

Official Administrator and Executive Expense Report

Name Susan McGillivray
Title Acting Vice President, People
Location Edmonton
 Expenses submitted during the month of January 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)
Jan-14	Expense Claim	Meetings	767	23		128	918			
Total			\$ 767	\$ 23	\$ -	\$ 128	\$ 918	\$ -	\$ -	\$ -

Total for the Month \$ 918

Maximum meal expense claimed in the month \$ 11
 Maximum daily 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

TRAVEL, HOSPITALITY & WORKING SESSION EXPENSE CLAIM

SECTION A: EMPLOYEE DETAILS (for AHS Staff ONLY)																																																																																					
<ul style="list-style-type: none"> 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-Jan-14 To 31-Jan-14 Travel Period from: 20-Nov-13 To 29-Jan-14 (if applicable) Out-of-Province Travel No																																																																																	
Name: SUSAN MCGILLIVRAY		Position (Title):																																																																																			
Location: Focus Bldg., Edmonton		Dept: People		DOFA Level:	Union:																																																																																
Employee # (E-People):		Business Phone #:		Ext:																																																																																	
SECTION E: FINANCE CODING & TOTAL CLAIM																																																																																					
CAPITAL PROJECT CODING ONLY →		Project Number		Project Task Number																																																																																	
		Expenditure Organization		Expenditure Type																																																																																	
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="5">Total - Section B: Travel - Pg 2</th> <th colspan="5">Total - Section C&D: Other & Foreign Expenses - Pg 3</th> </tr> <tr> <th>Pg</th> <th>Bal Unit</th> <th>Location</th> <th>Functional Centre (FC)</th> <th>Total Expense</th> <th>Bal Unit</th> <th>Location</th> <th>Functional Centre (FC)</th> <th>Secondary/Expense</th> <th>Total Expense</th> </tr> <tr> <td>2A</td> <td>101</td> <td>0005</td> <td>71120400008</td> <td>\$918.72</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2B</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2C</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2D</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4"></td> <td>\$918.72</td> <td colspan="4"></td> <td></td> </tr> </table>					Total - Section B: Travel - Pg 2					Total - Section C&D: Other & Foreign Expenses - Pg 3					Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense	Bal Unit	Location	Functional Centre (FC)	Secondary/Expense	Total Expense	2A	101	0005	71120400008	\$918.72						2B										2C										2D														\$918.72						<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2">TOTAL REIMBURSEMENT</th> </tr> <tr> <td>Total Section B</td> <td>\$918.72</td> </tr> <tr> <td>Total Section C&D</td> <td></td> </tr> <tr> <td>Less Cash Advance</td> <td></td> </tr> <tr> <td>TOTAL CLAIM</td> <td>\$918.72</td> </tr> </table>	TOTAL REIMBURSEMENT		Total Section B	\$918.72	Total Section C&D		Less Cash Advance		TOTAL CLAIM	\$918.72
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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																																																																																					
I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy. I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization. I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided above.																																																																																					
I, by signing this form, attest that I am compliant to all the above statements. Employee Signature: <u>[Signature]</u> Date: <u>Feb. 3/14</u>																																																																																					
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Approved By (PRINT ONLY): Deb Rhodes DOFA Level: Position #: Phone #: Ext: Signature: <u>[Signature]</u> Title: Date:																																																																																					
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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.

EXPENSE CLAIM DETAILS

Enter Finance Coding 101 0005 71120400008				Emp # (E-People) [REDACTED]				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, <u>DO NOT</u> 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 <small>NOTE: If expenses do not fall into these categories such as Hospitality, Working Session, Relocation, Continuing Education, Business Insurance go to SECTION C</small>															
Select from dropdown (column Prov.) 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.				Completion of the "Cost Effective Method Used" Column is REQUIRED. If you select "No" in this column, Further Explanation is REQUIRED in the "Rationale is Required" section on this page											
Date dd-mm-yy	Business Reason for Travel - Detailed Description Required (include destination, who attended-(if meal), why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	Prov, US, or Out of N.Amer where expenses incurred?	What is travel related to?	Cost Effective Method Used? Y/N	Meal (Allowance OR Receipt)				If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)	
					Meal Allowance		Meal with Receipt		Airfare	Hotel	Taxi				
					Meal Type with value	Allowance	Meal Type	with receipt							
20-Nov-13	Executive Education Kick Off Meeting - Calgary	AB	Meeting	Yes									\$23.00		
22-Jan-14	Meeting with Official Administrator in Calgary and to meet with AHS/UNA Bargaining Team	AB	Meeting	Yes	L-\$11.60	\$11.60			\$376.81		\$59.50	\$23.00			
20-Jan-14	Attendance at HRAC and special ELT meeting in Calgary	AB	Meeting	Yes	L-\$11.60	\$11.60			\$440.21			\$23.00			
SUBTOTALS							\$23.20			\$767.02		\$59.50	\$69.00		Total Kms
MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle → details of travel location to & from must be included above under the purpose of travel column 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										Enter \$0.505 km, \$0.47 km OR rate per Union Agreement (see Mileage details to the left)					
Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3										Mileage \$					
										Travel \$ Subtotal			\$918.72		
										Auto fills on page 1 - TOTAL TRAVEL \$			\$918.72		
Rationale is Required for expenses that are not Cost Effective (Any analysis supporting the method to assess cost effectiveness should be attached to the claim form)															

