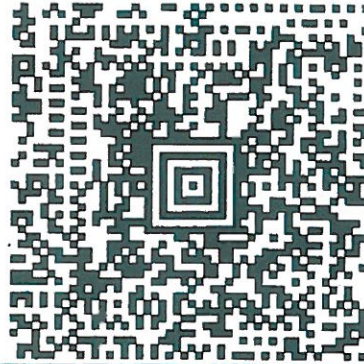
***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

AIR CANADA 

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 Edmonton

From (per night)

\$227 CAD



**The Sutton Place
Hotel - Edmonton:**

★★★★

From (per night)

\$192 CAD



**Crowne Plaza
EDMONTON-
CHATEAU
L'ACOMBE:**

★★★

From (per night)

\$123 CAD



**Comfort Inn &
Suites:**


★★


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aircanada.com?**

- **Lowest price** guaranteed
- Great choice of hotels
- Aeroplan Mile offer exclusive to aircanada.com

More Hotel Offers

Hotels provided by WWTMS.

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

 **Need a car in Edmonton?** Great rates and additional Aeroplan Miles. **AVIS Budget**

Booking Information

Booking Reference: **NGXU6A**

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

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

Main Contact:

Mrs Penelope J Rae
penny.rae@albertahealthservices.ca
Mobile: [REDACTED]
Home: [REDACTED]
Work: [REDACTED]
At destination: [REDACTED]

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.

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
AC8132 ¹	Calgary (YYC) Thu 08-Nov 2012 07:30	Edmonton, Edmonton Int'l (YEG) Thu 08-Nov 2012 08:22	0	0hr52	DH3	<u>Tango,</u> G	
AC8159 ¹	Edmonton, Edmonton Int'l (YEG) Sat 10-Nov 2012 18:30	Calgary (YYC) Sat 10-Nov 2012 19:22	0	0hr52	DH3	<u>Tango,</u> G	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mrs Penelope J Rae : Adult (16+), Ticket Number: 0142114109819

Air Canada - [REDACTED]

Aeroplan :

Payment Card: [REDACTED]

Seat Selection:

None

Meal Preference : **None**

Special Needs: **None**

Purchase Summary

Fare Summary

Passenger Type	Adult
Departing Flight - <u>Tango</u>	142.00
Return Flight - <u>Tango</u>	129.00
Surcharges	24.00

Taxes, Fees and Charges

Canada Airport Improvement Fee	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	17.96
Air Travellers Security Charge (ATSC)	14.25

Total airfare and taxes before options (per passenger)	377.21
Number of passengers	1
RBC Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$377.21

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

Air Canada: \$377.21 (Airfare - per ticket)

Ticket number(s): 0142114109819

enRoute City Guide

Edmonton

Sitting on the 53rd parallel, Edmonton is the most northern city in the Americas with a population of over one million. Though it does feel northerly, it doesn't feel particularly crowded, maybe because it straddles the North Saskatchewan River to create the largest urban green space in North America...

[Read the complete guide](#)

[What do you think](#) of our new City Guide feature?



Fare Rules

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

Return Flight Edmonton (YEG) To Calgary (YYC) - **Tango**

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - **Airport same-day changes** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger, except for passengers travelling on a flight between Toronto and Montreal, or Toronto and Ottawa (connecting flights excluded), for whom the flat fee is \$75 CAD/USD. Same-day flights only.
 - **Same-day standby** is not permitted.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - Customers who **no-show** their flight will forfeit the fare paid.
- **Paid Advance Seat Selection** is available on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- On Air Canada-operated flights, earn 25% non-status Aeroplan Miles for flights within Canada

