

Official Administrator and Executive Expense Report

Name Penny Rae
Title Chief Information Officer (Acting)
Location Calgary
 Expenses submitted during the month of June 2014

Travel (1)										
Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Jun-14	Expense Claim	Meetings		134	149	127	410			
Jun-14	P-Card	Meetings	1,307		298	466	2,071			
Total			\$ 1,307	\$ 134	\$ 447	\$ 593	\$ 2,481	\$ -	\$ -	\$ -

Total for the Month \$ 2,481

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 139
 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	ACTING CHIEF INFORMATION		
Cardholder's Name	Cardholder's Position/Title	Billing Reporting Period	20/06/2014
INFORMATION TECHNOLOGY	QUARRY PARK	Total Statement Amount	\$2,070.68
Cardholder's Dept	Cardholder's Site/Location		
PENNY.RAE@ALBERTAHEALTHSERVICES.CA			
Cardholder's e-mail address		Last 6 digits of the P-Card #	████████

Statement of Transactions

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
22/05/2014		YELLOW CAB, LIMOUSINES AND TAXICABS	91.30	CAD	91.30	4.3%		Taxi on May 22 from EIA to Alta Hospital Edm to attend IT Leadership meeting
22/05/2014		AIR CAN 014213475802P, AIR CANADA	226.93	CAD	226.93	00		00 Airfare - Edm to Calgary on May 30 after attending meetings
22/05/2014		WESTJET 8330815163665, Westjet Airlines	5.25	CAD	5.25	00		00 Seat selection of May 29 night fr Cgy to Edm
22/05/2014		WESTJET 8382138427774, Westjet Airlines	210.13	CAD	210.13	00		00 Airfare Cgy to Edm on May 29 to attend migs
23/05/2014		MATRIX HOTEL, LODGING HOTELS, MOTELS, RESORTS	148.90	CAD	148.90	7.00%		Total for night of May 22 after IT Leadership Mtg & before Exec Education Program
24/05/2014		THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	50.40	CAD	50.40	00		00 Airport parking May 22-21 while attending meetings in Edmonton
30/05/2014		THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	50.40	CAD	50.40	00		00 Parking at CIA May 29-May 30 while attending meetings in Edmonton
03/06/2014		AIR CAN 0142135195213, AIR CANADA	438.10	CAD	438.10	00		00 Airfare Cgy-Edm return on June 3 to attend IBM WLDC Briefing / Site Visit
09/06/2014		AIR CAN 0142135391523, AIR CANADA	426.58	CAD	426.58	00		00 Airfare Cgy-Edm Return June 16-17 to attend meetings in Edm.
09/06/2014		YELLOW CAB, LIMOUSINES AND TAXICABS	60.50	CAD	60.50	2.80%		Taxi - EIA to CN Tower to attend IBM WLDC Briefing Site Visit on June 9
09/06/2014		THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	27.30	CAD	27.30	00		00 Parking at CIA on June 9 to attend IBM WLDC Briefing/Site Visit in Edm
10/06/2014		PREMISE PARKLINK INC, AUTOMOBILE PARKING LOTS AND GARAGES	8.50	CAD	8.50	00		Parking on June 10 at RDRH to attend IT Leadership mtg
16/06/2014		AIRPORT TAXI SERVICE, LIMOUSINES AND TAXICABS	60.50	CAD	60.50	2.80%		Taxi fr EIA to CN Tower to attend meetings
17/06/2014		CO-OP TAXI LIMOUSINES AND TAXICABS	62.40	CAD	62.40	2.9%		00 Taxi on June 17th from SSP to EIA after attending meetings
17/06/2014		MATRIX HOTEL, LODGING HOTELS, MOTELS, RESORTS	148.90	CAD	148.90	7.00%		Hotel - June 16 to attend meetings on June 17th

Transactions without Receipts or supporting documentation

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
17/06/2014		THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	54.60	CAD	54.60	00		00 Parking at CIA on June 16/17 while attending meetings in Edm.

