

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

						Trave	d (1)								
Date	Source Document	Purpose	Air	fare	Meals	Accomm	odation	Oth Trav		Total Travel	Professional Development (2)		Working Sessions Hosting and Hospitality (3)	Other	
January 2013	Expense Claim	Staff meeting		-	40		124			164		-	-		-
Total			\$		\$ 40	\$	124	\$	-	\$ 164	\$	-	\$ - 5	\$	
Total for the Month	\$ 164														
Maximum meal expense claimed in the month Maximum daily hotel rate claimed in the month Non economy air travel in the month			\$ \$ \$	32 119 -											

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 Expense Date From: 1-Jan-13 To 17-Jan-13									
• Indicate N/A in the Employee # (E-People) if your payroll has no		Travel Period from: To (If applicable)							
* If you are a new employee and your payroll is E-People you will only have an Employee # (E-People) Out-of-Province Travel									
Name: Sue Conroy Position (Title): Senior Vice President, EMS & HLA									
Location: HSBC Building Dept: EMS & HLA DOFA Level: 38 (# applicable) Union: Business Phone #: Ext:									
Employee # (REQUIRED # prior to E-People migration);									
SECTION E: FINANCE CODING & TOTAL CLAIM									
Project Nu	mber	Project Task Number							
CAPITAL PROJECT CODING ONLY →	Contract of the contract of th	· Expenditure Type							
Total - Section B: Travel - Pg 2	Total - Section C&D: Other & Foreig	TOTAL REIMBURSEMENT							
Pg Bal Location Functional Centre Total		condary/ Total							
(C) anyones	Centre (FC) Ex	tpense Expense Total Section B \$164.23							
2A 101 0008 71185402050 \$164.23	71185402050 \$184.23 Total Section C&D								
28		Less Cash Advance							
2C									
20		TOTAL CLAIM \$164.23							
\$164.23	**User to enter Coding & \$ amounts								
NOTE: This section auto fills from page 2A, 2B, 2C & 2D	NOTE: These fields do not automatically	w fill for Section C&D							
SECTION F: AUTHORIZATION									
If applicable, print the name of the person (other than claimant) that p	repared the claim along with phone number so if the	re are any questions contact can be easily made.							
Employee and approval signatures required as well as DOFA level (de	elegation of authority level) and Position # of the appr	royer.							
Claim Prepared by (PRINT ONLY); Michalle Gartner		Phone # Ext							
I hereby acknowledge that I have read the "Travel, Hospitality and Worlding Session Expenses Policy" of Alberta Health Services and hereby confirm that the expenses chimed are in compliance with such policy. I hereby certify that the expenses listed above typication been previously claimed by me or on my behalf from Alberta Health Services or other organization.									
Employee Signature:									
I hereby cartify that I have reviewed the expenses and they are in accordance with the applicable policies (Policy #s 118, 1122). Approved claim form with receipts should be sent by the approver directly to Accounts Payable for processing.									
Approved By (PRINT ONLY): () Chris Manufersewich / DOFA Level 2A Position of Phone # Ent									
Signeture: Chin Whitheat Title EVP (COC Date Jan 8/13									
Approved By (PRINT ONLY): DOFA Level Position# Phone # Ext									
Signature: Title Date									

Hash't and Personal information on this form is collected by AHS under the entirority of section 20(b) of the Hastit 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 administrance AHS Procure to Pay program. For more information, quastion or concern about the collection, use or disclosure of your hastit and personal information, please contact Mark Palica, Director Accounts Payable at 760-735-0506 or email: Mark Palica@albertahea/theervices ca



EXPENSE CLAIM DETAILS

EAT ENGL GEAIN DETAILS												
Enter Finance Coding 101 • 0006 • 71185402050								age 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	Select from dropdown menu (column Province) where expenses were incurred (Out of N America - Jeter).											
Ensure separate lines are used for claim items that differ in Province, US and Out of North America.												
Date	()ate			What is Meal		Airfare						
dd-mmm-yy	Purpose of Travel 55 characters maximum -length of shaded area	US, or Out of	travel related	(Sel	ect type from o	w/o receipt or	Bus/LRT	Hotel	Rental	Taxi	Fuei	Mileage
		N.America	to?	Туре	wirecelpt	per diem	Parking		Car		,	(km)
14-Jan-13	Staff Meeting in Peace River/NCC - Nova Hotel							\$123.76				
14-Jan-13	Staff Meeting in Peace River/NCC - Lunch/Dinner			LD		\$32.35						
15-Jan-13	Staff Meeting in Peace River/NCC - Lunch				\$8.12							
								 				
						 		-			_	
								 				
						-						
						-						
-												
SUBTOTALS \$8.12 \$32.35 \$123.76							Total Kms					
	MEAL PER DIEM RATES Enter \$0.505 km, \$0.47 km OR rate per Union Agreement											
B = Breakfast = \$9.20 L = Lunch = \$11.60 D = Dinner = \$20.75 A = ALL MEALS = \$41.55							\$0.505					
BL = Breakfast & Lunch = \$20.80 BD = Breakfast & Dinner = \$29.95 LD = Lunch & Dinner = \$32.35												
MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle Travel \$ Subtotal \$								\$164.23				
	details of travel location to & from must be include	d above under	the purpose	of travel o	olumn			44.00	Enteron	page 1 TOTAL		\$164,23
	\$0.505 per km for <u>und</u> \$0.47 per km for ove								will(a) Oli	Page 1 IO IAI	- INVAEL 9	φ104.23
	or <u>per Union Aq</u>						Note: To	otal will auto fill into p	pg 1, Section E, g 2s can be foun	if form complet d at end of form	ted electronic	ally - Additional
								•			3.000	

Tim Hortons.

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

1 Bottle Diet Peps		\$1.99
	1	
1 Deposit		\$0.10
1 Chipatle Turkey	\$5.65	
1 Multi Panini /Pa	\$0.00	
Subtotal:		\$7.74
GST:	\$0.38 PST:	\$0.00
GrandTotal:		\$8.12
Visa:		\$8.12
Eat In It was great seeing	# 370 you today! Thanks for	100 Cashier
	How did we do?	

Visit www.telltinhortons.com Tue Jan 15,2013 12:35:40 Receipt # : 8562963 QST # 88465 118 RT001

VISA	
Card Entry:CHIP	Sequence: 000055
Trans Type:Purchase	\$8.12
Term #:	203
Application Label:	Visa Credit
AID #:	A0000000031010
TVR #:	0000008000
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

REFRINT RELEIFT

Lunch. January 15,2013.

meeting) Staff Meetings in Peace River at the North Communication Centre-

(perdiem) \$32.35) January 14, 2013.



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							
O1/14/13 O1/14/13 O1/15/13	CLERK MAC MAC ERN	DEPARTMENT 2-Accommodat 3-Tourism Le 102-VISA					

BILLING INSTRUCTIONS

BILLING INSTRUCTIO

BALANCE DUE -

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

Y

Reservations: 1-866-401-6682

Nova Hotels Locations

Alberta – Edmonton, Acheson, Edson, Peace River, Hinton, Fort McMurray

Saskatchewan – Kindersley

NWT – Inuvik

CONROY SUSAN

ALBERTA HEALTH SERVICES
Room # 210 Invoice # 88608

DESCRIPTION

AMOUNT

119.00

-123.7

On Accommodation Thank you

Tax Reg. # 856465620RT0001

COMPANY

ATTENTION