

Board and Executive Expense Report

Name Richard Lewanczuk
Title Senior Medical Director, Primary & Community Care
Location Edmonton
 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)
November 2012	Expense Claim	Various meetings	528	31		578	1,137			
Total			\$ 528	\$ 31	\$ -	\$ 578	\$ 1,137	\$ -	\$ -	\$ -

Total for the Month \$ 1,137

Maximum meal expense claimed in the month	\$ 21
Maximum 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



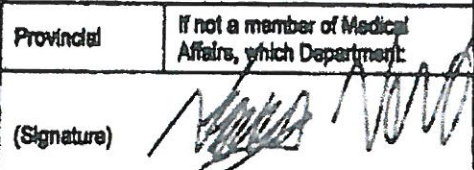

Other expenses include expenses incurred in the normal course of business that are required for work purposes. May include small item technology purchases, books, etc.

Car allowance and any other employment benefits reported in the annual financial statements are excluded from this report

MEDICAL STAFF PAYMENT REQUISITION

Medical Staff Vendor Information			
Vendor Name:	Richard Lewanczuk	Professional Corporation:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Vendor Number:	13848	Pay Site:	
Invoice Date:	December 13, 2012	Invoice Number (if applicable):	
Specific Medical Staff Member(s) who provided the Services if different from Vendor Name:			

Finance Coding/Accounting Distribution						
Balancing Unit	Location	Functional Centre	Account	Expense Subtotal	GST (if applicable)	Total Payment
101	0000	71110000012	62312000			1136.13
Currency: C\$			TOTAL PAYMENT			1136.13
If any of the payments above involve reimbursement of Medical Staff Expenses, are Travel and Expense Claim Detail form and associated original receipts attached?						<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
If any Out of Province travel is involved, is the signed pre-approval form attached?						<input type="checkbox"/> No <input type="checkbox"/> Yes

Authorization			
Requisitioned by: Dr. Richard Lewanczuk	(Signature) 	Employee # N/A	Phone # 
If a member of Medical Affairs, which Zone:	Provincial	If not a member of Medical Affairs, which Department:	Date: December 13, 2012
Approved by: Dr. Verna Yiu	(Signature) 	Employee # N/A	Phone # 
Title: EVP & CMO, Quality and Medical Affairs			Date:
2 nd Approver (as required):	(Signature)	Employee #	Phone #
Title:			Date:

- All authorizations shall be in accordance with the AHS Delegation of Financial Authority Policy, CF#03.
1. All medical staff travel or expense reimbursement claims must include a completed Medical Staff Travel & Expense Claim Detail form and receipts.
 2. Incomplete or incorrect forms will be returned to the requisitioner without being processed.

Medical Staff Travel and Expense Claim Form

Date (DD/MM/YY)	Reason for Payment	Totals	GST \$	Accommodation \$	Meal Type B, L or D	Meals \$	Transportation \$	Mileage km	Mileage Rate \$	Mileage Amount \$
16/Oct/12	Palliative Care-provincial view	4.44						8.8	.0505	4.44
17/Oct/12	SCN Meeting with AMA	7.88						15.6	.0505	7.88
18/Oct/12	TOP Governance	7.98						15.8	.0505	7.98
19/Oct/12	Primary Care Alliance	7.78						15.4	.0505	7.78
31/Oct/12	TOP Coordinating Cmte	7.98						15.8	.0505	7.98
01/Nov/12	AHS/AH Addiction & Mental Health Leadership	4.24						8.4	.0505	4.24
07/Nov/12	PPEC and AHS Operational mtgs	578.64					550.36	56	.0505	28.28
13/Nov/12	COEC Core	3.43						6.8	.0505	3.43
16/Nov/12	AHS operational Mtgs	4.85						9.6	.0505	4.85
23/Nov/12	AMA Section of General Practice Executive Committee Strategic	461.77			D-B	31.00	9.60	834	.0505	421.17
27/Nov/12	AAMIMH Board Meeting	3.43						6.8	.0505	3.43
27/Nov/12	COEC	3.43						6.8	.0505	3.43
6/Dec/12	IHE Forum	4.24						8.4	.0505	4.24
7/Dec/12	AIM mtg	4.85						9.6	.0505	4.85
10/Dec/12	ACC mtg	27.76						55	.0505	27.76
12/Dec/12	COEC	3.43						6.8	.0505	3.43
									.0505	
									.0505	
									.0505	
									.0505	
									.0505	
TOTALS		1136.13				31.00	559.96			545.17

Itemized receipts (ie not credit card statements) must be included where any expenses are being requested be reimbursed

Expense Limits – Note this is summary information only. For full terms and conditions, please refer to AHS Travel Policy (AHS Policy CF-04), available on the AHS intranet.

