

Official Administrator and Executive Expense Report

Name Susan McGillivray
Title Acting Vice President, Human Resources
Location Edmonton
 Expenses submitted during the month of June 2014

Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
		Travel (1)								
Jun-14	Expense Claim	Meetings	189				189	-		-
Total			\$ 189	\$ -	\$ -	\$ -	\$ 189	\$ -	\$ -	\$ -

Total for the Month \$ 189

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)

• 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-Jun-14 To 30-Jun-14
 Travel Period from: _____ To _____ (if applicable)
 Out-of-Province Travel No _____

Name: SUSAN MCGILLIVRAY Position (Title): Acting Vice President
 Location: _____, Edmonton Dept: Human Resources DOFA Level: _____ (if applicable) Union: _____ Business Phone #: _____ Ext: _____
 Employee # (E-People): _____

SECTION E: FINANCE CODING & TOTAL CLAIM

CAPITAL PROJECT CODING ONLY → Project Number _____ Expenditure Organization _____ Project Task Number _____ 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	\$189.00					
2B									
2C									
2D									
				\$189.00					

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	\$189.00
Total Section C&D	
Less Cash Advance	
TOTAL CLAIM	\$189.00

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: [Signature] Date: June 25/14
 Approved By (PRINT ONLY): Deb Rhodes DOFA Level: _____ Position #: _____ Phone #: _____ Ext: _____
 Signature: [Signature] Title: Acting CFO Date: June 26/14

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

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

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

Enter Finance Coding 101 0005 71120400008	Emp # (E-People) [REDACTED]	Page 2A
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*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-mmm-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						
6-Mar-14	Airfare to Calgary for HRAC meeting - Susan unable to attend and credit for airfare will be used at a later date - <i>June 18/14</i>	AB	Meeting	Yes					\$189.00					
SUBTOTALS									\$189.00					Total Kms

<p align="center">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 <u>under 5,000km/yr</u> or \$0.47 per km for <u>over 5,000km/yr</u> or per Union Agreement</p>	<p align="center">Enter \$0.505 km, \$0.47 km <u>OR</u> rate per Union Agreement <i>(see Mileage details to the left)</i></p>
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<p>Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3</p>	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Mileage \$</td> <td> </td> </tr> <tr> <td style="text-align: right;">Travel \$ Subtotal</td> <td align="right">\$189.00</td> </tr> <tr> <td style="text-align: right;">Auto fills on page 1 - TOTAL TRAVEL \$</td> <td align="right">\$189.00</td> </tr> </table>	Mileage \$		Travel \$ Subtotal	\$189.00	Auto fills on page 1 - TOTAL TRAVEL \$	\$189.00
Mileage \$							
Travel \$ Subtotal	\$189.00						
Auto fills on page 1 - TOTAL TRAVEL \$	\$189.00						

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 [REDACTED]
Sent: Thursday, March 06, 2014 1:36 AM
To: Janice Kuzyk
Subject: Fwd: Air Canada - 18-Jun: Edmonton - Calgary (booking ref: [REDACTED]) - booking modified

Susan

HRAC Meeting in Calgary ✓

Begin forwarded message:

From: Air Canada <confirmation@aircanada.ca>
Date: March 6, 2014 at 1:35:00 AM MST
To: [REDACTED]
Subject: Air Canada - 18-Jun: Edmonton - Calgary (booking ref: [REDACTED]) - booking modified

*flight cancelled
refund to follow*

***** 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]

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

Mobile: [REDACTED]
Home: [REDACTED]
Work: [REDACTED]

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
1	Edmonton, Edmonton Int'l (YEG) Wed 18-Jun 2014 07:00	Calgary (YYC) Wed 18-Jun 2014 07:46	0	0hr46		Flex, G	
1	Calgary (YYC) Wed 18-Jun 2014 18:00	Edmonton, Edmonton Int'l (YEG) Wed 18-Jun 2014 18:48	0	0hr48		Flex, G	

Operated by:

1 Air Canada Express -

Passenger Information

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

Air Canada -

Meal Preference :

Aeroplan :

Payment Card:

Special Needs:

Seat Selection:

Additional charges and/or refund summary

	Additional charges
	Adult
Passenger Type	
Air Transportation Charges	
Airfare (includes Surcharges)	80.00
Taxes, Fees and Charges	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	4.00
Total Additional Fare	84.00
Extra Charges (Change Fee)	
Change Fee	100.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	5.00
Total Extra Charge (Change Fee)	105.00
Number of passengers	1
Grand Total - Canadian dollars	\$189.00

Payment Information

- Amount paid: **\$189.00**

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

Air Canada: \$84.00 (Airfare)

Air Canada: \$105.00 (Change Fee per ticket)

Ticket number(s):

enRoute City Guide

Janice Kuzyk

From: susan mcgillivray [REDACTED]
Sent: Tuesday, June 17, 2014 7:40 PM
To: Janice Kuzyk; Debbie Benkowich
Subject: Fwd: Air Canada - 18-Jun: Edmonton - Calgary (booking ref: [REDACTED]) - booking cancelled

Susan

Begin forwarded message:

From: Air Canada <confirmation@aircanada.ca>
Date: June 17, 2014 at 7:37:48 PM MDT
To: [REDACTED]
Subject: Air Canada - 18-Jun: Edmonton - Calgary (booking ref: [REDACTED]) - booking cancelled

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

Booking cancellation.

You have successfully cancelled your flight reservation. Visit aircanada.com again for more great travel deals.

Retain any balance for use as a future travel credit

- **NO REFUND WILL BE ISSUED beyond 24 hours of purchase*.**
- Please print this page for future reference and keep your booking reference number. You will need to contact Air Canada Reservations to use an outstanding travel credit toward the purchase of a new ticket. (Fares available online are not necessarily available through Air Canada Reservations.)
- The value of one unused ticket can be applied to the value of one new ticket provided **outbound travel commences** within one year of original ticket issuance.
- Non transferable: the original booking passenger(s) must use their respective amount(s).
- Any amount remaining unused after booking a new flight is forfeited.
- Non refundable travel options, such as assigned seat selection, Maple Leaf Lounge access, and Onboard Café snack or meal vouchers may be used on future flights, subject to availability.
- Any eUpgrade Credits used to upgrade the cancelled flight will be returned to your account.
- Your reservation will be subject to the change fees applicable to the ticket submitted as a credit. Please refer to your Itinerary/receipt for the rules that apply to your ticket.

* Up to 24 hours after the purchase of a new ticket, Air Canada will cancel your ticket and provide a full refund without penalty.

Booking Information

AIR CANADA 

Booking Reference: [REDACTED]

Main Contact:

Ms Susan McGillivray

Mobile: [REDACTED]

Home: [REDACTED]

Work: [REDACTED]

Passenger Information

Passenger 1: Adult

Name:

Ms SUSAN MCGILLIVRAY

Ticket number:

