

Official Administrator and Executive Expense Report

Name Ronda White

Title Chief Audit Executive Internal Audit & ERM

Location Edmonton

Expenses submitted during the month of January 2014

				Travel (1)				, , , , , , , , , , , , , , , , , , , ,	
Source Date Document Purpose	Air	fare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Jan-14 P-Card Meetings Jan-14 Expense Claim Meetings			85	346	350 47	696 132			
Total	\$		\$ 85	\$ 346	\$ 397	\$ 828	\$ -	\$ -	\$
Total for the Month \$ 828									
Maximum meal expense claimed in the month	\$	21							

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

Non economy air travel in the month

Includes conference, seminar and course registration fees and material

3) Hosting and Hospitality expenses

Maximum daily hotel rate claimed in the month

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

154

he Official Administrator



15/01/2014

18/01/2014

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DARROW EXPRESSIBILITY OF LINES

HOUSE AND GARAGES

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Transaction Date	Trana ID	Merchent Nam	e & Description	Trans Original Amount		Trans Amount	GST	Freigh	Description
07/01/2014	339153592	PAPERSONS LOTS /	EL, AUTOMOBILE VID GARAGES	18.00	CAD	18.00	V.00	.00	Paning at Seventh Street Plaza for Executive
DB/01/2014	150442480	CHECKER CAME TAXOCAME	LYD, LIMOUSINES AND	25.00	CAD	23.00	J.80		land fave from Pad Arrow to Delta South to steed LAP, IA & EVIN Investige
10/01/2014	550623467	LELTA CALGARY	SOUTH DELTA HOTELS	34578	DAD	948.78	100	70	

27.04 CAD

CAD





P-Card details Online ® Cardholder Statement Report

Stenahuas		·					
Signatures							
Cardholder Dasignete (If Applicable)							
By signing this statement	clied this statement in BMO Online to the best of my ability	In encordance to AMP Commute Dullate					
Program User Guide and Training, I have alloc	and the transaction(s) to the proper cost gentre.	in excordance in Aria Corpolate Policies.					
MACDONALD, Denise	Administrative Coordinator	<u></u>					
Name of Cardholder Designate	Carcholder Designate Position/Title	•					
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Signature of Caronister Designate	Date of Schmidt						
Curdholder							
By signing this statement							
 I attest that I have read and understand the "Tr expenses being claimed are in compliance with 	avol, Hospitality and Working Session Expense Policy (112 1 such policy.	2)" of Alberta Health Services and confirm					
 I attest the expenses enclosed in this claim are claimed by me or on my behalf from Alberta He charged is stached. 	for valid business purposes for Alberta Health Services an safts Services of any other Organization. A personal chaque	d that this claim has not been previously for any personal expenses insolveriantly					
 I attent that expenses submitted in this claim has 	eve been incurred by using a cost effective method, otherwi	se reforiele and supporting analysis is					
provided.							
WHITE, RONDA	CHIEF AUDIT EXECUTIVE	•					
1							
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Approver Designate (If Applicable) By signing this sistement							
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Name of Approver Designate	Approver Designate Position/Title						
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Approver By signing this statement							
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RHODES, Deborah	Interim Chief Financial Officer						
Name of Approver	Approver Position/Title	•					
7-1-17/-1	Tan 20/11/						
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Signature of Approver	Date of Signature						
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	The state of the s						
Attach:	writed business reasons including names of participants	Address:					
where required	second business ressons including names of participants	Alberts Health Services					
	Acces pile Penerille						
 Signed Carditolder Statement Report (or copies of And where applicable: 	sectronic signatures if signatures are not on report)	7th Street Plaza					
" Copies of pre-approvals for travel		10th Floor, North Tower, 10030-107 Street					
 Personal cheque payable to "Alberia Health Servic 	305°	Edmonton, Alt TSJ 3E4					
Return, refund end/or credit receipts							
Disputos letter							
. Business reasons for travel require detailed descri-							
meal), why bravel was necessary and detailed expl							
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and the same and t							
Reference #:	Renderment but	Dester					

RUN DATE: 01/22/2014

PLACE FACE UP ON DASH IMPARK LOT 266 NO N AND DEF PRIVATESES

Expiration Date/Tee

06:00 PM Jan 07, 2014

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bit Perking: \$17:14
fall gait: \$0.66
fall Date: \$10.00
fall Paid: \$10.00
fall Pai

rd Master Co

Auth #: Get #6679166369T0001

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RECEIPT

NO IN AND OUT PRIVILENES

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tel gat: \$1.66 tel Dan: \$16.00 tel Paid; \$16.00

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clast #; stilings Lat 256 uch Manus Hojar 1

MasterCard

Auth #:



Merchant -u_y

* TRANSACTION RECEIPT *
Checker/Yellow Cabs
316 Meridian Road SE
Calgary, AB, T2A 1X2
403-299-9999

Taxi Service

TYPE: MasterCard

CARD:

DATA: SWIPED TerminalID:

Transaction Reference

Number : DATE: 2014/01/08 22:03:35

AUTH:

IIID: 9989570 led anno

DRV: 9311 ***
VEH: 996

GST: 815000500 Sight

21:40:03

Meter Stop Time: 22:02:53

Distance: 9.9 Km

FARE 1: \$ 19.33
FLAT : \$ 0.00
TAX : \$ 0.97
TOTAL FARE: \$ 20.30
PAYMENT AMOUNT: \$ 23.00
TIP: \$ 0.00

TOTAL PAYMENT: \$ 23.00

ANS BARE EX ROSS

IMPRESON EX ROSS

PHONE: 780-420-1976

Reckend Parker

Meter: Lot 103

rice: 8:01A JAN 18

rice: 4.00

ca.vd:
Exp.:
Expires:

6:00AM SUNS
JAN 20114

INSTRUCTIONS ON BACK 68T No 887315838RT0001 SSOCIA U CAL IA I NI 287 - 1 AVE H (483) 289-11 INSIST ON THE PROFESSIONALS

DATE OF TIME. 28/4/1/19 16 18 3 LOCATION: 186,468 CARD TYPE 624183101 CANE EMPINY: AUTH 183357 9 FARE 信 LATRA 信 SMITTL (8) Southport to Red arr TIP (\$)

TOTAL (S)

SIGNATURE:

FOR MENSITEMBER ASSOCIATEDCAR CA

CUSTOMER S COPY







Page: 1 of 1



135 Southland Drive 8.E. Calgary, Alberta, T2J 5X5 Tel: 403-276-5050 Fax: 403-225-5834

ALBERTA HEALTH Ms Ronda White

Edmonton AB

Room:

0307

Folio: Cashier:

122

Arrival:

01-08-14

	01 00 17
eparture:	01-10-14

Date	Description	Additional Information	Charges	Credits
01-08-14	Room Charge		154.00	
01-08-14	DMF		4.62	
01-08-14	Room GST		2000-1-000-0	
01-08-14	Tourism Levy		7.93	
01-09-14	Room Charge		6.34	
01-09-14	DMF		154.00	
01-09-14	Room GST		4.62	
01-09-14	Tourism Levy		7.93	
01-08-14	- Annual Co. (200)		6.34	
01-10-14	Mastercard			345.78
GST Sum		Total	345.78	345.78
	on No: 895126332	The second secon	- Lupu-	
Room	15.86	Balance Due	0.00 CDI	N
F&B	0.00			
Other	0.00			
Total	15.86			

(3)

hotel for Jan 8-10 meetings in Calgary with hegal team a CAJERM team

Guest Signature:_____

Denise Macdonald

From: Sent:

Reservations [itinerary@redarrow.ca] Thursday, January 16, 2014 8:18 AM Denise Macdonald

To:

Subject:

Invoice



Invoice

Date: 2014-01-16

Bill To:

ALBERTA HEALTH SERVICES - CALGARY ZONE ALBERTA HEALTH SERVICES

P.O. BOX 1600

EDMONTON, ABT 5J 2N9

5116 Gataway Boulevard Edmonton,AB

Your ment recent per aid:

Order# Ordered Customer#	Pn	Gray Nome	I Davida	Det - le		
		Group Maria	nebering	Returning	Sales Rep	Sales Agent
2014-01-15		-	2014-01-21	2014-01-31		

Travellors:

WHITE/RONDA

Product	Dotalis	Duration	Price Bass	ONE	arb [Billed
ECEXP 18:30 Assigned to: 03A	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2014-01-21 et 18:30 Arrives Calgary (CALTO / Calgary Ticket Office) 2014-01-21 et 21:50	3 hrs 20 mins	2000	The second second	69.52	69.52
CEEXP 16:30 Assigned to: 11C	Departs Caigary (CALTO / Caigary Ticket Office) 2014-01-23 at 16:30 Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2014-01-23 at 19:50	3 hrs 20 mins	Corporate 1	1	69.52	69.52
Assigned to:	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2014-01-29 at 16:30 Arrives Calgary (CALTO / Calgary Ticket Office) 2014-01-29 at 19:50	3 hrs 20 mins	Corporate 1	1	69.52	69.52
CEEXP 16:30 Assigned to: 03A	Departs Calgary (CALTO / Calgary Ticket Office) 2014-01-31 at 16:30 Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2014-01-31 at 19:50	3 hrs 20 mins	Corporate 1	1	69.52	69.52