RAE PENELOPE

ECONOMY/E TANGO
ETKT0142114109819

Frequent Flyer/Voyageur assidu
AC*A

Flight/Vol
AC 8132 08NOV
From/De
CALGARY

Destination
EDMONTON-YEG

Boarding Time/Heure d'embarquement 06:55 Gate/Porte A01 Seat/Place 03F

Departure Time/Heure de depart 07:30

Airline Use/A usage interne 0008 KYC41/

Boarding Pass | Carte d'accès à bord



RAE P

Cabin/Cabine
Y

Flight/Vol
AC 8132
EDMONTON-YEG

Seat/Place
03F WINDOW/HUBLLOT

Remarks/Observations

AIR CANADA

A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE

RAE PENELOPE

ECONOMY/E TANGO
ETKT0142114109819

Frequent Flyer/Voyageur assidu
AC*A

Flight/Vol
AC 8159 10NOV
From/De
EDMONTON-YEG

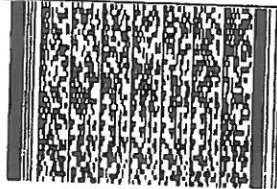
Destination
CALGARY

Boarding Time/Heure d'embarquement 17:55 Gate/Porte 49 Seat/Place 03A

Departure Time/Heure de depart 18:30

Airline Use/A usage interne 0018 KYEG685

Boarding Pass | Carte d'accès à bord



RAE P

Cabin/Cabine
Y

Flight/Vol
AC 8159
CALGARY

Seat/Place
03A WINDOW/HUBLLOT

Remarks/Observations

AIR CANADA

A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE



Ms Penny Rae



Guest Name

Room Number: 1215
Arrival Date: 11-08-12
Departure Date: 11-10-12
Page No: 1 of 1

INFORMATION INVOICE

Folio No:

Hotel in Edmonton from Nov. 8th to 10th while attending AHS' Executive Education Program - Residency #1 (Lead Self)

11-10-12

Date	Description	Charges	Credits
11-08-12	Room Revenue	135.00	
11-08-12	Tourism Levy - 4%	5.40	
11-08-12	Destination Marketing Fee - 1%	1.35	
11-08-12	Tourism Levy on DMF	0.05	
11-09-12	Room Revenue	135.00	
11-09-12	Tourism Levy - 4%	5.40	
11-09-12	Destination Marketing Fee - 1%	1.35	
11-09-12	Tourism Levy on DMF	0.05	
11-10-12	Mastercard		283.60
Total		283.60	283.60
Balance		0.00	

Tax Summary

GST on DMF	0.00
Destination Marketing Fee - 1%	2.70
Tourism Levy - 4 %	10.80
Room GST - 5%	0.00
GST - 5%	0.00

Signature: _____

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #866344302 RT 0001

RECEIPT
GST NO. R122556194

EXIT No. A1
IN: 11/08/12 06:39
OUT: 11/10/12 19:30
DURATION: 2 12: 51
PAID: \$ 61.95
(GST INCLUDED)
MASTERCARD

AUTH. CODE213039
REF. 18
THANK YOU FOR
YOUR VISIT

**Parking at the Calgary International Airport from
Nov. 8th to 10th while attending AHS' Executive
Education Program - Residency #1 (Lead Self)
In Edmonton**

Calgary International Airport Parkade

Dawn Rand

From: orders@dominos.ca
Sent: November 14, 2012 3:10 PM
To: Dawn Rand
Subject: Your Domino's Pizza Order

**Catering for 24 on November 15th for
Individuals attending all day Capital Mgmt.
FM&E and Clinical Engineering Leaders
Training in Calgary (list of attendees appended)**



ORDER MENU COUPONS LOCATIONS

*# 7.66/
Person*

Thank you for placing your order at Domino's.ca! If you have any questions about your order, please call the store directly at 403-244-8300.

For security purposes, we may call back new customers to verify your order prior to delivery. If you do not answer your phone or provide an inaccurate phone number, your pizza will not be delivered.

Customer Info

Name on Order: Alberta Health Services (Dawn Rand)
Delivery Address: 1509 CENTRE ST SW PANORAMA, CALGARY, ALBERTA T2G2E6
Callback Phone #: [REDACTED]
Your Domino's Store (10102): 1230 8 ST SW Calgary AB T2R1A9 | 403-244-8300
Delivery Time: 11/15/2012 at 11:50AM

Order Details

Order #: 2
Date: 11/14/2012 at 5:09PM

The following order is being delivered hot and fresh to your door:

Quantity	Description	Amount
1	14" Hand Tossed Veggie Whole Pizza Sauce, Cheese, Onion, Green Pepper, Mushroom, Tomatoes, Black Olives	\$10.50
1	14" Hand Tossed Extravaganza Whole Pizza Sauce, Extra Cheese, Pepperoni, Ham, Onion, Green Pepper, Mushroom, Sausage, Beef, Black Olives	\$22.00
2	12" Hand Tossed Hawaiian Whole Pizza Sauce, Extra Cheese, Ham, Pineapple	\$22.50
2	14" Hand Tossed Bacon Cheeseburger Whole Pizza Sauce, Cheese, Bacon, Beef, Cheddar*	\$27.00
2	14" Hand Tossed BBQ Feast Whole Cheese, Onion, Green Pepper, Bacon, Chicken*, Cheddar*, BBQ Sauce	\$33.00
1	14" Hand Tossed Canadian Pizza Whole Pizza Sauce, Extra Cheese, Pepperoni, Mushroom,	\$21.00

	Bacon	
2	6 Pack Coke	\$10.00
12	Water	\$23.88

Food & Bev Total: \$169.88

Delivery: \$3.00

Tax: \$8.64

Bottle Amount: \$2.40

Total: \$183.92

Payment Details

Payment Method: Credit Card

Please have your legal photo ID and credit card available for verification.

