

Board and Executive Expense Report

Name Dr. Rowland Nichol
Title ACMO, Physician Workforce, Compensation & Workspace
Location Calgary

Expenses submitted during the month of October 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)
October 2012	Expense Claim	Various meetings				212	212			
October 4, 2012	P-Card	Provincial Senior Leadership meeting	391				391			
Total			\$ 391	\$ -	\$ -	\$ 212	\$ 603	\$ -	\$ -	\$ -
Total for the Month							\$ 603			

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

MEDICAL STAFF PAYMENT REQUISITION

Medical Staff Vendor Information			
Vendor Name:	Dr Rowland Nichol - Nichol - Pereles Professional Corporation		Professional Corporation: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Vendor Number:		Pay Site:	Southport Tower Third Floor
Invoice Date:		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		\$211.80		\$211.80
Currency Canadian			TOTAL PAYMENT			\$211.80
If any of the payments above involve reimbursement of Medical Staff Expenses, Is a 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. Rowland Nichol	(Signature)	Employee # N/A	Phone # [Redacted]
If a member of Medical Affairs, which Zone:	Select	If not a member of Medical Affairs, which Department:	Office of the EVP & CMC
Approved by Dr Verna Yiu	(Signature)	Employee # [Redacted]	Phone # [Redacted]
Title: Executive Vice President and Chief Medical Officer Quality & Medical Affairs			Date: Oct 5/12
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.

- All medical staff travel or expense reimbursement claims must include a completed Medical Staff Travel & Expense Claim Detail form and receipts.
- 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 \$
12-06-12	Prov. Sr. Leaders Mtg Edm.						Taxi-\$15.00 Parking \$25.20			
15-06-12	Physician Recruitment Planning & Prioritization Session & AMA& College meeting				\$12.00		Taxi-\$15.00 Parking \$25.20			
09-08-12	PMI Course						Taxi-\$69.00 Parking-\$25.20			
04-10-12	Prov. Sr. Leaders Mtg. Edm. select						Parking - \$25.20			
	select									
	select									
	select									
	select									
	select									
	select									
					\$12.00		\$199.60			

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.

Police

RECEIPT
GST NO. R122556194

BIT No. 22
IN: 06:12:11 25:00
OUT: 06:12:11 25:00
DURATION: 0:25:11
PAID: \$ 25.00
GST INCLUDED
VISA

MEMO CODES
REF. IS
THANK YOU FOR
YOUR VISIT

YELLOW CAB

780-462-3456

DATE: 6-15-12 GST # R122556194
Amount: 15.00
Driver: _____
From: LISAK Home, UYA
To: AMM OFFICES
10135 - 21 Avenue Edmonton, AB T6N 1L3

Calgary International Airport Parkade

Provincial SR Leaders

12-6-12

YELLOW CAB

780-462-3456

GST# _____
Date 15-06-12 Amount \$15.00
Driver C. Row Car # 841
From: 122 St - 106 Ave
To: Telus 101 Jasper
♿ 19135 - 31 Avenue, Edmonton, T6A 1C2

15/06/12

Physician Recruitment
Planning Session
RECEIPT AMA + AMS
GST NO. R122556194
d CPSA

EXPT NO. 11
IN: 05:15:12 05:29
OUT: 05:15:12 05:29
DURATION: 0:14:17
PAID: \$ 25.28
COST INCLUDED:
VISA

AUTH. CODE 837116
REF. 43
THANK YOU FOR
YOUR VISIT

RECEIPT
GST NO. R122556194

TRANSACTION NUMBER

D. N. K.

ALBERTA COOP TAXI
10538 - 114 St
EDMONTON AB T5H 3J7
(780) 426-2676

EXIT No. A1
IN: 08/09/12 07:38
OUT: 08/09/12 17:04
DURATION: 0 29: 26
PAID: \$ 25.22
(GST INCLUDED)
VISA

BOOK TYPE: CARD NUMBER
DATE/TIME:
12/09/09 10:08:16

AUTH. CODE 228316
REF. 12
THANK YOU FOR
YOUR VISIT

REV/DRAW: 0291 / 4.00
GST#:

FARE: \$ 20.00
FLAT: \$ 0.00
EXTRAS: \$ 0.00
TAX: \$ 1.10

Calgary International Airport Parkade

FUEL+EX-TAX: \$ 12.00
TIP: \$ 0.00
DISCOUNT: \$ 0.00

TOTAL: \$ 32.00

9-8-12 Pm I Course

YELLOW CARD

780-462-3455

IST: _____
Date: 09/09/12 Amount: 32.00
Driver: _____ Car # _____
From: 101-900
To: avg port
10135 - 31 Avenue Edmonton, AB T5H 1C2

RECEIPT
GST NO. R122556194

EXIT No. A1
IN: 09/09/12 07:38
OUT: 09/09/12 16:00
DURATION: 0 48: 26
PAID: \$ 25.00
(GST INCLUDED)
VISA

4-10-12
Prov. Sr. leaders

AUTH. CODE 228316
REF. 12
THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade

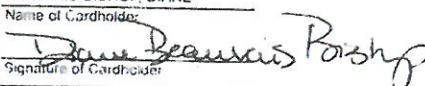
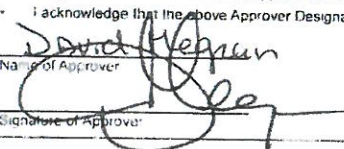
Instruction:

- 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

BEAUVAIS-BISHOP, DIANE Cardholder's Name	EXECUTIVE ADMINISTRATIVE Cardholder's Position/Title	Billing Reporting Period	20/10/2012
OFFICE OF THE CHIEF MEDICAL Cardholder's Dept	SOUTHPORT TOWER Cardholder's Site/Location	Total Statement Amount	\$3,025.62
DIANE.BEAUVAIS-BISHOP@ALBERTAHEALTHSERVICES.CA Cardholder's e-mail address		Last 6 digits of the P-Card #	[REDACTED]

Statement of Transactions

[REDACTED]									
#9	09/10/2012	297296244	AIR CAN 0142112923551, AIR CANADA	390.66	CAD	390.66	00	00	Flight - Rollie Nichol Cal - Edm Return Oct 4/12
[REDACTED]									

Signatures	
Cardholder Designate (if Applicable) By signing this statement <ul style="list-style-type: none"> • 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. 	
Name of Cardholder Designate _____	Cardholder Designate Position/Title _____
Signature of Cardholder Designate _____	Date of Signature _____
Cardholder By signing this statement <ul style="list-style-type: none"> • 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). 	
BEAULVAIS-BISHOP, DIANE Name of Cardholder: _____	EXECUTIVE ADMINISTRATIVE Cardholder Position/Title _____
 Signature of Cardholder _____	Oct 26/12 Date of Signature _____
Approver Designate (if Applicable) By signing this statement <ul style="list-style-type: none"> • 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. 	
Name of Approver Designate _____	Approver Designate Position/Title _____
Signature of Approver Designate _____	Date of Signature _____
Approver By signing this statement <ul style="list-style-type: none"> • 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). 	
David Heppner Name of Approver: _____	EVP + CMO Clinical operations Approver Position/Title _____
 Signature of Approver: _____	Oct 26/12 Date of Signature _____
Submit approved statement with attachments to Accounts Payable:	
Attach: <ul style="list-style-type: none"> • Original itemized receipts • Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report) And where applicable: <ul style="list-style-type: none"> • 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 _____	

Line # 9- 390.86

Sara Coupland

From: Air Canada [confirmation@aircanada.ca]
Sent: October 01, 2012 9:32 AM
To: Sara Coupland
Subject: Chris is sending you the itinerary for your next trip from Calgary to Edmonton.

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



Itinerary/Receipt

From: Chris
for your records

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



Hotels in Edmonton

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 Wotif.

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: **LUSLHI**

Customer Care
Air Canada
1-866-247-2262
Flight Arrivals and Departures
1-888-422-7533

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

Main Contact:
Mr Rowland Nichol
rollie.nicho@albertahealthservices.ca
Mobile: [REDACTED]
Home: [REDACTED]
Work: [REDACTED]

Online Services

Manage my booking online (view/change my booking; select seats*)
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
ACB130	Calgary (YYC) Thu 04-Oct 2012 06:00	Edmonton, Edmonton Int'l (YEG) Thu 04-Oct 2012 06:52	0	0hr 52	DH3	Tango, G	
ACB155	Edmonton, Edmonton Int'l (YEG) Thu 04-Oct 2012 18:00	Calgary (YYC) Thu 04-Oct 2012 18:52	0	0hr 52	DH3	Tango, G	

Operated by:
Air Canada Express - Jazz

Passenger Information

1: Mr Rowland Nichol : Adult (16+), Ticket Number: 0142112925551

Air Canada - XXXXXXXXXX Meal Preference : **Regular**
Aeroplan : XXXXXXXXXX
Payment Card: XXXXXXXXXX Special Needs: **None**
Seat Selection: **None**

Purchase Summary

Fare Summary

Passenger Type	Adult
Departing Flight - Tango	142.00
Return Flight - Tango	142.00
Surcharges	24.80

Taxes, Fees and Charges

Canada Airport Improvement Fee	50.00
Canada Goods and Services Tax (GST/HST #10009-2287-RT0001)	18.61
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	390.86
Number of passengers	1
RBC Travel Insurance (declined)	0.00

Grand Total - Canadian dollars \$390.86

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

Air Canada: \$390.86 (Airfare - per ticket)

Ticket number(s): 0142112925551

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

What do you think of our new City Guide feature?

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.
 - **Airport same-day changes** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger, except for passengers travelling on a flight between Toronto and Montreal, or Toronto and Ottawa (connecting flights excluded), for whom the flat fee is \$75 CAD/USD. Same-day flights only.
 - **Same-day standby** is not permitted.
 - 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 ticket 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.
- Earn 25% non-status Aeroplan Miles for Air Canada operated flights.

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Important Information

Please review this itinerary/receipt and, should you have any questions, please call 1-888-242-2262 within 24 hours of receipt.

Before You Go: A 'To Do' List

All passengers are advised to view the [Travel documentation page](#) for important information on identification required for travel.

Baggage Policy

Carry-on baggage • Checked baggage

Flight confirmation

Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at [aircanada.com](#) or by calling our flight information system at 1-888-422-7533 prior to your departure.

Travel insurance

Protect your travel investment and also protect yourself against the high cost of medical expenses while out of province. Purchase travel insurance online from RBC Travel Insurance Company via Air Canada or by calling 1-866-610-7102. Enjoy your trip knowing you are properly protected.

Travel insurance purchased through us may be offered, subject to underwriting by RBC Travel Insurance Company ("RBC").

Check in and boarding times

 **Reduce your carbon footprint!**
Offer now | Learn more