Propression Place/und:			Base Price;	278	
Date	From	Reference	Amount	Discounts:	0.
2014-01-15	RONDA WHITE	MasterCard	278.08 CAD	Service Charges:	0
				Invoice Total:	278
				Commission	0

8.08 CAD 0.00 CAD 0.00 CAD 8.08 CAD 0.00 CAD Commission: Received: 278.08 CAD Balanca: 0.00 CAD

TERMS: DUE UPON RECEIPT

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



CORPORATE BILLING ACCOUNTS - PLEASE PAY OFF OF YOUR MONTHLY STATEMENT & NOT OFF OF INDIVIDUAL INVOICES, PLEASE REMIT PAYMENT TO THE ADDRESS LISTED ON YOUR STATEMENT. THANK YOU.

TF YOU WISH TO MAKE ANY CHANGES TO THIS RESERVATION - time change, date change, or cancel for a full refund - we require 3 hours notice prior to P.M. departures and a half hour notice prior to A.M. departures. Wheelchair reservations & cancelation to travel bookings during our Christmas Blackout period (December 13, 2013 to January 6, 2014) 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 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



TRAVEL, HOSPITALITY & WORKING SESSION EXPENSE CLAIM

SECTION	A EMPLO	YEE DETAILS	for AHS Staff C	NLY)	-X- obsequent 4 mags			W 1986	****	Page and a second	
* Enter employee # (cid) 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 Travel Period from: To 10											
" If you	are a new emp	loyee and your pays	oj il your payroa nai oli la E-People you	nor mign will only h	ited to the New ave an Emoloui	E-People pa	yrolf system lot		Travel Period from		(A special
Name: Ro	nda White						tton (Title):	Chief Audit Execu	Out-of-Province	Iravel	
Location:	Edmonton		Dept: Internal Au	pt: Internal Audit DOFA Level: (If epplicable)			Union;	Busin	Ext:		
Employee # (E-People):											
SECTION E FINANCE CODING & TOYAL CLAIM											
Description of the Control of the Co											
CAPITAL	PROJECT	CODING ONLY ->	Expenditure	-	tion	-	Automorphic Committee	_	Task Number Expenditure Type		
	Total - Se	ction B: Travel -		T						100	
Bai	1	Functional	Total	-	Total 3	ection C&	D: Other & Fon	ign Expenses	Pg 3	TOTAL REI	MBURSEMENT
Pg Unit	Location	Centre (FC)	Expanse	Bai Unit	Location	Function	nel Centre (FC)	Secondaryl	Total		
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28					-	Total Section C	&D				
2C				-	-	 			-	Less Cash Adva	nce
2D					-					TOTAL CLA	IM \$132.45
			\$132.45								4132,40
NOTE: This section auto fills from page 2A, 2B, 2C & 2D NOTE: These fields do not automatically fill for Section C & D											
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Health and Pers	arimi independentes ex	o Albin dorses for continuous four	61/C andre the sufference.							Mining and a second	

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 administratoring AHS Procure to Pay program.

EXPENSE OF AIM DETAILS

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\$ amount of	If experies incurred are for multiple FC's please use pages 28,2C,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 \$ emount on stip, <u>DO NOT</u> separate any taxes (eg. GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.													
SECTION	SECTION B: TRAVEL EXPENSES NOTE: If expenses do not fall into these categories such as Hospitality, Working Session, Relocation, Continuing Education, Business Insurance go to SECTION C													
Select from de	ordinan (column Prem) where expenses were incurred that of N A.	marina w feder	-1 0		-1-1-1-19	, Holary con	esch, re	RECISION, CONST	uing Education,	BUSINESS INSURE	nice go to SEC	TION C		
Епите эприти	is lines are used for claim house that differ in Province, US and Out-			Compi	lation d	of the "Cost i	Effective Me	thod Used"	Column is R	EQUIRED.				
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Date	Business Resear for Travel - Detailed Description Required	Out of	What is	Cost		Allowance				ting claimed i		Joon on the	page	
do-mmm-yy	(include destination, who attended-(if mest), why broker trees any and destiled explanation of reason)	N.Amer where	travel related to?	Effective	Meal All			with Receipt		t stated in App locate is requi		Rental Cat	Per Diem	Mileaga
	A description of just "Meeting" will be returned for clarification	Expenses		Used?	Meel Type with	Allowrance	Most	with receipt	Alders	Hotel	1	Parking /	Allowance	(iven)
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9-Jan-14	Manif Allowance refills in Calgary to attend meetings with LEP, IA and Erick teams		Meeting	Yes	LD-\$32.35	\$32.35	/							
10-Jun-14	Meet Allowance while in Curpory to allend meetings with LRP, in and EPAT teams.		Meeting	Yee	LD-\$32,35	\$32.36								
16-Jen-14	Perking live to elized AHS Executive Education Residency		Educ	Yes								\$13.00	1	
17-Jun-14	Perking tim to efford AHS Suscellve Education Resistancy		Educ	Yes								\$13.00		
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	SUBTOTALS		-	-		\$85.45						\$47,00		Total Kres
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	to Total all substitutes A O. C. of St.	***************************************				1000 - 1000	20 Aug - 1					Trave	\$ Subjected	\$132.45
NG	te: Total will auto fill into pg 1, Section E, if form comp	pieted élec	tronically -	Additional	pg 2's can b	e found afte	r Pag	0 3		Auto	o fills on pag			\$132.45
Retionale	Is Required for expenses that are not Cost El	Tective		The same			-	-	F 19			of b		
(Any enal)	Any analysis supporting the method to assess cost effectiveness should be attached to the claim form)													
						AND DESCRIPTION OF THE PERSON				1 NO.				