*An additional charge may apply for premium toppings.

**DOMINO'S ON YOUR MIND?
ORDER ON THE GO!**

TRY IT NOW @
mobile.dominos.ca

LEGAL STUFF ▶

© 2012 Domino's Pizza, Inc. All rights reserved. Domino's, the Domino's logo, and the Domino's crown logo are trademarks of Domino's Pizza, Inc. All other trademarks are the property of their respective owners. Delivery available in select areas only. See website for details. *An additional charge may apply for premium toppings. <http://www.dominos.ca>

Capital Management FM&E & CE Leader Training

September 24th, 2012

SESSIONS	DATE AND LOCATION	PROPOSED ATTENDEES (24 per session)	TITLE	WORK LOCATION (facility)	E-MAIL ADDRESS
Session #1	Wednesday, November 14th & Thursday, November 15th Calgary Centre 15, 1509 Centre Street S.W. (Panorama Room)				
		Randy Jackson	Director	ACH - Calgary	randy.jackson@albertahealthservices.ca
		Trevor Fourmeaux	Manager	FMC-Calgary	trevor.fourmeaux@albertahealthservices.ca
		Dan Smith	Director	RGH-Calgary	dan.smith@albertahealthservices.ca
		Robert Latimer	Manager	RGH-Calgary	robert.latimer@albertahealthservices.ca
		Ed Bateman	Manager	PLC-Calgary	ed.bateman@albertahealthservices.ca
		Doug McKay	Director	Rurals- Calgary	doug.mckay@albertahealthservices.ca
		Muhammad Rasheed	Director	FMC-PLC Power Plants- Calgary	muhammad.rasheed@albertahealthservices.ca
		David Atwood	Manager	SHC-Calgary	david.atwood@albertahealthservices.ca
		Dave Loewen	Manager	RRDTC-Calgary	dave.loewen@albertahealthservices.ca
		Moved to another session			
		Dean Adie	Manager, Clinical Engineering	MHRH - Medicine Hat	dean.adie@albertahealthservices.ca
		Denny Mellott	CE Manager	ACH - Calgary	denny.mellott@albertahealthservices.ca
		Jamie Jaffray	CE Manager	SHC-Calgary	jamie.jaffray@albertahealthservices.ca
		Fred Hall	Director - FM&E	MHRH - Medicine Hat	fred.hall@albertahealthservices.ca
		Tom Howard	Manager - FM&E Rural	CRH - Lethbridge	Tom.Howard@albertahealthservices.ca
		Mick Walters	Director, Clinical Engineering, Central	RDRNC-Red Deer	Mick.Walters@albertahealthservices.ca
		Mark Gudmundson	Lead Hand	RGH-Calgary	mark.gudmundson@albertahealthservices.ca
		David LaFrance	Lead Hand	PLC-Calgary	david.lafrance@albertahealthservices.ca
		Jerry DeFrance	Lead Hand	SHC-Calgary	jerry.defrance@albertahealthservices.ca
		David Addison	Lead Hand	FMC-Calgary	david.addison@albertahealthservices.ca
		Tim Wood	Lead Hand	FMC-Calgary	tim.wood@albertahealthservices.ca
		Bill Papp	Director - FM&E	CRH - Lethbridge	bill.papp@albertahealthservices.ca
		Dave Atwood	Manager-FM&E	CRH - Lethbridge	dave.atwood@albertahealthservices.ca
		Eric Mueller	Senior Property Manager	Southport Tower - Calgary	eric.mueller@albertahealthservices.ca

*Trainers - Dan Lytle
HR Learning! Leadership*



eTicket Receipt

Prepared For
RAE/PENELOPE MRS

Flight fr. Calgary to Edmonton on Nov. 29
to attend AHS' Executive Education
Program - Residency #2 (Engage others)
from Nov. 29th to Dec. 1st

