

Official Administrator and Executive Expense Report

Name

Susan McGillivray

Title /

Acting Vice President, People

Location

Edmonton

Expenses submitted during the month of March 2014

							Trave	(1)								
Date	Source Document	Purpose	Airí	'are	Me	als	Accomm	odation	Oth Trav		otal avel	Professio Developm (2)		Working Sessions Hosting and Hospitality (3)	Ot	ther 4)
Mar-14		Meetings & Membership Fees		327							327		· -			
Total			\$	327	\$	-	\$	-	\$	-	\$ 327	\$	-	\$ -	\$	-

Total for

the Month \$ 327

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



TRAVEL, HOSPITALITY & WORKING SESSION EXPENSE CLAIM

* Enter employee # (etc) and Employee # (etc) expectly if your payoral has migrated to the New E-Propile payoral system * If you are a new employee and your payoral has a migrated to the New E-Propile payoral system * If you are a new employee and your payoral has been impressed to the New E-Propile payoral system * If you are a new employee and your payoral has been impressed to the New E-Propile payoral system * If you are a new employee and your payoral has been impressed to the New E-Propile payoral system * If you are a new employee and your payoral has been impressed to the New E-Propile payoral system * If you are a new employee and your payoral has been impressed to the New E-Propile payoral system * If you are a new employee and your payoral has been impressed to the New E-Propile payoral system * If you are a new employee and your payoral has been impressed to the New E-Propile payoral system * If you are a new employee and your payoral has been impressed to the New E-Propile payoral system * If you are a new employee and your payoral has been impressed to the New E-Propile payoral system * If you are a new employee and your payoral has been impressed to the New E-Propile payoral system * If you are a new employee and your payoral has been impressed to the New E-Propile of the New	SECTION A: EMPLOYEE DETAILS (for AHS Staff ONLY)											
# Froutises of the three periods of the three periods of the New E-Regole payvel system # Fryour are a wide employee and control processing (E-Regole) Name: SUSAN McCILLIVARY Position Positio	* Enter employee # (old) and Employee # (E-People) if your payroll has migrated to the New E-People payroll system											
Name: SUSAN McCILLYRAY Coartion Forus Bidd, Edmondon Dept: People DOFA Level: (% applicable) Union: Business Phone # Ext Ext Employee # (Fe People) Ext Captral Project Task Number Expanditure Type Total Section B: Travel - Pg 2 Total - Section C&D: Other & Foreign Expanses - Pg 3 Total - Section B: Travel - Pg 2 Total - Section C&D: Other & Foreign Expanses - Pg 3 Total Section B: Total Centre (FC) Expanse Expanses Expanses Expanses Expanses Pg 3 Total Section B: Total Centre (FC) Expanse Expanses Pg 3 Total Section B: Total Centre (FC) Expanse Pg 3 Total Section B: Total Centre (FC) Expanse Pg 3 Total Section B: S326.81 Punit Door	Indicate N/A in the Employee # (E-People) if your payroll has not migrated to the New E-People payroll system Travel Period from: 5-Feb-14 To 5-Feb-1											
Location Forus Bidg. Edmonton Dept: People DOFA Level: (if applicable) Union: Business Phone is Ext: Employee if (People): SECTION E: FINANCE CODING & TOTAL CLAIM CAPITAL PROJECT CODING ONLY -> Project Number	SI CUDANIA-ON LUDAY											
Expenditure Organization	Location: Focus Bidg., Edmonton Dept: People	ss Phone # Ext										
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Signature:												
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Signature: Title Date Health and Pyrsonal information on this joint is collected by AHS under the authority of and the AHS under the authority of and the AHS under the authority of and the AHS under the authority of and	Signature:			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 administrating AHS Procure to Pay program.

EXPENSE CLAIM DETAILS

E	nter Finance Coding 101 0005	7112040	0008		Emp # (E-F	Pennle)								
If expenses	incurred are for multiple FC's please use pages 2	3.2C.2D (fier pa3) a	as there sh	ould be one.	FC nor nor	ne OR	if more line	es are regula	ed for the ser	na EC una f	hoon outsitie	P	age 2A
rotor y como	Gill Gill Garage Separate any lakes (eg. GST)	. Securo	ury/Expens	se codes s	re not require	ea in this s	ection	as they are p	ore-determin	ed by the syst	tem.		mai pages.	Enter
***************************************	B: TRAVEL EXPENSES NOTE: If expens			alegones suc	th as Hospitality	, Warking Ses	sion, Re	location, Contin	tuing Education	. Business Insura	ince go to SEC	TION C		
Select from dropdown (column Prov.) where expenses were incurred (Out of N.America = Inter1) 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.														
		Prov. US.		1	-			If you	select "No"	in this colum	in.			
- 1	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	or Out of N.Amer	What is travel related to?						IRED in the "Rationale is Required" section on this page If amount being claimed is above the Bental					
Date dd-mmm-yy				Cost Effective	ective				policy limit stated in Appendix "A"			Rental Can/		
		incurred?		Method Used? Y/N	Meal Type with value	Allowance	Meal Type	with Receipt	Airfare	ionale is required Hotel Taxi		Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)
5-Feb-14	Special meeting of HRAC in Calgary	AB	Meeting	Yes					\$326.81	1		7 04:		
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							\vdash							
							\vdash							
														900
														
