APPRICIAND COPYRS 12



# LOCAL TRAVEL EXPENSE CLAIM

| MAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA | From:  | May 26, 2004          | To:       | May 31, 2005 |
|--|--|-----------------------|-----------|--------------|
| Employee's Name:                       | John McPhail   |                       | . ••      | May 31, 2005 |
|  | John McPhall   |                       |           |              |
| Position:                              | Vice President - Human   |                       |           |              |
| Department:                            | Human Resources  |                       |           |              |
| Cost Centre:                           | 201 9000 71120200001   | 62410000              |           |              |
|  |  |                       |           |              |
| Reimbursable Expenses                  | :  |                       |           |              |
| Mileage (from rev                      |  |                       |           |              |
|  |  |                       | \$        | ✓ 173.25 w   |
| Faiking (from reve                     | erse page - receipts attached  | )                     | \$        | ري 199.00    |
| Meals (receipts att                    | ached) 550.09w 41  | .50n                  | \$        |              |
| Cab Fare (receipts                     | attached)  |                       | \$        | 591.57       |
| •                                      | • •  |                       | \$ 4      | لى 15.00     |
| Other (Retirement                      | Gift and Magazines)  |                       | \$        |              |
|  |  |                       | \$        |              |
|  | ŤO <sup>-</sup>  | TAL CLAIM:            | \$        | 1,271.00     |
|  |  |                       |           | 1,271.00     |
| COMMENTS: "OTHER                       | " includes reimb   |                       |           |              |
|  | " includes reimbursement of<br>es for ill son of a staff memb  | a retirement gift for | and p     | urchase of   |
|  |  | Sect                  | ion 17(1) |              |
|  | 1  |                       |           |              |
| Amyl                                   | $\mathcal V$   |                       |           |              |
| Employee's Signature                   |  | 05/31/<br>Date        | 05        |              |
| (H)                                    | Control of the Contro |                       | 2/        |              |
| Authorization                          | Capital Heal   | in Ju                 | ne 3/05   |              |
|  |  |                       |           |              |
|  | JUN 0 6 20   | 05                    |           |              |
|  | ACCOUNT  | S                     |           |              |
|  | PAYABLE  |                       |           |              |



# LOCAL TRAVEL/EXPENSE RECORD

| From: May 26, 2004 | To: | May 31, 2005 |
|--------------------|-----|--------------|
|--------------------|-----|--------------|

Employee's Name: John McPhail, Vice President - Human Resources

| Date        | From | To/Purpose | Return   | Kms.     | T -        | Deal :         | <del></del>        |        |         |       |       |
|-------------|------|------------|--|----------|------------|----------------|--------------------|--------|---------|-------|-------|
| Period      |      |            | 1.cetuil   |          |            | Parking        |                    | Meals  | Cab F   | are   | Other |
|             |      |            |  | 495<br>0 | \$         |                |                    | 591.57 | \$ 15.0 | 00 \$ |       |
|             |      |            |  | 0        | \$         |                | \$                 |        | \$ -    | \$    |       |
|             |      |            | 1  | 0        | \$         |                | \$                 | -      | \$ -    | \$    | -     |
|             |      |            | <del>                                     </del> | 0        | \$         | · -            | \$                 |        | \$ -    | \$    | _     |
|             |      |            |  | 0        | \$<br>\$   |                | \$                 |        | \$ -    | \$    | -     |
|             |      |            | <del>                                     </del> | 0        | \$         |                | \$                 | _      | \$ -    | \$    |       |
|             |      |            | <del>                                     </del> | 0        | \$         |                | \$                 |        | \$ -    | \$    |       |
|             |      |            | 1  | 0        | \$         | . <del>-</del> | \$                 | -      | \$ -    | \$    | -     |
|             |      |            | 1+   | 0        | \$         |                | \$                 |        | \$ -    | \$    |       |
|             |      |            | <del>                                     </del> | 0        | \$         |                | \$                 |        | \$ -    | \$    | -     |
|             |      |            | <del>                                     </del> | 0        | \$         | <del></del>    | \$                 |        | \$ -    | \$    |       |
|             |      |            | <del>  </del>                                    | 0        | \$         | -              | \$                 |        | \$ -    | \$    |       |
|             |      |            | <del>                                     </del> | 0        | \$         |                | \$                 |        | \$ -    | \$    |       |
|             |      |            |  | 0        | \$         | -              | \$                 |        | \$ -    | \$    | _     |
|             |      |            |  | 0        | \$         |                | \$                 |        | \$ -    | \$    | -     |
| <u> </u>    |      |            |  | 0        | \$         | _              | \$                 |        | \$ -    | \$    | -     |
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|             |      |            |  | 0        | \$         |                | \$                 |        | \$ -    | \$    |       |
|             |      |            |  | 0        | \$         |                | <del>\$</del>      | - 3    |         | \$    | · _   |
|             |      |            |  | 0        | \$         |                | \$                 |        |         | \$    | _     |
|             |      |            |  | 0        | \$         |                | \$                 | -   9  |         | \$    |       |
|             |      |            |  | 0        | \$         |                | <del>γ</del><br>\$ | -   \$ |         | \$    |       |
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|             |      |            |  | 0        | \$         |                | \$                 | - \$   |         | \$    | _     |
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|             | ļ    |            |  |          | \$         | -              |                    | - \$   |         | \$    | _     |
|             |      |            |  |          | \$         | - 9            |                    | - \$   |         | \$    |       |
|             |      |            |  |          | \$         | - 3            |                    | - \$   | -       | \$    | -     |
| <del></del> |      |            |  |          | \$         | - \$           |                    | - \$   |         | \$    | ]     |
|             |      |            |  |          | \$         | - \$           |                    | - \$   |         | \$    |       |
|             | 1    |            |  |          | \$.<br>\$. |                | )                  | - \$   | -       | \$    | -     |

SUB-TOTALS:

| \$ 173.25 \$ 199.00 \$ 591.57 \$ 15.00 | _  |          |
|--|----|----------|
| Ι΄ 551.01   Φ 15.00                    | \$ | 292.18   |
| TOTAL CLAIM:                           | \$ | 1,271.00 |

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THE THE WAR
                                                                                                                           -684 (1611 CHILL)
                                                                                                                              Transfer of Transfer of American Americ
                                                                                                                           TEL: (700) 181 1733
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                                                                                   VISA
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                                                                                                                                                                                                                                                       L.00
                                                                                      Section 17(1),(4)(e.i)
                                                                                     VISA #
                                                                                     Approval # 027816
                                                                                     PLEASE RETAIN RECEIPT FOR REFUNDS OF MEACO
                                                                                      MANGES UP TO 21 DAYS
                                                                                       SISMATURE
                                                                                                           AMBOOR/OUTDOCK
                                                                                                                                                                 WARY APR 14 · 17
```



# Transaction details

| Card number<br>Trans Post            |  | Section 7  | 17(1),(4)(e.i) |                  |
|--------------------------------------|--|--|----------------|------------------|
| date date                            | Description  |  |                |                  |
| #F ADD 4                             | D FADITE CALADITE  | EDMONTO  |                | Amount           |
|                                      | 14   | EDMONTON   | AR             |                  |
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| į                                    | 19   |  | •              |                  |
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| Ž                                    | '40  |  |                |                  |
| Arn 2                                | 40   |  |                |                  |
| 1) X APR 29 MAX 2                    | EN'  |  | ,              | •                |
| MAY 6 MAY 9                          | CENTURY GRILL AND BA   | K LTDEDMONTO   | B AB           | 492.16<br>232.46 |
|                                      | CENTURY GRILL AND BA   | K LTDEDMONTO   | CTD CVI        |                  |
|                                      | CENTURY GRILL AND BA   | K LTDEDMONTO   | A VB           |                  |
|                                      | CENTURY GRILL AND BA<br>A SERV.<br>"AL<br>NT CIRCLE  | K LIDEDMONIOI  | AB CVI         |                  |
| MAY 6 MAY 9                          | CENTURY GRILL AND BA<br>A SERV.<br>"AL<br>NT CIRCLE  | K LTDEDMONTO   | TO CAL         |                  |
| MAY 6 MAY 9  May 6 MAY 9  Other pure | CENTURY GRILL AND BA<br>A SERV. TAL  NT-CHE  COMMENTS  COM | KLIDEDMONION  KL | 1./6           |                  |
| MAY 6 MAY 9  May 6 MAY 9  Other pure | CENTURY GRILL AND BA<br>A CER<br>AL<br>VT-CIR  | KLIDEDMONION  KL | 1./6           |                  |

### Aerogold VISA

### Account numba

If you find an error in this statement you must tell us within if you find an error in this statement you must tell us within days after the statement date. If you do not, the statement will be regarded as final (except for improper credits). The statement date is the closing date of the statement period

# How we apply your payments

We apply your payments
We apply your payments to your Aerogold VISA account in the
following order: (a) interest, (b) fees (shown as "Other
n this statement); (c) Previously Billed items in the

rder: (i) Balance Transfers, (ii) Cash Advances, (iii) omotions. (iv) Purchases (d) items on this statement order as Previously Billed items. Credit balances are Inbilled items in the order in which they are posted. category of items referred to in (c) and (d) where ultiple transactions, the payment will be applied to which bear interest at the lowest rate first.

