

## Board and Executive Expense Report

**Name** Dr. Tom Noseworthy  
**Title** ACMO, Strategic Clinical Networks & Clinical Care Pathways & Interim ZMD Edmonton  
**Location** Edmonton  
 Expenses submitted during the month of January 2013

Travel (1)										
Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
January 2013	Expense Claim	Various meetings	56	-	-	456	512	-	-	-
January 2013	Direct Billing	Various meetings	261	-	-	238	499	-	-	-
<b>Total</b>			<b>\$ 317</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 694</b>	<b>\$ 1,011</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Total for the Month** \$ 1,011

Maximum meal expense claimed in the month \$ -  
 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

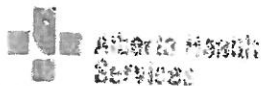
### 3) Hosting and Hospitality expenses

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)**

\* Employee must be an AHS staff member (not a contractor) if your payroll has migrated to the new "Employee" payroll system.  
 \* If you are an AHS staff member but your payroll is not migrated to the new "Employee" payroll system, you must provide a copy of your payroll statement to the HR Department.  
 \* If you are a contractor, you must provide a copy of your invoice to the HR Department.

Expense Date From: December 23 2012 To: January 18 2013  
 Travel Period From: \_\_\_\_\_ To: \_\_\_\_\_  
 Out-of-Province Travel: \_\_\_\_\_

Name of Travel Recipient: \_\_\_\_\_  
 Location: \_\_\_\_\_ Dept: \_\_\_\_\_ Position (Title): ACMAO ACNs & Clinical Care Pathways  
 DOFA Level: \_\_\_\_\_ Union: \_\_\_\_\_ Business Phone #: \_\_\_\_\_ Ext: \_\_\_\_\_  
 Employee #: \_\_\_\_\_

**SECTION B: 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					TOTAL REIMBURSEMENT		
Pg	Bel Unit	Location	Functional Centre (FC)	Total Expense	Bel Unit	Location	Functional Centre (FC)	Secondary Expense	Total Expense	Total Section B	Total Section C&D	
2A	101	0000	71170002	\$512.45						\$512.45		
2B	101	0000	71190003									
2C												
2D												
				\$512.45								

NOTE: This total on each file from page 2A, 2B, 2C & 2D.  
 \*User to enter Coding & S amounts.  
 NOTE: These fields do not automatically fill for Section C&D.

**SECTION C: AUTHORIZATION**

If applicable, print the name of the person (other than yourself) that prepared the claim along with phone number and there are any additional contact can be easily made.  
 Employee and approval signatures required at the DOFA level (delegation of authority level) and Position # of the approver.

Claims Prepared by: 20000 20000 Karan Wankar  
 Phone #: \_\_\_\_\_ Ext: \_\_\_\_\_

I hereby certify that I have read the Travel, Hospitality and Working Session Expense Policy & Account Policy documents and hereby certify that the expenses claimed are in accordance with the policy.  
 Employee Signature: [Signature] Date: 18-01-13

Approved By: [Signature] DOFA Level: 2a Position #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Ext: \_\_\_\_\_  
 Title: EVP & CMO

Approved By: [Signature] DOFA Level: 2a Position #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Ext: \_\_\_\_\_  
 Title: [Signature]

EXPENSE CLAIM DETAILS

Enter Finance Coding 101 \* 0000 \* 71110300012 Emp # (2-People) N/A Emp # (per to 6-people) N/A Page 2A

\* Expenses claimed are for multiple FC's please use pages 2B, 2C, 2D (after 2011) as there should be one FC per page OR if more lines are required for this same FC use extra information pages. Enter total \$ amount on line. DO NOT separate any taxes (eg. GST). Secondary/Expense codes are not required in this section as they are pre-defined by the system.

**SECTION B. TRAVEL EXPENSES** NOTE: If expense is not in this section, it is not eligible for reimbursement by Working Solutions. See doctor's report from Location Health Services with SECTION C. **Global from dropdown menu (column Province) where expenses were incurred (Out of Province/Out of North America)**. Ensure appropriate use for claim items that occur in Province, US and Out of North America.