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax CodeCA5%

Exit Lane 20/11/13 19:09
Receipt [REDACTED]

Short-Term Parking

VISA

Hourly Lot

20/11/13 09:19 -

21/11/13 09:18 -

Period 1d0h0'

(Tax) \$23.00

Total \$23.00

Payment Received

VISA \$23.00

Merch [REDACTED]

Auth [REDACTED]

Type: Swiped

Sub Total \$21.90

Tax 5% 1.10

81477159 - 1/1

Parking at Edmonton
Airport for Executive
Education Kick off
Meeting in Calgary

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

DATE:

PICK-UP TIME: 09:51

DROP-OFF TIME: 18:16

TRIP ID: [REDACTED]

LOCATION: [REDACTED]

CAN NUMBER: 1178

CARD TYPE: VISA

CARD [REDACTED]

EXPIRY: [REDACTED]

AUTH: [REDACTED]

FARE (\$) 54.50

EXTRA (\$) 0.00

SUBTIL (\$) 54.50

TIP (\$) 5.00

TOTAL (\$) 59.50

SIGNATURE: _____

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

From airport to Southport
Tower (Calgary)

CUSTOMER'S COPY

OFFICIAL Administrator
meeting - taxi from
Airport to Southport
Tower in Calgary

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax CodeCA5%

POF 1st Fl 22/01/14 16:26
Receipt [REDACTED]

Short-term parking tkt

HL - No. 060521

22/01/14 08:18 -

23/01/14 08:17 -

Period 1d0h0'

(Tax) \$23.00

Total \$23.00

Payment Received

[REDACTED] \$23.00

Type: Swiped

Sub Total \$21.90

Tax 5% 1.10

Airport Parking for
of meeting in Calgary

Parking at
Edmonton Airport
for Official
Administrator
meeting

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:

Ms Susan McGillivray

1-888-247-2262

Flight Arrivals and Departures

1-888-422-7533

Online Services

Manage my booking online (view/change my booking; select seats*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

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?

Meeting with Official Administrator and attendance at AHS/UNA Bargaining Team Caucus.

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8226 ¹	Edmonton, Edmonton Int'l (YEG) Wed 22-Jan 2014 09:00	Calgary (YYC) Wed 22-Jan 2014 09:53	0	0hr53	DH3	Flex, G	
AC8160 ¹	Calgary (YYC) Wed 22-Jan 2014 18:30	Edmonton, Edmonton Int'l (YEG) Wed 22-Jan 2014 19:23	0	0hr53	DH3	Flex, G	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Ms Susan McGillivray : Adult (16+), Ticket Number:

Air Canada -

Aeroplane:

Payment Card:

Seat Selection:

None

Meal Preference: None

Special Needs: None

Purchase Summary

Fare Summary

Passenger Type

Adult

Air Transportation Charges

Departing Flight - Flex

109.00

Return Flight - Flex

109.00

Surcharges

24.00

Taxes, Fees and Charges

Canada Airport Improvement Fee

55.00

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

15.56

Air Travellers Security Charge (ATSC)

14.25

Total airfare and taxes before options (per passenger)

326.81

Number of passengers

1

Travel Insurance (declined)

0.00

Grand Total - Canadian dollars

\$326.81

Janice Kuzyk

From: susan mcgillivray [REDACTED]
Sent: Tuesday, January 07, 2014 6:50 AM
To: Janice Kuzyk
Subject: Fwd: Air Canada - 22-Jan: Edmonton - Calgary (booking ref: [REDACTED])

For travel to Calgary for meetings with Gert and attendance at UNA bargaining.

