

Board and Executive Expense Report

Name Sue Conroy
Title SVP, Emergency Medical Services & Health Link Alberta
Location Edmonton
 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	Expense claim	Various Meetings	569	116	167	613	1,465			
November 2012	Direct Bill	Meeting in Calgary	500	-	-	-	500			
Total			\$ 1,069	\$ 116	\$ 167	\$ 613	\$ 1,965	\$ -	\$ -	\$ -

Total for the Month \$ 1,965

Maximum meal expense claimed in the month \$ 39 2 persons
 Maximum daily hotel rate claimed in the month \$ 149
 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

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: 1-Nov-12 To 30-Nov-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 # prior to E-People migration): _____

SECTION E: FINANCE CODING & TOTAL CLAIM

CAPITAL PROJECT CODING ONLY → Project Number _____ Expenditure Organization _____ Project Task Number _____ 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	Total Section B	Total Section C&D	
2A	101	0006	71185402050	\$1,430.38						\$1,465.26		
2B	101	0006	71185402050	\$34.90								
2C												
2D												
				\$1,465.26								

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

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): 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: _____ Date: Dec 24/12

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 Makin-Kowich DOFA Level 2A Position # _____ Phone # _____ Ext _____
 Signature: _____ Title _____ Date: Dec 27/12

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 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 administering AHS Procure to Pay program. For more information, question or concern about the collection, use or disclosure of your health and personal information, please contact Mark Polke, Director Accounts Payable at 780-735-0800 or email: Mark.Polke@albertahealthservices.ca

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EXPENSE CLAIM DETAILS

Enter Finance Coding **101 • 0006 • 71185402050** 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-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							
2-Nov-12	Calgary Budget Meeting/Meeting with STARS - Flight						\$589.36						
2-Nov-12	Calgary Budget Meeting/Meeting with STARS - Taxi								\$62.38				
2-Nov-12	Calgary Budget Meeting/Meeting with STARS - Parking						\$23.00						
2-Nov-12	Calgary Budget Meeting/Meeting with STARS - Taxi								\$26.30				
2-Nov-12	Calgary Budget Meeting/Meeting with STARS - Mileage											60.00	
8-Nov-12	Calgary HLA Meetings - Red Arrow Bus						\$144.90						
8-Nov-12	Calgary HLA Meetings - Full Day Meals			A		\$41.55							
8-Nov-12	Calgary HLA Meetings - Taxi								\$25.60				
8-Nov-12	Calgary Meeting with EMS Teams - Mileage											80.00	
8-Nov-12	Calgary Meeting with EMS Teams - Parking						\$23.00						
8-Nov-12	Calgary Meeting with EMS Teams - Taxi								\$44.10				
8-Nov-12	Calgary Meeting with EMS Teams - Lunch (2 people)			L	\$39.19								
16-Nov-12	Meeting with AH - Parking						\$15.00						
22-Nov-12	Calgary Norlien Foundation/Capital Planning - Mileage											60.00	
22-Nov-12	Calgary Norlien Foundation/Capital Planning - Parking						\$46.00						
22-Nov-12	Calgary Norlien Foundation/Capital Planning - Taxi								\$62.30				
22-Nov-12	Calgary Norlien Foundation/Capital Planning - Taxi								\$8.00				
22-Nov-12	Calgary Norlien Foundation/Capital Planning - Hotel							\$167.28					
SUBTOTALS							\$39.19	\$41.55	\$821.26	\$167.28	\$228.68		Total kms 180.00

MEAL PER DIEM RATES

B = Breakfast = \$9.20 L = Lunch = \$11.80 D = Dinner = \$20.75 A = ALL MEALS = \$41.55
 BL = Breakfast & Lunch = \$20.80 BD = Breakfast & Dinner = \$29.95 LD = Lunch & Dinner = \$32.35

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 \$	\$90.90
Travel \$ Subtotal	\$1,297.96
Enter on page 1 TOTAL TRAVEL \$	\$1,388.86

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

Electronic Ticketing confirmed. This is your official Itinerary/receipt.
Main Contact:
 Mrs Susan Conroy
 mconroy@shaw.ca
 Mobile: 1-780-2242407
 Home: 1-780-7008969

Manage my booking online (view/change my booking; select seats*).
Alert me of flight status changes directly to my mobile phone or email.
Flight Arrivals & Departures - check online if my flight is on time.
Check-in online and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8133 ¹	Edmonton, Edmonton Int'l (YEG) Fri 02-Nov 2012 07:00	Calgary (YYC) Fri 02-Nov 2012 07:52	0	0hr52	DH3	Tango Plus, V	
AC8160 ¹	Calgary (YYC) Fri 02-Nov 2012 18:30	Edmonton, Edmonton Int'l (YEG) Fri 02-Nov 2012 19:22	0	0hr52	DH3	Tango Plus, V	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

1. **Passenger Category: Adult (16+), Ticket Number: 0142114091469**

Air Canada - XXXXXXXXXX Meal Preference : None
 Aeroplan : XXXXXXXXXX
 Payment Card: XXXXXXXXXX Special Needs: None
 Seat Selection: AC8133 3C, AC8160 3C

Purchase Summary

Fare Summary	Adult
Passenger Type	
Departing Flight - Tango Plus	227.00
Return Flight - Tango Plus	227.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	27.11
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	569.36
Number of passengers	1
RBC Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$569.36

*Flight to & from
Calgary.*

ASSOCIATED CAB ALTA LTD
 387 - 41 AVE NE (403) 299-1111
 INSIST ON THE PROFESSIONALS

DATE: 2012/11/02
 PICK-UP TIME: 08:06
 DROP-OFF TIME: 08:36
 TRIP ID: 0
 LOCATION: 8/369-45024183707
 CAR NUMBER: 8366
 CARD TYPE: VISA S
 CARD: [REDACTED]
 EXPIRY: [REDACTED]
 AUTH: AP088700

FARE (\$) 55.30
 EXTRA (\$) 8.00
 SUBTTL (\$) 55.30

TIP (\$) 7.00
62.30
 TOTAL (\$):

SIGNATURE: _____

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

CUSTOMER'S COPY

Taxi
 Calgary Airport
 to Southport.

= TRANSACTION RECEIPT =

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

ACCT TYPE: CREDIT CARD
 CARD NUMBER: [REDACTED]

CARD TYPE: VISA
 DATE/TIME: 12/11/02 18:33:08
 AUTH#: 001144

VEH/DRV: 0090 / 7599
 GST#: 835886425
 TXN ID: 7470274

FARE: \$ 21.24
 FLAT: \$000.00
 EXTRAS: \$000.00
 GST: \$ 1.06

FA+FL+EX+TAX: \$ 22.30
 TIP: \$ 4.00
 DISCOUNT: \$000.00

TOTAL: \$ 26.30

SIGNATURE:

Taxi
 Southport to
 Downtown Calgary

Calgary Trip.
 November 2/12.

= TRANSACTION RECEIPT =

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

ACCT TYPE: CREDIT CARD
 CARD NUMBER: [REDACTED]

CARD TYPE: VISA
 DATE/TIME: 12/11/02 17:35:57
 AUTH#: 020259

VEH/DRV: 0090 / 7599
 GST#: 835886425
 TXN ID: 7470596

FARE: \$ 39.52
 FLAT: \$000.00
 EXTRAS: \$000.00
 GST: \$ 1.98

FA+FL+EX+TAX: \$ 41.50
 TIP: \$000.00
 DISCOUNT: \$000.00

TOTAL: \$ 41.50

SIGNATURE:

Taxi
 Downtown Calgary
 to Airport

Budget meeting
 meeting with STARS.