Date	Purpose of Travel	Province, US, or Out of N.America	What is travel related to?	Meal		Airfare Bus/LRY Parking	Hotel	Rental Car	Taxes	Fuel	Mileage (km)
				Select by Type	Receipt for per diem						
14 Jun 13	Transportation - Purchase of 2013 Honda Civic	AS	Meeting			\$57.65					
30 Jun 13	Transportation - Tax from Ontario to Edmonton	AS	Meeting								
5 Sep 13	Transportation - Tax from Edmonton to Regina	AB	Meeting						\$51.00		
10 Jun 12	Transportation - Tax from GST to NEA/HC	AS	Meeting						\$23.75		
14 Jun 13	Transportation - Tax from GST to Grey Nuts	AS	Meeting						\$21.00		
14 Jun 13	Transportation - Tax from Edmonton to Regina	AB	Meeting						\$45.00		
14 Jun 13	Transportation - Tax from Regina to Edmonton	AS	Meeting						\$50.00		
14 Jun 13	Transportation - Tax from Regina to Saskatoon office	AB	Meeting						\$61.00		
14 Jun 13	Transportation - Mile charge for	AB	Meeting			\$56.00			\$35.00		
<b>SUBTOTALS</b>						\$145.65			\$271.65		Total Miles

**MEAL PER DIEM RATES**  
 Breakfast = \$12.00 Lunch = \$10.00 Dinner = \$12.00  
 Full Breakfast & Dinner = \$22.00 Breakfast & Dinner = \$22.00

**MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle**  
 \$0.505 per km for the first 1,000 km per year  
 \$0.47 per km for every 5,000 km in the Union Agreement

Enter \$0.905 km \$0.47 km OR rate per Union Agreement (See Mileage section for the rate)

Mileage \$

Travel \$ Subtotal \$112.45

Enter on page 1 TOTAL TRAVEL \$ \$112.45

Note: Total amount for this claim is \$112.45. If you are claiming more than one claim, please add the total amount for all claims.

**Karen Ramkhelawan**

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**From:** Karen Ramkhelawan  
**Sent:** Saturday, December 22, 2012 12:14 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Re: Transport for Dr Tom Noseworthy - early January 2013

Many thanks [REDACTED] & Merry Christmas!

ps - as I won't be seeing Dr Noseworthy until Mon Jan 7th, I'm cc'ing him on this email so he knows his transport is confirmed.

Best Regards,

Karen Ramkhelawan  
Alberta Health Services  
[REDACTED]

Sent from my iPhone

On 2012-12-22, at 12:08 PM, [REDACTED] wrote:

> Thanks Karen , will do

>

> Sent from my iPhone

>

> On 2012-12-22, at 8:20 AM, Karen Ramkhelawan <Karen.Ramkhelawan@albertahealthservices.ca> wrote:

>

>> Good morning [REDACTED],

>>

>> It was great to connect with you via phone yesterday, and many thanks to [REDACTED] for bridging the call. In follow-up to our conversation & as promised, here are the dates I know of so far that Dr Noseworthy will require transport in the New Year:

>>

n/a

>>

(a) >> Tuesday, January 8th: Pls pick him up from his condo at 5:30am and take him to the airport for his 7:00am WestJet flight ... this is business transport.

>>

(b) >> Tuesday, January 8th: Pls pick him up from the airport at 6:50pm (arriving on WestJet flight 259) and take him home to his condo ... this is business transport.

>>

n/a

>>

>> Many thanks [REDACTED], pls confirm.

>>

>> Best Regards,

>>

>> Karen Ramkhelawan

>> Alberta Health Services

>> [REDACTED]

- (a) From condo To Edmonton airport to fly to Calgary for OCN Launch.
- (b) From airport To home, returning  
1. from OCN Launch in Calgary.

**Karen Ramkhelawan**

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**From:** Karen Ramkhelawan  
**Sent:** Thursday, January 10, 2013 7:45 PM  
**To:** [REDACTED]  
**Subject:** RE: UPDATE - RE: Transport for Dr Tom Noseworthy - early January 2013

Thanks [REDACTED].

Karen

-----Original Message-----

**From:** [REDACTED]  
**Sent:** Thursday, January 10, 2013 7:43 PM  
**To:** Karen Ramkhelawan  
**Subject:** Re: UPDATE - RE: Transport for Dr Tom Noseworthy - early January 2013

Yes , no problem I will take care of it Thanks have good evening

Sent from my iPhone

On 2013-01-10, at 7:38 PM, Karen Ramkhelawan <[Karen.Ramkhelawan@albertahealthservices.ca](mailto:Karen.Ramkhelawan@albertahealthservices.ca)> wrote:

> Hi [REDACTED]  
>  
> I hope all is well.  
>  
> Further to my email of Dec 22nd, I'd like to make a change to Dr Noseworthy's transport for tomorrow, Fri Jan 11th.  
>  
> He would now like to be picked up from Seventh Street Plaza (SSP) at 12:15pm and taken to the Grey Nuns Hospital (GNH) for a meeting he has there. Then, he will need to be picked up from GNH at 2:00pm to be taken to the airport for his WestJet flight. Because he will be going directly to the airport after his meeting, it will be necessary for him to have his luggage with him and would ask that you allow it to be left in the vehicle while he is at the meeting at GNH. Please note that transport from SSP to GNH is business, while transport from GNH to the airport is personal.

