

## Official Administrator and Executive Expense Report

**Name** Dr. Rollie Nichol  
**Title** ACMO, Physician Workforce, Compensation & Workspace  
**Location** Calgary  
 Expenses submitted during the month of April 2014

Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Apr-14	P-Card	Meetings	422				422			6
							-	-		
<b>Total</b>			\$ 422	\$ -	\$ -	\$ -	\$ 422	\$ -	\$ -	\$ 6

**Total for the Month** \$ 428

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

**Instruction:**


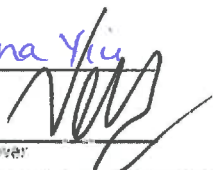
- Attached ALL original detailed receipts and supporting documents in the same order as it appears on this statement
- Cardholder AND Approver's signatures required where indicated below

STIEBEN, CHRISTINE Cardholder's Name	EXECUTIVE ASSISTANT Cardholder's Position/Title	Billing Reporting Period: 20/04/2014
CMO Cardholder's Dept	[REDACTED] Cardholder's Site/Location	Total Statement Amount: \$5,205.69
CHRISTINE.STIEBEN@ALBERTAHEALTHSERVICES.CA Cardholder's e-mail address		Last 6 digits of the P-Card #: [REDACTED]

**Statement of Transactions**

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
20/03/2014	[REDACTED]	REAL CDN SUPERSTORE #1, GROCERY STORES, SUPERMARKETS	6.28	CAD	6.28	30	.00	Making Tape (R. Nichol) re. Slave Lake FCC
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
11/04/2014	[REDACTED]	WESTJET 8380614749549, Westjet Airlines	10.50	CAD	10.50	00	.00	Nichol-Cal-Edm (rtm) Apr 23/14 seat selections
11/04/2014	[REDACTED]	WESTJET 8382197462900, Westjet Airlines	411.86	CAD	411.86	00	.00	Nichol-Cal-Edm (rtm) Apr 23/14
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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<b>Signatures</b>		
<b>Cardholder Designate (if Applicable)</b> By signing this statement <ul style="list-style-type: none"> <li>I hereby certify that I have reviewed and reconciled this statement in BMC 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.</li> </ul>		
Name of Cardholder Designate	Cardholder Designate Position/Title	
Signature of Cardholder Designate	Date of Signature	
<b>Cardholder</b> By signing this statement <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.</li> </ul>		
STIBEN, CHRISTINE <small>Name of Cardholder</small>	EXECUTIVE ASSISTANT <small>Cardholder Position/Title</small>	
	April 24, 2014 <small>Date of Signature</small>	
<b>Approver Designate (if Applicable)</b> By signing this statement <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.</li> </ul>		
Name of Approver Designate	Approver Designate Position/Title	
Signature of Approver Designate	Date of Signature	
<b>Approver</b> By signing this statement <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.</li> </ul>		
Dr. Verna Yiu <small>Name of Approver</small>	VP Quality + CMO <small>Approver Position/Title</small>	
	Apr. 25/14 <small>Date of Signature</small>	
<b>Submit approved statement with attachments to Accounts Payable:</b>		
<b>Attach:</b> <ul style="list-style-type: none"> <li>Original (or scanned) itemized receipts with documented business reasons including names of participants where required</li> <li>Signed Cardholder Statement Report for copies of electronic signatures if signatures are not on report) And where applicable:</li> <li>Copies of pre-approvals for travel</li> <li>Personal cheque payable to "Alberta Health Services"</li> <li>Return, refund and/or credit receipts</li> <li>Disputes letter</li> <li>Business reasons for travel require detailed descriptions - include where travelled to, who attended (if meal), why travel was necessary and detailed explanation of reason.</li> </ul>	<b>Address:</b> Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street Edmonton, AB T5J 3E4	
<b>Accounts Payable only:</b>		
Reference # _____	Reviewed by _____	Date _____

REAL CANADIAN  
**Superstore**

RCSS - 10505 SOUTHPORT ROAD  
403-225-6223  
Big on Fresh, Low on Price

41-HOME  
(2)02120073275 SCOTCH TAPE 36MM GHRJ  
2 @ \$2.99 5.98  
SUBTOTAL 5.98  
8-GST 5% 5.98 @ 5.00% 0.30  
TOTAL 6.28

-----TRANSACTION RECORD-----

GLOBAL PAYMENTS MERCHANT # 4509735  
Superstore  
10505 Southport Rd SW  
Calgary AB  
STORE 01574 TERM 20157407C  
SLIP # 321500 REG 7  
RETAIN THIS COPY FOR YOUR RECORDS



TSI E800 TVR 0000001000  
DATE 03/20/2014 TIME 09:12:07 AMOUNT \$ 6.28  
APPROVED

No Signature Required

CREDIT TN 6.28

You could have earned 60  
PC points with President's Choice  
Financial MasterCard. Apply Today  
Visit [pcfinancial.ca](http://pcfinancial.ca)

\*\*\*\*\*  
GST # 12223-5922 RT0001  
THANK YOU FOR SHOPPING RCSS 1574  
MANAGER NAME: [REDACTED]  
Thank You, Com [REDACTED]  
\*\*USE YOUR PCF CARD\*\*  
TO COLLECT POINTS!!  
\*\*REDEEM HERE FOR FREE GROCERIES\*\*  
2014/03/20 [REDACTED]

09:12  
07 3215

\*\*\*\*\*  
TELL US HOW WE DID TODAY!  
MONTHLY CHANCES TO WIN \$5000  
VISIT [WWW.STOREOPINION.CA](http://WWW.STOREOPINION.CA)  
OR CALL 1-877-234-2322  
SEE CUSTOMER SERVICE DESK FOR FULL  
CONTEST RULES OR [WWW.STOREOPINION.CA](http://WWW.STOREOPINION.CA)  
STORE: 01574

Christine  
Stieben

3

Masking Tape (2)rolls  
purchased for  
Dr. R. Nichol's  
use in Slave Lake, AB  
at the FCC all day  
meeting on Mar. 25, 26, 2014

Attending - Info. & update on the transition plan for CA's in the Edm. Zone



14 & 15

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### Itinerary confirmation

Thank you for choosing WestJet. You can find details about your booking below.

Your reservation code is: [REDACTED]

### Guest details

Mr Rowland Nichol Flight Calgary (YYC)-Edmonton (YEG)-Edmonton (YEG)-Calgary (YYC)  
 Ticket number [REDACTED]  
 Seat YYC-YEG YEG-YYC

### Air itinerary details

Calgary (YYC) Wed Apr 23 2014, 12:20 PM Dehavilland Dash 8-400 Turboprop	Edmonton (YEG) Wed Apr 23 2014, 1:13 PM	WS [REDACTED] Operated by WESTJET ENCORE	Fare type: Econo Non-stop
Edmonton (YEG) Wed Apr 23 2014, 9:10 PM Dehavilland Dash 8-400 Turboprop	Calgary (YYC) Wed Apr 23 2014, 10:01 PM	WS [REDACTED] Operated by WESTJET ENCORE	Fare type: Flex Non-stop

### Pricing 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	\$299.00	\$24.00	\$88.86	\$411.86	x 1	\$411.86 CAD

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YYC-YEG: Econo fare type benefits  
 One complimentary checked bag \*  
 Fully refundable if cancelled within 24 hours of booking \*\*  
 Advance seat selection - \$5-53.10\*  
 \$75-88.50 itinerary change fee + applicable fare difference  
 \$75-88.50 name change fee  
 \$75-88.50 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

YEG-YYC: Flex fare type benefits  
 One complimentary checked bag \*  
 Fully refundable if cancelled within 24 hours of booking \*\*  
 Advance seat selection - \$5-53.10\*  
 \$50-59 itinerary change fee + applicable fare difference  
 \$50-59 name change fee  
 \$50-59 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

Total airfare: **\$411.86 CAD**

Seats

Regular seat	WS 3252 YYC-YEG Seat ■ MR Rowland Nichol	\$5.00 CAD + \$0.25 CAD tax
Regular seat	WS 3288 YEG-YYC Seat ■ MR Rowland Nichol	\$5.00 CAD + \$0.25 CAD tax

Total seats: **\$10.50 CAD**

14.

