

Official Administrator and Executive Expense Report

Name Susan McGillivray
Title Acting Vice President, People
Location Edmonton
 Expenses submitted during the month of April 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)	
Apr-14	Expense Claim	Meetings	535	12		138	685	-		-	
Total			\$ 535	\$ 12	\$ -	\$ 138	\$ 685	\$ -	\$ -	\$ -	

Total for the Month \$ 685

Maximum daily single meal expense claimed in the month \$ 12
 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)

- 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-Apr-14 To 30-Apr-14

Travel Period from: 3-Apr-14 To 10-Apr-14 (if applicable)

Out-of-Province Travel No

Name: SUSAN MCGILLIVRAY

Position (Title): Acting Vice President

Location: Focus Bldg., Edmonton

Dept: People

DOFA Level:

(if applicable)

Union:

Business Phone #:

Ext:

Employee # (E-People):

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

Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense
2A	101	0005	71120400008	\$684.51
2B				
2C				
2D				
				\$684.51

NOTE: This section auto fills from page 2A, 2B, 2C & 2D

Total - Section C&D: Other & Foreign Expenses - Pg 3

Bal Unit	Location	Functional Centre (FC)	Secondary/ Expense	Total Expense

**User to enter Coding & \$ Amounts

NOTE: These fields do not automatically fill for Section C & D

TOTAL REIMBURSEMENT

Total Section B	\$684.51
Total Section C&D	
Less Cash Advance	
TOTAL CLAIM	\$684.51

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.

Travel, Hospitality and Working Session Expense Policy - Document# 1122

I, by signing this form, attest that I am compliant to all the above statements

Employee Signature:

Date

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 claim form with receipts should be sent by the approver directly to Accounts Payable for processing.

Approved By (PRINT ONLY): Deb Rhodes

DOFA Level

Position #

Phone #

Ext

I, by signing this form, attest that I am compliant to all the above statements

Signature:

Title

Acting CFO

Date

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

I, by signing this form, attest that I am compliant to all the above statements

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

Enter Finance Coding

101 0005 71120400008

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 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 (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							
3-Apr-14	Employee Development Learning Program meeting in Calgary (Flight cancelled due to fog)	AB	Meeting	Yes					\$433.91	✓					
10-Apr-14	Carous meetings with HR Team members - Calgary	AB	Meeting	Yes	L-\$11.60	\$11.60			\$100.80	✓	\$115.20	✓ \$23.00	✓		
SUBTOTALS						\$11.60			\$534.71		\$115.20	\$23.00			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)

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

Travel \$ Subtotal \$684.51

Auto fills on page 1 - TOTAL TRAVEL \$ 684.51

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: susan mcgillivray
Sent: Tuesday, March 25, 2014 1:04 PM
To: Janice Kuzyk; Debbie Benkovich
Subject: Fwd: Air Canada - 03-Apr: Edmonton - Calgary (booking ref: [REDACTED])

For my trip to Calgary to attend the meetings on the employee development learning program.

Susan

Begin forwarded message:

From: Air Canada <confirmation@aircanada.ca>
Date: March 25, 2014 at 12:44:57 PM MDT
To: [REDACTED]
Subject: Air Canada - 03-Apr: Edmonton - Calgary (booking ref: [REDACTED])

Employee development
Learning program meetings
in Calgary. Cancelled flight
due to fog

***** 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 WW (MS).

- 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: NGH32I

Customer Care
Air Canada

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

Mobil
Home
Work

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?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8133 ¹	Edmonton, Edmonton Int'l (YEG) Thu 03-Apr 2014 07:00	Calgary (YYC) Thu 03-Apr 2014 07:51	0	0hr51	DH3	Flex, W	
AC8152 ¹	Calgary (YYC) Thu 03-Apr 2014 16:30	Edmonton, Edmonton Int'l (YEG) Thu 03-Apr 2014 17:21	0	0hr51	DH3	Flex, W	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Ms Susan McGillivray : Adult (18+), Ticket Number:

Air Canada -
Aeroplan :

Meal Preference : None

Payment Card:

Special Needs: None

Seat Selection:

Purchase Summary

Fare Summary

Passenger Type

Adult

Air Transportation Charges

Departing Flight - Flex

160.00

Return Flight - Flex

160.00

Surcharges

24.00

Taxes, Fees and Charges

Canada Airport Improvement Fee

55.00

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

20.66

Air Travellers Security Charge (ATSC)

14.25

Total airfare and taxes before options (per passenger)

433.91

Number of passengers

1

Travel Insurance (declined)

0.00

Grand Total - Canadian dollars

\$433.91

Payment Information

Credit/Debit Card [REDACTED] - Amount paid: \$433.91

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

Air Canada: \$433.91 (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?

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myHOTELS



myenRoute
ENROUTE.AIRCANADA.COM

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.

Janice Kuzyk

From: susan mcgillivray [REDACTED]
Sent: Thursday, April 03, 2014 11:17 AM
To: Janice Kuzyk
Subject: Fwd: Air Canada: Cancellation Confirmation (booking ref: [REDACTED])

Susan

Begin forwarded message:

From: Air Canada <confirmation@aircanada.ca>
Date: April 3, 2014 at 6:44:12 AM MDT
To: [REDACTED]
Subject: Air Canada: Cancellation Confirmation (booking ref: [REDACTED])

You have cancelled your itinerary using the Air Canada Delayed and Cancelled Flight Service.