WESTJET RESERVATION CODE	BNLCSC
ISSUE DATE	16Nov2012
TICKET NUMBER	8382185765570
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SSW

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
29Nov	WESTJET WS 165	CALGARY INTL AB, CANADA Time 7:00am	EDMONTON INTL AB, CANADA Time 7:53am	Fare Family Regular Seat Number CHECK-IN REQUIRED Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis PARO1 Not Valid Before 29 NOV Not Valid After 29 NOV

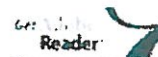
Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD :
Endorsement / Restrictions	NONREF - FEE FOR CHG/CXL
Fare Calculation Line	YYC WS YEA99.00PARO1 CAD99.00END
Fare	CAD 99.00
Taxes/Fees/Carrier-Imposed Charges	CAD 7.12 CA1 (CANADA AIR SECURITY CHARGE - SUBJECT TO GST) CAD 7.16 XG (GST FOR CANADA EXCEPT ON/BC/NS/NF/NB/QC) CAD 25.00 SQ (AIF - CANADA EXCEPT ON/BC/NS/QC/NB/NF) CAD 3.00 YQF (SERVICE FEE - FUEL)

CAD 9.00 YQI (SERVICE FEE - INSURANCE)
Total Fare CAD 150.28

Positive identification required for airport check in**Notice:****Thank you for choosing WestJet****QST # 1202807956TQ0001 GST # 866112535**

- We look forward to welcoming you on board your upcoming WestJet flight. If you're travelling with one of our [airlines partners](#) as part of your WestJet booking, you'll want to familiarize yourself with the other airline's policies and restrictions as they may be different from ours. Generally, the most restrictive guidelines will apply.
- Positive identification is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
- For information on baggage limits, identification and rules of carriage, please [click here](#).
- We appreciate hearing about your experience with us. If you would like to provide us with feedback, please see our [contact us](#) page and select the give feedback tab. You may also send us a letter at: WestJet Campus, Attention Guest Relations, 22 Aerial Place N.E. Calgary, Alberta Canada T2E 3J1.

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Order online pizza73.com



C 3248262

penny rae

9



10030 - 107TH ST. (MAIN F
Conference/7ST PLAZA
Room "A", Main Fl.
BUSINESS

#034:1029:DIANYS:R2
1574F15865G804D500
2012-11-15 11:42
TOTAL: \$ 171.69

PIZZA 73 #1829
10030-101 STREET 7B33S
EDMONTON AB
22204792

1111 PURCHASE 1111
11-15-2012 12:16:52
Acct # [REDACTED] M
Exp Date [REDACTED] Card Type MC
Name:

Trace # 278881 Operator 886
FS2220479281
Inv. # 1755 CVD Resp Y
Auth # 141653 RRN 891126001

Total \$171.69

Retain this copy for your records
Customer copy

DEL @ 11:50 a.m. on Nov 16/12

- 1 14" PAN MILD BBQ*STK*
6 RB 6 SPRITE 6 COKE
 - 1 14" PAN MILD GR-SLAM
 - 1 14" PAN MILD CHK DLX
 - 1 14" PAN MILD MEATSUP
 - 1 14" PAN MILD BBQ CHK
 - 1 14" PAN MILD VEGETAR
 - 1 14" PAN MILD GRT CDN
 - 1 14" PAN MILD GR-SLAM
 - 2 14" PAN MILD HAWAIFT
- NEW BILL # 019
7 Dasani Water
18 COKE (CAN)

Order Total:
Auth #: **/****
Card #:

** 163.65
GST 8.04
MC \$ 171.69

Catering for 24 on November 16th for
an all day Capital Management FM&E
and Clinical Engineering Leaders
Training Session in Edmonton (list of
attendees appended)

7.15/person

Dawn Rand

From: noReply@pizza73.com
Sent: November 15, 2012 11:36 AM
To: Dawn Rand
Subject: Your Pizza 73 Order Confirmation. (# 23836742)

Your Pizza 73 Order Confirmation (# 23836742)

We got it! Penny Rae, your order will be delivered to: 10030 - 107th St. (Main Fl, Conf. RoomA NW in approximately 20 to 40 minutes