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
 Tax CodeCA5%

Exit Lane 02/11/12 19:39
 Receipt 049386

Short-term parking tkt
 DL - No. 025949
 02/11/12 05:42 -
 03/11/12 05:41 -
 Period 1d0h0'
 (Tax) \$23.00

Total \$23.00

Payment Received
 VISA \$23.00

Merchant: 82005340013
 Auth: 036728
 Type: Swiped

Sub Total \$21.90
 Tax 5% 1.10


Parking

Mileage.
 To/From Airport/Hwy
\$30.30 = 60Km.

Judy Wach

Red Arrow Confirmation

From: Reservations [itinerary@redarrow.ca]
Sent: Thursday, November 01, 2012 3:44 PM
To: Judy Wach
Subject: Invoice

 Right-click here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.

Bill To:

You can reach us at:

Website User

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
958196	2012-11-01	139230	-	-	2012-11-06	2012-11-06	-	Website User

Travellers:

Conroy/Sue

6C 7A

Holiday Inn - 10014-104 Street

Product	Details	Duration	Price Basis	Qty	Each	Billed
ECEXP 06:00 Assigned to: 06C	<p>Departs: Edmonton (Edmonton Ticket Office) 2012-11-06 at 06:00</p> <p>Arrives: Calgary (Calgary Ticket Office) 2012-11-06 at 09:20</p>	3 hrs 20 mins	Adult	1	69.00	72.45
CEEXP 18:30 YYC Assigned to: 07A	<p>Departs: Calgary (Calgary Ticket Office) 2012-11-06 at 18:30</p> <p>Arrives: Edmonton (Edmonton Ticket Office) 2012-11-06 at 22:05</p>	3 hrs 35 mins	Adult	1	69.00	72.45

205-9 Avenue S.E.

Payments Received:

Date	From	Reference	Amount
2012-11-01	Sue Conroy	Vis [REDACTED]	144.90 CAD

Base Price: 138.00 CAD
 Discounts: 0.00 CAD
 Service Charges: 0.00 CAD
 GST: 6.90 CAD
 Invoice Total: 144.90 CAD
 Received: 144.90 CAD
 Balance: 0.00 CAD

November 6/12

Red Arrow reserves the right to conduct baggage checks at any time.

HLA Meeting
 Edmonton/Calg
 Return in Calgary

11/1/2012

= TRANSACTION RECEIPT =

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

ACCT TYPE: CREDIT CARD
CARD NUMBER:

CARD TYPE: VISA
DATE/TIME:
12/11/06 09:47:56
AUTH#: 046909

VEH/DRV: 0711 / 8928
GST#: 816858005
TXN ID: 7488699

FARE: \$ 21.05
FLAT: \$000.00
EXTRAS: \$000.00
GST: \$ 1.05

FA+FL+EX+TAX: \$ 22.10
TIP: \$ 3.50
DISCOUNT: \$000.00

TOTAL: \$ 25.60

SIGNATURE:

Taxi to Southport

Calgary Trip

November 6/12.

HUA Meetings

Full Day meal - per diem = \$41.55

Unit# RLB599776

Edmonton Airports

Can-Tax 2T2 Edmonton
Tax Code: 01

Exit Lane G8/11/11 20:00
Receipt 078289

Short-term parking ticket
Dt. - No. 039759
08/11/11 05:32 -
09/11/11 05:31 -
Period 1.00h0'
(Tax) 23.00

Total 23.00

Payment Received
VISA

23.00

March: 005340013
Auth: 04118
Type: Swiped

Sub Total 1
Tax 1

Parking

*Mileage (to/from Airport/HSCB)
36.30 = 60km.*

*Trip to Calgary
November 8/12.*

ASSOCIATED CAB ALIA LTD
387 - 41 AVE NE (403) 299-1111
INSIST ON THE PROFESSIONALS

DATE: 2012/11/08
PICK-UP TIME: 08:58
DROP-OFF TIME: 09:38
TRIP ID: 0
LOCATION: 073000-45024183707
CAR NUMBER: 0148
CARD TYPE: VISA S
CARD: [REDACTED]
EXPIRY: [REDACTED]
AUTH: AP043839

