

Board and Executive Expense Report

Name Roman Cooney
Title SVP, Communications
Location Calgary
 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)
October 2012	P-Card	Province Wide Advisory Council meeting	409				409			
October 2012	Expense Claim	Meetings				515	515			
Total			\$ 409	\$ -	\$ -	\$ 515	\$ 924	\$ -	\$ -	\$ -

Total for the Month \$ 924

Maximum meal expense claimed in the month \$ -
 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. May include meetings with government officials, dignitaries, public interest groups, donors other public or private organizations etc.

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:

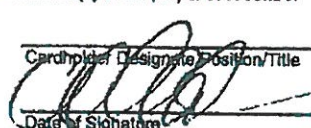
- Attached ALL original detailed receipts and supporting documents in the same order as it appears on this statement
- Cardholder AND Approver's signatures required where indicated below

<u>TURNER, COLLEEN</u> Cardholder's Name	<u>VICE PRESIDENT,</u> Cardholder's Position/Title	Billing Reporting Period: <u>20/10/2012</u>	
<u>COMMUNICATIONS</u> Cardholder's Dept	<u>SOUTHPORT TOWER</u> Cardholder's Site/Location	Total Statement Amount: _____	
<u>COLLEEN.TURNER@ALBERTAHEALTHSERVICES.CA</u> Cardholder's e-mail address		Last 6 digits of the P-Card #: XXXXXXXXXX	

Statement of Transactions

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
06/10/2012	297790999	WESTJET 8380619364960, Westjet Airlines	✓ 10.50	CAD	10.50	.00	.00	Seat selection for Roman Cooney Flight
06/10/2012	297791000	WESTJET 8382184811551, Westjet Airlines	✓ 335.21	CAD	335.21	.00	.00	Roman Cooney Flight to Edmonton Oct 12
11/10/2012	298170644	WESTJET 8382184908030, Westjet Airlines	✓ 63.00	CAD	63.00	.00	.00	change to arrival time

How write Advice: occur
 ↳ Second card holder to need to arrive earlier than planned.

Signatures		
<p>Cardholder Designate (if Applicable) By signing this statement</p> <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. 		
<p>_____ Name of Cardholder Designate</p> <p>_____ Signature of Cardholder Designate</p>	<p>_____ Cardholder Designate Position/Title</p>  _____ Date of Signature	
<p>Cardholder By signing this statement</p> <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). 		
<p>_____ Name of Cardholder</p> <p>_____ Signature of Cardholder</p>	<p>_____ VICE PRESIDENT, Cardholder Position/Title</p> <p>_____ Date of Signature</p>	
<p>Approver Designate (if Applicable) By signing this statement</p> <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. 		
<p>_____ Name of Approver Designate</p> <p><u>Dr. Chris Eagele</u> Signature of Approver Designate</p>	<p><u>President & CEO</u> Approver Designate Position/Title</p> <p><u>NOV. 7/12</u> Date of Signature</p>	
<p>Approver By signing this statement</p> <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). 		
<p>_____ Name of Approver</p> <p>_____ Signature of Approver</p>	<p>_____ SVP Approver Position/Title</p> <p><u>DC 7 30/2012</u> Date of Signature</p>	
Submit approved statement to:		
<p>Attach:</p> <ul style="list-style-type: none"> • Original itemized receipts • Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report) <p>And where applicable:</p> <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 	<p>Address:</p> <p>Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street Edmonton, AB T6J 3E4</p>	
Account Payable only		
Reference #: _____	Reviewed by: _____	Date: _____

P-Card

Roman Cooney
Province wide Advisory Council Mtg
Oct 13/12.

Your reservation code is: CSUHKL


View your itinerary at /

Sabre® Virtually There®

Total price 345.71 CAD -

[view fare rules](#)

Departure Information

	Depart: Friday, 12 October	WestJet
	05:50 PM Calgary, AB, CA (YYC)	Non-Stop / WS 0259
	Arrive: Friday, 12 October	flight info
	06:37 PM Edmonton-International, AB, CA (YEG)	Seat(s): 09D

Return Information

	Depart: Saturday, 13 October	WestJet
	04:40 PM Edmonton-International, AB, CA (YEG)	Non-Stop / WS 0302
	Arrive: Saturday, 13 October	flight info
	05:25 PM Calgary, AB, CA (YYC)	Seat(s): 09D

TOTAL	Base Fare:	231.00 CAD
	Surcharges:	24.00 CAD
	Canadian airport improvement fee(s):	50.00 CAD
	Air travellers security charge:	14.25 CAD
	Canadian goods and services tax:	15.96 CAD
	Regular Seat	10.00 CAD
	Total Seat Taxes	0.50 CAD
	Total:	345.71 CAD

→ Seat Selection.

