

Official Administrator and Executive Expense Report

Name Sue Conroy

Title Senior Provincial Director Provincial Clinical programs

Location Edmonton

Expenses submitted during the month of May 2014

					Travel (1)					
Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
May-14 Expense Claim Meetings			45		754	800			31	
Total			\$ -	\$ 45	\$ -	\$ 754	\$ 800	\$ -	\$ -	\$ 31

Total for

the Month \$ 831

Maximum daily single meal expense claimed in the month \$ 21

Maximum daily base 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

Approved for posting on Website

Sue Conroy, Sr. Provincial Director Provincial Clinical Programs & Support Services

Date: 0014.06.016

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TRAVEL, HOSPITALITY & WORKING SESSION EXPENSE CLASS

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Approved for posting on Website
Signature:

Signature:
Sue Conroy, Sr. Provincial Director
Provincial Clinical Programs & Support Services
Date: 2014 06 16

- 1 of 3-**EXPENSE CLAIM DETAILS**

Enter Finance Coding 101 0000 71110100102 Emp # (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 mere 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 (column 'Prov') where expenses were incurred (Out of N.America = Interf) Ensure separate lines are used for claim items that differ in Province, US and Out of North America. Completion of the "Cost Effective Method Used" Column is REQUIRED. if you select "No" in this column. Prov. US. Further Explanation is REQUIRED in the "Rationale is Required" section on this page **Business Reason for Travel - Detailed Description** Required What la If amount being claimed is above the Date Out of Cost Meal (Allowance OR Receipt) (include destination, who attended-(if meal), travel Rental Carl policy limit stated in Appendix "A" dd-mmm-yy N.Amer Effective why travel was necessary and detailed explanation of reason) Meel Allowance related to? Meal with Receipt Bus/LRT/ Per Diem where Method rationale le required Milezgo A description of just "Meeting" will be returned for clarification Parking / Allowance COMMINE Used? (lan) leal Type will incurred? Yee/No with receipt Airfare Hotel Taxi Fuel Type (0) 24-Apr-14 Personal Health Portal Steering Committee meeting at Alberta Health. AB Meeting Yes \$25.00 Operations meetings with PADIS & RAAPID in Calgary, fillisage from (Z) \$13.25 28-Apr-14 AB Meeting Yes L-\$11.60 \$11.60 HSBC Building to FMC. 300.00 Operations meeting with Healthlink (HLA) Mileaga from FMC to 28-Apr-14 AB Meeting Southport. Mileage from Southport to HSBC Building. Yes 322.90 Mosting with Heathlink Laudership Team(HLA) at Plaza 124. Mileage 29-Apr-14 from HSBC Building to Plaza 124 return. AB Meeting Yes 5.40 1-May-14 Staff appreciation food. AB N/A Yes \$13.04 Mileage HSBC Building to FMC, (return), lunch and parking for 12-May-14 meetings with RAAPID/PADIS Team and Rad Deer Regional Hospital AB Meeting Vee BL-\$20.80 \$20.80 \$18.25 600.00 Shift Surpreisors reparding RAAPID. 6 22-Mey-14 Personal Health Portal Steering Committee meeting at Alberta Health AB Meeting Yes \$25,00 Mileage Edmonton Clinic to HSBC Building for the Executive Eduction 23-Mey-14 AB Meeting Yes Program presentations at Edmonton Clinic 3.30 **Total Kms** SUBTOTALS \$32,40 \$13.04 \$81.50 1231.60 MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle Enter \$0.505 km, \$0.47 km OR rate per Union Agreemen \$0.505 ightarrow details of travel location to & from must be included above under the purpose of travel column (see Mileage details to the left) Rates applicable \$0.505 per km for under 5,000km/yr or \$0.47 per km for over 5,000km/yr or per Union Agreement Mileage \$ \$821.98 Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3 Travel \$ Subtotail \$126,94 Auto fills on page 1 - TOTAL TRAVEL SI Rationale is Required for expenses that are not Cost Effective \$748.00 (Any analysis supporting the method to assess cost effectiveness should be attached to the claim form) Approved for posting on Website in- on Maheite Signatule: Sue Conroy, Sr. Provincial Orgictor Provincial Clinical Programs & Support Services

- 3 of 3-

EXPENSE CLAIM DETAILS

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Sue Conroy, Sr. Provincial Director Provincial Clinical Programs & Support Services	Signature: Signature														
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EXPENSE CLAIM DETAILS

if NOT claiming any expenses in Sections C or D, this page does NOT have to be submitted.

SECTION C: OTHER EXPENSES Emp # (E-People) Page 3															
• Expenses to be claimed in this section include but are not limited to: Hospitality & Hosting, Working Sessions, Relocation, Continuing Education, Business insurance, and miscellaneous expenses. -> If expenses are for travel, gas, etc., go to Section B on pg 2. -> ALL "OTHER" expenses fisted below MUST have a secondary/expense code indicated!															
Subtotal "Other Expenses" for each functional centre separately and enter each subtotal into column "Section C Total" on page 1 Section E															
Date	Completion of the "Cost Effecth the amount being claimed exceed						Mective i	re Method Used" Column is REQUIRED. If you select "No" in this column or s the Policy limit stated in "Appendix A", Further Explanation is REQUIRED in a "Rationate is Required" section on this page							
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APPROVED

Alberts Health Services Lot I

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Alberta Health

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Alberta Health Services

RECEIPT

DETACH RECEIPT FROM TICKET

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Time: 16:47:54

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\$29.99 Sub Total \$1.50 TEX \$31.49

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Thank you for choosing Rogers! Please keep receipt for hardware exchange/refund within 15 days of purchase and 30 mins max voice usage with original components and packaging.

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