- 14" Grand Slam Pizza
 - Sauce: Mild Pizza Sauce
 - Crust: Traditional Pan Pizza
- 14" Great Canadian Pizza
 - Crust: Traditional Pan Pizza
 - Sauce: Mild Pizza Sauce
- 14" Vegetarian Pizza
 - Crust: Traditional Pan Pizza
 - Sauce: Mild Pizza Sauce
- 14" Hawaiian Feast Pizza
 - Crust: Traditional Pan Pizza
 - Sauce: Mild Pizza Sauce
- 14" Hawaiian Feast Pizza
 - Crust: Traditional Pan Pizza
 - Sauce: Mild Pizza Sauce
- 14" BBQ Chicken Pizza
 - Crust: Traditional Pan Pizza
 - Sauce: Mild Pizza Sauce
- 14" Meat Supreme Pizza
 - Crust: Traditional Pan Pizza
 - Sauce: Mild Pizza Sauce
- 14" Chicken Deluxe Pizza
 - Crust: Traditional Pan Pizza
 - Sauce: Mild Pizza Sauce
- 14" Grand Slam Pizza
 - Sauce: Mild Pizza Sauce
 - Crust: Traditional Pan Pizza
- 14" BBQ Steak Pizza
 - Sauce: Mild Pizza Sauce
 - Crust: Traditional Pan Pizza

Item 11
6-pack Coke

Item 12
6-pack Sprite

Item 13
6-pack Barq's Root Beer

Item 14
7 x Dasani Water

Subtotal:	\$171.50
Enviro Levy:	\$0.32
Deposit:	\$2.50
Delivery Charge:	\$3.50
GST:	\$8.77
Total:	\$186.59

Order Comment:
Delivery at 11:50 a.m. on Nov 16/12

<http://www.pizza73.com>

At Pizza 73 we make it a priority to complete your order as specified. In the case there is an issue with completing your order as requested, we will contact you at the phone number provided.

This is an automatically generated email confirming your order. If there are any errors with the order details seen here please call 310.7373 for assistance.

11/17 Discount
\$171.65

Auth #
141653

Capital Management FM&E & CE Leader Training

September 24th, 2012

SESSIONS	DATE AND LOCATION	PROPOSED ATTENDEES (24 per session)	TITLE	WORK LOCATION (facility)	E-MAIL ADDRESS
Session #2	Thursday, November 15th & Friday, November 16th Edmonton Seventh Street Plaza, 10030 - 107th Str. Main Floor Conference Room "A"				
		Sohan Kumar	Manager	WMC - Edmonton	sohan.kumar@albertahealthservices.ca
		Lester Eldridge	Manager FM&E	Smoky Lake	lester.eldridge@albertahealthservices.ca
		Peter Jarvis	Lead of Technical Support	Smoky Lake	Peter.jarvis@albertahealthservices.ca
		David Ponich	Zone Director FM&E North	Smoky Lake	David.ponich@albertahealthservices.ca
		Ken Dolsky	Manager FM&E GP Area	QEH - Grande Prairie	Ken.dolsky@albertahealthservices.ca
		Tom Bencic (Fri, Nov 16th only)	Director FM&E Edmonton	Edmonton - GRH / AHE Energy Ctrs	tom.bencic@albertahealthservices.ca
		Brian Hyndman	Director FM&E West Area/North Zone	Westlock	brian.hyndman@albertahealthservices.ca
		Jimmy Aumont	Manager FM&E Northern Lights	Fort McMurray (NLHC)	Jimmy.aurmont@albertahealthservices.ca
		Rod Vestby (Nov. 16th Only)	Manager, FM&E, AHE & NECHC	Edmonton - AHE & NECHC	rod.vestby@albertahealthservices.ca
		Bruce Holt (Nov. 16th Only)	Manager, FM&E, AHE & NECHC	Edmonton - AHE & NECHC	bruce.holt@albertahealthservices.ca
		Dwayne Erickson	Manager, FM&E Central NE	Viking HC	dwayne.erickson@albertahealthservices.ca
		Bert Courchesne	Director FM&E Central NE	Vermilion HC	bert.courchesne@albertahealthservices.ca
		Glen Baron (Nov. 16th Only)	Manager, FM&E, Sturgeon	Edmonton - Sturgeon	glen.baron@albertahealthservices.ca
		Preston Kostura	Director FM&E Central North area	Wetaskwin HCC	preston.kostura@albertahealthservices.ca
		Randy Badry	Director FM&E North Rural East	Redwater HCC	randy.badry@albertahealthservices.ca
		Paul Van Bendegem	Director North Zone Clinical Engineering	Queen Elizabeth II Hospital, Grande Prairie	paul.vanbendegem@albertahealthservices.ca
		Brandon Durstling	Lead Hand - Ft. Sask Comm Hospital	Ft. Sask Comm Hospital	brandon.durstling@albertahealthservices.ca
	Moving to another session	Greg Knight	Property Manager	Seventh Street Plaza, Edmonton	greg.knight@albertahealthservices.ca
		Brian Phillips	Acting Manager	Cross Cancer Institute	brian.phillips@albertahealthservices.ca
		Vince Dupont	Lead Hand RAH FM&E (ENGINEERING)	Royal Alexandra Hospital	vincent.dupont@albertahealthservices.ca
		Dave Wiebe	Lead Hand RAH FM&E OPERATIONS	Royal Alexandra Hospital	dave.wiebe@albertahealthservices.ca
		Dave Mason	Lead Hand	Leduc Community Hospital	dave.mason@albertahealthservices.ca
		Cary Jackshaw	Lead Hand	Westview Health Center	cary.jackshaw@albertahealthservices.ca
		Ric Godlewski	Electrician	Royal Alexandra Hospital	ric.godlewski@albertahealthservices.ca
		Ted Gardiner	Manager	Barrhead HCC	Ted.gardiner@albertahealthservices.ca