### arge interest

interest, the daily interest rate displayed on the statement is multiplied by the interest-bearing ie end of each day.

lifferent daily rates, each rate is multiplied by the e interest-bearing balance to which it applies.

ases: For non-Quebec residents, no interest is J new purchase if you pay your new balance in full by the payment due date and you have paid the full balance shown on your previous monthly statement by the payment due date. For Quebec residents, no interest is charged on a new purchase if you pay your new balance in full by the payment due date. For residents of all provinces and territories, if interest is charged on purchases, it will be charged retroactively from the transaction date until you pay all of your new balance and the interest.

b) On cash advances (including Aerogold VISA Convenience Cheques and balance transfers): We charge interest on a cash advance from the day you receive the advance until you make a payment which covers the amount advance timin you make a payment winkin covers the amount of the advance and the interest charged on that advance. We charge interest on an Aerogold WSA Convenience Cheque or balance transfer from the date we post it to your Aerogold VISA account until you make a payment which covers the amount of the cheque or balance transfer and the interest charged on that cheque or balance transfer.

### Minimum payment due

Your current amount due is 3% of your new balance or \$50, whichever is greater. This amount must be paid by the

Payment period extensions: If you did not make full payment of the balance on your last month's statement, your payment due date was extended this month by 3 days to give you extra time to make your payment. Interest will continue to accrue for the extended period. When you pay your balance in full, your payment due date will revert back to your regular payment due date.

### Available credit

This section shows the credit you had available at the end of the statement period, and does not reflect transactions you've made since this statement was issued.

- \*\*Denotes transaction in foreign currency. You have been charged the same conversion rate CIBC is required to pay, plus an administration fee of 2.5% of the converted amount. This fee applies to both debits and credits
- \* Visa Int /CIBC, Air Canada, lic users
- Aerogold and Aeropian are registered trade-marks of Air Canada

  ...

  Are Canada

  Are Canada

  Are Canad CIBC is an authorized licensee of the marks.



463 Belleville Street, Victoria, BC, Canada V8V 1X3 Tel: (250) 386-0450 Guest Fax: (250) 380-4473

### Reservations 1-800-663-7550 Member of Preferred Hotels® & Resorts Worldwide

Mr. John McPhail 1J2,17 Walter C. Mackenzie Ctr 8440-112 Street Edmonton, AB T6G 2B7 CANADA

Company: Western Canada Health Authorit

Arrival 04/06/05 Departure 04/08/05

Room Cashier Page

1037 68 1

Time 10:1 Conf.# 24: Invoice# 148171

10:16:37 241573

Hotel Grand Pacific, Victoria, 04/08/05

Guest: McPhail

| Date   | Description   | DEBIT  | CREDIT                                       |
|--|---|--|--|
| 04/06/05<br>04/06/05   | Pacific Restaurant<br>#1037 : CHECK #1314   | 48.14  | <u>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</u> |
| 04/06/05<br>04/06/05<br>04/06/05<br>04/07/05<br>04/07/05<br>04/08/05<br>04/08/05 | Room Charge Room Tax *Room Charge GST Room Tax *Room Charge Room Charge Room Tax *Room Charge GST Room Tax *Room Charge GST Room Tax *Room Charge Visa Card | 100.00<br>10.00<br>7.00<br>100.00<br>10.00<br>7.00 | 282.14                                       |

Balance: \$0.00

Total Room GST - \$14.00 Total Other GST - \$0.00 GST # 122212624

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

Section 17(1),(4)(e.i)

Signature:





2 (X) 00098 JOHN D MCPHATI

015097

Section 17(1)

Experies

HR Leaden Meeting

Victoria BC

April 64 & April 8 mileswe

7 APR 12 MARINA RESTAURANT

VICTORIA BC VICTORIA

282.14 28.00

Continued on next page

John What

# Aerogold® VISA\*

Statement from Mar 16 to Apr 15, 2005

Account number

# Questions? Moving?

## How we apply your payments

We apply your payments to your Aerogold VISA account in the following order: (a) interest, (b) fees (shown as "Other Charges" on this statement), (c) Previously Billed Items in the following order: (i) Balance Transfers, (ii) Cash Advances, (iii) Purchase Promotions, (iv) Purchases (d) items on this statement in the same order as Previously Billed items. Credit balances are applied to Unbilled items in the order in which they are posted. Within each category of items referred to in (c) and (d) where there are multiple transactions, the payment will be applied to those items which bear interest at the lowest rate first

### How we charge interest

To calculate interest, the daily interest rate displayed on the front of this statement is multiplied by the interest-bearing balance at the end of each day.

If there are different daily rates, each rate is multiplied by the portion of the interest-bearing balance to which it applies.

a) On purchases: For non-Quebec residents, no interest is charged on a new purchase if you pay your new balance in full by the payment due date and you have paid the full palance chown on your previous monthly statement by the payment due date. For Quebec residents, no interest is charged on a new purchase if you pay your new balance in full by the payment due date. For residents of all provinces and tengenes, if interest is charged on purchases, it will be charged retroactively from the transaction date until you pay all of your new balance and the interest

b) On cash advances (including Aerogold VISA Convenience Cheques and balance transfers): We charge interest on a cash achance from the day you receive the ackance until you make a payment which covers the amount of the advance and the interest charged on that advance. We charge interest on an Aerogold VISA. Convenience Chaque or balance transfer from the date we post it to your Aerogold Visit account until you make a payment which covers the authority of the chedina or pajance transfer and the inferest charged on that cheque or balance transfer

### Minimum payment due

Your current amount due is 3% of your new balance or \$50, whichever is greater. This amount most be paid by the Dayment due date.

Payment period extensions: If you did not make full payment Payment period extensions: If year one reactions on in payment of the balance on your last month's statement, your payment due date mas enter 1 d 1 is month' by 2 days to give you extension. and date mas enaction and amount review of the second time to make your payment. Interest will continue to excrue for the extended period. When you pay your belance in fulf, your payment due date will revert back to your regular

### Available credit

This section shows the credit you had available at the end of the statement period, and does not reflect transactions you've made since this statement was issued

"Thereise trapea, for in lockin durancy incurbave been charged the same conversion rate CIRC is required to pay, thus an administration leg of 3.5% of the convented." and curry. This tee applies to both debuts and credits

" They have comed, and Changle, by Appear

El harogold and Campian are registered trade-maths of Art Canada CPC is an authorized highself of the morks



CITY OF EDWONTON LIBRARY PARKADE GST # 119326270 RT0001

CITY OF EDMINTON LIBRARY PARKADE GST # 119326270 RT0001

| Rcpt# 77616<br>11/15/04 19:25 L# 2 A# 36 Txn#271935<br>11/15/04 17:25 In 11/15/04 19:25 Out<br>Tkt# 436089 |
|--|
| Resular Rate \$ 4.67   |
|  |
| Total Tax \$ 0.33 Total Fee \$ 5.00 CASH PAID \$ 5.00-   |
| CASH PAID \$ 5.00-   |
| Cash Tender \$ 5.00  |
| Change Due \$ 0.00   |
| THANK YOU<br>COME AGATN ✓  |
| COME AGAIN (1/~ X  |
| COME AGAIN XOO   |
| 1, 1/2   |
| <b>\</b> '   |

Rcpt# 52731 04/28/04 22:12 L# 2 A# 35 Txn#191947 04/28/04 17:14 In 04/28/04 22:12 Out Tkt# 926009 Regular Rate \$ 4.67 Total Tax \$ 0.33 Total Fee 5.00 CASH PAID ŧ, 5.00-Cash Tender 畫 20.00 Change Due \$ 15.00 THANK YOU COME AGAIN

CITY OF EDMONTON LIBRARY PARKADE GST # 119326270 RTC001

CITY OF EDMONTON LIBRARY PARKADE GST # 119326270 RT0001

| ACPTH 786    |        |        |      |       |      |
|--------------|--------|--------|------|-------|------|
| 03/13/05 20: | 35 [   | # 1 A# | 12   | TXM   | 6254 |
| 03/13/05 18  | :07 In | 03/1   | 3/05 | 20:35 | Out  |
| Tkin 093218  |        |        |      |       |      |
| Wesular Rate | j ş    | 167    |      |       |      |
| otal Tax     |        |        |      |       |      |
| Iutal Fee    | 9      | 2.00   |      |       |      |
| JASH PAID    |        |        |      |       |      |
| ush Tender   |        |        |      |       |      |
| ant eerati   |        |        |      |       |      |
|              | THANK  | YÜÜ    |      |       |      |
|              | ME     | AGAIN  |      |       |      |
|              |        |        |      |       |      |

| Dent# 07/04       |                      |
|-------------------|----------------------|
| Ropt# 93621       | ta #                 |
| 03/14/05 18:09 L  | # 2 A# 35 Txn#326294 |
| 03/14/05 17:32 In | 03/14/05 18:09 Out   |
| Tkt# 093614       |                      |
| Regular Rate \$   | 2.80                 |
| Total Tax \$      | 0.20                 |
| Total Fee \$      | 3.00                 |
| CASH PAID \$      | 3.00-                |
| Cash Tender 💲     | 3.00                 |
| Change Due \$     | 0.00                 |
| THANK             | A0JT                 |
| CUME              | agatn .              |

# FORTH STANFARTS

Orahing

Grant MacEwan C.C. 1J700-104 Avenua Edmonton, Alberta 15J 492 arking Services 161: (780) 497-5875 Car ca

Recent

0155

06.04 Length

Than

\* \*

Best copy available

Transaction Date: 25/11/2004 17:54:31

Subtotal: \$9.50 Amount Given: \$9.50 Change: \$6.00

TOTAL: \$9.50

Thank You. Have a mice day!

S. War Law S.

Thank You For Parking At Commerce Place Parkade

04DEC01 09:35 019 002 04DEC01 07:28 01 / 2:07 #083964

S0062525338 RATE TOTAL Cash CHANGE 7.50 7.50 10.00 2.50

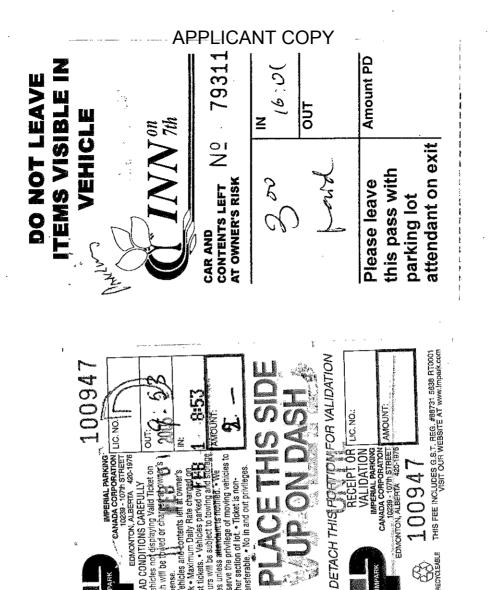
GST #897727657RT Have a Nice Day Experior

Thank You For Parking At Commerce Place Parkade

04AUG03 13:13 019 002 04AUG03 11:38 01 / 1:35 #051461

S0052172363
RATE 4.50
TOTAL 4.50
Cash 5.00
CHANGE 0.50

GST #897727657RT Have a Nice Day



thouse will be subject to towing and storage a fees unless attendant's notified. "We reserve the privilege of moving whiches to other section of lot." Titled is non-transferable. • No in and out privileges.

Vehicles not displaying Valid Ticket on dash will be towed or charged at owned?

READ CONDITIONS CAREFULLY

expense.

• Vehicles and contents left at owner's risk • Maximum Daily Rate charged on lost tickets. Vehicles parked ow Fig.

100947

3 KN of

# 442917 FACE UP ON DASH

WARNING
YOUR RISK
SEE BACK OF TICKET

APPLICANT COPY

17 1/05

2 00

MARKING

# 441678 FACE UP ON DASH

WARNING

YOUR RISK
SEE BACK OF TICKET



WARNING - YOUR RISK SEE BACK

|       | • | _  | P        |
|-------|---|----|----------|
| Th As | V | ĺΛ | $\gamma$ |
| 即     | ~ |    | ß        |

OXFORD TOWER GST# 123845679 RT 0018

04-11-2005 MIN #0

3 HOUR TOTAL CATEND CHANGE 9.00 9.00 20.00 11.00

ITEM 1

2786 14:21TM

OXFORD TOWER 10018
GST# 123845679 RT 0018

04-22-2005 WED WD

3 HOUR CASH

9.00 9.00

ITEN 1 1CL 4497 17:45TM OXFORO-TOWER
GST# 123845679 RT 6018

04-29-2005 FRI #0

2 1/2 HOUR CASH

7.50 7.5.0

4837 17:30TM

 $N_{\bar{0}}$ 

Amount Pd: 2 - 00

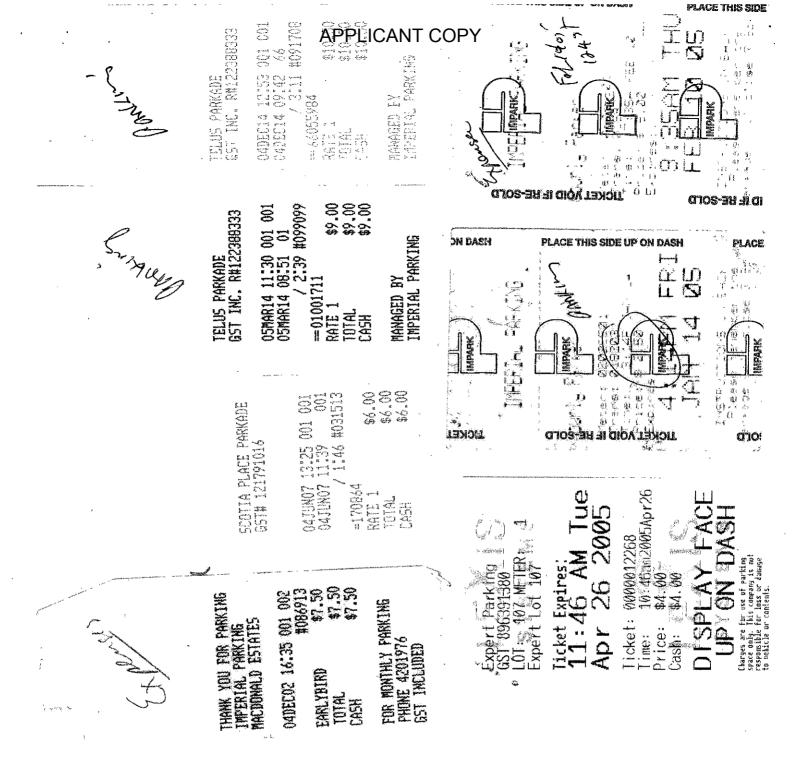
Licence \_\_\_\_\_\_ Provide

Make \_\_\_\_\_ Color \_\_\_\_\_

Date \_\_\_\_\_ 81275

60832





Expert Parking GST 896391380 LOT: 107 METER: Expert Lot 107

Ticket Expires: 10:25 AM Mon Apr 18 2005

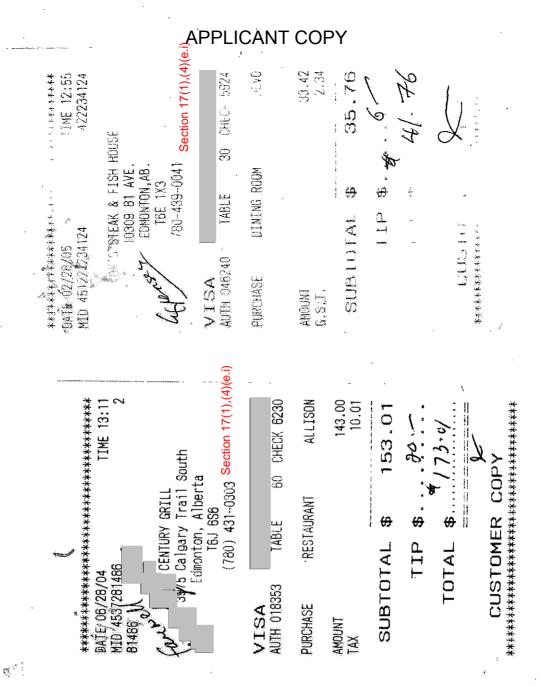
Ticket: 0000011396

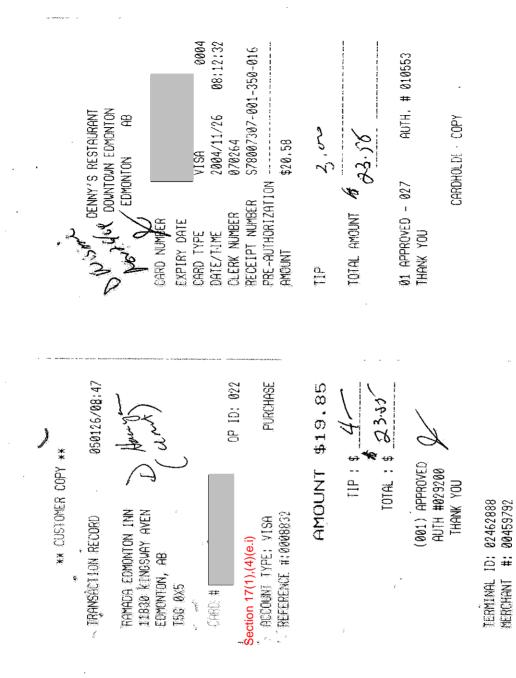
Time: 0:55am2005Apr18

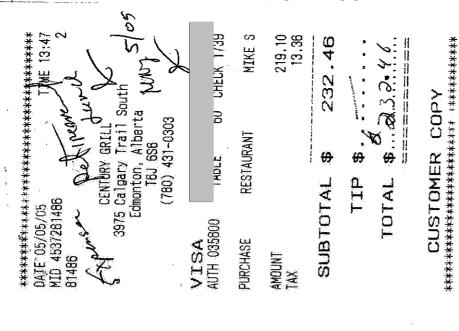
Price: \$6.00 Cash: \$6.00

DISPEAY FACE
UP ON DASH

Charges are for use of parking
space only. This company is not
responsible for loss or damage
to wehicle or contents.







TIME 13:38 DATE 04/15/05 MID 451220639910 20639910 CHIARTI'S EDMONTON 18581 82ND AUE. EDMONTON,AB. TGE 2A3 780-439-9829 A T #8100947316 Section 17(1),(4)(e.i) CHECK 3224 11 THELE Facta artit TROY 一二年 阿斯州 计电子 27.56 AMOUNT 1.93 B.S.T. 29.49 SUBTOTAL 0 TIF TOTAL QUSTOMER COPY TIME 12:58 DAJE 02/08/05 MID 451220639910 20639910 CHIANTI'S EDMONTON 10501 32ND AVE. EDML TON, AB. TEE 283 280-439-9<del>8</del>29 Section 17(1),(4)(e.i) G.S. ( # < 100947316 WISH AUTH 003268 TABLE CHECK 1835 Allen Z **PURLHAST** Kestaurant 78.92 THUOMA <u> . 92</u> SUBTOTAL TIP TOTAL

Logan Muller

CAMPTERS

Transport Rose 917

At Act St. Albert Rose

At Albert, Ab. 98 57

Tynk, 3-7114 Fast Tayas, 3-7122

Tynk, 3-7214 Fast Tayas, 3-7122

TOWN TO THE TOTAL TOTAL

Best copy available

refuld to expresses wither 14 days with necessor. Items must be in store-budght remainler. No Refund on exclaration has a coer, ETRons, DVES and Tas. STEPS TO STEPS

# AKAL AIRPORT EXPRESS BUS-LINK

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No: 5407

ADITT

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(G.S.T. Incl) Reg # 892653478 RT

Airport ← → Downtown 386-2525

# John McPhail Expense Summary 2005-2006 Functional Centre: 201,9000,71120200001

CATEGORY

|   |   |                   |  | 1                 | APF  |                   | CANT   | CC                | P)            |
|---|---|-------------------|--|-------------------|--|-------------------|--|-------------------|---------------|
| al Comments                                 | 1,271.02 MILE/PARK/MEALS/CAB/MISC MAY26/04-MAY31/05 | 1,271.02          | 1,354.61 WINNIPEG/HAMILTON/MEALS/MILE - JUN01-SEP15/05 | 1,354.61          | 716.28 MILEAGE/PARK/MEALS/CALGARY- SEP 6-NOV 30/05 | 716.28            | 88.93 MEALS/PARK/MILE DEC01-31/05<br>80.60 PARKING/MILEAGE DEC21-JAN30/06<br>65.50 MILEAGE/PARKING FEB01-28/06 | 169.53            | 174           |
| Total                                       | 1,2   | \$ 1,2′           | 1,33   | \$ 1,3            | \$ 7   | \$ 71             | ****   | \$ 16             | \$ 3 511 44   |
| GST   | 80.43   | 80.43             | 84.85  | 84.85             | 43.84  | 43.84             | 5.26<br>5.27<br>4.29   | 10.53             | 219.65        |
| <u>Meals</u><br>69600000                    | \$55.60   | 555,60            | 194,49   | 194,49            | 179.66   | 179.66            | 53.05  | 53.05             | 982.80        |
| Miscellaneous<br>69500000                   | 273.07  | 273.07            |  |                   |  | •                 |  | ,                 | 273.07        |
| Travel-Out<br>of Province<br>62414000       |   |                   | 853,73   | 853.73            |  |                   |  |                   | 853.73        |
| Travel in<br>Province<br>62412000           |   |                   |  | t                 | 193.62   | 193.62            | 30.62  | 30.62             | 224.24        |
| <u>Travel-</u><br>Local/Parking<br>62410000 | 347.90  | 347.90            | 143.97   | 143.97            | 299,16   | 299.16            | 75.33<br>61.21   | 75.33             | 866.36        |
| <u>Taxi</u><br>62410001                     | 14.02   | 14.02             | 77.57  | 77.57             |  |                   |  |                   | 91.59         |
| Invoice Number                              | REIMBURSE-31MAY05                                   | lst Quarter Total | REIMBURSE-15SEP05                                      | 2nd Quarter Total | REIMBURSE-30NOV05                                  | 3rd Quarter Total | REIMBURSE-31DEC05<br>REIMBURSE-31JAN06<br>REIMBURSE-28FEB06  | 4th Quarter Total | Total to Date |
| Accounting.<br>Period                       | 30N-06  |                   | SEP-06   |                   | DEC-06   |                   | JAN-06<br>FE <b>BO</b> 6<br>MARP06   |                   |               |
|   |   |                   |  |                   |  |                   |  |                   |               |

Employee Number:



Name: John McPhail

# **Travel & Employee Expense Claim Form**

(In Canadian Dollars)

Union Name: N/A

Section 17(1)

| Position: Vice President - Human Resources |                                 |   |  | Department: Human Resources  |                                   |  |                     |         |  |
|--|---------------------------------|---|--|--|-----------------------------------|--|---------------------|---------|--|
| Busines                                    | s Phone: 7                      | 80 407 3266   | Period From: D                                   | ecember 1, 20  | 05 <b>to</b>                      | December 3   | 1, 2005             |         |  |
| Expenses<br>another c                      | s paid (pleas<br>organization   | se attach receipts). Do not i                       | include amounts<br>other side of the             | paid by Capi<br>form.  | ital Hea                          | alth or reimi  | oursed / reimburs   | able by |  |
| Bal Unit<br>e.g. 201                       | Location<br>e.g. 9000           | Functional Centre<br>e.g. 71135050044               | Account Non-Canadian e.g. 69500001 Currency Rate |  |                                   | Canadian \$<br>(including<br>GST)  | ✓ if GST included   |         |  |
| 201  | 9000                            | 71120200001   | 62410000   |  |                                   |  | \$88.93             | ⊠       |  |
|  |                                 |   | - 32.760   |  |                                   | and the second s | - Carrier Carrier   |         |  |
|  |                                 | 69600 =   | 47.67 w 8.                                       | 50 17  | Car                               | ·EVE   |                     |         |  |
|  |                                 |   |  |  |                                   | o E 200  | <b>C</b>            |         |  |
|  |                                 |   |  | مندادين وتفيي  | JA                                | Miaro  |                     |         |  |
|  |                                 |   |  | , and the second | A                                 | SCOUN  |                     |         |  |
| Less Cas                                   | sh Advance                      |   |  |  | A SECURITY OF THE PERSON NAMED IN |  |                     |         |  |
| Total                                      |                                 |   |  |  |                                   |  |                     |         |  |
| The inforn<br>will be use                  | nation on the                   | is form is collected under ses your claim.          | section 4 of the                                 | Regional Hea   | lth Aut                           | horities (Mi   | nisterial) Regulati | on and  |  |
| I hereby claimed I                         | certify that to<br>by me or on  | the expenses listed above my behalf from Capital He | were incurred or<br>alth or other org            | n Capital Heal<br>anization.   | lth bus                           | iness and h  | ave not been prev   | riously |  |
| Employe                                    | e Signature                     | : Je markeif  |  |  | Date: January 3, 2005             |  |                     |         |  |
| Approved                                   | <b>d By:</b> She <del>ila</del> | Weatherill  | Title: Preside                                   | nt and CEO   |                                   |  | Phone # 407-800     | 8       |  |
| (Signature)                                | Le                              | Doarl   |  |  |                                   |  | Date                |         |  |
| Approved (Print name)                      |                                 |   | Title:   |  |                                   | · · · · · · · · · · · · · · · · · · ·  | Phone #             |         |  |
| (Signature)/                               | <i>'</i>                        |   |  |  |                                   |  | Date                |         |  |
| IOTE:                                      |                                 | <del></del>   |  |  |                                   |  | <del>''</del>       |         |  |

### ....

- Expense claim must be properly authorized and must be supported by original receipts or a copy as certified by the
  approver. The approver must initial individual items that are not supported by original invoices or do not have all the
  required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4
  approval.
- GST amounts included in the expense claims will be calculated by Accounts Payable.
- · For all employees on the payroll system, expense reimbursements will be deposited to employee bank account.
- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the internal mail system.
- See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10<sup>th</sup> Fl.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- Out of province expenses also require approval of Chief Operating Officer or Vice President.