FARE (\$): 38.10
EXTRA (\$): 0.00
SUBTTL (\$): 38.10

TIP (\$) *6.00*

TOTAL (\$) *44.10*

SIGNATURE: _____

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

CUSTOMER'S COPY

*Taxi to
Whitchem office.
meetings with EMS Teams.*

EAST SIDE MARIO'S -
SUNRIDGE
2555 32 ST NE
CALGARY AB

CARD [REDACTED]
CARD TYPE VISA
DATE 2012/11/08
TIME 0642 13:03:13
CLERK ID 105
RECEIPT NUMBER
C06846266-001-043-006-0

PURCHASE
AMOUNT \$34.08
TIP \$5.11
TOTAL

\$39.19

ESM - SUNRIDGE
2555 32 St NE
(403) 717-0488

THU NOVEMBER 8, 2012
CHECK #160386-1
TABLE #24

1 CHK GARDEN SALAD \$12.99
1 DIET COKE \$2.99
1 SODA \$2.99
1 TUSCAN CHK SALAD \$13.49
SUB-TOTAL : \$32.46
G.S.T. \$1.62
TOTAL \$34.08

*Lunch with
Exec. Director.
(Lunch meeting)*

IMPARK00020101A
10025 JASPER AVENUE
EDMONTON, AB T5J1S6
7804201976

MERCHANT ID: 87169880093 TERM ID: 101

SALE

VISA ENTRY METHOD: CHIP
11-16/12 11:14:50
INV #: 000008 APPR CODE: 035067
BATCH #: 000878
REF #: 008

AMOUNT

\$15.00

PIN VERIFIED BY CARD ISSUER
CARDHOLDER AGREES TO PAY ABOVE
TOTAL AMOUNT IN ACCORDANCE WITH
CARD ISSUER'S AGREEMENT
(MERCHANT AGREES IF CREDIT VOUCHER)
RETAIN THIS COPY FOR STATEMENT
VERIFICATION

CARDHOLDER COPY

APPROVED

APPLICATION LABEL: Visa Credit
AID: A0000000031010
TVR: 00 00 00 00 00

Parking
Meeting with
AH.
Nov 16/12

ASSOCIATED CAB ALTA LTD
387 - 41 AVE NE (483) 288-1111
INSIST ON THE PROFESSIONALS

DATE: 2012/11/23
PICK-UP TIME: 08:15
DROP-OFF TIME: 08:30
TRIP ID: 6
LOCATION: 873808 15824193787
CAR NUMBER: 0322
CARD TYPE: VISA S
CARD: [REDACTED]
EXPIRY: **/**
AUTH: AP815478

FARE (\$): 55.30
EXTRA (\$): 0.00
SUBTTL (\$): 55.30

TIP (\$):

7.00

TOTAL (\$)

62.30

SIGNATURE: _____

FOR ONLINE TAXI BC HGS VISIT
OUR WEBSITE@WWW.ASSOCIATEDCAB.CA

COPIES

Taxi
Airport to
Southport

Calgary Trip
Nov 22/23

- meeting with Norlien Foundation.
- Capital Planning Meeting.

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax CodeCAS%

Exit Lane 23/11/12 18:34
Receipt 052284

Short-term parking tkt
DL - No. 073899
22/11/12 05:41 -
24/11/12 05:40 -
Period 2d0h0'
(Tax) \$46.00

Total

\$46.00

Payment Received

VISA \$46.00

Merch: 82005340013
Auth: 087850
Type: Swiped

Sub Total
Tax 5%

~~\$46.81~~
~~2.29~~

Parking

Driver #	Car # 1078
To: 10701 - South Port Rd SW	
From: Delta to South	
Date: Nov 23	Amount: <u>\$18.40</u>
GST#	