Payment details

Amount paid with Credit Card 345.71 CAD

Guest information - next page

P-card

Roman Cooney
Provincewide Advisory Council Mtg
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Guest information - next page

1. COONEY/ROMAN MR Adult

PRINT PAGE

MY RESERVATIONS

CHANGE TICKET(S)

REFUND

Make sure your carry-on complies



As all carry-on baggage must pass through security, make sure your carry-on complies by following the instructions below. Remember, this can include things you might not consider, like shampoo, perfume, toothpaste and moisturizers.

Step 1

Be sure all liquids, aerosols and gels are in containers of 100 mL or less.



Place items in a clear, plastic, 1-litre re-sealable bag.



Step 3

1 plastic bag per person, placed in the bin.



Canada

Before you pack your bags and head for the airport, review what you can -- and can't -- take on your flight by visiting our [Restricted items info page](#) or [catsa.ec.ca](#) for a complete list of permitted and non-permitted items.

Insurance

Need Travel Insurance?



Protect your trip with travel insurance. RBC Insurance Company of Canada offers a variety of travel insurance products for your trip, including insurance for medical expenses or unforeseen circumstances.

[RBC Travel Insurance](#)

Airport Lounges



Relax on the ground before you relax in the air.

Chinook Lounge (Concourse D) ¹
Calgary International Airport

- Beverages and snacks
- Self-service bar area featuring beer, wine and spirits
- Business facilities including Internet and Wi-Fi
- Newspapers and magazines

\$31 walk-up/\$26 when you present your valid WestJet boarding pass.

¹ Lounge access is not available for guests travelling to the continental U.S. or Hawaii.

Rocky Mountain Lounge (Concourse C) ²
Calgary International Airport

- Beverages and snacks
- Self-service bar area featuring beer, wine and spirits
- Business facilities including Internet and Wi-Fi
- Newspapers and magazines



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Print eTicket

*change fee 63.-
It was necessary to get Roman into Edmonton at an earlier time than originally booked.*

eTicket Receipt

Prepared For
CCONEY/ROMAN MR

WESTJET RESERVATION CODE
ISSUE DATE
TICKET NUMBER
ISSUING AIRLINE
ISSUING AGENT

CSUHKL
11Oct2012
8382184908000
WESTJET
WestJet/GYO

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
12Oct	WESTJET WC 255	CALGARY INTL AB, CANADA Time 4:25pm	EDMONTON INTL AB, CANADA Time 5:12pm	Seat Number C3C PREMIUM (WAIVED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis QAR Not Valid Before 12 OCT Not Valid After 12 OCT
13Oct	WESTJET V/S 302	EDMONTON INTL AB, CANADA Time 4:40pm	CALGARY INTL AB, CANADA Time 5:25pm	Seat Number 09D PREMIUM (PAID) Conf: 8380619364961 Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis GARVRL Not Valid Before 13 OCT Not Valid After 13 OCT

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD
Endorsement / Restrictions	CAD241.00 NONREFUNDABLE NONREF - FEE FOR CHG/CXL
Fare Calculation Line	YYC WS YEA162.00QAR WS YYC79.00GARVRL CAD241.00END
Exchanged Ticket	8382184811551
Fare	CAD 241.00
Additional fare	CAD 50.00
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA1 (CANADA AIR SECURITY CHARGE - SUBJECT TO GST)

	CAD 16.46 XG (GST FOR CANADA EXCEPT ON/BC/NS/NF/NB/QC)
	CAD 50.00 SQ (AIF - CANADA EXCEPT ON/BC/NS/QC/NB/NF)
	CAD 6.00 YQF (SERVICE FEE - FUEL)
	CAD 18.00 YQI (SERVICE FEE - INSURANCE)
Total Fare	CAD 345.71
Total Additional Collection	CAD 63.00
Additional Fees not included in Fare	CAD 0.00 - YYC YEG - (PREMIUM SEAT FEE)
	CAD 5.00 (0.25 XG) - YEG YYC - [REDACTED] (PREMIUM SEAT FEE)

Positive identification required for airport check in

Notice:

Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

- We look forward to welcoming you on board your upcoming WestJet flight. If you're travelling with one of our [airlines partners](#) as part of your WestJet booking, you'll want to familiarize yourself with the other airline's policies and restrictions as they may be different from ours. Generally, the most restrictive guidelines will apply.
- Positive identification is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
- For information on baggage limits, identification and rules of carriage, please [click here](#).
- We appreciate hearing about your experience with us. If you would like to provide us with feedback, please see our [contact us](#) page and select the give feedback tab. You may also send us a letter at: WestJet Campus, Attention: Guest Relations, 22 Aerial Place N.E., Calgary, Alberta Canada T2E 3J1.