>  
> Thanks & please confirm.

>  
> Karen

> -----Original Message-----

> **From:** Karen Ramkhelawan  
> **Sent:** Saturday, December 22, 2012 12:14 PM  
> **To:** [REDACTED]  
> **Cc:** [REDACTED]  
> **Subject:** Re: Transport for Dr Tom Noseworthy - early January 2013

> Many thanks [REDACTED] & Merry Christmas!

> ps - as I won't be seeing Dr Noseworthy until Mon Jan 7th, I'm cc'ing him on this email so he knows his transport is confirmed.

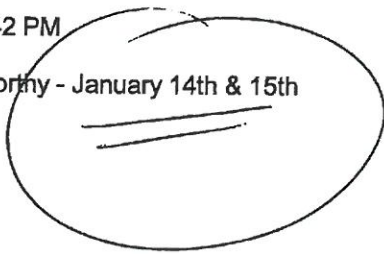
>

*Jan. 11, 2013.  
Taxi from SSP to Grey Nuns  
Hospital for SCN meeting.*

**Karen Ramkhelawan**

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**From:** Karen Ramkhelawan  
**Sent:** Friday, January 11, 2013 4:42 PM  
**To:** [REDACTED]  
**Subject:** RE: Transport for Dr Noseworthy - January 14th & 15th



Many thanks [REDACTED], you too.

Karen

**From:** [REDACTED]  
**Sent:** Friday, January 11, 2013 4:41 PM  
**To:** Karen Ramkhelawan  
**Cc:** [REDACTED]  
**Subject:** Re: Transport for Dr Noseworthy - January 14th & 15th

Confirmed  
Thank you and have good weekend

Sent from my iPhone

On 2013-01-11, at 4:38 PM, Karen Ramkhelawan <[Karen.Ramkhelawan@albertahealthservices.ca](mailto:Karen.Ramkhelawan@albertahealthservices.ca)> wrote:

Hi [REDACTED]

Can you please provide transportation for Dr Noseworthy on the following days:

- (a) **Monday, Jan 14<sup>th</sup>** – pick him up from the airport at 8:15pm (arriving on Air Canada flight 157) and take him home to his condo ... this is business transport.
- (b) **Tuesday, Jan 15<sup>th</sup>** – pick him up from his condo at 6:00pm and take him to the airport for his 7:30pm Air Canada flight ... this is business transport.

Thanks very much & please confirm.

*Karen Ramkhelawan, Executive Assistant  
Office of the Associate Chief Medical Officer  
Strategic Clinical Networks & Clinical Care Pathways  
Alberta Health Services  
Seventh Street Plaza, North Tower, [REDACTED]  
10030 - 107 Street  
Edmonton, Alberta T5J 3E4*

[E: karen.ramkhelawan@albertahealthservices.ca](mailto:karen.ramkhelawan@albertahealthservices.ca)



<Picture (Device Independent Bitmap) 1.jpg>

(a) From airport To Condo - returned from a conference in Toronto to attend Joint Exec. mtg. & Health Sustainability mtg. on Jan. 15<sup>th</sup>

(b) From Condo To the airport to attend meetings in Calgary for the balance of the week - PPEC, ZMD, CHO, SCN Consult w/ PPH, etc.

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and or privileged information. Please contact me immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed

Dr. Tom Noseworthy  
(Page 1 of 2)



Sobeys Jasper Ave  
10404-Jasper Ave T5J 1Z3  
780.429.9922  
GST# 89558-8788

Served by: [Redacted]

January Adult Bus Pa	\$84.65
SUBTOTAL	\$84.65
TOTAL TAX	\$0.00
<b>TOTAL</b>	<b>\$84.65</b>
Cash	\$100.00
Cash	TENDER CHANGE \$15.35

NUMBER OF ITEMS 1

Term	Tran	Store	Oper	01/07/13
30	5173	3023	130	07:40:56

Thank You for Shopping at  
Jasper Ave Sobeys

\*\*\*\*\*  
visit us at [www.clubsobeys.com](http://www.clubsobeys.com)  
\*\*\*\*\*