To apply for a refund:

It is important to always present your refund request via the original point of purchase:

- The travel agency which issued your ticket will process refunds
- If your ticket was purchased through the Air Canada call centre or at aircanada.com, forward your request to refunds@aircanada.ca along with the following information:

1. Name
2. Address
3. Email address
4. Ticket number starting with 014
5. Booking reference

For more information on ticket validity rules and how to apply your unused ticket value:
<http://services.aircanada.com/unusedticket>

Booking Reference: [REDACTED]

eTicket Number(s): [REDACTED]

CANCELLED ITINERARY:

AC8135

Edmonton Intl to Calgary Intl

Departing: Thu Apr-3, 2014 at 8:00

Arriving: Thu Apr-3, 2014 at 8:51

AC8148

Calgary Intl to Edmonton Intl

Departing: Thu Apr-3, 2014 at 14:30

Arriving: Thu Apr-3, 2014 at 15:21

Seats: 2F

You can view all your Delayed and Cancelled Flight messages here:
<http://mymessages.aircanada.com/en/XoiF8ymSMXC5H5Nicb2FRw>

If your cancelled booking included one or more flights for which you had a confirmed upgrade, any upgrade credits that were used for the upgrade will be returned to the account.

Voted the Best Airline in North America four years running -- Skytrax World Airline Awards 2013.

Meilleur transporteur aérien en Amérique du Nord pour la quatrième année -- Skytrax World Airline Awards 2013.

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Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.
Please bring your itinerary-receipt to the airport.

Passenger Information

Booking reference: XXXXXXXXXX

Name:

Ms Susan McCallum

E-mail:

Form of payment:

Customer Care

Air Canada Reservations

1-888-247-2262

Air Canada Flight Information

1-888-422-7533

International Reservations

Alert me of flight changes



Flight notification

Attendance at Meetings
in Calgary with various
HR team Members:
• Gerard Stang • Connie Shea
• Gert Erasmus
• Norma Wood

Flight	From	To	Aircraft	Booking class	Status
AC8135	Edmonton International (YEG)	Calgary (YYC)	DH3	V	Confirmed
Operated by:	Thu 10-Apr 2014	Thu 10-Apr 2014			
Air Canada Express-Jazz	08:00	08:51			
Seat number(s) requested:	1F				
AC8148	Calgary (YYC)	Edmonton International (YEG)	DH3	U	Confirmed
Operated by:	Thu 10-Apr 2014	Thu 10-Apr 2014			
Air Canada Express-Jazz	14:30	15:21			
Seat number(s) requested:	3A				

Name: **Ms Susan McGillivray**
Frequent Flyer Pgm: **Air Canada Aeroplan**

Passenger **1**

Ticket number: 
Program number: 

Passenger Summary

Passenger: 1 Ticket number 

Date of issue

09-Apr 2014

Fare Amount in Canadian dollars:

452.00

(including navigational & other charges)

Taxes, Fees & Charges

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

4.80

Combined Taxes *see fare calculation below (XT)

PD

Total Fare in Canadian dollars:

100.80A ✓

Ticket particulars:

AC ONLY/NON-REF/CHGE FEE

*Fare calculation:

10APR14YEA AC YYC Q12.00R172.00AC YEA Q12.00R256.00CAD452.00

END ROE1.00 PD14.25CA21.26XG55.00SQ

Canadian tax registration numbers:

XG Canada Goods and Service Tax (GST) #10009-2287

RC Canada Harmonized Sales Tax (HST) #10009-2287

XQ Quebec Sales Tax (QST) #1000-043-172

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable and name changes are not permitted.
- Advance seat assignments are not guaranteed and may be changed without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable refundable fees.

Please read Important information and notices regarding Air Canada's [General Conditions of Carriage](#).

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](#) and [US Secure Flight Program](#), US Secure Flight Program for Important information on documents and identification required for travel.

Travel Insurance

Canadian Residents - RBC Travel Insurance Company offers Canadian travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of Canada can purchase travel insurance from RBC Travel Insurance Company via www.aircanada.com/insurance or by calling 1-866-530-6021. To make sure you get the best possible protection, purchase insurance prior to your departure.

Various meetings with HR team members in Calgary:
Gerard Stang, Gert Erasmus, Norma Wood, Connie Shea

Taxi from Calgary
Airport to Southport
Tower

Taxi from Southport
Tower to Calgary
Airport

Parking at
Edmonton
Airport

ASSOCIATED CAB
404 35 AVENUE NE T2E2K7
CALGARY AB
22143100

PURCHASE

04 10 2014 09:21 18

SUSAN MC GILLIVRAY

Visa Credit

Trace # [redacted]
K22143100

INV # [redacted] RRN 001001120

Purchase \$54.30
Tip \$5.00
Total \$59.30

(00) APPROVED-THANK YOU

Obtain this copy for your
records
Customer copy

ASSOCIATED CAB
404 35 AVENUE NE T2E2K7
CALGARY AB
22143100

PURCHASE

SUSAN MC GILLIVRAY

Visa Credit

RRN 001001121

Purchase \$50.90
Tip \$5.00
Total \$55.90

(00) APPROVED-THANK YOU

Obtain this copy for your
records
Customer copy

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax CodeCA5%

POF 1st Fl 10/04/14 15:27
Receipt 096854

Short-term parking tkt
HL - No. 047310
10/04/14 07:12 -
11/04/14 07:11 -
Period 1d0h0'
(Tax)

\$23.00

Total \$23.00

\$23.00 ✓

Sub Total \$21.90
Tax 5% 1.10

59.30
55.90
\$115.20 ✓