

## Board and Executive Expense Report

**Name** Penny Rae  
**Title** SVP, Capital Management  
**Location** Calgary  
 Expenses submitted during the month of January 2013

Travel (1)										
Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
January 2013	P-Card	Meetings in Edmonton				149	149			
<b>Total</b>			\$ -	\$ -	\$ -	\$ 149	\$ 149	\$ -	\$ -	\$ -

**Total for the Month** \$ 149

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

**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

RAE, PENELOPE	SVP CAPITAL MANAGEMENT		
Cardholder's Name	Cardholder's Position/Title	Billing Reporting Period:	<u>20/01/2013</u>
CAPITAL MANAGEMENT	SOUTHPORT TOWER		
Cardholder's Dept	Cardholder's Site/Location	Total Statement Amount:	<u>\$148.95</u>
PENNY.RAE@ALBERTAHEALTHSERVICES.CA			
Cardholder's e-mail address		Last 6 digits of the P-Card #:	<span style="background-color: black; color: black;">XXXXXXXXXX</span>

**Statement of Transactions**

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
08/01/2013	305473389	YELLOW CAB, LIMOUSINES AND TAXICABS	63.25	CAD	63.25	3.01		Taxi fr EIA to SSP for GoA mtg. which was cancelled late.
08/01/2013	305473390	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	25.20	CAD	25.20	1.20	.00	Parking at Calgary International Airport while in Edm for meetings
08/01/2013	305473391	AIRPORT TAXI SERVICE, LIMOUSINES AND TAXICABS	60.50	CAD	60.50	2.88		Taxi fr SSP to EIA after mtgs in Edm on Jan 8

**Signatures**
**Cardholder Designate (if Applicable)**

By signing this statement

- 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.

Dawn A. Rand  
Name of Cardholder Designate

Executive Assistant  
Cardholder Designate Position/Title

X Dawn A Rand  
Signature of Cardholder Designate

Jan. 21, 2013  
Date of Signature

**Cardholder**

By signing this statement

- 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).

RAE, PENELOPE  
Name of Cardholder

SVP CAPITAL MANAGEMENT  
Cardholder Position/Title

[Signature]  
Signature of Cardholder

Jan. 22, 2013  
Date of Signature

**Approver Designate (if Applicable)**

By signing this statement

- 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.

Kristina Russell  
Name of Approver Designate

EAC to EVP: COO  
Approver Designate Position/Title

K Russell  
Signature of Approver Designate

Jan 23, 2013  
Date of Signature

**Approver**

By signing this statement

- 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).

[Signature]  
Name of Approver

[Signature]  
Approver Position/Title

[Signature]  
Signature of Approver

Jan 24/13  
Date of Signature

**Submit approved statement with attachments to Accounts Payable:**
**Attach:**

- Original itemized receipts
- Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report)

And where applicable:

- Copies of pre-approvals for travel
- Personal cheque payable to "Alberta Health Services"
- Return, refund and/or credit receipts
- Disputes letter

**Address:**

 Alberta Health Services  
Accounts Payable  
7th Street Plaza  
10th Floor, North Tower, 10030-107 Street  
Edmonton, AB T5J 3E4

**Accounts Payable only:**

Reference #: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

**RECEIPT**  
**GST NO. R122556194**

YELLOW CAB  
10135 31 AVENUE NW  
EDMONTON AB T6H-1C2  
780-462-3456

Term Id: 45024124782210  
Item #: 0573  
MasterCard  
PURCHASE  
Card #: [REDACTED]

AID: A0000000041010

**APPROVED**

AMOUNT CAD\$55.00  
TIP CAD\$8.25  
=====  
TOTAL CAD\$63.25

Ref. #: C  
Auth. #: 103918  
Resp. Code: 00  
TUR: 4000000000  
TSI: E800

BOOK ON LINE AT EDMTAXI.COM  
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2013/01/08 Time: 08:39:17  
Response: AUTH 103918

**Taxi from Edm. International Airport to  
Seventh St. Plaza on Jan. 8/13 to attend:  
(1) 1 on 1 with VP Capital Mgmt Edm. Zone  
and (2) Capital Projects Senior Executive  
Committee meeting between AI/AH/AHS.**

Parking at the Calgary International Airport while in Edm.  
on Jan. 8/13 attending mtgs. with the VP Capital Mgmt Edm.  
Zone and a Capital Projects Senior Executive Committee  
meeting between AI/AH/AHS. The Capital Projects  
Senior Executive Committee meeting was cancelled  
1.5 hours before the meeting by the Province.

Calgary International Airport Parkade

EXIT No. A4  
IN: 01/08/13 05:52  
OUT: 01/08/13 18:22  
DURATION: 0 12:30  
PAID: \$ 25.20  
(GST INCLUDED)  
MASTERCARD  
[REDACTED]

F. 72  
THANK YOU FOR  
YOUR VISIT

AIRPORT TAXI SERVICE32  
4608-101-ST T6E5G9  
EDMONTON AB  
22296285

|||| PURCHASE ||||  
01-08-2013 15:23:58  
Acct # [REDACTED] C  
Exp Date [REDACTED] Card Type MC  
Name: PENELOPE RAE  
A0000000041010 MasterCard  
Trace # 510001 Operator 125  
FV2229628501  
Inv. # 161  
Auth # 172358 RRN 001051001  
Purchase \$55.00  
Tip \$5.50  
Total \$60.50

( 00 ) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

Taxi from Seventh St. Plaza to Edm. International  
Airport on Jan. 8/13 after attending a 1 on 1 with  
VP Capital Mgmt Edm. Zone. The scheduled Capital Projects  
Senior Executive Committee meeting between AI/AH/AHS  
was cancelled 1.5 hours before the meeting by the  
Province.

GST 8605727750\_RT0001  
780-890-7070