Sobeys West Customer Care  
1-888-476-2597



PRESTIGE 1000 CABS 780-462-4444

IST# 813867423  
Date: 10/01/13 Amount: 27.00  
Driver: [Redacted] Car #: 922  
From: 10750 10020  
To: Eastman Health

10135 - 31 Avenue, Edmonton, AB T6N 1C2

**PRESTIGE CABS**  
10135 - 31 Avenue  
Edmonton, Alberta T6N 1C2  
ADMIN. 465-8500  
FAX: 462-2722  
**462-4444**  
THANK YOU/MERCI

Date: Jan 8 Amount/Montant \$ 66.70 Car/Voiture # 897

Driver/Chauffeur: [Redacted] G.S.T. # \_\_\_\_\_

From/De: Downtown To/A: Airport



PLEASE CALL AGAIN  
AU PLAISIR DE VOUS REVOIR

⇒ From Condo To  
Edmonton airport  
to fly to Calgary  
for OCN launch

**PRESTIGE CABS**  
10135 - 31 Avenue  
Edmonton, Alberta T6N 1C2  
ADMIN. 465-8500  
FAX: 462-2722  
**462-4444**  
THANK YOU/MERCI

Date: Jan 8 Amount/Montant \$ 66.70 Car/Voiture # 897

Driver/Chauffeur: [Redacted] G.S.T. # \_\_\_\_\_

From/De: Airport To/A: Downtown



PLEASE CALL AGAIN  
AU PLAISIR DE VOUS REVOIR

⇒ From Edmonton  
airport to  
home returning  
from OCN launch  
in Calgary

**PRESTIGE CABS**  
10135 - 31 Avenue  
Edmonton, Alberta T6N 1C2  
ADMIN. 465-8500  
FAX: 462-2722  
**462-4444**  
THANK YOU/MERCI

Date: Jan 11 Amount/Montant \$ 45.00 Car/Voiture # 897

Driver/Chauffeur: [Redacted] G.S.T. # \_\_\_\_\_

From/De: SSP To/A: G.N. Hospital



PLEASE CALL AGAIN  
AU PLAISIR DE VOUS REVOIR

⇒ From SSP to  
Grey Nuns for  
SCN mtg.

**PRESTIGE CABS**  
10135 - 31 Avenue  
Edmonton, Alberta T6N 1C2  
ADMIN. 465-8500  
FAX: 462-2722  
**462-4444**  
THANK YOU/MERCI

Date: Jan 14 Amount/Montant \$ 66.70 Car/Voiture # 897

Driver/Chauffeur: [Redacted] G.S.T. # \_\_\_\_\_

From/De: Airport To/A: Downtown



PLEASE CALL AGAIN  
AU PLAISIR DE VOUS REVOIR

⇒ From Edmonton  
airport to home  
returning from  
from Conference  
in Toronto to  
attend mtg. on  
Jan. 15<sup>th</sup>.

⇒ Taxi from SSP to  
NECHC for  
ANSafe mtg.

Dr. Tom Noseworthy  
(Page 2. of 2.)

**PRESTIGE**  
**CABS**


70135 - 31 Avenue  
Edmonton, Alberta T6N 1C2  
**462-4444**  
THANK YOU/MERCI

ADMIN. 465-8500  
FAX: 462-2722

Date: Jan 15 Amount/Montant \$ 66.70 Car/Voiture # 897

Driver/Chauffeur: [REDACTED] G.S.T. # \_\_\_\_\_

From/De: Downtown To/A: Air port

 PLEASE CALL AGAIN  
AU PLAISIR DE VOUS REVOIR

⇒ Taxi from home to  
Edmonton airport  
to travel to Calgary  
to attend meetings  
for the rest of  
the week.

Thank You for choosing

### ASSOCIATED CAB

for all your transportation needs.

Visit our counter at the  
Calgary International Airport  
Intern



Driver: [REDACTED] Date: Jan 15 13

Car # 111 Amount 33.00

GST Included # \_\_\_\_\_

⇒ Taxi from apt. in  
Calgary to SPT office  
to attend various meetings  
incl. SCN Consult mtg.  
w/ PPH, weekly SCN mtg.  
w/ Tracy/Cy/Miki, etc.