Signatures		
Cardholder Designate (If Applicable) By signing this statement: I hereby certify that I have reviewed and reconciled this statement in BMO 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.		
<u>Down A Rand</u> Name of Cardholder Designate <u>Down A Rand</u> Signature of Cardholder Designate	<u>Executive Assistant</u> Cardholder Designate Position/Title <u>July 3, 2014</u> Date of Signature	
Cardholder By signing this statement: I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy. I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization. A personal cheque for any personal expenses inadvertently charged is attached. I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.		
<u>RAE, PENELOPE</u> Name of Cardholder <u>[Signature]</u> Signature of Cardholder	Adding Chief Information <u>Cardholder Position/Title</u> <u>July 3, 2014</u> Date of Signature	
Approver Designate (If Applicable) By signing this statement: I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy. I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization. A personal cheque for personal expenses inadvertently charged has been obtained. I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.		
<u>Susan Best</u> Name of Approver Designate <u>[Signature]</u> Signature of Approver Designate	<u>Executive Assistant</u> Approver Designate Position/Title <u>July 3, 2014</u> Date of Signature	
Approver By signing this statement: I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy. I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization. A personal cheque for personal expenses inadvertently charged has been obtained. I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.		
<u>Deborah Rhodes</u> Name of Approver <u>Deborah Rhodes</u> Signature of Approver	<u>VP Corp Services + CFO</u> Approver Position/Title <u>July 3/14</u> Date of Signature	
Submit approved statement with attachments to Accounts Payable		
Attach: Original (or scanned) itemized receipts with documented business reasons including names of participants where required. 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 Business reasons for travel require detailed descriptions - include where travelled to, who attended (if met), why travel was necessary and detailed explanation of reason.		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:

Taxi on June 9th from Edmonton
International Airport to CN Tower to attend
IBM WLDC Briefing/Site Visit

YELLOW CAB
18135 31 AVENUE NW
EDMONTON AB T6H-1C2
780-462-3456

Term Id: [REDACTED]
Item #1587

PURCHASE
Op Id: [REDACTED]
Card #: [REDACTED]

AID: [REDACTED]

APPROVED

AMOUNT CAD\$55.00
TIP CAD\$5.50
=====

TOTAL CAD\$60.50 ✓

10

No signature required

I agree to pay abov. total,
as ac. cardholder or merchant
agreement. Retain this copy
for your records.

Ref. #: C
Auth. #: [REDACTED]
Resp. Code: 00
TUR: [REDACTED]
ISI: [REDACTED]

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

EST 100403070

Date: 2014/06/09 Time: 07:34:27
Re. no: RUT 092427

MERCHANT COPY

Taxi on May 22 from Edmonton
International Airport to Alberta Hospital
Edmonton to attend all day IT Leadership
Meeting

YELLOW CAB
18135 31 AVENUE NW
EDMONTON AB T6H-1C2
780-462-3456

Term Id: 4502412470276
Item #1085

PURCHASE
Op Id: [REDACTED]
Card #: [REDACTED]

AID: [REDACTED]

APPROVED

AMOUNT CAD\$83.00
TIP CAD\$8.30
=====

TOTAL CAD\$91.30 ✓

1

YELLOW CAB
18135 31 AVENUE NW
EDMONTON AB T6H-1C2
780-462-3456

Term Id: 4502412470276
Item #1085

Ref. #: C
Auth. #: [REDACTED]
Resp. Code: 00
TUR: [REDACTED]
ISI: E000

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

EST 100403070

Date: 2014/05/22 Time: 07:34:27

Dawn Rand

From: Air Canada [confirmation@aircanada.ca]
Sent: May 22, 2014 1:39 PM
To: Penny Rae
Subject: Air Canada - 30-May: Edmonton - Calgary (booking ref: [REDACTED]) - seat selected

***** PLEASE DO NOT REPLY TO *****

Airfare on May 30th from Edmonton to Calgary after attending (1) OAG meeting (2) CIO Town Hall Meeting (3) Action Plan Status Update Meeting (4) Debrief session with M. Francis (5) EIO Review Session L5 and (6) IM/IT Strategy & Development Engagement Session



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.

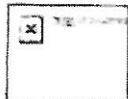
Scan this barcode to check in at any Air Canada check in kiosk.



Hotels in Calgary

From (per night)

\$104 CAD



Acclaim Hotel
Calgary Airport:



From (per night)

\$165 CAD



The Westin
Calgary:



From (per night)

\$139 CAD



Sheraton Suites
Calgary Eau Claire:



Why book your hotel stay at aircanada.com?

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



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.



Booking Information

Booking Reference: [REDACTED]

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

Main Contact:

Mrs Penelope 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*)

Customer Care

Air Canada

1-888-247-2262

Flight Arrivals and Departures

1-888-422-7533

Select Seats**Maple Leaf Lounge | Meal Vouchers | On My Way****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
AC8149 ¹	Edmonton, Edmonton Int'l (YEG) Fri 30-May 2014 15:00	Calgary (YYC) Fri 30-May 2014 15:51	0	0hr51	DH3	Flex, V	

Operated by:

¹ Air Canada Express - Jazz**Passenger Information**

1: Mrs Penelope Rae : Adult (16+), Ticket Number: [REDACTED]			
Air Canada - [REDACTED]	Meal Preference : [REDACTED]		
Aeroplane : [REDACTED]			
Payment Card: [REDACTED]	Special Needs: [REDACTED]		
Seat Selection	AC8149 [REDACTED]		

Purchase Summary**Fare Summary**

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	172.00
Surcharges	12.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	25.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	10.81
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	226.93
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$226.93 ✓

Payment Information**Credit/Debit Card xxxx-xxxx-xxxx-1590** - Amount paid: **\$226.93**

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

Air Canada: \$226.93 (Airfare - per ticket)

Ticket number(s): [REDACTED]

Fare Rules**Departing Flight** Edmonton (YEG) To Calgary (YYC) - Flex

(3) and (4)

Dawn Rand

From: noreply@itinerary.westjet.com on behalf of WestJet Airlines [noreply@itinerary.westjet.com]
Sent: May 22, 2014 1:24 PM
To: Penny Rae
Subject: Reservation Confirmation

Seat selection on flight from Calgary to Edmonton on May 29th to attend six meetings (details noted to the right)

Airfare on May 29th from Calgary to Edmonton to attend: (1) OAG meeting (2) CIO Town Hall Meeting (3) Action Plan Status Update Meeting (4) Debrief session with IT Strategy Consultant - M. Francis (5) EIO Review Session L5 and (6) IM/IT Strategy & Development Engagement Session

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary. Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight. This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9370538 (1-888-WESTJET).

Booking Confirmation

Your reservation code is:

Main contact: Mrs Penny Rae
E-mail: penny.rae@albertahealthservices.ca
Phone Number:

For more information on flying with WestJet, including baggage fees, please visit Travel Info

Guest

Mrs. Penny Rae
Flight WestJet FF
Ticket Number
Seat
Calgary (YYC)-Edmonton (YEG)
YYC-YEG: 10A

Air Itinerary Details

WS3270
Operated by WESTJET
ENCORE
Calgary, CA
Thu 29 May, 2014 07:45 AM
Edmonton, CA
Thu 29 May, 2014 08:34 AM
Fare type: Econo
Non-stop

Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 151.00	CAD 12.00	CAD 47.13	CAD 210.13	x 1	CAD 210.13
						Total airfare: CAD 210.13

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 10.01
CA	Air Travellers Security Charge (ATSC)	CAD 7.12
SQ	Airport Improvement Fee (AIF)	CAD 30.00
		Total taxes: CAD 47.13

Fare family benefits

YYC-YEG: Econo Seat Sale Benefits

- One complimentary checked bag *
- Fully refundable if cancelled within 24 hours of booking **
- Advanced seat selection - \$5-34.50 *
- \$75-86.25 Itinerary change fee + applicable fare difference
- \$75-86.25 name change fee
- \$75-86.25 cancellation fee, balance credited toward future WestJet flight purchases -

- * Not applicable on flights operated by our airline partners
- ** Excluding flights departing within 24 hours of booking
- ~ Non-refundable to original form of payment

Seats

Regular seat WS 3270 YYC - YEG Seat 10A Mrs Penny Rae

CAD 5.00 + CAD 0.25 Tax

Total Seats: CAD 5.25

Total

Charged to

CAD 210.13 ✓

Charged to

CAD 5.25 ✓

Total

CAD 215.38

WestJet offers

Rent a car

Reserve a car in three easy steps, compare side by side pricing at a glance and earn WestJet dollars® when you make your rental car reservation with WestJet. [Reserve now](#)

Book a hotel

Whether it's a weekend getaway or a last minute business trip, WestJet has a hotel for you. Choose from over 155,000 hotels worldwide and earn WestJet dollars® when you book your hotel with WestJet. [Book now](#)

Get travel insurance

Don't forget to include travel insurance as part of your trip. WestJet has partnered with RBC Insurance® to provide you with the right coverage for your travel experience. [Get a quote](#)

Important Information

Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airline partners](#); it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage](#) info page.
- [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 detailed information on your flight visit:
 - [Fares, taxes and fees](#) (For [change/cancel guidelines](#), [baggage fees](#), [service fees](#) and other [taxes and fees](#))
 - [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
 - [Seat selection](#) (How it works, changing your seat and more)
 - [Inflight services](#) (Buy on board, [upi magazine](#) and more)
 - [Inflight entertainment](#) for information on our live seatback television.
- Carbonzero and WestJet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the [purchase of carbon offsets](#).
- 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.