1. Meal Expenses and Allowances

Meal allowances is the actual cost of the meal as shown on the receipt, excluding alcoholic beverages, including up to 15% gratuity, and GST, to a maximum as prescribed below. At discretion of signing officer, the below maximum meal expenses shall also apply where no receipt is available.

- a) Breakfast=B \$10
- b) Lunch=L \$12
- c) Dinner=D \$21

Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the meeting.

2. Accommodation Expense and Allowances

Accommodation expense claims may be made at the actual cost of the room and applicable taxes. The claim is expected to be reasonable given the location and availability of government rates. Accommodation allowance without a receipt is \$20 per night.

3. Travel

- Use of personal automobile – Reimbursement at the general rate of \$0.505 per km for approved travel in fiscal year
- Vehicle owners are responsible for any losses that may arise.
- Includes all forms of transportation costs, including taxis, air plane and buses for travel related to AHS.
- Driving from home to a designated work location, and returning home from a designated work location, is not considered business travel and cannot be claimed.

AHS Travel policy last revised July 2010.

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax CodeCA5%

Exit Lane 08/11/12 00:17
Receipt 074306

Short-term parking tkt
HL - No. 037352
07/11/12 06:15 -
08/11/12 06:14 -
Period 1d0h0'
(Tax) \$23.00

Total \$23.00

Payment Received
MC \$23.00

Merch: 82005340013
Auth: 02200S
Type: Swiped

Sub Total \$21.90
Tax 5% 1.10

8114941 - 1/1

BANFF NATIONAL PARK

PARC NATIONAL BANFF
11/23/2012

Valid/Valide - 16h:
11/24/2012

DAY: AD IND/JR: 1 ADULTE 9

Total 9.00
GST/TPS 0.47
Cash/Comptant 9.60
8:17 AM F.B. 46
GATE/BARRIERE-BANFF2

GST#/No 1491807

EDM
parking at
airport for
travel to Calgary
PPEC Mtg +
AHS operational
mtg.

AMA Section of General
Practice Executive Cmte
(drove to BANFF)

PPEC - Silurus

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8171 ¹	Edmonton, Edmonton Int'l (YEG) Wed 07-Nov 2012 07:30	Calgary (YYC) Wed 07-Nov 2012 08:22	0	0hr52	DH3	Tango Plus, W	
AC8152 ¹	Calgary (YYC) Wed 07-Nov 2012 16:30	Edmonton, Edmonton Int'l (YEG) Wed 07-Nov 2012 17:22	0	0hr52	DH3	Tango Plus, W	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mr Richard Lewanczuk : Adult (16+), Ticket Number: 0142114110513

Air Canada - [REDACTED] Meal Preference : **None**
 Aeroplan : [REDACTED]
 Payment Card: [REDACTED] Special Needs: **None**
 Seat Selection: AC8171 3F , AC8152 5F

Purchase Summary

Fare Summary

Passenger Type	Adult
Departing Flight - Tango Plus	207.00
Return Flight - Tango Plus	207.00
Surcharges	24.00

Taxes, Fees and Charges

Canada Airport Improvement Fee	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	25.11
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	527.36

Number of passengers	1
RBC Travel Insurance (declined)	0.00

Grand Total - Canadian dollars **\$527.36**

The following charges (tax inclusive) will appear on your credit or debit card statement:
 Air Canada: \$527.36 (Airfare - per ticket)

Ticket number(s): 0142114110513

Airfare from EDM-CAL to ATTN PPEC + AHS operational mtgs

enRoute City Guide

Calgary