Trainer - Alan Wise
HR Learning/Leadership

Dawn Rand

From: Penny Rae
Sent: November 16, 2012 9:15 AM
To: Dawn Rand
Subject: FW: Air Canada - 21-Nov: Calgary - Edmonton (booking ref: NGHRGR)

**Air Fare from Calgary / Edmonton Return
on November 21st to attend the Capital
Projects Senior Executive Committee
meeting with AI, AH and AHS**

From: Air Canada [mailto:confirmation@aircanada.ca]
Sent: November 16, 2012 9:13
To: Penny Rae
Subject: Air Canada - 21-Nov: Calgary - Edmonton (booking ref: NGHRGR)

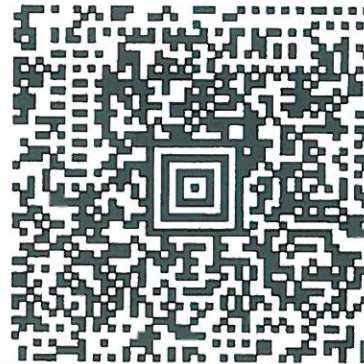
***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

AIR CANADA 

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 Edmonton




[Book a hotel](#)

Hotels provided by WOTIS.

**Why book your hotel stay at
aircanada.com?**

- **Lowest price** guaranteed
- Great choice of hotels
- Aeroplan Mile offer exclusive to aircanada.com

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

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

Booking Information

Booking Reference: **NGHRGR**

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

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

Main Contact:

Mrs Penelope J Rae
penny.rae@albertahealthservices.ca
Mobile: [REDACTED]
Home: [REDACTED]
Work: [REDACTED]
At destination: [REDACTED]

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.
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
AC8380 ¹	Calgary (YYC) Wed 21-Nov 2012 06:00	Edmonton, Edmonton Int'l (YEG) Wed 21-Nov 2012 06:52	0	0hr52	DH3	Tango, G	
AC8155 ¹	Edmonton, Edmonton Int'l (YEG) Wed 21-Nov 2012 17:00	Calgary (YYC) Wed 21-Nov 2012 17:52	0	0hr52	DH3	Tango Plus, H	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mrs Penelope J Rae : Adult (16+), Ticket Number: 0142114601360

Air Canada - [REDACTED] Meal Preference : **None**
Aeroplan : [REDACTED]
Payment Card: [REDACTED] Special Needs: **None**
Seat Selection: **None**

Purchase Summary

Fare Summary

Passenger Type	Adult
Departing Flight - Tango	142.00
Return Flight - Tango Plus	242.00
Surcharges	24.00

Taxes, Fees and Charges

Canada Airport Improvement Fee	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	23.61
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	495.86
Number of passengers	1
RBC Travel Insurance (declined)	0.00

Grand Total - Canadian dollars

\$495.86

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

Air Canada: \$495.86 (Airfare - per ticket)