MARLIN TRAVEL  
O-O PERCY HUNT TRAVELGROUP INC  
MAIN FLOOR, 9929 108TH ST.  
EDMONTON, AB T5K 1G8  
GST Reg#: 885101915  
Branch: N61107  
Agent: [REDACTED]

To: ALBERTA HEALTH SERVICES  
[REDACTED] NORTH TOWER  
10030-107 ST  
EDMONTON AB, T5J 3E4

Invoice Number: 86641  
Date: January 10, 2013  
Page: 1/2  
Our Reference: ZCH0095075C RWZ09Q  
Your Reference: [REDACTED]

## INVOICE

For  
DR TOM NOSEWORTHY  
[REDACTED]

Monday, January 14, 2013

 Air

AIR CANADA  
From: TORONTO PEARSON  
To: EDMONTON INTL AB  
Stops: 0  
Seat(s): 28D

Flight: 157 Q CLASS  
06:00:PM Equipment: A320  
08:14:PM

Mile(s) Flown: 1676

### Cost:

TKT- AC2524181560 E-TKT EXCHANGED

[REDACTED] 50.00  
HST: 6.00  
Ticket Total: 56.00

Dr. Noseworthy returned to Edmonton from Toronto on Monday, Jan. 14<sup>th</sup> to attend a joint exec. mtg. & a sustainability mtg in-person on Jan. 15<sup>th</sup>, at the request of the CEO. He returned from the Toronto conference a day early and pd. for the original ticket + \$56.00 change fee with his personal credit card. He is requesting reimbursement of the change fee.

To: ALBERTA HEALTH SERVICES  
[REDACTED] NORTH TOWER  
10030-107 ST  
EDMONTON AB, T5J 3E4

Invoice Number: 86641  
Date: January 10, 2013  
Page: 2/2  
Our Reference: ZCH0095075C RWZ09Q  
Your Reference: [REDACTED]

## INVOICE

**Total:**

<b>Grand Total:</b>	56.00
<b>Less Credit Card Payments:</b>	56.00
<b>Total GST/HST:</b>	6.00
<b>Credit / Balance Due To This Invoice:</b>	0.00
<b>Total Balance Due:</b>	0.00

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE  
ACCEPTED:.....DECLINED:.....  
DOCUMENTATION REQUIRED: VALID PASSPORT... VISA... TOURIST CARD..  
...PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER.....  
PLEASE RECONFIRM ALL FLIGHTS BETWEEN 48 AND 72 HOURS PRIOR  
TO EACH DEPARTURE DIRECTLY WITH THE AIRLINE.  
OUR PRIVACY POLICY CAN BE FOUND AT [WWW.MARLINTRAVEL.CA](http://WWW.MARLINTRAVEL.CA).

## Executive Expenses Report Direct Billing Summary

**Purpose of This Form:**

The purpose of this form is to report expenses incurred on behalf of a designated Executive and paid for by a third party vendor. The information will be used for public disclosure reporting.

**Expenses Paid Directly to Third Party Vendors**

AHS may have established accounts with certain vendors used to book travel and other expenses that are billed directly to AHS. Examples include but are not limited to hotels, travel agencies, car rental agencies, conferences, courses and expenses reimbursed from a petty cash fund. It is mandatory to include in monthly reports these expenses that pertain to each member. AHS is required to disclose expenses for all applicable receipts and back up must be attached.

### Direct Bill Report

- Enter all items related to expenses incurred while conducting AHS business and paid for via a third party vendor (i.e. hotel accommodation, airline tickets, car rental, hosting events and working sessions).
- Enter all expenses pertaining to professional development such as conferences and courses, etc.
- Enter all other expenses paid by AHS not mentioned above
- Copies of invoices and other relevant back up must be attached including approvals for working sessions/hosting events
- Information will be used for reporting purposes only
- A personal cheque must be attached to cover expenses deemed ineligible
- Indicate whether you have expenses to report in this section for this reporting period: Yes  No

Name: Dr Tom Noseworthy		Reporting Period for the Month of: January 2013			
Date	Payment Method	Category	Description/Purpose for Expense	Name of Vendor Paid	Amount Paid
2013-01-15	Direct Billing	Transportation	Taxi from Calgary airport to home to attend meetings in Calgary	Airport Towne Car Service	\$79.24
2013-01-16	Direct Billing	Transportation	Taxi from home to Delta Calgary Airport hotel to attend meetings	Airport Towne Car Service	\$79.24
2013-01-16	Direct Billing	Transportation	Taxi from Delta Calgary Airport hotel to UofC for Lecture	Airport Towne Car Service	\$79.23

<b>2013-01-10</b>	<b>Direct Billing</b>	<b>Transportation</b>	<b>Fly Edmonton-Calgary for meetings</b>	<b>Marlin Travel</b>	<b>\$261.48</b>
<b>Total Paid in the Month</b>					<b>\$499.19</b>