WESTJET

29MAY14

FLT:
VOL:

WS 3270

GATE:
PORTE:

D36

RAE/PENNY
29MAY14

RAE/PENNY

DEP: CALGARY, AB

7:45AM

ARR: EDMONTON, AB

8:34AM

KS YYCSD06

BOARDING TIME
HEURE D'EMBARQUEMENT

7:10AM

SEAT/PLACE

OPERATED BY/OPERE PAR: WESTJET ENCORE Q400

BOARDING PASS

CARTE D'EMBARQUEMENT

ELECTRONIC/ÉLECTRONIQUE

WESTJET REWARDS

RAE PENELOPE

FLEX ECONOMY/ECONOMIQUE FLEX

Frequent Flyer/Voyageur assidu

RAE P

Cabin/Cabine
Y

Flight/Vol

AC 8149 30MAY

From/De

EDMONTON-YEG

Destination

CALGARY

Flight/Vol

AC 8149
CALGARY

Boarding Time/Heure d'embarquement 14:25 Gate/Porte 49A Seat/Place

Seat/Place

AISLE/COULOIR
Remarks/Observations

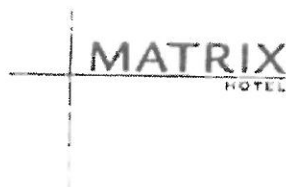
Departure Time/Heure de depart 15:00

Airline Use/A usage interne 0014 YEG001207

Boarding Pass | Carte d'accès à bord

AIR CANADA

A STAR ALLIANCE MEMBER
MEMBRE DU RESEAU STAR ALLIANCE



5

Mrs Penny Rae

Calgary

Room Number:
Arrival Date: 05-22-14
Departure Date: 05-23-14
Page No: 1 of 1
Confirmation No:

INVOICE

Folio No:

05-23-14

Date	Description	Charges	Credits
05-22-14	Room Revenue	139.00	
05-22-14	Destination Marketing Fee - 3%	4.17	
05-22-14	Tourism Levy - 4%	5.73	
05-23-14			148.90
Total		148.90	148.90
Balance		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. #R6634 4302 RT 0001

**Hotel in Edmonton the evening of May
22nd after attending all day IT Leadership
Meeting and before Executive Education
Program Final Presentation Meeting**

RECEIPT
GST NO. R122556194

EXIT No. AC
IN: 05/22/14 04:54
OUT: 05/23/14 16:04
DURATION: 1 11: 10
PAID: \$ 50.00
(GST INCLUDED)

REF. [REDACTED]
THANK YOU FOR
YOUR VISIT

Parking at the Calgary International Airport
May 22-May 23 in order to attend the following
meetings in Edmonton: (1) all day IT Leadership
Meeting and (2) Executive Education
Program Final Presentation Meeting

(6)

Calgary International Airport Parkade

RECEIPT
GST NO. R122556194

EXIT No. A5
IN: 05/29/14 06:32
OUT: 05/30/14 16:08
DURATION: 1 09: 36
PAID: \$ 50.00
(GST INCLUDED)

REF. [REDACTED]
THANK YOU FOR
YOUR VISIT

Parking at the Calgary International Airport May 29-30
in order to attend the following meetings in Edmonton:
(1) OAG meeting (2) CIO Town Hall Meeting (3) Action
Plan Status Update Meeting (4) Debrief Session with IT
Strategy Consultant - M Francis (5) EIO Review and
(6) IM/IT Strategy & Development Engagement Session

(7)

Calgary International Airport Parkade

Dawn Rand



From: Penny Rae
Sent: June 03, 2014 1:52 PM
To: Dawn Rand
Subject: FW: Air Canada - 09-Jun: Calgary - Edmonton (booking ref: [REDACTED])

**Airfare Calgary/Edmonton Return on
June 9th in order to attend IBM WLDC
Briefing / Site Visit**

From: Air Canada [mailto:confirmation@aircanada.ca]
Sent: June 3, 2014 1:47 PM
To: Penny Rae
Subject: Air Canada - 09-Jun: Calgary - Edmonton (booking ref: [REDACTED])

***** PLEASE DO NOT REPLY TO THI

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 WWTMS.