Ticket number(s): 0142114601360

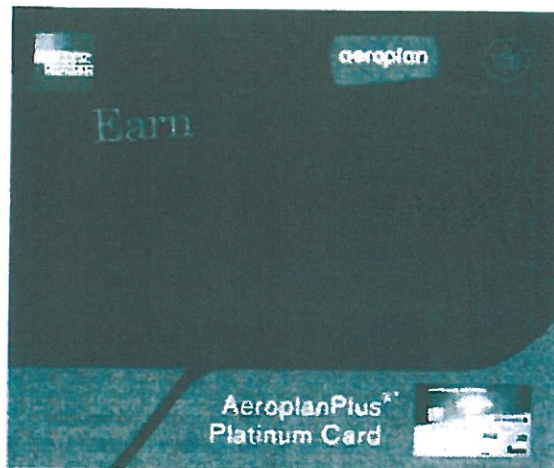
enRoute City Guide

Edmonton

Sitting on the 53rd parallel, Edmonton is the most northern city in the Americas with a population of over one million. Though it does feel northerly, it doesn't feel particularly crowded, maybe because it straddles the North Saskatchewan River to create the largest urban green space in North America...

[▶ Read the complete guide](#)

[What do you think](#) of our new City Guide feature?



Fare Rules

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

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - **Airport same-day changes** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger, except for passengers travelling on a flight between Toronto and Montreal, or Toronto and Ottawa (connecting flights excluded), for whom the flat fee is \$75 CAD/USD. Same-day flights only.
 - **Same-day standby** is not permitted.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - Customers who **no-show** their flight will forfeit the fare paid.
- **Paid Advance Seat Selection** is available on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- On Air Canada-operated flights, earn 25% non-status AeroPlus Miles for flights within Canada and 50% Air Canada Status Miles for flights between Canada and the U.S.

Return Flight Edmonton (YEG) To Calgary (YYC) - Tango Plus

- **Changes:**

Dawn Rand

From: Air Canada [confirmation@aircanada.ca]
Sent: November 16, 2012 10:52 AM
To: Penny Rae
Subject: Air Canada - 01-Dec: Edmonton - Calgary (booking ref: NKIMDV)

***** 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.

Air Fare from Edmonton to Calgary on Dec. 1 after attending AHS' Executive Education Program Residency #2 (Engage Others) from Nov. 29 to Dec. 1

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



From (per night)	From (per night)	From (per night)	Why book your hotel stay at aircanada.com?
\$99 CAD	\$106 CAD	\$109 CAD	<ul style="list-style-type: none">▪ Lowest price guaranteed▪ Great choice of hotels▪ Aeroplan Mile offer exclusive to aircanada.com
 International Hotel of Calgary:	 Travelodge Hotel Calgary Airport:	 Coast Plaza Hotel and Conference Centre:	 Hotels provided by WWTMS.

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: NKIMDV

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

Main Contact:
Mrs Penelope J Rae
penny.rae@albertahealthservices.ca
Mobile:
Home:
Work: 1
At destination:

Online Services

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

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

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

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
AC8159 ¹	Edmonton, Edmonton Int'l (YEG) Sat 01-Dec 2012 18:30	Calgary (YYC) Sat 01-Dec 2012 19:23	0	0hr53	DH3	Tango, P	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mrs Penelope J Rae : Adult (16+), Ticket Number: 0142114605750

Air Canada - XXXXXXXXXX Meal Preference : **None**
Aeroplane : XXXXXXXXXX
Payment Card: XXXXXXXXXX Special Needs: **None**
Seat Selection: **None**

Purchase Summary

Fare Summary

Passenger Type	Adult
Departing Flight - Tango	109.00
Surcharges	12.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	25.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	7.66
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	160.78
Number of passengers	1
RBC Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$160.78

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

Air Canada: \$160.78 (Airfare - per ticket)

Ticket number(s): 0142114605750

Fare Rules

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

• Changes:

- Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- **Airport same-day changes** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger, except for passengers travelling on a flight between Toronto and Montreal, or Toronto and Ottawa (connecting



