

Official Administrator and Executive Expense Report

Name Dr Richard Lewanczuk
Title Medical Director Primary and Community Care
Location Edmonton
 Expenses submitted during the month of May 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)
May-14	Expense Claim	Meeting	1,056	42		88	1,186			
Total			\$ 1,056	\$ 42	\$ -	\$ 88	\$ 1,186	\$ -	\$ -	\$ -

Total for the Month \$ 1,186

Maximum daily single meal expense claimed in the month \$ 12
 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

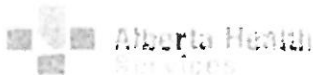
3) Hosting and Hospitality expenses

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)			
<input type="checkbox"/> Sole Proprietor		<input type="checkbox"/> Professional Corporation	
Invoice Date:	13-Jun-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 for May 2014			

If claiming Meals/Travel/Accommodation, and the amount exceeds the limit stated in Policy 1122 "Appendix A" rational 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. 89500001	Expense Sub - Total	GST (if applicable)	TOTAL
101	0000	71110000012	62312000	\$1,185.55		\$1,185.55
<input checked="" type="checkbox"/> Canadian \$	<input type="checkbox"/> US \$	<input type="checkbox"/> Other Currency	TOTAL PAYMENT	\$1,185.55		\$1,185.55

SECTION 3: AUTHORIZATION

Requisitioned by (Print Name) Fabiola Botello	Position Title/Program Group Assistant to Dr. Lewanczuk	Date June 12-2014	Phone# [REDACTED]
<input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rational and supporting analysis is provided. <input checked="" type="checkbox"/> I attest that the expenses listed above have not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization. <input checked="" type="checkbox"/> I attest that the expenses in this claim are for valid business purposes for Alberta Health Services.			
Claimant signature [Signature]	Position Title/Program Group SMD - Provincial Primary Care	Date June 4-2014	Phone# [REDACTED]
<input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rational and supporting analysis is provided. <input checked="" type="checkbox"/> I attest that the expenses listed above have not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization. <input checked="" type="checkbox"/> I attest that the expenses in this claim are for valid business purposes for Alberta Health Services.			
Approved by (Print Name) Dr. Verna Yiu	Signature [Signature]	Date June 17/14	Phone# [REDACTED]
Title/Program Group VP Quality + CMO	DOFA Level [REDACTED]	Position# [REDACTED]	

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 of 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 Palke, Director Accounts Payable at 780 735-0506 or email Mark.Palke@albertahealthservices.ca

If claiming Meals/Travel/Accommodation, and the amount exceeds the limit stated in Policy 1122 "Appendix A" rational is required
 Completion of the "cost effective method used" Column is required. If you select "No" in this column, Further Explanation is
 Required in the "Rational is Required" section below

SECTION 4: MEDICAL AFFAIRS - TRAVEL EXPENSE CLAIM PORTION

Date	Purpose of Expense	GST	Fuel	Hotel	Parking /Taxi	Meal Type	Meals	Other	Rental Car/Airfare	Cost Effective method used?	Mileage km
26-May-14	Obesity Planning meeting				\$25.00	B, L	\$20.80		\$596.66	Yes	
30-May-14	Annual Addictions Day and HL r				\$63.18	B, L	\$20.80		\$459.11	Yes	
SUBTOTAL					\$88.18		\$41.60		\$1,055.77		

Enter \$0.505, \$0.47 OR rate per Union Agreement
 (see Mileage details below)

Mileage \$

SECTION 5: MEDICAL AFFAIRS STAFF COMMITTEE MEETING EXPENSES

BU/Unit	Location	Functional Centre	Expense Account	Approved AHS Committee Name	Meeting Date	Cost effective Method Used	Stipend	Other Expenses
SUBTOTAL								

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

Section 4 Subtotal	\$	1,185.55
Section 4 GST Total		
Section 5 Subtotal		
Mileage Total		
Total Payment	\$	1,185.55

