

Board and Executive Expense Report

Name Ronda White
Title Chief Audit Executive
Location Edmonton

Expenses submitted during the month of January 2013

Travel (1)										
Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
January 2013	P-Card	COW meeting				139	139			
January 2013	P-Card	Training for new EA				139	139			
Total			\$ -	\$ -	\$ -	\$ 278	\$ 278	\$ -	\$ -	\$ -

Total for the Month \$ 278

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

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>WHITE, RONDA</u> Cardholder's Name	<u>CHIEF AUDIT EXECUTIVE</u> Cardholder's Position/Title	Billing Reporting Period:	<u>20/01/2013</u>
<u>INTERNAL AUDIT & ENTERPRISE</u> Cardholder's Dept	<u>FOCUS BUILDING</u> Cardholder's Site/Location	Total Statement Amount:	<u>\$278.08</u>
<u>RONDA.WHITE@ALBERTAHEALTHSERVICES.CA</u> Cardholder's e-mail address		Last 6 digits of the P-Card #:	<u>[REDACTED]</u>

Statement of Transactions

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
19/12/2012	304380606	RED ARROW EXPRESS LTD, BUS LINES	278.08	CAD	278.08	13.24		travel to calgary - ronda and denise <i>(low-gen) -RW</i> <i>(staff training) -DM</i> <i>(see notes on attached docs)</i>

OK

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). 		
WHITE, RONDA	CHIEF AUDIT EXECUTIVE	
_____	_____	
Name of Cardholder	Cardholder Position/Title	
<u>R White</u>	<u>Jan 22/13</u>	
Signature of Cardholder	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). 		
DEBORAH RHODES	ACTING CFO	
_____	_____	
Name of Approver	Approver Position/Title	
<u>Deborah Rhodes</u>	<u>Jan 29/13</u>	
Signature of Approver	Date of Signature	
Submit approved statement with attachments to Accounts Payable:		
Attach:	Address:	
<ul style="list-style-type: none"> Original itemized receipts Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report) 	Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street Edmonton, AB T5J 3E4	
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 		
Accounts Payable only:		
Reference #: _____	Reviewed by: _____	Date: _____

Bill To:

ALBERTA HEALTH SERVICES - CALGARY ZONE
ALBERTA HEALTH SERVICES

Order#	Customer#	Group Name	Sales Rep	Sales Agent
987357			-	

Reserved for Travellers:

MACDONALD/DENISE

Product	Details	Seat	Price Basis
Coach Seat ECEXP 06:00 3 hrs 5 mins	2013-01-16 at 06:15 departs: Edmonton (Best Western Cedar Park Inn) 2013-01-16 at 09:20 arrives: Calgary (Calgary Ticket Office)	04A	Corporate 1

Coach Seat CEEXP 16:30 3 hrs 5 mins	2013-01-17 at 16:30 departs: Calgary (Calgary Ticket Office) 2013-01-17 at 19:35 arrives: Edmonton (Best Western Cedar Park Inn)	03A	Corporate 1
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Net Fare :	139.04
Taxes :	0.00
Total :	139.04
Balance Due :	0.00

Travel for Denise (new EA) to visit Calgary for training

with Alicia Duncan on IA/ERM practices.

Red Arrow reserves the right to conduct baggage checks at any time.
When travelling with Red Arrow you may be asked for ID at any time.

GST# BN139981476

BAGGAGE LIABILITY - Red Arrow is not responsible for baggage loss or damage however caused. Maximum baggage liability is \$100.00. Any damage must be reported to Red Arrow within 24 hours or claims will be refused.

If you wish to make any changes to this reservation - time change, date change, or cancel for a full refund - we only require 3 hours notice prior to p.m. departures and a half hour notice prior to a.m. departures. Wheelchair reservations and reservations during our Christmas Blackout season (mid-December through mid-January) require 24 hours notice. Failure to provide proper notice of time change or cancellation, and/or failure to arrive on time for departure, will result in the forfeiture of funds paid and the ability to get a refund. If you wish to change or cancel your booking, please contact our Central Reservation line at 1-800-232-1958.

Thank you for choosing Red

Arrow.*****

Our Core Values:

Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication

Invoice

Date: 2013-01-22

Bill To:

RHONDA WHITE

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
987357	2012-12-19		ALICA DUNCAN		2013-01-16	2013-01-31	-	

Travellers:

WHITE/RHONDA

Product	Details	Duration	Price Basis	Qty	Each	Billed
EDMCAL 15:30 YYC Assigned to: 04A	Departs: Edmonton (Edmonton Ticket Office) 2013-01-29 at 15:30 Arrives: Calgary (Calgary Ticket Office) 2013-01-29 at 19:35	4 hrs 5 mins	Corporate 1	1	69.52	69.52
CEEXP 16:30 Assigned to: 10A	Departs: Calgary (Calgary Ticket Office) 2013-01-31 at 16:30 Arrives: Edmonton (Edmonton Ticket Office) 2013-01-31 at 19:50	3 hrs 20 mins	Corporate 1	1	69.52	69.52

Payments Received:

Date	From	Reference	Amount
2012-12-19	RHONDA WHITE	MasterCard	278.08 CAD

*- includes
amount for
Dante.*

Base Price:	139.04 CAD
Discounts:	0.00 CAD
Service Charges:	0.00 CAD
Invoice Total:	139.04 CAD
Commission:	0.00 CAD
Received:	278.08 CAD

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GST# BN139981476

→ *trip to Calgary to attend COW mtg re: Enterprise Risk Mgmt reports*