Susan

Begin forwarded message:

From: Air Canada <confirmation@aircanada.ca>
Date: January 7, 2014 at 6:44:28 AM MST
To: [REDACTED]
Subject: Air Canada - 22-Jan: Edmonton - Calgary (booking ref: [REDACTED])

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

AIR CANADA 

Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check-in kiosk.



Hotels in Calgary

Why book your hotel stay at aircanada.com?

Hotels provided by WWTMS.

- **Lowest price** guaranteed
- Great choice of hotels
- Aeroplan Mile offer exclusive to aircanada.com



SAVE on car rentals, shows, activities and more.

[Go to My Travel Planner](#)



Need a car in Calgary? Great rates and additional Aeroplan Miles.

AVIS  **Budget**

Booking Information

Booking Reference: [REDACTED]

Customer Care
Air Canada

Payment Information

Credit/Debit Card [REDACTED] - Amount paid: **\$326.81**

The following charges (tax inclusive) will appear on your credit or debit card statement:


Air Canada: \$326.31 (Airfare - per ticket)

Ticket number(s): [REDACTED]

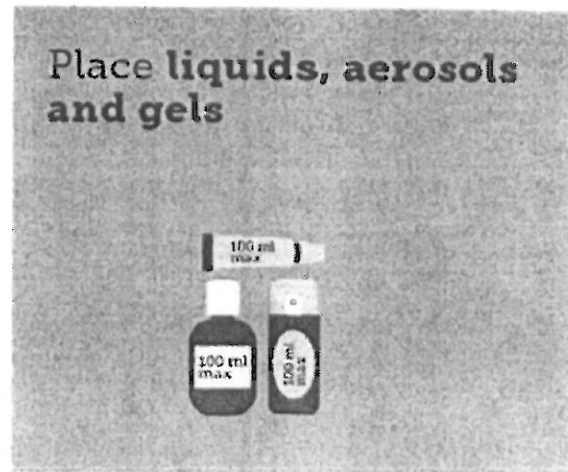
enRoute City Guide

Calgary

Calgary grew up fast through successive energy booms, so it still feels a lot like a small prairie town - albeit a small prairie town with more than a million people that's now Western Canada's engine of commerce...

 [Read the complete guide](#)

What do you think of our new City Guide feature?



Fare Rules

Departing Flight Edmonton (YEG) To Calgary (YYC) - Flex

Return Flight Calgary (YYC) To Edmonton (YEG) - Flex

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
 - **Same-day standby** is available **only** to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - Customers who **no-show** their flight will forfeit the fare paid.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax CodeCA5%

POF 1st Fl 29/01/14 19:52
Receipt [REDACTED]

Short-term parking tkt
HL - No. 075790
29/01/14 05:18 -
30/01/14 05:17 -
Period 1d0h0'
(Tax) \$23.00

Total \$23.00

Payment Received
VISA [REDACTED] \$23.00

Type: Swiped

Sub Total \$21.90
Tax 5% 1.10

04E76C08 - 1/1

Parking at Edmonton
Airport for HRAC Meeting
and attendance at Special
ELT Meeting - Calgary

Booking Reference: [REDACTED]

Customer Care

Air Canada

1-888-247-2262

Flight Arrivals and
Departures

1-888-422-7533

Electronic Ticketing confirmed. This is your official
itinerary/receipt.

Main Contact:

Ms Susan McGillivray



Online Services

Manage my booking online (view/change my booking; select seats*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

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.

Attendance at
HRAC meeting and
Special ELT meeting in
Calgary

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8139 ¹	Edmonton, Edmonton Int'l (YEG) Wed 29-Jan 2014 10:00	Calgary (YYC) Wed 29-Jan 2014 10:53	0	0hr53	DH3	Flex, G	
AC8160 ¹	Calgary (YYC) Wed 29-Jan 2014 18:30	Edmonton, Edmonton Int'l (YEG) Wed 29-Jan 2014 19:23	0	0hr53	DH3	Flex, G	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Ms Susan McGillivray : Adult (16+), Ticket Number: [REDACTED]

Air Canada -

Aeroplan :

Payment Card:

Seat Selection:

None

Meal Preference : None

Special Needs: None

Purchase Summary

Fare Summary

Passenger Type

Adult

Air Transportation Charges

Departing Flight - Flex

109.00

Return Flight - Flex

109.00

Surcharges

24.00

Taxes, Fees and Charges

Canada Airport Improvement Fee

55.00

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

15.56

Air Travellers Security Charge (ATSC)

14.25

Total airfare and taxes before options (per passenger)

326.81

Number of passengers

1

Travel Insurance (declined)

0.00

Grand Total - Canadian dollars

\$326.81

Payment Information

Credit/Debit Card [REDACTED] - Amount paid: **\$326.81**

The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$326.81 (Airfare - per ticket)

Ticket number(s): [REDACTED]

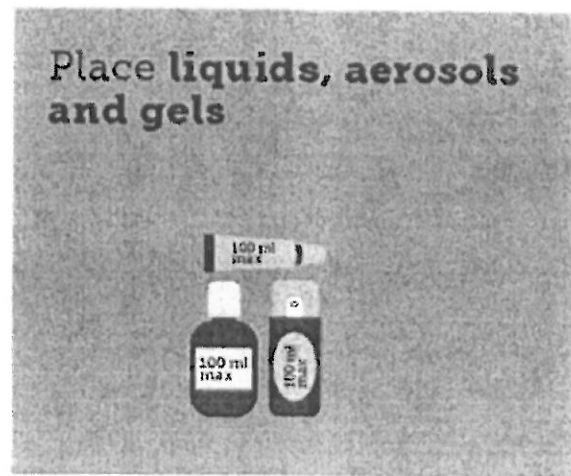
enRoute City Guide

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Return Flight Calgary (YYC) To Edmonton (YEG) - Flex

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- **Same-day standby** is available **only** to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- Flights can only be used in sequence from the place of departure specified on the itinerary.

- **Cancellations:**

- Tickets are **non-refundable** and **non-transferable**.
- **Cancellations** can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Customers who **no-show** their flight will forfeit the fare paid.

Janice Kuzyk

From: susan mcgillivray [REDACTED]
Sent: Tuesday, January 28, 2014 7:38 PM
To: Janice Kuzyk
Subject: Fwd: Air Canada - 29-Jan: Edmonton - Calgary (booking ref: [REDACTED] booking modified)

Susan

Begin forwarded message:

*Change fee to
Accommodate Special
EHT meeting in Calgary*

From: Air Canada <confirmation@aircanada.ca>
Date: January 28, 2014 at 7:35:31 PM MST
To: [REDACTED]
Subject: Air Canada - 29-Jan: Edmonton - Calgary (booking ref: [REDACTED] - booking modified)

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

AIR CANADA 

Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check in kiosk.



Need a car in Calgary? Great rates and additional Aeroplan Miles.

AVIS  **Budget**

Booking Information

Booking Reference: [REDACTED]

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:

Ms Susan McGillivray
[REDACTED]

Customer Care

Air Canada

1-888-247-2262

Flight Arrivals and

Departures

1-888-422-7533

Manage my booking online (view/change my booking; select seats*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

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
AC8131 ¹	Edmonton, Edmonton Int'l (YEG) Wed 29-Jan 2014 06:00	Calgary (YYC) Wed 29-Jan 2014 06:53	0	0hr53	DH3	Flex, W	
AC8160 ¹	Calgary (YYC) Wed 29-Jan 2014 18:30	Edmonton, Edmonton Int'l (YEG) Wed 29-Jan 2014 19:23	0	0hr53	DH3	Flex, G	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Ms Susan Mcgillivray : Adult (16+), Ticket Number: [REDACTED]

Air Canada -

Aeroplan : [REDACTED]

Payment Card: [REDACTED]

Seat Selection:

AC8131 4F, AC8160 2A

Meal Preference :

Regular

Special Needs:

None

Additional charges and/or refund summary

	Additional charges
Passenger Type	Adult
Air Transportation Charges	
Airfare (includes Surcharges)	58.00
Taxes, Fees and Charges	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	2.90
Total Additional Fare	60.90
Extra Charges (Change Fee)	
Change Fee	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	2.50
Total Extra Charge (Change Fee)	52.50
Number of passengers	1
Grand Total - Canadian dollars	\$113.40

Payment Information

Credit/Debit Card [REDACTED] - Amount paid: **\$113.40**

The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$60.90 (Airfare)

Air Canada: \$52.50 (Change Fee per ticket)

Ticket number(s): [REDACTED]

enRoute City Guide