

Official Administrator and Executive Expense Report

Name Dr Richard Lewanczuk
Title Senior Medical Director Primary and Community Care
Location Edmonton
 Expenses submitted during the month of March 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)
Mar-14	Expense Claim	Meeting	906			301	1,207			
Total			\$ 906	\$ -	\$ -	\$ 301	\$ 1,207	\$ -	\$ -	\$ -

Total for the Month \$ 1,207

Maximum daily single meal expense claimed in the month \$ -
 Maximum daily base 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

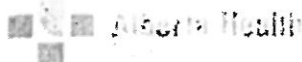
3) Hosting and Hospitality expenses

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



AHS - AP Processing - Internal Use Only	
Voucher #	
Naming Convention:	

**MEDICAL AFFAIRS
TRAVEL/MEETING EXPENSE CLAIM FORM**

SECTION 1: PAYEE INFORMATION (Check one only)

☒ Sole Proprietor ☐ Professional Corporation

Invoice Date:	14-Mar-14	Invoice #:	
Vendor Name:	Dr. Richard Lewanczuk	Vendor# (if known)	
Address:		City:	Edmonton
Province/State:	AB	Postal Code:	
Country:	Canada		
Reason for Expense &/or Business Case	Incurred meeting related expenses March 4th to 13th, 2014		

If claiming Meals/Travel/Accommodation, and the amount exceeds the limit stated in Policy 1122 "Appendix A" rationale is required
Cells that are locked (Complete calculations) are shaded Aqua Cells requiring selection from dropdown menu are shaded Orange

SECTION 2: FINANCE CODE/ACCOUNTING DISTRIBUTION (Departments must provide Complete Coding)

Corp/BU/Org e.g. 101	Location (If applicable) e.g. 9000	Functional Centre/Primary e.g. 71135050440	Expense/ Secondary Acct e.g. 69500001	Expense Sub - Total	GST (If applicable)	TOTAL
101	0000	71110000012	62312000	\$1,207.12		\$1,207.12
<input type="checkbox"/> Canadian \$	<input type="checkbox"/> US \$	<input type="checkbox"/> Other Currency	TOTAL PAYMENT	\$1,207.12		\$1,207.12

SECTION 3: AUTHORIZATION

Requisitioned by (Print Name)	Position Title/Program Group	Date	Phone#
Dr. Richard Lewanczuk	Senior Medical Director	14-Mar-14	
I attest that I have read the "Travel, Hospitality & Working Session Expense Policy(1122)" of Alberta Health Services and hereby confirm that the expenses 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.			
I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided above.			
Approved by (Print Name)	Position Title/Program Group	Date	Phone#
Dr. Verna Yiu	VP Quality & CMO	Mar. 17/14	
Signature: I, by signing this form, attest that I am compliant with all the above statements	DOFA Level	Position#	

GOVERNING POLICIES FOR THIS CLAIM ARE DELEGATION OF AUTHORITY #1118 AND TRAVEL, HOSPITALITY & WORKING SESSION #1122

- 1) All employee claims must be submitted on the Travel, Hospitality & Working Session Expense Claim form
- 2) All cheques and attachments will be mailed out by Accounts Payable. Cheques will NOT be pulled and returned to departments for mailing
- 3) Non-compliant and incomplete/improperly authorized payment requisitions will be returned without processing.

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 Privacy (FOIP) Act, respectively for the purpose of administering AHS Procure to Pay program. For more information, questions or concern about the collection, use or disclosure of your health personal information, please contact Mark Polka, Director Accounts Payable at 780-735-0508 or email: Mark.Polka@albertahealthservices.ca

SECTION 4: MEDICAL AFFAIRS - TRAVEL EXPENSE CLAIM PORTION

SECTION 5: MEDICAL AFFAIRS STAFF COMMITTEE MEETING EXPENSES

Rational is Required for expenses that are not Cost Effective:
(supporting analysis and documentation must be attached to this form)

MEAL PER DIEM RATES

MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle

or per Union Agreement

AHS Chart of Account Mapping Tool (this page also has a link for BAS Representatives)

RICHARD LEWANCZUK is sending you the itinerary for your next trip from Edmonton to Calgary.

1 message

Air Canada <confirmation@aircanada.ca>
To: rlawancz@ualberta.ca

Sun, Mar 2, 2014 at 8:37 PM

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

AIR CANADA Itinerary/Receipt

From: RICHARD LEWANCZUK

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

[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



SAVE on car rentals, shows, activities and more.