Taxi
Hotel to Southport

Mileage Ltd From Airport/HSCB
\$30.30 = 60km



DELTA
CALGARY SOUTH

135 Southland Drive S.E. Calgary, Alberta, T2J 5X5
Tel: 403-278-5050 Fax: 403-225-5834

AB HEALTH SERVICES
Susan Ms Conroy

Room: 0606
Folio: [REDACTED]
Cashier: 90
Arrival: 11-22-12
Departure: 11-23-12

Date	Description	Additional Information	Charges	Credits
11-22-12	Room Charge		149.00	
11-22-12	DMF		4.47	
11-22-12	Room GST		7.67	
11-22-12	Tourism Levy		6.14	
11-23-12	Visa	[REDACTED]		167.28
GST Summary			Total	167.28
Registration No: 895126332			Balance Due	0.00 CDN
Room	7.67			
F&B	0.00			
Other	0.00			
Total	7.67			

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

BOOMTOWN PUB & PATIO
 135 Southland Dr. S.E.
 Calgary, Alberta
 T2J 5X5

Check: 0207 Table: 801 #Party: 1
 Server: SHANE BULLMAN AC 19:35
 ROOM SERVICE

BYO PIZZA	(19:36)	13.50
\$ BASIL PIZZA	(00:00)	0.00
\$ BELL PEPPER PIZZA	(00:00)	0.00
\$ SAUSAGE PIZZA	(00:00)	0.00
\$TOMATO PIZZA	(00:00)	0.00
CAN POP IRD	(19:36)	2.50
\$3.00 DELIVERY CHARGE	(19:36)	3.00
DELIVERY TIME	(00:00)	0.00
DELIVERY TIME	(19:36)	0.00

	Sub Total:	19.00
	Tax 1:	0.95
19:36	Total:	19.95

Payments:	Amt-Tend	Tip/Chg	Tally
ROOM CHARG	26.30	6.35	19.95
11/22/2012 22:22	23.30	3.35	19.95

Grat: 15% GRATUIT Applied 6.35
 (May Include Additional Amount)

Memo: ROOM 606 , CONROY
 26.30
 Total Deletes: 0.00

Terminal: ATRIUM 1
 Cashier: SHANE BULLMAN AC

Executive Expenses Report Direct Billing Summary

Purpose of This Form:

The purpose of this form is to report expenses incurred on behalf of a designated Executive and paid for by a third party vendor. The information will be used for public disclosure reporting.

Expenses Paid Directly to Third Party Vendors

AHS may have established accounts with certain vendors used to book travel and other expenses that are billed directly to AHS. Examples include but are not limited to hotels, travel agencies, car rental agencies, conferences, courses and expenses reimbursed from a petty cash fund. It is mandatory to include in monthly reports these expenses that pertain to each member. AHS is required to disclose expenses for all applicable receipts and back up must be attached.

Direct Bill Report

- Enter all items related to expenses incurred while conducting AHS business and paid for via a third party vendor (i.e. hotel accommodation, airline tickets, car rental, hosting events and working sessions.
- Enter all expenses pertaining to professional development such as conferences and courses, etc.
- Enter all other expenses paid by AHS not mentioned above
- Copies of invoices and other relevant back up must be attached including approvals for working sessions/hosting events
- Information will be used for reporting purposes only
- A personal cheque must be attached to cover expenses deemed ineligible
- Indicate whether you have expenses to report in this section for this reporting period: Yes No

Name: Sue Conroy
Reporting Period for the Month of: November 2012

Date	Payment Method	Category	Description/Purpose for Expense	Name of Vendor Paid	Amount Paid
2012-11-01	Direct Billing	Transportation	Return flight travel from Edmonton to Calgary for meetings	Marlin Travel -Government Centre	\$499.96
	Choose One	Choose One			
	Choose One	Choose One			
	Choose One	Choose One			
	Choose One	Choose One			
Total Paid in the Month					

