

Board and Executive Expense Report

Name Sean Chilton
Title SVP South Zone
Location Lethbridge
 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)
November 2012	P-Card	Various meetings	1,002				1,002			
Total			\$ 1,002	\$ -	\$ -	\$ -	\$ 1,002	\$ -	\$ -	\$ -

Total for the Month \$ 1,002

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

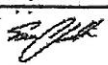
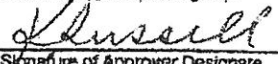
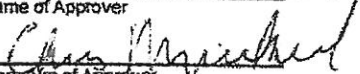
Instruction:


- 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

CHILTON, SEAN	SVP	Billing Reporting Period:	20/11/2012
Cardholder's Name	Cardholder's Position/Title		
SOUTH ZONE	SUNLIFE PLACE	Total Statement Amount:	\$1,002.22
Cardholder's Dept	Cardholder's Site/Location		
SEAN.CHILTON@ALBERTAHEALTHSERVICES.CA		Last 6 digits of the P-Card #:	██████████
Cardholder's e-mail address			

Statement of Transactions

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
14/11/2012	301285581	INTEGRA AIR INC, TRANSPORTATION SERVICES NOT ELSEWHERE CLASSIFIED	360.28	CAD	360.28	17.16	.00	Medical Affairs Mtg
14/11/2012	301285582	AIR CAN 0142114517042, AIR CANADA	363.56	CAD	363.56	.00	.00	Cap Equip Mtg
16/11/2012	301539173	AIR CAN 0142114611749, AIR CANADA	278.38	CAD	278.38	.00	.00	Peliser HAC

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). 		
CHILTON, SEAN Name	SVP Cardholder Position/Title	
 Signature of Cardholder	November 27, 2012 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. 		
<u>Kristina Russell</u> Name of Approver Designate	<u>EAC</u> Approver Designate Position/Title	
 Signature of Approver Designate	<u>Nov 27 2012</u> 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). 		
<u>Chris Mazurkewich</u> Name of Approver	<u>EUP:COO</u> Approver Position/Title	
 Signature of Approver	<u>Nov 27/12</u> 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: _____

 <p>Integra Air 152 Kenyon Drive Lethbridge Alberta T1K 7N3 Phone: (403) 381-8359 Toll Free: (877) 213-8359</p>	PASSENGER ITINERARY										
	Booked on: Nov 14 2012										
	<table border="1"> <tr> <td>Online Reference Number: 313241</td> </tr> </table>			Online Reference Number: 313241							
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<table border="1"> <thead> <tr> <th>Origin</th> <th>Destination</th> <th>Depart</th> <th>Arrive</th> </tr> </thead> <tbody> <tr> <td>YQL</td> <td>YEG</td> <td>11/21/2012 16:30 MST</td> <td>11/21/2012 17:45 MST</td> </tr> </tbody> </table>	Origin	Destination	Depart	Arrive	YQL	YEG	11/21/2012 16:30 MST	11/21/2012 17:45 MST			
Origin	Destination	Depart	Arrive								
YQL	YEG	11/21/2012 16:30 MST	11/21/2012 17:45 MST								
Fees		Fares									
NavCanada	12.00	Depart	299.00								
Landing Fees	0.00	Return	0.00								
Security Fee	7.12	Total Fares	299.00								
AIF	15.00	Subtotal	343.12								
Fuel Surcharge	10.00	GST	17.16								
Discounts	0.00										
Total		360.28									
<table border="1"> <thead> <tr> <th>Passenger</th> <th>Confirm. #</th> <th>Phone #</th> <th>Email Address</th> </tr> </thead> <tbody> <tr> <td>CHILTON, SEAN</td> <td>589918</td> <td></td> <td>Brenda.Case2@albertahealthservices.ca</td> </tr> </tbody> </table>				Passenger	Confirm. #	Phone #	Email Address	CHILTON, SEAN	589918		Brenda.Case2@albertahealthservices.ca
Passenger	Confirm. #	Phone #	Email Address								
CHILTON, SEAN	589918		Brenda.Case2@albertahealthservices.ca								
Rules and Other Stuff											
IMPORTANT!! PLEASE SEE THE REMARKS AND SPECIAL INSTRUCTIONS SECTION FOR DIRECTIONS TO OUR BOARDING LOCATION											
<p>1.) Integra Air flights may be cancelled or changed up to 2 hours prior to flight time. Applicable change/cancellation fees will apply. If changes or cancellations are made less than 2 hrs prior to flight all monies may be forfeit.</p> <p>2.) Changes are subject to a \$50.00+tax fee and a difference in fare if applicable.</p> <p>3.) Cancellations made on the same day of booking (within 24 hrs of original booking) are fully refundable to original form of payment.</p> <p>4.) Cancellations made after the day of booking are subject to a \$50.00+tax fee applicable to fare type and the remaining will be placed into a credit file which is valid for 1 year after creation.</p> <p>5.) To cancel a flight after hours please call 403 634 9093.</p> <p>6.) Passengers not showing up for a flight will result in all fares, fees, and taxes being forfeited.</p> <p>Photo ID and Checking In</p> <p>7.) Check in time is 45 minutes prior to departure.</p> <p>8.) Passengers arriving less than 15 minutes prior to scheduled departure time will be denied boarding.</p> <p>9.) Photo ID is required for all passengers over 18 years of age. Proof of age will be required for all infants.</p> <p>Rules of Carriage</p> <p>10.) Public domestic scheduled tariffs are available upon request or at www.integraair.com</p> <p>11.) Integra Air allows 1 pc of checked baggage with a maximum weight of 50lbs. Maximum size for checked baggage is 9"x16"x20" as well as one pc of carry on baggage 13"x10"x10"</p> <p>12.) Excess baggage may be accepted based on aircraft weight and space availability. Excess Baggage rates are \$2.50 per pound.</p> <p>Extra Information</p> <p>13.) Integra Air can arrange a car rental for you. Please contact our reservation centre at 877 213 8359 for details.</p> <p>14.) Integra Air offers complimentary light snacks and beverages on each flight.</p> <p>15.) Integra Air also offers free parking at the east end of the Lethbridge Airport long term parking lot. All stalls are clearly marked. If the Integra Air parking stalls are full, paid parking is available at passenger expense.</p>											
<p>IMPORTANT INFORMATION: Executive Flight Centre located at</p>											