## Payment Requisition

<b>PAYEE INFORMATION</b> <i>(Check one only)</i> <input checked="" type="checkbox"/> Vendor <input type="checkbox"/> Patient <i>(if applicable)</i>						
Invoice Date <b>Jan 16 2013</b>		Invoice Number <b>n/a</b>		PO # <b>n/a</b>		
Vendor Name <b>Airport Towne Car Service</b>						
[Redacted]				City <b>Calgary</b>		
Province/State <b>AB</b>		Postal Code <b>T3G 4X7</b>		Country <b>Canada</b>		
If <b>not</b> a PO purchase, does it comply with items under AHS Policy, Contracts #CF-2, Appendix "B" <input checked="" type="checkbox"/> Yes describe <input type="checkbox"/> No Explain						
Reason for Payment: <b>Transport/cab for Dr. Tom Noseworthy while in Calgary</b>						
Are original attachments to be mailed with cheque? (Note 2) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
<b>FINANCE CODE/ACCOUNTING DISTRIBUTION</b> <i>(Departments must provide Complete Coding)</i>						
Balancing Unit	Location	Functional Centre	Expense/Secondary Account	Expense Sub-Total	GST (if applicable)	Total Payment
<b>101</b>	<b>0000</b>	<b>71110000012</b>	<b>62310000</b>	<b>\$237.71</b>		<b>\$237.71</b>
<input checked="" type="checkbox"/> Canadian <input type="checkbox"/> U.S. <input type="checkbox"/> Other				<b>TOTAL PAYMENT</b>		<b>\$237.71</b>
<b>CAPITAL PROJECT CODING</b> <i>(if more space is needed for coding, please attached an additional sheet)</i>						
Project	Task	Expense Type	Expense Org.	Expense Sub-Total	GST (if applicable)	Total Payment
<input type="checkbox"/> Canadian <input type="checkbox"/> U.S. <input type="checkbox"/> Other				<b>TOTAL PAYMENT</b>		
<b>AUTHORIZATION</b>						
Requisitioned by <i>(Print name)</i> <b>Karen Ramkhalawan</b>		<i>(Signature)</i>		Employee #	Phone #	
Title/Program Group: <b>Exec Asst to ACMO, SCN &amp; Clinical Care Pathways</b>				Date <b>January 24 2013</b>		
Approved by <i>(Print name)</i> <b>Dr. David Megran</b>		<i>(Signature)</i>		Employee #	Phone #	
Title/Program Group: <b>EVP &amp; Chief Medical Officer</b>				Date <b>JANUARY 24 2013 Feb 11 13</b>		
Approved by <i>(Print name)</i> <b>(as required)</b>		<i>(Signature)</i>		Employee #	Phone #	
Title/Program Group:				Date		
<b>AUTHORIZATIONS SHOULD BE IN ACCORDANCE WITH DELEGATION OF AUTHORITY FOR FINANCIAL COMMITMENTS POLICY # CF-3</b>						
1) All employee claims must be submitted on the Travel & Employee Expense Claim form 2) All cheques and attachments will be mailed out by Accounts Payable. Cheques will <b>NOT</b> be pulled and returned to departments for mailing. 3) Non-compliant and incomplete/improperly authorized payment requisitions will be returned without processing 4) Payment requisition is required for service P.O. or items that comply with AHS Policy Contracts #CF-2 Appendix B.						

National Limousine (Airport Towne Car Service)  
 37 Royal Oak Cove NW  
 Calgary AB T3G4X7



Dr. Noseworthy CORPORATE  
 KAREN Ramkhelawan  
 EDMONTON AB

nationallimo.ca # [REDACTED]  
 nationallimo.ca Date January 16, 2013  
 Amount Due \$237.71 CAD

Item	Description	Unit Cost	Quantity	Line Total
Sedan Service	Jan 15 - Dr Noseworthy - Airport to [REDACTED]	68.90	1	68.90
Sedan Service	Jan 16 - Dr. Noseworthy - [REDACTED] to Delta Airport	68.90	1	68.90
Sedan Service	Jan 16 - Dr. Noseworthy - Delta Airport to U of C	68.90	1	68.90

**Subtotal** 206.70  
 Gratuity 15% 31.01  
**Total** 237.71  
 Amount Paid -0.00  
**Amount Due** \$237.71 CAD

**Karen Ramkhelawan**

---

**From:** Karen Ramkhelawan  
**Sent:** Monday, January 14, 2013 5:08 PM  
**To:** [REDACTED]  
**Subject:** RE: Transport for Dr Tom Noseworthy - Tuesday, January 15th

Thanks [REDACTED]

Karen

**From:** [REDACTED]  
**Sent:** Monday, January 14, 2013 5:07 PM  
**To:** Karen Ramkhelawan  
**Subject:** Re: Transport for Dr Tom Noseworthy - Tuesday, January 15th

Bookings confirmed.

