



**TRAVEL, HOSPITALITY & WORKING SESSION EXPENSE CLAIM**
**SECTION A: EMPLOYEE DETAILS (for AHS Staff ONLY)**

- 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)

 Expense Date From: 15-Oct-12 To 29-Oct-12  
 Travel Period from: \_\_\_\_\_ To \_\_\_\_\_ (if applicable)  
 Out-of-Province Travel

 Name: Sue Conroy Position (Title): Senior Vice President, EMS & HLA  
 Location: HSBC Building Dept: EMS & HLA DOFA Level: 3B (if applicable) Union: \_\_\_\_\_ Business Phone #: \_\_\_\_\_ Ext: \_\_\_\_\_  
 Employee # (E-People): \_\_\_\_\_ Employee # (REQUIRED if prior to E-People migration): 0500
**SECTION E: FINANCE CODING & TOTAL CLAIM**

<b>CAPITAL PROJECT CODING ONLY →</b>		Project Number _____	Project Task Number _____
		Expenditure Organization _____	Expenditure Type _____

Total - Section B: Travel - Pg 2					Total - Section C&D: Other & Foreign Expenses - Pg 3					TOTAL REIMBURSEMENT	
Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense	Bal Unit	Location	Functional Centre (FC)	Secondary/Expense	Total Expense		
2A	101	0008	71185402050	\$148.53						Total Section B	\$148.53
2B										Total Section C&D	
2C										Less Cash Advance	
2D										<b>TOTAL CLAIM</b>	<b>\$148.53</b>
				\$148.53							

**NOTE:** This section auto fills from page 2A, 2B, 2C & 2D

**NOTE:** \*User to enter Coding & \$ amounts. 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): Michelle Gartner Phone # \_\_\_\_\_ Ext \_\_\_\_\_

I hereby acknowledge that I have read the "Travel, Hospitality and Working Session Expenses Policy" of Alberta Health Services and hereby confirm that the expenses claimed are in compliance with such policy.  
 I hereby certify that the expenses listed above have not been previously claimed by me or on my behalf from Alberta Health Services or other organization.

Employee Signature: [Signature] Date NOV 28 2012

I hereby certify that I have reviewed the expenses and they are in accordance with the applicable policies (Policy #'s 1118, 1122).  
 Approved claim form with receipts should be sent by the approver directly to Accounts Payable for processing.

Approved By (PRINT ONLY): Chris Whistler DOFA Level 2A Position # \_\_\_\_\_ Phone # \_\_\_\_\_ Ext \_\_\_\_\_  
 Signature: [Signature] Title VP & COO Date Nov 16

Approved By (PRINT ONLY): \_\_\_\_\_ DOFA Level \_\_\_\_\_ Position # \_\_\_\_\_ Phone # \_\_\_\_\_ Ext \_\_\_\_\_  
 Signature: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Health and Personal Information on this form is collected by AHS under the authority of section 70(1) of the Health Information Act (HIA) and sections 33(1) and 34(2) of the Freedom of Information and Protection of Privacy (FOIP) Act, respectively, for the purpose of administering AHS Province to Pay program. For more information, question or concern about the collection, use or disclosure of your health and personal information, please contact Mark Peto, Director Accounts Payable at 780-735-0599 or email: Mark.Peto@alberta.ca/ahs/ahs/cas



**EXPENSE CLAIM DETAILS**

Enter Finance Coding **101 • 0006 • 71185482050** Emp # (E-People) \_\_\_\_\_ Emp # (prior to E-people) \_\_\_\_\_ 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 Hospitality, Working Session, Relocation, Continuing Education, Business Insurance go to SECTION C

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

Date dd-mmm-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						
15-Oct-12	HLA Advisory Council Meeting in Calgary - Parking						\$23.00					
15-Oct-12	HLA Advisory Council Meeting in Calgary - Taxi									\$64.70		
15-Oct-12	HSBC to Airport and return - Mileage											60.00
18-Oct-12	HLA Meeting at Plaza 124 - Parking						\$4.00					
18-Oct-12	HLA Meeting at Plaza 124 - Mileage											5.00
24-Oct-12	COEC Meeting at UofA Hospital - Transit						\$3.00					
24-Oct-12	COEC Meeting at UofA Hospital - Transit (lost receipt)						\$3.00					
29-Oct-12	Meeting with CISCO Re: Health Innovation - Taxi									\$8.00		
29-Oct-12	Meeting with CISCO Re: Health Innovation - Taxi									\$8.00		
<b>SUBTOTALS</b>							\$33.00			\$80.70		Total Kms 65.00