### **EXPENSE CLAIM DETAILS**

| Date      | Details                 | Accomm.                               | Meals    | Registration | Transportation | Other  | Parking          | Mileage                               |
|-----------|-------------------------|---------------------------------------|----------|--------------|----------------|--|------------------|---------------------------------------|
| 30-Nov-05 | Parking                 |                                       |          |              |                |  | \$4.00           | iiiiiugo                              |
| 1-Dec-05  | Parking                 |                                       |          | 26.76        |                | 1  | \$3.00           |                                       |
| 7-Dec-05  | Lunch - Century Grill   |                                       | \$31.26  | ५,४०         |                | <del> </del>                                     |                  |                                       |
| 7-Dec-05  | Mileage - Century Grill |                                       |          |              |                |  |                  | 13                                    |
| 8-Dec-05  | Lunch - Chianti's       |                                       | \$24.91  | 30.91        |                |  | _                |                                       |
| 9-Dec-05  | Parking                 |                                       |          | 4.00         |                |  | -\$2.00          |                                       |
| 9-Dec-05  | Parking                 |                                       |          |              |                | †  | \$3.00           |                                       |
| 13-Dec-05 | Parking                 |                                       |          |              |                | 1  | <b>\$8.50</b>    |                                       |
| 20-Dec-05 | Mileage - CHC           |                                       |          |              |                |  | 1 40.00          | 7                                     |
| 20-Dec-05 | Parking                 |                                       |          |              |                |  | \$2.00           | ·                                     |
| 21-Dec-05 | Mileage - CHC           |                                       |          |              |                | <del>                                     </del> | 1 42.00          | 7                                     |
|           |                         |                                       |          |              |                |  |                  | · · · · · · · · · · · · · · · · · · · |
|           |                         |                                       |          |              |                | †  |                  |                                       |
|           |                         |                                       |          |              |                |  |                  |                                       |
|           |                         |                                       |          |              |                | <del>                                     </del> | <del>-    </del> |                                       |
|           |                         |                                       |          |              |                |  | <del></del>      | <del></del>                           |
|           | y                       |                                       |          |              |                |  | +                | <del></del>                           |
|           |                         | · · · · · · · · · · · · · · · · · · · |          |              |                | <u> </u>   | <del></del>      |                                       |
|           |                         |                                       |          |              |                | <u> </u>   | <del></del>      |                                       |
|           | <u> </u>                |                                       |          |              |                | <del> </del>                                     |                  | <del></del>                           |
|           |                         |                                       |          |              |                | <del>                                     </del> | <del>-  </del>   |                                       |
|           |                         |                                       |          |              |                |  |                  | ·                                     |
|           |                         |                                       |          |              |                |  | +                |                                       |
|           |                         |                                       |          |              |                |  | <del></del>      |                                       |
|           |                         |                                       |          |              |                |  |                  |                                       |
|           | ·                       |                                       |          |              |                | <del> </del>                                     |                  |                                       |
|           |                         |                                       |          |              |                |  |                  |                                       |
|           |                         |                                       |          |              |                |  | -                | ····· ···· ····                       |
| TOTALS:   |                         | \$ -                                  | \$ 56.17 | \$ -         | \$ -           | \$ -   | \$ 22.50         | \$10.26                               |

### **EXPENSE LIMITS**

### 1. Meal Allowances

Dinner

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

Breakfast \$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.)

\$10.00 (if the departure time is earlier or the return time is later than 4:00 a.m.)

\$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.) \$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.)

For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are reasonable.

Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the lunch/dinner meeting.

### Travel

- Use of personal automobile From June 1, 2005, reimbursement at the rate of \$0.38 per km for the first 15,000 kilometers of approved travel in a fiscal year (April 1 to March 31) and \$0.35 for each kilometer there after. Business car insurance is reimbursable up to \$260 per year with receipts in accordance with Capital Health Policy. If union contract rates differs from \$0.38 then contract rate must be used.
- Includes all forms of transportation costs, including taxis and buses for local travel.
- Driving to and from work is not considered business travel and cannot be claimed.

### 3. Advance

Travel advance may be requested provided travel expenses are likely to exceed \$500.