**IMPORTANT**

To avoid any miscommunication regarding pickup & drop off changes, please either call or email [REDACTED] directly at [REDACTED]

Regards  
[REDACTED]  
[REDACTED]

*From Calgary airport To home  
to attend meetings in Calgary  
for the balance of the week,  
ie PPEC, ZMD, CHD, SCA consult  
mtg w/ PPH, etc.*

Sent from my iPhone

On 2013-01-14, at 5:05 PM, Karen Ramkhelawan <[Karen.Ramkhelawan@albertahealthservices.ca](mailto:Karen.Ramkhelawan@albertahealthservices.ca)> wrote:

Hello [REDACTED] & Happy New Year!

I hope all is well with you and yours.

Can you please pick Dr Noseworthy up from the airport on **Tuesday, Jan 15<sup>th</sup>** at 8:25pm (he's arriving on Air Canada flight 8161) and take him home to his apartment. Note: this is business transport.

Many thanks & please confirm.

*Karen Ramkhelawan, Executive Assistant*

*Office of the Associate Chief Medical Officer  
Strategic Clinical Networks & Clinical Care Pathways  
Alberta Health Services  
Seventh Street Plaza, North Tower, [REDACTED]  
10030 - 107 Street  
Edmonton, Alberta T5J 3E4*

*E: [karen.ramkhelawan@albertahealthservices.ca](mailto:karen.ramkhelawan@albertahealthservices.ca)*



[<Picture \(Device Independent Bitmap\) 1.jpg>](#)

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[<Picture \(Device Independent Bitmap\) 1.jpg>](#)



**Karen Ramkhelawan**

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**From:** Karen Ramkhelawan  
**Sent:** Wednesday, January 16, 2013 6:03 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Re: Transport for Dr Tom Noseworthy - Wed Jan 16th

Many thanks [REDACTED] I'm cc'ing Dr Noseworthy so he knows we're set for today's two pick-ups.

Regards,

Karen Ramkhelawan  
Alberta Health Services  
[REDACTED]

Sent from my iPhone

On 2013-01-16, at 6:01 AM, [REDACTED] wrote:

All confirmed.  
1) pickup 7.15 am  
2) pickup 3.00 pm

Regards  
[REDACTED]

(a) From apt. To Calgary Delta Airport Hotel for various meetings incl. all-day PPEC mtg.  
(b) From Calgary Delta Airport Hotel To U. of C. for Lecture engagement.

Sent from my iPhone

On 2013-01-15, at 5:13 PM, Karen Ramkhelawan <[Karen.Ramkhelawan@albertahealthservices.ca](mailto:Karen.Ramkhelawan@albertahealthservices.ca)> wrote:

Hi [REDACTED]

Can you please pick Dr Noseworthy up from his apartment tomorrow Wednesday, January 16<sup>th</sup> at 7:15am and take him to the airport for a meeting he has there at the Delta Calgary Airport hotel. Then can you please pick him up from the airport later that day at 3:00pm and take him to the U of C. Note: both of these trips are business transport. (a.) (b.)

Dr Noseworthy will not be requiring any more transport for the balance of the month, so may I request that you send me your January invoice by 12:00 noon on Thursday (17<sup>th</sup>) so that I can send it in for processing.

Many thanks & please confirm.

**Karen Ramkhelawan, Executive Assistant**  
**Office of the Associate Chief Medical Officer**  
**Strategic Clinical Networks & Clinical Care Pathways**  
**Alberta Health Services**  
**Seventh Street Plaza, North Tower, [REDACTED]**  
**10030 - 107 Street**  
**Edmonton, Alberta T5J 3E4**

**[E: karen.ramkhelawan@albertahealthservices.ca](mailto:karen.ramkhelawan@albertahealthservices.ca)**



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**Karen Ramkhelawan**

**From:** [REDACTED]  
**Sent:** Thursday, January 10, 2013 4:02 PM  
**To:** Karen Ramkhelawan  
**Subject:** Travel Reservation - Dr. Thomas Noseworthy - Jan 15

Thank-you for booking with Marlin Travel.