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: [REDACTED]

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

Main Contact:

Mrs Penelope 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*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

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.

Customer Care

Air Canada

1-888-247-2262

Flight Arrivals and Departures

1-888-422-7533

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8130 ¹	Calgary (YYC) Mon 09-Jun 2014 06:00	Edmonton, Edmonton Int'l (YEG) Mon 09-Jun 2014 06:51	0	0hr51	DH3	Tango, S	
AC8149 ¹	Edmonton, Edmonton Int'l (YEG) Mon 09-Jun 2014 15:00	Calgary (YYC) Mon 09-Jun 2014 15:51	0	0hr51	DH3	Tango, S	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mrs Penelope Rae : Adult (16+), Ticket Number: [REDACTED]

Air Canada - [REDACTED]

Aeroplan : [REDACTED]

Payment Card: [REDACTED]

Seat Selection: [REDACTED]

Meal Preference : [REDACTED]

Special Needs: [REDACTED]

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Tango	162.00
Return Flight - Tango	162.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	55.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	20.86
Air Travellers Security Charge (ATSC)	14.25

Total airfare and taxes before options (per passenger)	438.11
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$438.11 ✓

8

Payment Information

██████████ - Amount paid: **\$438.11**

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

Air Canada: \$438.11 (Airfare - per ticket)

Ticket number(s): ██████████

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**

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.
- **Same-day confirmed changes at check-in or at the airport** are subject to availability and are permitted only for same-day flights at a fee of \$75 CAD/USD per direction, per passenger.
- **Same-day standby** is available **only** to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- 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.

RAE PENELOPE

TANGO ECONOMY/ECONOMIQUE TANGO

Frequent Flyer/Voyageur assidu

RAE P

Cabin/Cabine
Y

Flight/Vol Date From/De
AC 8130 09JUN CALGARY

Destination
EDMONTON-YEG

Flight/Vol
AC 8130
EDMONTON-YEG

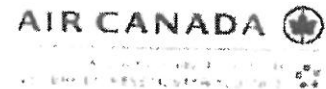
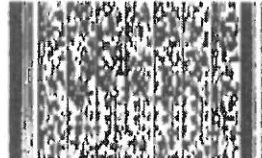
Seat/Place
WINDOW/HUBLOT
Remarks/Observations

Boarding Time/Heure d'embarquement 05:25 Gate/Porte A11 Seat/Place

Departure Time/Heure de départ 06:00

Airline Use/A usage interne 0010 KYC406

Boarding Pass | Carte d'accès à bord



RAE PENELOPE

TANGO ECONOMY/ECONOMIQUE TANGO

Frequent Flyer/Voyageur assidu

RAE P

Cabin/Cabine
Y

Flight/Vol Date From/De
AC 8149 09JUN EDMONTON-YEG

Destination
CALGARY

Flight/Vol
AC 8149
CALGARY

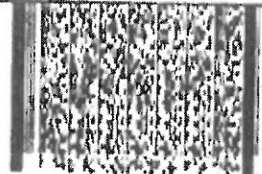
Seat/Place
AISLE/COULOIR
Remarks/Observations

Boarding Time/Heure d'embarquement 14:25 Gate/Porte 49A Seat/Place

Departure Time/Heure de départ 15:00

Airline Use/A usage interne 0008 KYC406

Boarding Pass | Carte d'accès à bord



LEAVE ON DASH - THIS SIDE UP

EXPIRATION DATE EXPIRATION TIME

11/06/14 08:04 AM

AMOUNT PAID
\$ 8.50 08:04 AM

DETACH RECEIPT FROM TICKET

DATE ISSUED TIME ISSUED AMOUNT PAID

10/06/14 08:04 AM \$ 8.50 ✓

CREDIT CARD NUMBER

Alberta Health Services

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

Parking on June 10th at the Red Deer
Regional Hospital while attending all
day IT Leadership meeting

12

Dawn Rand

From: Air Canada [confirmation@aircanada.ca]
Sent: June 09, 2014 8:25 AM
To: Penny Rae
Subject: Air Canada - 16-Jun: Calgary - Edmonton (booking ref: [REDACTED])

***** PLEASE DO NOT RE

Airfare Calgary/Edmonton Return on June 16-17 to attend: (1) HIEC Pre-Meet (2) Performance Appraisal for staff member (3) AHS Corporate Services Schedule for Performance Agr. (4) AH/AHS Joint Exec. Planning mtg (5) Population Health Summit



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)

\$238 CAD

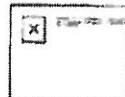


The Sutton Place Hotel - Edmonton:



From (per night)

\$234 CAD



Delta Edmonton Centre Suite Hotel:



From (per night)

\$190 CAD

Varscona Hotel on Whyte:



Why book your hotel stay at 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.

Booking Information

Booking Reference: [REDACTED]

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

Main Contact:

Mrs Penelope 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*).

Customer Care

Air Canada

1-888-247-2262

Flight Arrivals and

Departures

1-888-422-7533

Select Seats**Maple Leaf Lounge | Meal Vouchers | On My Way****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
AC8130 ¹	Calgary (YYC) Mon 16-Jun 2014 06:00	Edmonton, Edmonton Int'l (YEG) Mon 16-Jun 2014 06:51	0	0hr51	DH3	Tango, S	
AC8171 ¹	Edmonton, Edmonton Int'l (YEG) Tue 17-Jun 2014 19:00	Calgary (YYC) Tue 17-Jun 2014 19:52	0	0hr52	DH3	Tango, S	

Operated by:

¹ Air Canada Express - Jazz**Passenger Information**

1: Mrs Penelope Rao 1 Adult (16+), Ticket Number: [REDACTED]

Frequent Flyer Prog: [REDACTED]

Meal Preference: [REDACTED]

Payment Card: [REDACTED]

Special Needs: [REDACTED]

Seat Selection: [REDACTED]

Purchase Summary**Fare Summary**

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Tango	162.00
Return Flight - Tango	151.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	55.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	20.31
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	426.56
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$426.56 ✓

Payment Information

[REDACTED] - Amount paid, \$426.56

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

Air Canada: \$426.56 (Airfare - per ticket)

Ticket number(s): [REDACTED]

RAE PENELOPE

TANGO ECONOMY/ECONOMIQUE TANGO

Flight/Vol Date From/De
AC 8130 16JUN CALGARY

Frequent Flyer/Voyageur assidu

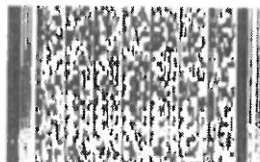
Destination
EDMONTON-YEG

Boarding time/heure d'embarquement 05:25 Gate/Porte A15 Seat/Place

Departure time/heure de départ 06:00

Airline Use/A usage interne 0010 KYC400

Boarding Pass | Carte d'accès à bord



RAE P

Cabin/Cabine
Y

Flight/Vol
AC 8130
EDMONTON-YEG

Seat/Place
AISLE/COULOIR

Remarks/Observations

AIR CANADA



RAE PENELOPE

TANGO ECONOMY/ECONOMIQUE TANGO

Flight/Vol Date From/De
AC 8171 17JUN EDMONTON-YEG

Frequent Flyer/Voyageur assidu

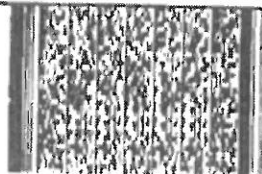
Destination
CALGARY

Boarding time/heure d'embarquement 18:25 Gate/Porte 49A Seat/Place

Departure time/heure de départ 19:00

Airline Use/A usage interne 0005 KYIG687

Boarding Pass | Carte d'accès à bord



RAE P

Cabin/Cabine
Y

Flight/Vol
AC 8171
CALGARY

Seat/Place
AISLE/COULOIR

Remarks/Observations

AIR CANADA



1-800-387-8787

RECEIPT
GST NO. R122556194

**Parking at the Calgary International
Airport on June 9th while attending IBM
WLDC Briefing / Site Visit in Edmonton** ✓

EXIT No. A5
IN: 06/09/14 04:55
OUT: 06/09/14 16:00
DURATION: @ 11:05
PAID: \$ 27.30 ✓
(GST INCLUDED)
[REDACTED]
[REDACTED]
REF. [REDACTED]

(11)

THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade

AIRPORT TAXI SERVICES
4600-101-ST T6E5G9
EDMONTON AB
22296715

(13)

|||| PURCHASE ||||

06-16-2014 07:26:23
Acct [REDACTED] C
Exp Date [REDACTED] Card Type [REDACTED]
Name: PENELOPE RAE
[REDACTED]

Trace # [REDACTED] Operator 137

Inv # [REDACTED]
Auth # [REDACTED] RRN [REDACTED]

Purchase \$55.00
Tip \$5.50
Total \$60.50 ✓

(00) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

GST 83843 0604 RT0001
700-630-7070

**Taxi on June 16th from Edm. International
Airport to CN Tower to attend: (1) HIEC
Pre-Meet (2) Performance Appraisal for
staff member (3) AHS Corporate Services
Schedule for Performance Agmt. (4) AH/AHS
Joint Executive Planning Meeting** ✓

- TRANSACTION RECEIPT -

ALBERTA COOP TAXI
10538 - 114 ST
EDMONTON, AB T5H 3J7
(780) 425-2525

14

ACCT TYPE: [REDACTED]

CARD NUMBER:
[REDACTED]

CARD TYPE: [REDACTED]

DATE/TIME:

14/06/17 17:39:29

AUTH#: [REDACTED]

VEH/DRV: [REDACTED]

GST#:

TXN ID: [REDACTED]

FARE: \$ 53.72

FLAT: \$000.00

EXTRAS: \$000.00

TAX: \$ 2.68

FA+FL+EX+TAX: \$ 56.40

TIP: \$ 6.00

DISCOUNT: \$000.00

TOTAL: \$ 62.40

SIGNATURE:

Taxi on June 17th from Seventh Street
Plaza after attending Population Health
Summit

15

N/A Penny Rae

Canada

Room Number: [REDACTED]

Arrival Date: 06-16-14

Departure Date: 06-17-14

Page No: 1 of 1

Confirmation No [REDACTED]

INVOICE

Folio No: [REDACTED]

06-17-14

Date	Description	Charges	Credits
06-16-14	Room Revenue	139.00	
06-16-14	Destination Marketing Fee - 3%	4.17	
06-16-14	Tourism Levy - 4%	5.73	
06-17-14	[REDACTED]		148.90
Total		148.90	148.90
Balance		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. #R6634 4302 RT 0001

Hotel in Edmonton June 16th after attending :
(1) HIECPre-Meet (2) Performance Appraisal for
staff member (3) AHS Corporate Services
Schedule for Performance Agmt. (4) AHAHS
Joint Executive Planning Meeting and (5)
Population Health Summit on June 17th



110

July 3rd, 2014

TO WHOM IT MAY CONCERN:

**Re: Calgary Airport Parking Expense of \$54.60 on June 17th
Blank Receipt Issued** ✓

On Monday, June 16th I flew to Edmonton to attend a series of meetings including a half day meeting with Alberta Health and the Population Health Summit. Upon my return to Calgary the evening of June 17th, I used my Alberta Health Services credit card to pay for parking at the Calgary International Airport totaling \$54.60. The ticket machine at the exit from the parkade did issue a receipt, however no payment information was printed on the receipt. I am therefore only able to attach a blank receipt to my June Cardholder Statement Report.

I can attest as follows:

1. The expense was incurred and related to Alberta Health Services business;
2. The expense was not claimed previously; and,
3. The ticket machine in the parking lot did issue a receipt however the receipt was blank.

Sincerely,
Alberta Health Services

A handwritten signature in cursive script, appearing to read "Penny Rae".