| AMOUNT     | **************************************                       |
|------------|--|
| ာ မ<br>ာ င | CENTURY GRILL  |
|            | 3975 Calgary Trail South<br>مالا Alberta<br>آفل 686 میں آباد |
|            | Section 17(1),(4)(e.j) 431–0303                              |
| u<br>Ve    | V 1 .A<br>AUTH 033465 IMBUE 4U CHECK 2409                    |
| gg Å<br>Ng | PURCHASE of MIT CHARLENE                                     |
|            | AMDUNT Z5.0U   |
|            | SUBTOTAL \$ 26,76  |
| tot        | TIP 6 4. 450   |
|            | TO1 73/36  |
| catesi     |  |
| Jenoms.    |  |

\*

SUBTOTAL TAX

How Do You Get Your Jollies? Purchase Our Holiday Gift Certificates! Available in \$20. \$50, and \$100 Denoms. The Gift Everyone Will Enjoy Returning

Join us at our newest concept LUX Steakhouse + Bar 101 & 101 Street

"We've Raised the Steaks"

Ú V

TOTAL

\*\*\*\*\*

3975 Calgary a. South GST #865789382 Edmonton

William cantervarill com

23

CHECK # 2409 TABLE # 10

DATE 12/07/05 TIME 12:27

RESTAURANT : CHARLENE

ļ

ITEMS ORDERED

1 YESTERDAYS BOWL 1 SPINACH SALAD Grilled chicken

side butter

side bread COFFEE

Section 17(1),(4)(e.i)

| ************************************** | CHIANTI "S-EDMONTON To gle 10501 82ND AVE. EDMONTON, AB. | VISA AUTH 040393 T80-439-9829 R.S.T #R100947316 AUTH 040393 TABLE 14 CHECK 9921 | PURCHASE Restaurant TROY               | AMOUNT 19.54<br>G.S.T. 1.37 | SUBTOTAL \$ 20.91 | TOTAL \$   |
|--|--|---|--|-----------------------------|-------------------|--|
| ************************************** | AMOUNT   | 3 + 5 8<br>8 8 8 8 8<br>8 8 8 8   | *******                                | 19.54                       | 20.91             | T#106189202  *********  ONAGE *  **********************************  |
| ************************************** | Restaurant : TROYL<br>ITEMS ORDERED                      | 1 DI CESARE<br>1 1/2 MISTA<br>1 1/2 LING SALUTE<br>1 DIET COKE<br>2 COFFEE      | ************************************** | SUBTOTAL<br>G.S.T.          | TOTAL DUE         | CHIANTI CAFE & RESTAURANT GST#106189202  ****************  * THANK YOU FOR YOUR PATRONAGE *  * PLEASE COME AGAIN *  ********************************** |

MacEwan C.C. (Arablum

Grant MacEwan C.C. 10700-104 Avenue Edmonton, Alberta TSJ 4S2 Parking Services Tel: (780) 497-5875

Amount Pd:

Licence Prov. 15:12

Make OFC 0 G Color Make Date

NO 85415

Name Frow 13:35

Amount Pd: Prov.

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Amount Pd:

Licence CHC Prov.

Make Color

Date

NO 87157

Amount Pd:

Licence Prov.

DEC 1 3 2005

Make Color

Date

NO 85603

503043
FACE UP
ON DASH
WARNING
YOUR RISK
SEE BACK OF TICKET



# **Travel & Employee Expense Claim Form**

(In Canadian Dollars)

Section 17(1)

| <u> </u>                 |                               |  |  |                 |                          | <del>- ,</del> |                                   |                   |  |
|--------------------------|-------------------------------|--|--|-----------------|--------------------------|----------------|-----------------------------------|-------------------|--|
| Name:                    | John McPha                    | ]  | Employee Num   | ber:            |                          | Union Na       | ime: N/A                          |                   |  |
| Position                 | : Vice Pres                   | ident - Human Resources                                  |  | Dep             | artment: Hu              | man Resourc    | es                                |                   |  |
| Busines                  | s Phone: 7                    | Period From: Ja  | Period From: January 1, 2006 to January 31, 2006   |                 |                          |                |                                   |                   |  |
| Expenses<br>another o    | s paid (pleas<br>organization | se attach receipts). Do not<br>. Complete details on the | include amounts other side of the  | s paid<br>form  | l by Capital I           | fealth or rein | nbursed / reimburs                | able by           |  |
| Bal Unit<br>e.g. 201     | Location<br>e.g. 9000         | Functional Centre<br>e.g. 71135050044                    | Account<br>e.g. 6950000  |                 | lon-Canadia<br>Currency  | Rate           | Canadian \$<br>(including<br>GST) | ✓ if GST included |  |
| 201                      | 9000                          | 71120200001  | 62410000   |                 |                          | L.             | \$80.60                           |                   |  |
|                          |                               |  |  |                 |                          |                |                                   |                   |  |
|                          |                               |  |  |                 | f. L. a. m.              |                |                                   |                   |  |
|                          |                               |  | de la la companya de |                 | Capital Heal             | ĞD .           |                                   |                   |  |
|                          |                               |  |  |                 |                          | nde l          |                                   |                   |  |
|                          |                               |  |  |                 | FEB 0 9 2                |                |                                   |                   |  |
| Less Cash Advance        |                               |  |  |                 |                          |                |                                   |                   |  |
| Total                    |                               |  |  | ALCOHOL: N      |                          |                |                                   |                   |  |
| The inform               | nation on the                 | is form is collected under<br>ss your claim.             | section 4 of the   | Regio           | onal Health A            | uthorities (M  | linisterial) Regulat              | ion and           |  |
| l hereby o               | certify that t<br>by me or on | the expenses listed above my behalf from Capital He      | were incurred or<br>ealth or other org   | n Cap<br>janiza | oital Health b<br>ation. | usiness and    | have not been pre                 | viously           |  |
| Employee                 | e Signature                   | : & mighan   | l  |                 | Da                       | te: Tekr       | иму 2,2006                        |                   |  |
| Approved                 | d By: Sheila                  | Weatherill   | Title: Preside   | nt and          | d CEO                    |                | Phone # 407-800                   | )8                |  |
| (Signature)              | AU                            | acher  |  |                 |                          |                | Date Feb. 8                       | 106.              |  |
| Approved<br>(Print name) |                               |  | Title:   |                 |                          |                | Phone #                           |                   |  |
| (Signature)              |                               |  |  |                 |                          |                | Date                              |                   |  |
| IOTE:                    | co oloim                      | int ha myamawki a ith initia it                          |  |                 |                          | _              |                                   |                   |  |

Expense claim must be properly authorized and must be supported by original receipts or a copy as certified by the
approver. The approver must initial individual items that are not supported by original invoices or do not have all the
required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4

approval.

- GST amounts included in the expense claims will be calculated by Accounts Payable.
- · For all employees on the payroll system, expense reimbursements will be deposited to employee bank account.
- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the internal mail system.
- See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10<sup>th</sup> Fl.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- Out of province expenses also require approval of Chief Operating Officer or Vice President.

### **EXPENSE CLAIM DETAILS**

| Date      | Details             | Accomm. | Meals    | Registration | Transportation | Other  | Parking         | Mileage       |
|-----------|---------------------|---------|----------|--------------|----------------|--|-----------------|---------------|
| 3-Jan-06  | Mileage - CHC       |         |          |              | <u>'</u>       |  |                 | 7             |
| 3-Jan-06  | Parking - CHC       |         |          |              | <u> </u>       | 1 7  | \$7.00          |               |
| 10-Jan-06 | Mileage - CHC       |         |          |              |                | <del>                                     </del> | 41,00           | 7             |
| 21-Dec-05 | Parking - CHC       |         |          |              |                | - V  | \$2.00          | •             |
| 6-Jan-06  | Parking - CHC       |         |          |              |                |  | \$4.00          |               |
| 10-Jan-06 | Parking - CHC       |         |          |              |                |  | \$6.00          |               |
| 10-Jan-06 | Mileage - CHC       |         |          |              |                | 1 ×  | 70.00           | . 7           |
| 10-Jan-06 | Parking - CHC       |         |          |              |                |  | \$5.00          |               |
| 11-Jan-06 | Parking - Plaza 124 |         |          |              |                | V  | \$2.00          |               |
| 16-Jan-06 | Mileage - CHC       |         |          |              |                |  | Ψ2.00           | 7             |
| 16-Jan-06 | Parking - CHC       |         |          |              |                |  | <b>√</b> \$8.00 |               |
| 19-Jan-06 | Mileage - MIS       |         |          |              |                |  | γ ψο.σσ         | 14            |
| 23-Jan-06 | Mileage - HBA       |         |          |              |                |  |                 | 7             |
| 25-Jan-06 | Mileage - CHC       |         |          |              |                | 1  |                 | 7             |
| 29-Jan-06 | Mileage - CHC       |         |          |              |                |  |                 | <del></del> 7 |
| 30-Jan-06 | Mileage - CHC       |         |          |              |                |  |                 | 7             |
| 25-Jan-06 | Parking - CHC       |         |          |              |                | f  | \$5.00          | •             |
| 23-Jan-06 | Parking - HBA       |         |          |              |                |  | \$3.00          |               |
| 26-Jan-06 | Parking - CHC       |         |          |              |                | 1  | × \$3.00        |               |
| 26-Jan-06 | Parking - Library   |         |          |              |                |  | ✓ \$5.00        |               |
| 30-Jan-06 | Parking - CHC       |         |          |              |                |  | \$4.00          |               |
|           |                     |         |          |              |                |  | Ψ1.00           |               |
|           |                     |         |          | -            |                |  |                 |               |
|           |                     |         |          |              |                |  |                 |               |
|           |                     |         |          |              |                |  |                 |               |
|           |                     |         | <u> </u> |              |                |  |                 |               |
|           |                     |         |          |              |                |  |                 |               |
|           |                     |         | 1        |              |                |  |                 |               |
| TOTALS:   |                     | \$ -    | \$ -     | \$ -         | \$ -           | \$ -   | \$ 54.00        | \$26.60       |

### **EXPENSE LIMITS**

### Meal Allowances

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

Breakfast

\$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.)