[Go to My Travel Planner](#)

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

Booking Information

Booking Reference: [REDACTED]

Customer Care

Air Canada
1-888-247-2262

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

Flight Arrivals and
Departures
1-888-422-7533

Main Contact:

Mr Richard Lewanczuk

rlawancz@shaw.ca

Mobile: [REDACTED]

Home: [REDACTED]

Work: [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.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8131 ¹	Edmonton, Edmonton Int'l (YEG) Tue 04-Mar 2014 06:00	Calgary (YYC) Tue 04-Mar 2014 06:53	0	0hr53	DH3	Flex, V	
AC8152 ¹	Calgary (YYC) Tue 04-Mar 2014 16:30	Edmonton, Edmonton Int'l (YEG) Tue 04-Mar 2014 17:23	0	0hr53	DH3	Flex, V	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mr Richard Lewanczuk : Adult (16+), Ticket Number [REDACTED]			
Air Canada - Aeroplan	[REDACTED]	Meal Preference :	None
Payment Card:	[REDACTED]	Special Needs:	None
Seat Selection:	[REDACTED]		

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - <u>Flex</u>	169.00
Return Flight - <u>Flex</u>	169.00

<u>Surcharges</u>	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	55.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	21.56
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	452.81
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$452.81

Payment Information

Credit/Debit Card [REDACTED] - Amount paid: \$452.81

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


- * Air Canada: \$452.81 (Airfare - per ticket)

Ticket number(s): [REDACTED]

enRoute City Guide

Calgary

Calgary grew up fast through successive energy booms, so it still feels a lot like a small prairie town - albeit a small prairie town with more than a million people that's now Western Canada's engine of commerce...

 [Read the complete guide](#)

What do you think of our new City Guide feature?



Fare Rules

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

Return Flight Calgary (YYC) To Edmonton (YEG) - Flex

* Changes:

- Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- **Same-day standby** is available only to passengers travelling on a flight between

Meter Start Time:
10:52:13
Meter Stop Time:
11:09:54

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

Taxi Service
TYPE: MasterCard
CARD: [REDACTED]
EXP: [REDACTED]
DATA: SWIPED
TerminalID: [REDACTED]
Transaction Reference
Number: [REDACTED]
DATE: 2014/03/04 11:11:29
AUTH: [REDACTED]
IFID: [REDACTED]
DRV: [REDACTED]
VEH: [REDACTED]
GST: [REDACTED]
Meter Start Time:
10:52:13
Meter Stop Time:
11:09:54
Distance: 15.8 Km

FARE 1: \$ 28.10
FLAT : \$ 0.00
TAX : \$ 1.40
TOTAL FARE: \$ 29.50
PAYMENT AMOUNT: \$ 29.50
TIP: \$ 5.00

TOTAL PAYMENT: \$ 34.50
DUPLICATE
2014/03/04 11:11:29
Purchase Auth Complete
Cardholder Copy

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax CodeCAS%

Exit Lane 04/03/14 17:00
Receipt [REDACTED]

Short-term parking tkt
ILL - No. 052711
04/03/14 05:07 -
05/03/14 05:06 -
Period 1d0h0'
(Tax) \$23.00

Total \$23.00

Payment Received
[REDACTED] \$23.00

Auth: [REDACTED]
Type: Swiped

Sub Total \$21.00
Tax 5% 1.00

21040304 - 1/1

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

Taxi Service
TYPE: MasterCard
CARD: [REDACTED]
EXP: [REDACTED]
DATA: SWIPED
TerminalID: [REDACTED]
Transaction Reference
Number: [REDACTED]
DATE: 2014/03/04 08:13:31
AUTH: [REDACTED]
IFID: [REDACTED]
DRV: [REDACTED]
VEH: [REDACTED]
GST: [REDACTED]
Meter Start Time:
07:29:55
Meter Stop Time:
08:12:28
Distance: 18.4 Km

FARE 1: \$ 37.24
FLAT : \$ 0.00
TAX : \$ 1.86
TOTAL FARE: \$ 39.10
PAYMENT AMOUNT: \$ 39.10
TIP: \$ 7.00

TOTAL PAYMENT: \$ 46.10
Purchase Auth Complete
Cardholder Copy

Taxi to
Southport
T&F m tgs
+ HLA.