TRAVEL, HOSPITALITY & WORKING SESSION EXPENSE CLAIM

SECTION A: EMPLOYEE DETAILS (for AHS Staff ONLY)					
<ul style="list-style-type: none"> • 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: <u>Oct. 15/12</u> To <u>Nov. 28/12</u> Travel Period from: <u>Oct 15/12</u> To <u>Nov 28/12</u> (if applicable) Out-of-Province Travel		
Name: Penny Rae		Position (Title): Senior Vice President, Capital Management			
Location: Southport Tower, Calgary		Dept: Capital Management	DOFA Level: <u>3(b)</u> (if applicable)	Union: N/A	
Employee # (E-People): [REDACTED]		Employee # (REQUIRED # prior to E-People migration): [REDACTED]			
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	
2A	101	0005	71110550009	\$875.00	
2B					
2C					
2D					
				\$875.00	
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 Section B		\$875.00	
		Total Section C&D			
		Less Cash Advance			
		TOTAL CLAIM		\$875.00	
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): <u>Dawn Rand</u>		Phone # [REDACTED] 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: <u></u>		Date <u>28-Nov-12</u>			
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): <u>Chris Magurkewich</u>		DOFA Level <u>2a</u>	Position # [REDACTED]	Phone # [REDACTED] Ext _____	
Signature: <u></u>		Title <u>Executive Vice President & COO</u>		Date <u>Dec 2/12</u>	
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

Enter Finance Coding **101 • 0005 • 71110550009**

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'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 55 characters maximum -length of shaded area	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															
15-Oct-12	Attend Use of Force - Stakeholders Meeting in Red Deer	AB	Meeting									305.00									
25-Oct-12	Attend Capital Mgmt Business Review Mtg in Red Deer	AB	Meeting									305.00									
29-Oct-12	Capital Mgmt. Edm Zone Staff Mtg & AHE Site Tours	AB	Meeting	A		\$41.55															
30-Oct-12	Capital Mgmt. North Zone Staff Mtg in Barrhead & Tours	AB	Meeting	BL		\$20.80															
5-Nov-12	Capital Mgmt Central Zone Staff Mtgs in Rimbey & RMH	AB	Meeting	L		\$11.60						525.00									
8-Nov-12	Executive Education Program Kickoff Event in Edmonton	AB	Meeting	LD		\$32.35															
9-Nov-12	Executive Education Program Residency #1 in Edmonton	AB	Meeting	D		\$20.75															
10-Nov-12	Executive Education Program Residency #1 in Edmonton	AB	Meeting	D		\$20.75															
19-Nov-12	Speaker at Clarence White Conference in Red Deer	AB	Conf									305.00									
SUBTOTALS													\$147.80								Total Kms 1440.00

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

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

Enter \$0.505 km, \$0.47 km OR rate per Union Agreement
(see Mileage details to the left)

\$0.505

Mileage \$ **\$727.20**

Travel \$ Subtotal **\$147.80**

Enter on page 1 TOTAL TRAVEL \$ **\$875.00**

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

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			
<p>• Expenses to be claimed in this section include but are not limited to: <u>Hospitality & Hosting</u>, <u>Working Sessions</u>, <u>Relocation</u>, <u>Continuing Education</u>, <u>Business Insurance</u>, and <u>miscellaneous expenses</u>. → If expenses are for <u>travel, gas, etc.</u>, go to Section B on pg 2. • ALL "OTHER" expenses listed below MUST have a secondary/expense code indicated!</p> <p align="center">***Subtotal "Other Expenses" for each functional centre separately and enter each subtotal into column "Section C Total" on page 1 Section E***</p>									
Date dd-mmm-yy	Purpose of Expense <small>70 characters maximum - length of shaded area</small>	Finance Coding			Secondary/ Expense <small>eg. 41000000 (8 characters)</small>	Continuing Education <small>Select type from dropdown menu (if applicable)</small>	GST is ON till slip/receipt, enter total amount in this column WITH GST	GST is NOT on till slip/receipt, enter total amount in this column	TOTAL OTHER \$
		Bal Unit	Location	Functional Centre					

SECTION D: FOREIGN CURRENCY		<small>ONLY ENTER IN THIS SECTION IF AMOUNT NOT CONVERTED INTO CDN \$ (conversion not indicated on receipt/statement) If foreign currency has been converted to CDN \$ on your receipt, enter expense in CDN \$ in either Section B or C as applicable.</small>							
Please click on the following link for the Bank of Canada exchange rate using the date of expense		Bank of Canada Currency Converter		→ Select foreign country in 'From cell', and Canadian Dollar in 'To cell'; Enter date of expense in both date cells then select convert which will give the exchange rate - enter this amount in exchange rate column					
Date dd-mmm-yy	Purpose of Expense <small>70 characters maximum - length of shaded area</small>	Finance Coding			Secondary/ Expense <small>eg. 41000000 (8 characters)</small>	Foreign Currency Amount	Currency Type	Exchange Rate	Canadian Value
		Bal Unit	Location	Functional Centre					

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 -