Direct
Bill

MARLIN TRAVEL
O-O PERCY HUNT TRAVELGROUP INC
MAIN FLOOR, 9929 108TH ST.
EDMONTON, AB T5K 1G8

BRANCH: N61107
GST REG# 885101915
PHONE: 780-425-8611

TO: ALBERTA HEALTH SERVICES
SUITE 800, NORTH TOWER
10030-107 ST
EDMONTON AB, T5J 3E4

YOUR REF : 101000671185402050
LOCATOR : PIBFIM
OUR REF : ZCH0093067C
AGENT : ASHLEY QUACH

I N V O I C E
*** D U P L I C A T E ***

INV NO: 84895
DATE: 16NOV12
PAGE: 1

FOR: MS SUSAN CONROY
AC [REDACTED]
101000671185402050

----- I T I N E R A R Y -----

*** AIR/RAIL/BUS ***

FROM	TO	CARRIER	FLT/CL	ST DATE	DEPART	ARRIVE	MEALS	BAGS
EDMONTON INTL	CALGARY	AIR CANADA	8133 W	HK 22NOV	7:00A	7:52A		
		D8 (300 SERIE						
		SEAT 06D						
CALGARY	EDMONTON INTL	AIR CANADA E	8156 W	HK 23NOV	5:30P	6:22P		
		D8 (300 SERIE						
		SEAT 05D						
		AIR CANADA E						

*** HOTEL RESERVATION ***

CALGARY DELTA HOTELS 1 N1B CONFIRMATION NO: 132226438
 FROM 22NOV 12:00A TO 23NOV 12:00A RATE 149.00 PER DAY
 DELTA CALGARY SOUTH
 135 SOUTHLAND DR SOUTHEAST
 CALGARY
 CA
 ABT2J 5X5
 PHONE 4032785050 FAX 4032255834
 GUARANTEED

*** TOUR ***

BSP TASF DEPARTING FROM EDMONTON INTL ON 01JUL13 AT 12:00A
 TO EDMONTON INTL RET01JUL13 AT 12:00A
 1 PACKAGE TOUR
 FILE RETAINER

----- C O S T -----

CONTINUED ON NEXT PAGE

MARLIN TRAVEL
O-O PERCY HUNT TRAVELGROUP INC
MAIN FLOOR, 9929 108TH ST.
EDMONTON, AB T5K 1G8

BRANCH: N61107
GST REG# 885101915
PHONE: 780-425-8611

TO: ALBERTA HEALTH SERVICES
SUITE 800, NORTH TOWER
10030-107 ST
EDMONTON AB, T5J 3E4

YOUR REF : 101000671185402050
LOCATOR : PIBFIM
OUR REF : ZCH0093067C
AGENT : ASHLEY QUACH

I N V O I C E
*** D U P L I C A T E ***

INV NO: 84895
DATE: 16NOV12
PAGE: 2

----- C O S T -----

AIR CANADA	TKT NO	AC	2523	841635	(INCL 64.96 TAX)	489.96
BSP TASF	TKT NO	954	0004	943989		10.00
*** SUB-TOTAL EXCLUDING GST/HST & APT						499.96
*** TOTAL CHARGES THIS INVOICE ***						499.96
PAYMENT BY			TKT	2523841635		489.96
PAYMENT BY			TKT	0004943989		10.00
*** BALANCE DUE THIS INVOICE ****						0.00
BALANCE DUE TO DATE						0.00

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE
ACCEPTED:.....DECLINED:.....
DOCUMENTATION REQUIRED:VALID PASSPORT...VISA..TOURIST CARD..
...PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER.....
PLEASE RECONFIRM ALL FLIGHTS BETWEEN 48 AND 72 HOURS PRIOR
TO EACH DEPARTURE DIRECTLY WITH THE AIRLINE.
OUR PRIVACY POLICY CAN BE FOUND AT WWW.MARLINTRAVEL.CA.

Flight
to & from
Calgary.