To view/print itinerary visit [REDACTED]

Reservation Number - [REDACTED]

*Travel to Calgary to attend meetings for the balance of the week, including PPEC, ZMD, CHO, SCW Consult meeting with PPH, etc.*

MARLIN TRAVEL - GOVERNMENT CENTRE  
OWNED AND OPERATED BY 101017690 SASK. LTD.  
9929 108TH ST - MAIN  
EDMONTON ALBERTA T5K 1G8  
PHONE: (780) 425-8611  
BRANCH: N61107  
PNR LOC: [REDACTED]  
AGENT: [REDACTED]

FAX: (780) 426-5759  
GST REG NO. 885101915  
DATE: 10 JAN 2013

**TO:**  
ALBERTA HEALTH SERVICES  
10030 - 107 STREET  
EDMONTON AB  
T5J 3E4

**FOR:**  
NOSEWORTHY/TOM DR  
[REDACTED]

--ITINERARY--

FROM	TO	CARRIER	FLT/CL	DATE	DEP	ARR	ST
EDMONTON/INTL	CALGARY	AIR CANADA	8161 W	15 JAN 13	730P	823P	OK

NONSTOP  
EQUIPMENT:DH3  
OPERATED BY:AIR CANADA EXPRESS  
AIRLINE LOCATOR:[REDACTED]  
TICKET NUMBER 014 2524 181602

TRAVELLING TIME - :53  
SEAT: 3C  
FREQ FLYER NBR: [REDACTED]

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL 24 HOUR EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE [REDACTED]

\*\*\*PLEASE REVIEW YOUR ITINERARY FOR ACCURACY\*\*\*  
PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY  
\*\*\*\*PLEASE NOTE CHECKIN TIMES\*\*\*\*\*  
\*\*DOMESTIC FLIGHTS--CHECKIN 90 MINUTES PRIOR  
\*\*DOMESTIC COUNTER WILL CLOSE 30 MINUTES PRIOR

MARLIN TRAVEL  
O-O PERCY HUNT TRAVELGROUP INC  
MAIN FLOOR, 9929 108TH ST.  
EDMONTON, AB T5K 1G8  
GST Reg#: 885101915  
Branch: N61107  
Agent: [REDACTED]

To: ALBERTA HEALTH SERVICES  
[REDACTED] NORTH TOWER  
10030-107 ST  
EDMONTON AB, T5J 3E4

Invoice Number: 86663  
Date: January 10, 2013  
Page: 1/2  
Our Reference: ZCH0095124C RXM1D6  
Your Reference: [REDACTED]

## INVOICE

For  
DR TOM NOSEWORTHY  
[REDACTED]

Tuesday, January 15, 2013

 Air

AIR CANADA  
From: EDMONTON INTL AB  
To: CALGARY AB  
Stops: 0  
Seat(s): 03C  
AIR CANADA E

Flight: 8161 W CLASS  
07:30:PM Equipment: D8 (300 SERIES)  
08:23:PM

Mile(s) Flown: 153

Monday, July 1, 2013

 Tour

BSP TASF  
From: CALGARY AB  
To: CALGARY AB  
MANAGEMENT FEE

PACKAGE TOUR

### Cost:

TKT- AC2524181602	E-TKT	[REDACTED]	219.00
		Tax:	32.48
		Ticket Total:	251.48
TKT-9540004983426		[REDACTED]	10.00

To: ALBERTA HEALTH SERVICES  
[REDACTED] NORTH TOWER  
10030-107 ST  
EDMONTON AB, T5J 3E4

Invoice Number: 86663  
Date: January 10, 2013  
Page: 2/2  
Our Reference: ZCH0095124C RXM1D6  
Your Reference: [REDACTED]

# INVOICE

Total:

Grand Total:	261.48
Less Credit Card Payments:	261.48
Credit / Balance Due To This Invoice:	<del>0.00</del>
Total Balance Due:	0.00

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE  
ACCEPTED:.....DECLINED:.....  
DOCUMENTATION REQUIRED: VALID PASSPORT...VISA..TOURIST CARD..  
...PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER.....  
PLEASE RECONFIRM ALL FLIGHTS BETWEEN 48 AND 72 HOURS PRIOR  
TO EACH DEPARTURE DIRECTLY WITH THE AIRLINE.  
OUR PRIVACY POLICY CAN BE FOUND AT [WWW.MARLINTRAVEL.CA](http://WWW.MARLINTRAVEL.CA).