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

Taxi Service
TYPE: MasterCard
CARD: [REDACTED]
EXP: [REDACTED]
DATA: SWIPED
TerminalID: [REDACTED]
Transaction Reference
Number: [REDACTED]
DATE: 2014/03/04 15:34:09
AUTH: [REDACTED]
IFID: [REDACTED]
DRV: [REDACTED]
VEH: [REDACTED]
GST: 856155007
Meter Start Time:
15:09:25
Meter Stop Time:
15:32:44
Distance: 30.0 Km

FARE 1: \$ 48.48
FLAT : \$ 0.00
TAX : \$ 2.42
TOTAL FARE: \$ 50.90
PAYMENT AMOUNT: \$ 50.90
TIP: \$ 8.00

TOTAL PAYMENT: \$ 58.90
Purchase Auth Complete
Cardholder Copy

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

Taxi Service
TYPE: MasterCard
CARD: [REDACTED]
EXP: [REDACTED]
DATA: SWIPED
TerminalID: [REDACTED]
Transaction Reference
Number: [REDACTED]
DATE: 2014/03/13 07:30:13
AUTH: [REDACTED]
IFID: [REDACTED]
DRV: [REDACTED]
VEH: [REDACTED]
GST: [REDACTED]
Meter Start Time:
07:03:32
Meter Stop Time:
07:28:06
Distance: 29.4 Km

FARE 1: \$ 47.90
FLAT : \$ 0.00
TAX : \$ 2.40
TOTAL FARE: \$ 50.30
PAYMENT AMOUNT: \$ 50.30
TIP: \$ 8.00

TOTAL PAYMENT: \$ 58.30
Purchase Auth Complete
Cardholder Copy

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

Taxi Service
TYPE: MasterCard
CARD: [REDACTED]
EXP: [REDACTED]
DATA: SWIPED
TerminalID: [REDACTED]
Transaction Reference
Number: [REDACTED]
DATE: 2014/03/13 13:32:59
AUTH: [REDACTED]
IFID: [REDACTED]
DRV: [REDACTED]
VEH: [REDACTED]
GST: [REDACTED]
Meter Start Time:
13:09:51
Meter Stop Time:
13:32:00
Distance: 29.6 Km

FARE 1: \$ 47.33
FLAT : \$ 0.00
TAX : \$ 2.37
TOTAL FARE: \$ 49.70
PAYMENT AMOUNT: \$ 49.70
TIP: \$ 8.00

TOTAL PAYMENT: \$ 57.70
Purchase Auth Complete
Cardholder Copy

*Taxi to
and from
Southport
PC + Exec
mtg.*

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax CodeCA5%

Exit Lane 12/03/14 15:49
Receipt [REDACTED]

Short-term parking tkt
HL - No. 073510
13/03/14 05:04 -
14/03/14 05:03 -
Period 1d0h0'
(Tax)

\$23.00

Total -----
\$23.00

Payment Received

MC [REDACTED] \$8.00

Auth: [REDACTED]

Type: Swiped

Sub Total
Tax 5% \$21.90
1.10

00156201 - 1/1

Thu 13-Mar 2014
15:23

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mr Richard Lewanczuk : Adult (16+), Ticket Number: [REDACTED]

Air Canada - Aeroplan [REDACTED]

Payment Card: [REDACTED]

Seat Selection:

AC8131 4F, AC8148 4A

Meal Preference:

None

Special Needs:

None

Purchase Summary

Fare Summary

Total charge for 1 adult

Air Transportation Charges

Departing Flight (Flex) **181.00**

(Including surcharges)

Return Flight (Flex) **181.00**

(Including surcharges)

Options 0.00

Taxes, Fees and Charges 90.81

Total Airfare Charge 452.81

Travel Insurance (declined) 0.00

Grand Total - Canadian dollars \$452.81

Payment Information

Credit/Debit Card [REDACTED] Amount paid: **\$452.81**

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

- Air Canada: \$452.81 (Airfare - per ticket)

Ticket number(s): [REDACTED]

Fare Rules

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

Return Flight Calgary (YYC) To Edmonton (YEG) - Flex

• Changes:

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

• Cancellations:

Your booking is confirmed. Booking reference: [REDACTED]



▪ An email booking confirmation has been sent to: rlewancz@shaw.ca.

▪ Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.ca

Passengers Mr Richard Lewanczuk

Flight	From	To	Departure	Arrival
AC8131	Edmonton (YEG)	Calgary (YYC)	06:00 Thu 13-Mar 2014	06:53 Thu 13-Mar 2014
AC8148	Calgary (YYC)	Edmonton (YEG)	14:30 Thu 13-Mar 2014	15:23 Thu 13-Mar 2014

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.



Booking Information

Booking Reference: [REDACTED]

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

Main Contact:

Mr Richard Lewanczuk
rlewancz@shaw.ca

Mobile: [REDACTED]

Home: [REDACTED]

Work: [REDACTED]

Customer Care

Air Canada
1-888-247-2262

Flight Arrivals and
Departures
1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8131 ¹	Edmonton, Edmonton Int'l (YEG) Thu 13-Mar 2014 06:00	Calgary (YYC) Thu 13-Mar 2014 06:53	0	0hr53	DH3	Flex, V	
AC8148 ¹	Calgary (YYC) Thu 13-Mar 2014 14:30	Edmonton, Edmonton Int'l (YEG)	0	0hr53	DH3	Flex, V	