MEAL PER DIEM RATES

B = Breakfast = \$9.20 L = Lunch = \$11.60 D = Dinner = \$20.75 A = ALL MEALS = \$41.55

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

Reference Links

[Delegation of Authority for Financial Commitments Authorization Table](#)

[Policy #1118 - Delegation of Authority for Financial Commitments](#)

[Policy #1122 Travel, Hospitality & Working Session Expenses](#)

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

ASSOCIATED CAB ALTA LTD
387 - 41 AVE NE (403) 299-1111
INSIST ON THE PROFESSIONALS

DATE: 2014/05/30
PICK-UP TIME: 12:22
DROP-OFF TIME: 12:41
TRIP ID: [REDACTED]
LOCATION: [REDACTED]
CAR NUMBER: [REDACTED]
CARD TYPE: [REDACTED]
CARD: [REDACTED]
EXPIRY: [REDACTED]
AUTH: [REDACTED]

FARE (\$) 33.18
EXTRA (\$) 0.00
SUBTTL (\$) 33.18

TIP (\$) 5.00

TOTAL (\$) 38.18

SIGNATURE: *RZW*

FOR ONLINE TAXI BOOKINGS VISIT
OUR WEBSITE@WWW.ASSOCIATEDCAB.CA

CUSTOMER'S COPY

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax CodeCA5%

Exit Lane 30/05/14 15:23
Receipt [REDACTED]

Short-term parking tkt
HL - No. 081494
30/05/14 05:57 -
31/05/14 05:56 -
Period 1d0h0'
(Tax) \$25.00

Total \$25.00

Payment Received
[REDACTED] \$25.00

Merch: [REDACTED]
Auth: [REDACTED]
Type: [REDACTED]

Sub Total \$23.81
Tax 5% 1.19

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax CodeCA5%

Exit Lane 26/05/14 15:37
Receipt [REDACTED]

Short-term parking tkt
HL - No. [REDACTED]
26/05/14 05:54 -
27/05/14 05:53 -
Period 1d0h0'
(Tax) \$25.00

Total \$25.00

Payment Received
[REDACTED] \$25.00

Merch: [REDACTED]
Auth: [REDACTED]
Type: [REDACTED]

Sub Total \$23.81
Tax 5% 1.19

*Parking at EDM Airport
to travel to Calgary Mtgs.*

*Taxi From Grant MacEwan
Conference center
to Calgary Airport*

1-888-247-2262

Flight Arrivals and Departures

1-888-422-7533

Electronic Ticketing confirmed. This is your official itinerary/receipt.**Main Contact:**

Mr Richard Lewanczuk

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
[REDACTED]	Edmonton, Edmonton Int'l (YEG) Fri 30-May 2014 07:00	Calgary (YYC) Fri 30-May 2014 07:44	0	0hr44	[REDACTED]	<u>Flex</u> , V	
[REDACTED]	Calgary (YYC) Fri 30-May 2014 14:30	Edmonton, Edmonton Int'l (YEG) Fri 30-May 2014 15:20	0	0hr50	[REDACTED]	<u>Flex</u> , V	

Operated by:

¹ Air Canada Express - [REDACTED]**Passenger Information****1: Mr Richard Lewanczuk : Adult (16+), Ticket Number:** [REDACTED]

Air Canada - [REDACTED]

Aeroplan : [REDACTED]

Payment Card: [REDACTED]

Seat Selection: **None**

Meal Preference : [REDACTED]

Special Needs: [REDACTED]

Purchase Summary**Fare Summary**

Passenger Type

Adult**Air Transportation Charges**Departing Flight - Flex**172.00**Return Flight - Flex**172.00**Surcharges**24.00**

Taxes, Fees and Charges

<u>Canada Airport Improvement Fee</u>	55.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	21.86
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total airfare and taxes before options (per passenger)	459.11
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$459.11

May 30th.
Annual Addictions day
+ Mtg Health Link.

Payment Information

Credit/Debit Card [REDACTED] - Amount paid: **\$459.11**

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

Air Canada: \$459.11 (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?