② Capital Submission Page 1 of 2
Prioritization Workshop
- Calgary

Search Select Review Passengers Purchase Seats Itinerary

Itinerary/Receipt



Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

AIR CANADA

Booking Information

Booking Reference: **KDREG5**

Customer Care

Air Canada
1-888-247-2262

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

Flight Arrivals and Departures
1-888-422-7533

Main Contact:
Mr Sean Chilton
brenda.case2@albertahealthservices.ca
Mobile: [REDACTED]

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8133 ¹	Edmonton, Edmonton Int'l (YEG) Fri 23-Nov 2012 07:00	Calgary (YYC) Fri 23-Nov 2012 07:52	0	0hr52	DH3	Tango, G	
AC8152 ¹	Calgary (YYC) Fri 23-Nov 2012 16:30	Edmonton, Edmonton Int'l (YEG) Fri 23-Nov 2012 17:22	0	0hr52	DH3	Tango, G	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

1: Mr Sean Chilton : Adult (16+), Ticket Number: 0142114517042

Frequent Flyer Pgm : None	Meal Preference: None
Payment Card: [REDACTED]	Special Needs: None
Seat Selection: None	

Purchase Summary

Fare Summary		Adult
Passenger Type		
Departing Flight - Tango		129.00
Return Flight - Tango		129.00
Surcharges		24.00
Taxes, Fees and Charges		
Canada Airport Improvement Fee		50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)		17.31
Air Travellers Security Charge (ATSC)		14.25
Total airfare and taxes before options (per passenger)		363.56
Number of passengers		1
RBC Travel Insurance (declined)		0.00
Grand Total - Canadian dollars		\$363.56

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

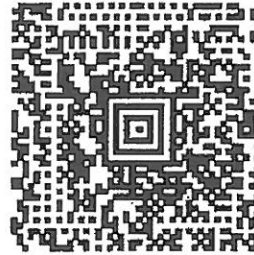
- Air Canada: \$363.56 (Airfare - per ticket)

③ Balliser Triangle HAC
- medicine Hat

Search Select Review Passengers Purchase Seats Itinerary

Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.



Booking Information

Booking Reference: **NQQM8A**

Customer Care

Air Canada
1-888-247-2262

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

Flight Arrivals and Departures
1-888-422-7533

Main Contact:

Mr Sean Chilton
brenda.case2@albertahealthservices.ca
Mobile: [REDACTED]

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8381 ¹	Edmonton, Edmonton Int'l (YEG) Mon 26-Nov 2012 08:00	Calgary (YYC) Mon 26-Nov 2012 08:52	0	2hr49	DH3	Tango, G	
AC7315 ²	Calgary (YYC) Mon 26-Nov 2012 09:55	Medicine Hat (YXH) Mon 26-Nov 2012 10:49	0		BEH	Tango, G	

Operated by:

¹ Air Canada Express - Jazz

² Air Canada Express - Air Georgian

Passenger Information

1: Mr Sean Chilton : Adult (16+), Ticket Number: 0142114611749

Frequent Flyer Pgm : **None**

Meal Preference: **None**

Payment Card: [REDACTED]

Special Needs: **None**

Seat Selection: **None**

Purchase Summary

Fare Summary

	Adult
Passenger Type	
Departing Flight - Tango	221.00
Surcharges	12.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	25.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	13.26
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	278.38
Number of passengers	1
RBC Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$278.38

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

- Air Canada: \$278.38 (Airfare - per ticket)

Ticket number(s): 0142114611749

Fare Rules**Departing Flight** Edmonton (YEG) To Medicine Hat (YXH) - 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 tickets 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.
- On Air Canada-operated flights, earn 25% non-status Aeroplan Miles for flights within Canada and 50% Air Canada Status Miles for flights between Canada and the U.S.
- Read complete fare rules applicable to this fare.

Links

Manage my booking online: <http://www.aircanada.com/mybookings>