Lunch

\$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.)

Dinner

\$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.)

For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are reasonable.

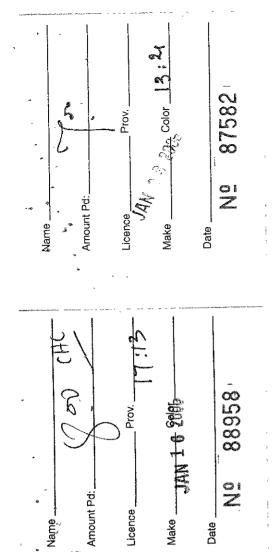
Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the lunch/dinner meeting.

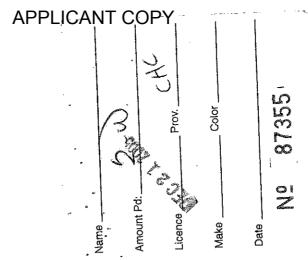
### 2. Travel

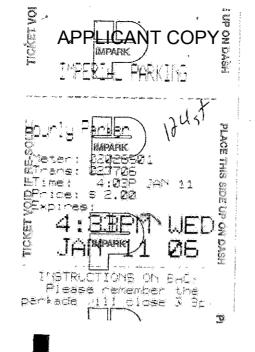
- Use of personal automobile From June 1, 2005, reimbursement at the rate of \$0.38 per km for the first 15,000 kilometers of approved travel in a fiscal year (April 1 to March 31) and \$0.35 for each kilometer there after. Business car insurance is reimbursable up to \$260 per year with receipts in accordance with Capital Health Policy. If union contract rates differs from \$0.38 then contract rate must be used.
- Includes all forms of transportation costs, including taxis and buses for local travel.
- Driving to and from work is not considered business travel and cannot be claimed.

### Advance

Travel advance may be requested provided travel expenses are likely to exceed \$500.







| Name                |
|---------------------|
| Amount Pd:          |
| Licence Prov. 1510  |
| Make — JAN 0 6 2000 |
| Date                |
| Nº 87974            |

DISPLAY THIS SIDE UP ON DASHBOARD

AMOUNT PAID

5.00 24570000 <u>13:2</u>8

NON TRANSFERABLE

Eapital
PARKING
061314

RECEIPT

DETACH RECEIPT FROM TICKET
DATE ISSUED TIME ISSUED AMOUNT PAID



CREDIT CARD NUMBER

CH PAR
061

Eapital PARKING

CITY OF EDWONTON
LIBRARY PARKADE
GST # 119326270 RT0001

Rorth 27963 7kt# 250185 4.67 Regular Rate 0.33 Total Tax 3 5.00 Total Fed CASH PAID 5.00-Jash Tender 0.00 Charge Due YM AGAIN

# DO NOT LEAVE ITEMS VISIBLE IN VEHICLE



CAR AND CONTENTS LEFT AT OWNER'S RISK 0 89514

SAN 2 2000 OUT

Please leave this pass with parking lot attendant on exit

Marking \$23/06

Hist officer - Re

Hist Rediction Teel.

Council

13.00

Lot 02-32 GST #88731 5638 RT0001 Machine Serial #:000005071051 EXPIRY DATE AND TIME E.P 10:27am J/N 10.2006 10:27am LHF# 00020032 10,2006 M.(.)H# 001 T:: # 00015958 TICKET# \$0006.00 00015958 00020032 Jai 110,2006 \$0006.00 MACH# 001 06:58am FOLLOW INSTRUCTIONS ON SIGNS POSTED Purchase Time Park 1 1/2 Hr \$6.00 Questions/Comments? Call 780-420-1976

Jantota Christop 65.00 cité

Male Duk 1 D

### van Gelder, Charlotte

From:

Tailleur, Lorraine

Sent:

Thursday, February 16, 2006 12:00 PM

To:

van Gelder, Charlotte

Cc:

Tailleur, Lorraine

Subject:

FW: John McPhail

Attachments:

CHCFIN1920060216111057.pdf

Capital Health

Director, Accounting Services

FEB 17 2006



Sent on behalf of Vicky Afacan, Senior Director Accounting Services

### Hi Charlotte

Please find attached an expense claim that was submitted for John McPhail. Could you please provide additional details on the attached items or have Sheila or Allaudin initial and return to myself.

Lorraine Tailleur Administrative Assistant Capital Health **Accounting Services** CHC, 10th Floor North Tower 10030-107 Street Edmonton, AB T5J 3E4 Phone: 735-0348

Fax: 735-0347

The contents of this email and any accompanying documents are CONFIDENTIAL. If the reader is not the intended recipient or its agent, be advised that any dissemination, distribution or copying of the content of this email is prohibited. If you have received this communication in error, please notify us immediately and delete the original email and any accompanying documents. Thank you.

Can spuplease ask Sheeea is to sign the last 3 pages. This was John's for meter parking so he disn't have receipts.

Thanks, Obserbette



# Travel & Employee Expense Claim Form

(In Canadian Dollars)

Section 17(1)

| Name: .               | John McPha            |   | Employee Num            | ber:         |   | Union Na     | me: N/A                           |                   |  |
|-----------------------|-----------------------|---|-------------------------|--------------|---|--------------|-----------------------------------|-------------------|--|
|                       |                       | dent - Human Resources  | 4990                    | 1            | ent: Huma                               | n Resource   | 3S                                |                   |  |
|                       |                       | 80 407 3266   | Period From: J          | anuary 1, :  | 2006 <b>to</b> Ja                       | nuary 31, 2  | 9006                              |                   |  |
| Expenses<br>another o | pald (pleas           | e attach receipts). Do no<br>. Complete details on the  | t include amounts       | s pald by of | Capital Hea                             | alth or reim | bursed / reimburs                 | able by           |  |
| Bal Unit<br>e.g. 201  | Location<br>e.g. 9000 | Functional Centre<br>e.g. 71135050044   | Account<br>e.g. 6950000 | Non-C        | Canadian<br>mency                       | Rate         | Canadian \$<br>(Including<br>GST) | ✓ if GST included |  |
| 201                   | 9000                  | 71120200001   | 62410000                |              |   |              | \$80.60                           | ⊠                 |  |
|                       |                       |   |                         |              |   |              |                                   |                   |  |
|                       |                       |   |                         |              |   |              |                                   |                   |  |
|                       |                       |   |                         | Cap          | EIVE                                    | D            |                                   |                   |  |
|                       |                       |   |                         | 1            |   | i            |                                   |                   |  |
|                       |                       |   |                         |              | 3 0 <b>3 289</b>                        | 4            |                                   |                   |  |
| Less Car              | sh Advance            |   | · _                     | AC           | COUNT                                   | \$           |                                   |                   |  |
| Total                 |                       |   |                         |              | 111111111111111111111111111111111111111 |              |                                   |                   |  |
| ill be use            | ed to proces          | ils form is collected under<br>s your claim.<br>the expenses listed above<br>my behalf from Capital H | were incurred o         | n Capital    | Health bus                              |              |                                   |                   |  |
| Employe               | e Signature           | 8 morka   | <i>l</i>                |              | Date:                                   | Feli         | uny 2,2006                        |                   |  |
| Approve               | By: Sheila            | Weatherill  | Title: Preside          | nt and CE    | 0                                       |              | Phone # 407-800                   | )8                |  |
| (Signaturk)           | $\mathcal{H}$         | ashers  |                         |              |   |              | Date Feb. 8                       | 106.              |  |
| Approved              | Í By:                 | <u> </u>  | Title:                  |              |   |              | Phone #                           |                   |  |
| (Signature)           |                       |   |                         |              |   |              | Date                              |                   |  |
| OTE:                  |                       |   |                         |              |   |              |                                   |                   |  |

- Expense claim must be properly authorized and must be supported by original receipts or a copy as certified by the approver. The approver must initial individual items that are not supported by original invoices or do not have all the required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4
- GST amounts included in the expense claims will be calculated by Accounts Payable.