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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:**

X-Cloudmark-SP-Filtered: true

X-Cloudmark-SP-Result: v=1.1 cv=owKGo5IHgpWTF21Co3n98PDvCatQcYr5HjMZWOsMEAc= c=1 sm=1

a=G_LaQncn0gwA:10 a=BLceEmwcHowA:10 a=wYQbMYrRIM8A:10 a=IkCtkHD0fZMA:10

a=LgAYKHwugys+CGqFD+fm/g==:17 a=6vsw3nkqAAAA:8 a=TeuQqM9sAAAA:8

a=Z1RKGPU_AAAA:8 a=ZnOZ8DZ573B9gdXruesA:9 a=QEXdDO2ut3YA:10

a=gKO2Hq4RSVka:10 a=_W_S_7VecoQA:10 a=frz4AuCg-hUA:10 a=L03L2QfmqWoA:10

a=tXsnliwV7b4A:10 a=UtmrkY--w6EA:10 a=Bvk1A_AbdYgA:10 a=vDCcNlywsMYA:10

a=ziEF-EXFKQoA:10 a=AZykIDTxvCUA:10 a=ZB5DFCR0XbUA:10 a=mRYAT-VKmla:10

a=pLmKZ8QGMD8A:10 a=Ody2idYq4HEA:10 a=QijpYyQ7Xp8A:10 a=ccRuzdthtgAA:10

a=a5eT0VVQVYYA:10 a=1Wn7E45AIgcA:10 a=PBLs95gt7koA:10 a=fOGT6IGJ1QYA:10

a=F3PTn-aarLwA:10 a=yddW9sc2zdYA:10 a=Dmh3CxCNiRQ8A:10 a=B6SwJTI8WfkA:10

a=kFWHIOEF6i4A:10 a=DhS4r58Di2ka:10 a=_jTGr4iArDPxGk7:21

a=wu8XHenHe-XJRVrY:21 a=HpAAvcLHHh0Zw7uRqdWCyQ==:117

Date: Thu, 22 May 2014 17:03:02 +0000 (GMT)

From: Air Canada <confirmation@aircanada.ca>

To: rlewancz@shaw.ca

Subject: Air Canada - 30-May: Edmonton - Calgary (booking ref: MWYTUI)

***** 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.



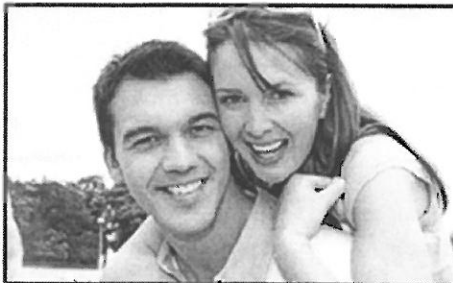
Hotels in Calgary

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aircanada.com?



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



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activities and more.

[Go to My Travel Planner](#)

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

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

Â

Booking Information

Booking Reference: 

Customer Care
Air Canada

Itinerary/receipt.**Main Contact:**

Mr Richard Lewanczuk

Mobile: [REDACTED]

Home: [REDACTED]

Work: [REDACTED]

Flight Arrivals and**Departures**

1-888-422-7533

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[REDACTED]	Calgary (YYC) Mon 26-May 2014 14:30	Edmonton, Edmonton Int'l (YEG) Mon 26-May 2014 15:20	0	0hr50	[REDACTED]	Flex, V	

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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: **None****Purchase Summary****Fare Summary**

Passenger Type

Adult**Air Transportation Charges**Departing Flight - Flex**303.00**Return Flight - Flex**172.00**Surcharges**24.00**

Taxes, Fees and Charges

<u>Canada Airport Improvement Fee</u>	55.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	28.41
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total airfare and taxes before options (per passenger)	596.66
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$596.66

May 26th.
Obesity Planning
mtg.

Payment Information

Credit/Debit Card [REDACTED] Amount paid: **\$596.66**


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

- Air Canada: \$596.66 (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...

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