**MEAL PER DIEM RATES**

B = Breakfast = \$9.20 L = Lunch = \$11.60 D = Dinner = \$20.75 A = ALL MEALS = \$41.55  
 BL = Breakfast & Lunch = \$20.80 BD = Breakfast & Dinner = \$29.95 LD = Lunch & Dinner = \$32.35

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**MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle**

→ details of travel location to & from must be included above under the purpose of travel column

\$0.505 per km for under 5,000km/yr  
 \$0.47 per km for over 5,000km/yr  
 or per Union Agreement

Enter \$0.505 km, \$0.47 km OR rate per Union Agreement (see Mileage details to the left)	\$0.505
Mileage \$	\$32.83
Travel \$ Subtotal	\$113.70
Enter on page 1 TOTAL TRAVEL \$	\$148.53

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

Oct 15, 2012.  
HLA Advisory Meeting, Calgary.

GIFT# RL28599776  
Edmonton Airports  
Can-Tax 2T2 Edmonton  
Tax CodeCA5K  
Exit Lane 15/10/L: 18:14  
Receipt 060585

Parking

Short-term parking (kt)  
DL - No. 082476  
10/10/12 05:56 -  
10/10/12 05:55 -  
Period 1.00hr  
Tax) 23.00  
Total 23.00  
Payment Received  
Y: SA 23.00  
Merch: S: 005340013  
Auth: 09:536  
Type: Sniped  
Sub Total 21.00  
Tax 5% 1.00

Oct 19, 2012.  
HLA meeting at Plaza 124

PLACE FACE UP ON DASH  
Impark Lot 242  
Expiration Date/Time  
02:53 PM  
OCT 19, 2012

Parking

Purchase Date/Time: 12:53pm Oct 19, 2012  
Total Parking: \$3.60  
Total gst: \$0.20  
Total Due: \$4.00  
Total Paid: \$4.00  
Ticket #: 2207402  
SN #: 30000970067  
Setting: Lot 242  
Mach Name: 242 - 1  
GST #887315638RT0001  
Rate: \$4 - 2 Hour  
Payment Type: Cash

ASSOCIATED CAB ALTA LTD  
387 - 41 AVE NE (483) 289-1111  
INSIST ON THE PROFESSIONALS

DATE: 2012/10/25  
PICK-UP TIME: 08:04  
DROP-OFF TIME: 08:38  
TRIP ID:  
LOCATION: 873888-45824  
NUMBER:  
TYPE: V.  
RY: [Redacted]  
APBC  
(\$): 5  
A (\$): 6  
TL (\$): 5

Taxi

(\$): 8.00

TL (\$): 64.70

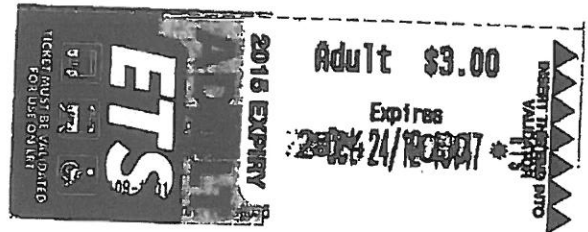
SIGNATURE: [Signature]

FOR ONLINE TAXI BOOKINGS VISIT  
OUR WEBSITE WWW.ASSOCIATEDCAB.CA

CUSTOMER'S COPY

Oct 24, 2012.  
COEC Meeting at UofA  
Hospital

LRT



Note: Lost Receipt for  
return ETS.

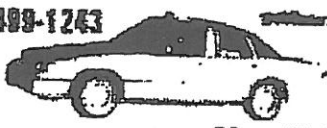
\$3.00

[Signature]  
Sue Conroy

Oct 29, 2012.  
Meeting with CISCO  
Re: Health Innovation.

Taxi

**Eado's** 488-1243  
**Luxury**  
**Taxi**



Date: Oct. 29, 12 Amount: 8.00 7 Days a Week

From: HSBC To: Office

PLEASE PHONE 1 HOUR IN ADVANCE  
Luxury Service at Regular Prices

Driver

Taxi

**YELLOW CAB** 780-462-3456


GST# \_\_\_\_\_ GST #R100403070

Date: 29 Oct 2012 Amount: 8.00

Driver: \_\_\_\_\_ Car #: \_\_\_\_\_

From: HSBC office

To: Sutton Hotel

 10135 - 31 Avenue, Edmonton, AB T6N 1C2