	SUBTOTALS								\$326.81	/				Total Kms
MILEAGE - Business Killometre Rate for Personally-Owned Vehicle —> details of travel location to & from must be included above under the purpose of travel column —> details of travel location to & from must be included above under the purpose of travel column														
Rates applicable \$0.505 per km for <u>under 5.000km/vr</u> or \$0.47 per km for <u>over 5.000km/vr</u> or <u>per Union Agreement</u> Mileage \$														
Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3														
Auto fills on page 1 - TOTAL TRAVEL \$ \$326.81														
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)														
A STANDARD TO BOARD ON STELLACTIVE NEWS SHOULD BE STINCTION TO THE CISIM FOLL.														
					- 2A of 3.						70.11			

Janice Kuzyk

From:

Debbie Benkowich

Sent:

Thursday, April 03, 2014 2:53 PM

To:

Janice Kuzyk

Subject:

FW: Air Canada - 05-Feb: Edmonton - Calgary (booking ref

From: susan mcgillivray [mailt

Sent: Saturday, January 11, 2014 8:34 AM

To: Janice Kuzyk

Cc: Debbie Benkowich; Lori Lindgren

SPECIAL MEETING OF THE HUMAN RESOURCES ADVISORY COMMITTEE DOKING REF Subject: Fwd: Air Canada - 05-Feb: Edmonton - Calgary (booking ref

For my flight to Calgary for exec ed planning day.

Susan

Begin forwarded message:

From: Air Canada < confirmation@aircanada.ca> Date: January 11, 2014 at 8:27:18 AM MST

To

Su

Feb: Edmonton - Calgary (booking ref:

****** 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.

robbis provided by VMTMS.

Scan this barcody to check in at any Air Canada check in klock

×

Hotels in Calgary

Why book your hotel stay at aircanada.com?

Lowest price guaranteed

Missed Claiming on February, expenses

- Great choice of hotels
- Aeroplan Mile offer exclusive to aircanada.com

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
ir Travellers Security Charge (ATSC)	14.25
otal airfare and taxes before options (per passenger)	326.81
lumber of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$326.81

Payment Information

Credit/Debit Card The following charg Amount paid: \$326.81

r on your credit or debit card statement:

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

Ticket number(s)

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.
- o Flights can only be used in sequence from the place of departure specified on the itinerary.
- Cancellations:
 - Tickets are non-refundable and non-transferable.
 - o Cancellations can be made up to 45 minutes prior to departure.
- o 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.
- Compilmentary advance standard seat selection on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Up to 24 hours after the purchase of a <u>new ticket</u>, Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)

Please read Important information and notices regarding Air Canada's general conditions of carriage.

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our Baggage Guide .

Carry-on Baggage

On your Air Canada, Air Canada Express, or Air Canada rouge-operated flight, you are entitled to 1 standard item (max. size: $23 \times 40 \times 55$ cm [9 x 15,5 x 21,5 in]) and 1 personal item (max. size: $16 \times 33 \times 43$ cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). <u>View more details</u>.

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

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

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

1st bag: Complimentary 2nd bag: \$20.00 CAD + taxes* per direction

Regular Baggage Allowance

Max. weight per bag: 23 kg (50 lb)

Max. linear dimensions per bag: 158 cm (62 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to the 2nd bag fee. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel. Please note that checked baggage fees may be assessed a second time if your itinerary includes a stopover lasting more than 24 hours.

Additional Baggage Allowance for Air Canada Altitude and Star Alliance members
Baggage check-in must occur with Air Canada, Air Canada Express (flights operated by Jazz, Sky
Regional, Air Georgian, Exploits Valley Air), Air Canada rouge or a Star Alliance member airline. Your Air
Canada Altitude status level must be valid at time of check-in to qualify for waiver of charges related to
baggage.

	Economy	Premium	Business
	Class	Economy	Class
Altitude Super Flite 100K, Elite 75K, Elite 50K & Elite 35K	3 bags	3 bags	3 bags
	32kg (70lb)	32kg (70lb)	32kg (70lb)
Altitude Prestige 25k	2 bags	2 bags	2 bags
	23kg (50lb)	23kg (50lb)	32kg (70lb)
Star Alliance Gold	3 bags	3 bags	3 bags
	23kg (50lb)	23kg (50lb)	32kg (70lb)
Star Alliance Silver	1 bag	2 bags	2 bags
	23kg (50lb)	23kg (50lb)	32kg (70lb)

Note: If you **exceed your baggage allowance** (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

View Air Canada's additional checked baggage policy.

View the additional checked baggage policy of Air Canada's codeshare and interline partners.

Important Information

Please review this itinerary/receipt and, should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Before You Go: A 'To-Do' List

All passengers are advised to view the <u>Travel_documentation</u> page for important information on identification required for travel.

Check-in and hoarding times









