

Official Administrator and Executive Expense Report

Name Susan McGillivray
Title Acting Vice President, People
Location Edmonton

Expenses submitted during the month of March 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)
Mar-14	Expense Claim	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

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-Mar-14 To 31-Mar-14 Travel Period from: 5-Feb-14 To 5-Feb-14 (if appropriate) Out-of-Province Travel No	
Name: <u>SUSAN MCGILLIVRAY</u> Position (Title): <u>Acting Vice President</u>				
Location: <u>Focus Bldg., Edmonton</u> Dept: <u>People</u> DOFA Level: [REDACTED] (if applicable) Union: [REDACTED] Business Phone # [REDACTED] Ext: [REDACTED]				
Employee # (E-People): [REDACTED]				

SECTION E: FINANCE CODING & TOTAL CLAIM									
CAPITAL PROJECT CODING ONLY →					Project Number _____		Project Task Number _____		
					Expenditure Organization _____		Expenditure Type _____		
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	\$326.81					
2B									
2C									
2D									
				\$326.81	**User to enter Coding & \$ Amounts				
NOTE: This section auto fills from page 2A, 2B, 2C & 2D					NOTE: These fields do not automatically fill for Section C & D				

TOTAL REIMBURSEMENT	
Total Section B	\$326.81
Total Section C&D	
Less Cash Advance	
TOTAL CLAIM	\$326.81

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.				
Employee Signature: <u><i>Susan McGillivray</i></u> Date: <u>April 13/14</u>				
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 the claimant or on their 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.				
Approved By (PRINT ONLY): <u>Deb Rhodes</u> DOFA Level [REDACTED] Position # [REDACTED] Phone # [REDACTED] Ext [REDACTED]				
Signature: <u><i>Debra Rhodes</i></u> Title: <u>Acting CFO</u> Date: <u>Apr 7/14</u>				
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 the claimant or on their 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.				
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 Procure to Pay program.

EXPENSE CLAIM DETAILS

Page 2A

Enter Finance Coding

101 0005

71120400008

Emp # (E-People)

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 dropdown (column Prov) where expenses were incurred (Out of N.America = Inter)
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							
5-Feb-14	Special meeting of HRAC in Calgary	AB	Meeting	Yes					\$326.81	/					
SUBTOTALS									\$326.81	/					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)

Mileage \$

Travel \$ Subtotal \$326.81

Auto fills on page 1 - TOTAL TRAVEL \$ 326.81

Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3

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)

Janice Kuzyk

From: Debbie Benkovich
Sent: Thursday, April 03, 2014 2:53 PM
To: Janice Kuzyk
Subject: FW: Air Canada - 05-Feb: Edmonton - Calgary (booking ref: [REDACTED])

From: susan mcgillivray [mailto:[REDACTED]]
Sent: Saturday, January 11, 2014 8:34 AM
To: Janice Kuzyk
Cc: Debbie Benkovich; Lori Lindgren
Subject: Fwd: Air Canada - 05-Feb: Edmonton - Calgary (booking ref: [REDACTED])

SPECIAL MEETING OF THE
HUMAN RESOURCES ADVISORY COMMITTEE
(HRAC) - Feb 5/14

For my flight to Calgary for exec ed planning day.

Missed claiming on
February expenses

Susan

Begin forwarded message:

From: Air Canada <confirmation@aircanada.ca>
Date: January 11, 2014 at 8:27:18 AM MST
To: [REDACTED]
Subject: Air Canada - 05-Feb: 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

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Hotels provided by WOTIF

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - <u>Flex</u>	109.00
Return Flight - <u>Flex</u>	109.00
<u>Surcharges</u>	24.00
Taxes, Fees and Charges	
<u>Canada Airport Improvement Fee</u>	55.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	15.56
<u>Air Travellers Security Charge (ATSC)</u>	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 charge [REDACTED] will appear on your credit or debit card statement:

Air Canada: \$326.81 (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...

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ENROUTE.AIRCANADA.COM

Fare Rules

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

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

- **Changes:**

- o 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.

u **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of

- o \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- o **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:**
 - o 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.
 - o 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.
- Up to 24 hours after the purchase of a new ticket, 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 x 40 x 55 cm [9 x 15,5 x 21,5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). [View more details](#).

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:	2nd bag:
	Complimentary	\$20.00 CAD
Regular Baggage Allowance		+ taxes* per direction
	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 Class	Premium Economy	Business Class
Altitude Super Elite 100K, Elite 75K, Elite 50K & Elite 35K	3 bags 32kg (70lb)	3 bags 32kg (70lb)	3 bags 32kg (70lb)
Altitude Prestige 25K	2 bags 23kg (50lb)	2 bags 23kg (50lb)	2 bags 32kg (70lb)
Star Alliance Gold	3 bags 23kg (50lb)	3 bags 23kg (50lb)	3 bags 32kg (70lb)
Star Alliance Silver	1 bag 23kg (50lb)	2 bags 23kg (50lb)	2 bags 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 [Travel documentation](#) page for important information on identification required for travel.

[Check-in and boarding times](#)



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