BEST WESTERN CEDAR PARK INN

5116 Gateway Blvd. Edmonton, AB T6H 2H4

Parking (MUST be 0 Balance), PARK

Pd Cash-

Registered To:



(780) 434-7411 reservations@cedarparkinn.com

Room #

HOUSE ACCOUNT

Transfer To

Conf#

Arrival 01/08/14

Departure 01/08/14

Group

Room Type Guests 0/0

Payment

Acct

Posting	Oper	AcctCo	Description	From	Reference		Amount
01/08/14	SM	SM CH PAYMENT CASH				\$21.00-	
0					Balan	ce Due	\$21.00-

Parking e-Red arrow for 8-10 hutting with higal at 14/ben team

THE UNDERSIGNED GUEST AGREES TO PAY THE AMOUNT INDICATED ON THE BALANCE DUE PORTION OF THIS INVOICE, IF THE CHARGES ARE TO BE BILLED TO A THIRD PARTY, THE UNDERSIGNED AGREES TO BE PERSONALLY LIABLE FOR

OF THE CHARGES IN THE EVENT THAT THE INDICATED THIRD PARTY, PERSON, COMPANY OR ASSOCIATION FAILS TO PAY FOR ANY PART OR THE FULL AMOUNT OF SUCH CHARGES. GST# 851767210RP0001

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DETACH TRAPON AND THE VALIDATION	UP ON DASH
ECOPTOR HIGHEST HIGHEST	DETACHATHIS PORTION FOR VALIDATION
CA C	PERIOD LICENSES
impark 068482 43	impark 068558
TAGES INCLIDED (S.S.T. HES), (1972) 2000 RIVOOT) HEYCLIZE VISIT OUT WEIGHTEAT WAS IMPORTAGED	TAKER INCLUDED (G.S.T. REG. #8731 GOOD ATTOOM) VISIT CLIR WEDGETE AT WWW.Impericom

From:

Denise MacDonald

Sent:

Friday, February 07, 2014 10:58 AM

To:

Public Disclosure

Cc:

Sunantha Srinivasan; Darlene Babiy

Subject:

RE: January 2014 Expense Report Ronda White

Ronda has approved the redacted documents. Thank you!

Denise MacDonald

Executive Administrative Coordinator to Ronda White, Chief Audit Executive Internal Audit & Enterprise Risk Management Alberta Health Services 9925 109 Street Edmonton, Alberta T5K 2J8

Tel: (780) 735-1160

Email: Denise.Macdonald@albertahealthservices.ca

"When we are no longer able to change the situation, we are challenged to change ourselves"

Confidential: This communication is intended only for the individual or institution to which it is addressed and should not be distributed, copied or disclosed to anyone else. The document(s) in this communication may contain personal, confidential, or priveliged information. If you received this communication in error, please notify the sender immediately. Thank you for your cooperation and assistance.

From: Darlene Babiy

Sent: Friday, February 07, 2014 10:43 AM

To: Denise MacDonald **Cc:** Sunantha Srinivasan

Subject: January 2014 Expense Report Ronda White

Hi Denise

Attached are the redacted expense file and summary reports for Ronda's expenses. Please have her review and provide approval for disclosure by sending an email to Public Disclosure@albertahealthservices.ca

Thank you Darlene

Darlene Babiy, CMA
Director, Public Expense Disclosure and Reporting
Financial Operations

Seventh Street Plaza, North Tower, 10th Floor 10030 107 Street Edmonton, AB T5J 3E4 tel: 780-735-0515 cell: 780-904-3727 fax: 780-735-0347

Alberta Health Services

www.Darlene.Babiy@albertahealthservices.ca

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