

## Board and Executive Expense Report

**Name** Sue Conroy  
**Title** SVP, Emergency Medical Services & Health Link Alberta  
**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	Expense Claim	Staff meeting	-	40	124	-	164	-	-	-
<b>Total</b>			\$ -	\$ 40	\$ 124	\$ -	\$ 164	\$ -	\$ -	\$ -

**Total for the Month** \$ 164

Maximum meal expense claimed in the month \$ 32  
 Maximum daily hotel rate claimed in the month \$ 119  
 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**

<b>SECTION A: EMPLOYEE DETAILS (for AHS Staff ONLY)</b>	
<ul style="list-style-type: none"> <li>Enter employee # (old) and Employee # (E-People) if your payroll has migrated to the New E-People payroll system</li> <li>Indicate N/A in the Employee # (E-People) if your payroll has not migrated to the New E-People payroll system</li> <li>If you are a new employee and your payroll is E-People you will only have an Employee # (E-People)</li> </ul>	Expense Date From: 1-Jan-13 To 17-Jan-13 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): _____

<b>SECTION E: FINANCE CODING &amp; TOTAL CLAIM</b>																																																																																																														
CAPITAL PROJECT CODING ONLY →																																																																																																														
Project Number _____	Project Task Number _____																																																																																																													
Expenditure Organization _____	Expenditure Type _____																																																																																																													
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<b>SECTION F: AUTHORIZATION</b>	
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: Jan 17, 2013
I hereby certify that I have reviewed the expenses and they are in accordance with the applicable policies (Policy #'s 1116, 1122). Approved claim form with receipts should be sent by the approver directly to Accounts Payable for processing.	
Approved By (PRINT ONLY): Chris Mynskewich	DOFA Level 2A Position # _____ Phone # _____ Ext _____
Signature: _____	Title: EVP: COO Date: Jan 18/13
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 Procedure to Pay program. For more information, question or concern about the collection, use or disclosure of your health and personal information, please contact Mark Palta, Director Accounts Payable at 780-735-0508 or email: Mark.Palta@albertahealthservices.ca

VF



# Tim Hortons.

Always Fresh.  
7820 100 AVE, PEACE RIVER, AB  
Always There. Since 1964

1 Bottle Diet Pepsi	\$1.99
1 Deposit	\$0.10
1 Chipotle Turkey Panini	\$5.65
1 Multi Panini /Panini	\$0.00
Subtotal:	\$7.74
GST: \$0.38 PST:	\$0.00
GrandTotal:	\$8.12
Visa:	\$8.12
Eat In # 370 100 Cashier	

It was great seeing you today! Thanks for your visit!

How did we do?

Visit [www.telltimhortons.com](http://www.telltimhortons.com)

Tue Jan 15, 2013 12:35:40

Receipt #: 8562963

GST # 88465 118 RT001

Lunch & Dinner  
(per diem) \$32.35  
January 14, 2013.

VISA  
Card Entry:CHIP Sequence:000055  
Trans Type:Purchase \$8.12  
Term #: 203  
Application Label: Visa Credit  
AID #: A0000000031010  
TVR #: 000008000  
TSI #: F800  
Auth #:061904 APPROVED

By entering a verified PIN, cardholder agrees  
to pay issuer such total in accordance with issuers  
agreement with CardHolder.

Guest Copy

REPRINT RECEIPT

Lunch.  
January 15, 2013.

Meeting Staff meetings in Peace River at the  
North Communication Centre.

# NOVA HOTELS

**Nova Inn - Peace River**  
 8010 100th Avenue  
 Peace River, Alberta  
 T8S 1M5  
 Ph(780)-618-1999 Fax(780)-618-2388  
 TOLL FREE: 1-888-618-1999  
**Arrive 01/14/13 Depart 01/15/13**

**CONROY SUSAN**



ALBERTA HEALTH SERVICES  
**Room # 210 Invoice # 88608**

DATE	CLERK	DEPARTMENT	DESCRIPTION	AMOUNT
01/14/13	MAC	2-Accommodat		119.00
01/14/13	MAC	3-Tourism Le	On Accommodation	4.76
01/15/13	ERN	102-VISA	Thank you	-123.76
Tax Reg. # 856465620RT0001				

BILLING INSTRUCTIONS

BALANCE DUE  $\longrightarrow$  0.00

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

SIGNATURE

X \_\_\_\_\_

**Reservations: 1-866-401-6682**  
**www.novahotels.ca**

**Nova Hotels Locations**  
**Alberta** - Edmonton, Acheson, Edson, Peace River, Hinton, Fort McMurray  
**Saskatchewan** - Kindersley  
**NWT** - Inuvik