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TRAVEL, HOSPITALITY & HOSTING EXPENSE CLAIM

SECTION A - Employee Details (for AHS Staff ONLY)

Travel Period from: 1-Oct-12 to 1-Nov-12

- Enter employee # (old) and Employee # (E-People) if your payroll has migrated to the New E-People payroll system
- Indicate N/A in the Employee # (E-People) if your payroll has not migrated to the New E-People payroll system
- If you are a new employee and your payroll is E-People you will only have an Employee # (E-People)

Name Roman Cooney	Position (Title) SVP	Employee # (E-People) [REDACTED]	Employee # (Legacy) [REDACTED]
Location Edmonton	Dept Communications	Union n/a	Business Phone #
What is your former legacy region (prior to AHS consolidation)?			Ext
Please click in cell and select from dropdown menu			Out-of-Province Travel No

SECTION E Finance Coding & Total Claim

CAPITAL PROJECT CODING ONLY →	Project Number	Project Task Number
	Expenditure Organization	Expenditure Type

Total - Section B - Travel - Pg 2				
Pg	Bal Unit	Location	Functional Centre (FC)	Total
2A	101	0005	7113000000	\$514.50
2B				
2C				
2D				
				\$514.50

Total - Section C&D - Other & Foreign Expenses - Pg 3				
Bal Unit	Location	Functional Centre (FC)	Secondary/Expense	Total
101	0005	7113000000	62312000	

TOTAL REIMBURSEMENT	
Total Section B	\$514.50
Total Section C&D	
Less Cash Advance	
TOTAL CLAIM	\$514.50

**User to enter Coding & \$ amounts
NOTE: These fields do not automatically fill for Section C&D

SECTION F Authorization

If applicable, print the name of the person (other than claimant) that prepared the claim along with phone number so if there are any questions contact can be easily made.
Employee and approval signatures required as well as DOFA level (delegation of authority level) and Position # of the approver.

Claim Prepared by (PRINT ONLY) Kathy Board Phone # [REDACTED] Ext [REDACTED]

I hereby certify that the expenses listed above are in accordance to applicable policies and was incurred on Alberta Health Services business and have not been previously claimed by me or on my behalf from Alberta Health Services or other organization.

Employee Signature: *[Signature]* Date: _____

I hereby certify that I have reviewed the expenses and they are in accordance with the applicable policies (Policy #'s CF-03, CF-04).
Approved claim form with receipts should be sent by the approver directly to Accounts Payable for processing.

Approved By (PRINT ONLY) *Stephen Gould / Dr Chris Eagle* DOFA Level _____ Position # _____ Phone # _____ Ext _____

Signature: *[Signature]* Title: *EVP, People + Partners / President + CEO* Date: *Dec. 3, 2012*

Approved By (PRINT ONLY) _____ DOFA Level _____ Position # _____ Phone # _____ Ext _____

Signature: _____ Title: _____ Date: _____

EXPENSE CLAIM DETAILS

Enter Finance Coding 101 - 0005 - 7113000000

Emp # (E-People) [REDACTED]

Emp # (Legacy) [REDACTED]

Page 2A

If expenses incurred are for multiple FC's please use pages 2B,2C,2D (after pg3) as there should be one FC per page OR if more lines are required for the same FC use these additional pages. Enter total \$ amount on slip. **DO NOT separate any taxes** (eg. GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.

SECTION B Travel Expenses

NOTE: If expenses do not fall into these categories (such as relocation, continuing education, business insurance), go to SECTION C

Select from dropdown menu (column Province) where expenses were incurred (Out of N.America = Inter!).
Ensure separate lines are used for claim items that differ in Province, US and Out of North America.

Date dd-mm-yy	Purpose of Travel 55 characters maximum (length of shaded area)	Province, US, or Out of N.America	What is travel related to?	Meal (Select type from dropdown)			Airfare Bus/LRT Parking	Hotel	Rental Car	Taxi	Fuel	Mileage (km)								
				Type	w/receipt	w/o receipt or per diem														
30-Oct-12	Calgary/Red Deer Reim Brd Community Engagement Event											300.00								
31-Oct-12	Calgary/Red Deer Return Board, CoW Mtg.											300.00								
1-Nov-12	Calgary/Red Deer Return Board CoW and Public Brd Mtg											300.00								
13-Oct-12	Airport to Westin re Provincial Advisory Council Mtg.								\$60.00											
SUBTOTALS																\$60.00				Total Kms 900.00

MEAL PER DIEM RATES

B = Breakfast = \$10 L = Lunch = \$12 D = Dinner = \$21 A = ALL MEALS = \$43
BL = Breakfast & Lunch = \$22 BD = Breakfast & Dinner = \$31 LD = Lunch & Dinner = \$33

Enter \$0.505 OR rate per Union Agreement	\$0.505
Mileage \$	\$454.50
Travel \$ Subtotal	\$60.00
Enter on page 1 TOTAL TRAVEL \$	\$514.50

Note, total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2s can be found at end of form

YELLOW CAB

Provincial
Advisory
Council

780-462-3456

GST#

MTG.
GST # 100408070

Date:

13/10/12

Amount:

660⁰⁰

Driver:

Beltran

Car #:

495

From:

West Inn

To:

Airport.



10135 - 31 Avenue, Edmonton, AB T6N 1C2