Earn WestJet dollars. Pay when you pick up your car. Book now.

Reserve now and pay when you pick up your vehicle.  
All displayed quotes include taxes and fees. Click on the arrows to see other options.

Pick-up from: Edmonton (YEG) Wed Apr 23 2014, 1:13 PM  
Drop-off to: Edmonton (YEG) Thu Apr 24 2014, 1:13 PM

<p>Intermediate5 Door, Automatic, A/C</p>  <p><b>\$139.81 CAD</b> 1 day(s) rental</p> <p><b>SELECT</b></p> <p>Rate details Vehicle details</p>	<p>Full-Size4 Door, Automatic, A/C</p>  <p><b>\$137.58 CAD</b> 1 day(s) rental</p> <p><b>SELECT</b></p> <p>Rate details Vehicle details</p>	<p>Compact2 Door, Automatic, A/C</p>  <p><b>\$89.44 CAD</b> 1 day(s) rental</p> <p><b>SELECT</b></p> <p>Rate details Vehicle details</p>	<p>Intermediate3 Door, Automatic, A/C</p>  <p><b>\$121.37 CAD</b> 1 day(s) rental</p> <p><b>SELECT</b></p> <p>Rate details Vehicle details</p>
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\* WestJet dollars will be awarded on the cost of your rental before taxes, fees and surcharges.

Earn WestJet dollars. Get great rates. Book now.

All rates include taxes, fees and surcharges. Click on the arrows to see other options.

Check-in: Wed Apr 23 2014 Check-out: Thu Apr 24 2014  
Nights: 1 Occupancy: 1 adult

<p>Executive Hotel Alexandra - Leduc</p>  <p><b>\$151.51 CAD</b> Deluxe Room, 2 Queen Beds</p> <p><b>SELECT</b></p> <p>View hotel</p>	<p>Chateau Lacombe Hotel - Edmonton</p>  <p><b>\$134.72 CAD</b> Double Room, 2 Double Beds, City View</p> <p><b>SELECT</b></p> <p>View hotel</p>	<p>Super 8 Edmonton International Airport - Leduc</p>  <p><b>\$140.62 CAD</b> Standard Room, 2 Queen Beds</p> <p><b>SELECT</b></p> <p>View hotel</p>	<p>The Fairmont Hotel Macdonald - Edmonton</p>  <p><b>\$380.19 CAD</b> Fairmont room - Winter Offer! 15% off.</p> <p><b>SELECT</b></p> <p>View hotel</p>
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WestJet Rewards members earn 1% back in WestJet dollars on car rentals booked at westjet.com.\*  
\* WestJet dollars will be awarded on the cost of your rental before taxes, fees and surcharges.

Charged to	[REDACTED]	\$411.86 CAD
Charged to	[REDACTED]	\$10.50 CAD
<b>Total:</b>		<b>\$422.36 CAD</b>

### Important details

WestJet permits one piece of carry-on baggage and one personal item on board. If you are on a flight operated by one of our partners, your allowance may be different - [learn more](#). All carry-on baggage must pass through security. Make sure your carry-on complies and avoid having to surrender your personal items. Review what you can - and can't - take on your flight by visiting our [restricted items info page](#) or [catsa.gc.ca](#).



Your checked baggage allowance depends on the aircraft you are travelling on, the fare option purchased and the destination you are travelling to or from. You may be permitted additional items, or items that are overweight or oversized in checked baggage. For more details, please see [Checked and excess baggage](#).



Use web check in to print your boarding pass and select your seat for free. This service is available as early as 24 hours (and up to 60 minutes) before your scheduled flight. Selecting some seats requires a fee.



Identification and travel documents required vary based on where you are travelling and may change based on your nationality. Visit our [ID requirements](#) section for more information.



Do you have a special need? For information on travelling with oxygen, assistive devices, or a service animal see [Guests with special needs](#)



We know how valuable your time is. To ensure we are able to depart and arrive as scheduled, please be sure you are through security and at your departure gate 30 minutes prior to your flight's scheduled departure time. If you arrive at the gate less than 10 minutes prior to departure and the aircraft is already boarded you will be denied boarding.

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