Penny Rae, P.Eng.
Chief Information Officer

RECEIPT
GST NO. R122556194

EXPENSE CLAIM DETAILS

Enter Finance Coding		101	0005	71126000009	Emp # (E-People)		Page 2A							
If expenses incurred are for multiple FC's please use pages 2B, 2C, 2D (after pg 3) 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 (e.g. GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.														
SECTION B: TRAVEL EXPENSES														
Select from dropdown (columns Prov) where expenses were incurred (Col of N America = int'l) Expense category codes are used for claim items that differ in Province, US and Out of North America.														
Date dd-mm-yy	Business Reason for Travel - Detailed Description Required (include destination, who attended (if mail), why travel was necessary) and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	Prov, US, or Out of N.Amer where expenses incurred?	What is travel related to?	Cost Effective Method Used? Y/N	Meal (Allowance OR Receipt)			If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)	
					Meal Type with value	Allowance	Meal Type	with receipt	Airfare	Hotel				Taxi
20-May-14	Travel to Edmonton to attend OAG meeting, CIO Town Hall mtg. and in other sessions with IT Strategy Committee	AB	Meeting	Yes	A-\$41.55	\$41.55								
28-May-14	Paid for dinner for IT Strategy Consultant	AB	Meeting	Yes	D-\$20.75	\$20.75								
30-May-14	Travel from Edmonton back to Calgary (1 night hotel) (accompanied)	AB	Meeting	Yes	E-\$9.20	\$9.20								
5-Jun-14	Travel to Edmonton to attend JMA WJDC Briefing (day visit)	AB	Meeting	Yes	F-\$8.20	\$8.20								
15-Jun-14	Travel to Edmonton to attend (1) AIGC For meeting (2) AIGC Corporate Services Schedule for Performance Agreement (3) AIGC Joint Executive Planning Session	AB	Meeting	Yes	A-\$41.55	\$41.55								
17-Jun-14	Attended Registration Meeting Services in Edmonton	AB	Meeting	Yes	G-\$11.60	\$11.60								
SUBTOTALS						\$133.85				\$148.90	\$123.50	\$3.20		Total Km
MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle ... details of travel location to & from must be included above under the purpose of travel column Rates applicable \$0.606 per km for travel \$ 0.000000 or \$0.47 per km for over 5,000km or per Union Agreement														
Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3														
Rationale is Required for expenses that are not Cost Effective (Any analysis supporting the method to assess cost effectiveness should be attached to the claim form) When not carpooling, flying is a better option when considering productivity. I am able to work at the airport using either my BlackBerry, iPad or laptop or just catching up on my reading (e-mails / documentation) prior to the flight, during the flight and in taxis to and from the airport.														

① AIRPORT TAXI SERVICE
4600-101-ST T6E5G9
EDMONTON AB
22295603

Taxi on May 29th from Edmonton International
Airport to CN Tower to attend (1) OAG meeting
(2) CIO Town Hall meeting and (3) Debrief with
IT Strategy Consultant

|||| PURCHASE ||||

05-29-2014 09:10:59
Acct # [REDACTED] C
Exp Date [REDACTED] Card Type VI
Name: PENELOPE RAE
[REDACTED]

Trace # [REDACTED] Operator [REDACTED]

Inv. # [REDACTED]
Auth # [REDACTED] RRN 001041003

Purchase \$55.00
Tip \$5.50
Total \$60.50 ✓

(00) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

④



Adult \$3.20 ✓

Expires
May 23/14 08:39

INSERT THIS END INTO
VALIDATOR

②

LRT on May 29th from CN Plaza to
Seventh Street Plaza to meet with IT
Strategy Consultant

= TRANSACTION RECEIPT =

ALBERTA COOP TAXI
10538 - 114 ST
EDMONTON, AB T6H 3J7
(780) 425-2525

ACCT TYPE: CREDIT CARD
CARD NUMBER: [REDACTED]

CARD TYPE: [REDACTED]
DATE/TIME:
14/05/30 14:05:22
AUTH#: [REDACTED]

VEH/DRV: 0680 / 2022
GST#:
TXN ID: [REDACTED]

FARE: \$ 64.29
FLAT: \$000.00
EXTRAS: \$000.00
TAX: \$ 2.71

FA+FL+EX+TAX: \$ 67.00
TIP: \$ 6.00
DISCOUNT: \$000.00

TOTAL: \$ 73.00 ✓

SIGNATURE:

Taxi on May 30th from Seventh Street
Plaza to Edmonton International Airport
after (1) EOI Review meeting and (2)
IM/IT Strategy & Development
Engagement Session

MATRIX HOTEL

3

Mrs Penny Rae

Calgary

Room Number:

Arrival Date: 05-29-14

Departure Date: 05-30-14

Page No: 1 of 1

Confirmation No

INVOICE

Folio No:

05-30-14

Date	Description	Charges	Credits
05-29-14	Room Revenue	139.00	
05-29-14	Destination Marketing Fee - 3%	4.17	
05-29-14	Tourism Levy - 4%	5.73	
05-30-14			148.90
Total		148.90	148.90
Balance		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. #R6634 4302 RT 0001

Hotel in Edmonton on May 29th prior
to attending (1) EOI Review Meeting and
(2) IM/IT Strategy & Development
Engagement Session