- For all employees on the payroll system, expense reimbursements will be deposited to employee bank account.
- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the Internal mail system.
- See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10th Ft.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- Out of province expenses also require approval of Chief Operating Officer or Vice President.

### **EXPENSE CLAIM DETAILS**

| Date      | Details                               | Accomm.  | Meals | Registration | Transportation | Other   | Parking       | Mileage     |
|-----------|---------------------------------------|----------|-------|--------------|----------------|---|---------------|-------------|
| 3-Jan-06  | Mileage - CHC                         |          |       |              |                |   |               | 7           |
| 3-Jan-06  | Parking - CHC                         |          |       |              |                |   | \$7.00        |             |
| 10-Jan-06 | Mileage - CHC                         |          |       |              | 1              |   |               | 7           |
| 21-Dec-05 | Parking - CHC                         |          |       |              |                | V   | \$2.00        |             |
| 6-Jan-06  | Parking - CHC                         |          |       |              |                |   | \$4.00        |             |
| 10-Jan-06 | Parking - CHC                         |          |       |              |                |   | \$6.00        |             |
| 10-Jan-06 | Mileage - CHC                         |          |       |              |                | 1   |               | 7           |
| 10-Jan-06 | Parking - CHC                         |          |       |              |                | <b>✓</b> .  | \$5.00        |             |
| 11-Jan-06 | Parking - Plaza 124                   |          |       |              |                | V   | \$2.00        |             |
| 16-Jan-06 | Mileage - CHC                         |          |       |              |                |   |               | 7           |
| 16-Jan-06 | Parking - CHC                         |          |       |              |                |   | √ \$8.00      |             |
| 19-Jan-06 | Mileage - MiS                         |          |       |              |                | }   |               | 14          |
| 23-Jan-06 | Mileage - HBA                         |          |       |              |                |   |               | 7           |
| 25-Jan-06 | Mileage - CHC                         |          |       |              |                | · · · · · · · · · · · · · · · · · · ·               |               | 7           |
| 29-Jan-06 | Mileage - CHC                         |          |       | <u> </u>     |                |   |               | 7           |
| 30-Jan-06 | Mileage - CHC                         |          |       |              |                |   |               | 7           |
| 25-Jan-06 | Parking - CHC                         |          |       |              |                |   | \$5.00        | <del></del> |
| 23-Jan-06 | Parking - HBA                         |          |       |              |                |   | \$3.00        |             |
| 26-Jan-06 | Parking - CHC                         |          |       |              |                |   | <b>\$3.00</b> |             |
| 26-Jan-06 | Parking - Library                     |          |       |              |                |   | <b>\$5.00</b> |             |
| 30-Jan-06 | Parking - CHC                         |          |       |              |                |   | \$4.00        |             |
|           |                                       | <u> </u> |       |              |                | <del>- , · , , , , , , , , , , , , , , , , , </del> |               |             |
|           | · · · · · · · · · · · · · · · · · · · |          |       |              |                |   |               |             |
|           |                                       |          |       |              |                |   |               |             |
|           |                                       |          |       |              |                |   |               |             |
|           |                                       |          |       |              |                |   |               |             |
| TOTALS:   | :                                     | \$ -     | \$ -  | \$ -         | \$ -           | \$ -  | \$ 54.00      | \$26.60     |

### EXPENSE LIMITS

### 1. Medi Allowances

when traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

Breakfast

\$8.00 (If the departure time is earlier or the return time is later than 7:00 a.m.)

Lunch Dinner \$10.00 (If the departure time is earlier or the return time is later than 1:00 p.m.) \$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.)

For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are

Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the lunch/dinner meeting.

### 2. Travel

- Use of personal automobile From June 1, 2005, reimbursement at the rate of \$0.38 per km for the first 15,000 kilometers of approved travel in a fiscal year (April 1 to March 31) and \$0.35 for each kilometer there after. Business car insurance is reimbursable up to \$260 per year with receipts in accordance with Capital Health Policy. If union contract rates differs from \$0.38 then contract rate must be used.
- includes all forms of transportation costs, including taxls and buses for local travel.

  Driving to and from work is not considered business travel and cannot be claimed.

### Advance

Travel advance may be requested provided travel expenses are likely to exceed \$500.

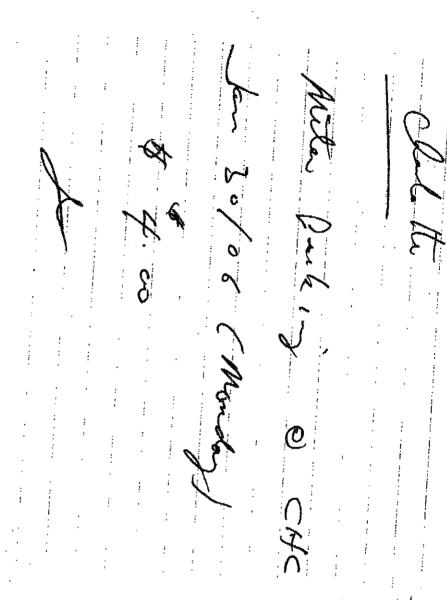
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Rose Contains the 28 66

Rose Contains the 28 66

Not a real receipt.

Sheila Weatherills Initials



Not a real receipt Sheila Weatherills Initials

Not a real receipt.

Sheila weatherill's

**Employee Number:** 



Name: John McPhail

### **Travel & Employee Expense Claim Form**

(In Canadian Dollars)

Union Name: N/A

Section 17(1)

| Position                              | : Vice Pres                   | ident - Human Resources                               |                                     | Department:                   | Human       | Resource   | 25                                |                   |
|---------------------------------------|-------------------------------|---|-------------------------------------|-------------------------------|-------------|------------|-----------------------------------|-------------------|
| Busines                               | s Phone: 7                    | 80 407 3266   | Period From: Ja                     | anuary 1, 2006                | to Janu     | ary 31, 2  | 006                               |                   |
| Expenses<br>another o                 | s paid (pleas<br>organization | se attach receipts). Do not . Complete details on the | include amounts                     | paid by Capit<br>form.        | al Healtl   | n or reim  | bursed / reimburs                 | able by           |
| Bal Unit<br>e.g. 201                  | Location<br>e.g. 9000         | Functional Centre<br>e.g. 71135050044                 | Account<br>e.g. 69500001            | Non-Canad<br>Currenc          |             | Rate       | Canadian \$<br>(including<br>GST) | ✓ if GST included |
| 201                                   | 9000                          | 71120200001   | 62410000                            |                               | -           |            | \$80.60                           | ⋈                 |
|                                       |                               |   |                                     |                               |             |            |                                   |                   |
|                                       |                               |   |                                     |                               | طفاهما      |            |                                   |                   |
|                                       |                               |   | ,                                   | Capital H                     | VEC         |            |                                   |                   |
| · · · · · · · · · · · · · · · · · · · |                               |   |                                     |                               |             |            |                                   |                   |
|                                       |                               |   |                                     | FEB 0 S                       |             |            |                                   | . 🗆               |
| Less Cas                              | sh Advance                    |   | •                                   | ACCOL<br>PAYA                 | JNTS<br>BLE |            |                                   |                   |
| Total                                 |                               |   |                                     | [-/                           |             |            |                                   |                   |
| The inform                            | nation on the                 | is form is collected under<br>s your claim.           | section 4 of the I                  | Regional Healt                | h Autho     | rities (M  | inisterial) Regulati              | on and            |
| I hereby<br>claimed I                 | certify that t<br>by me or on | the expenses listed above<br>my behalf from Capital H | were incurred or ealth or other org | n Capital Healt<br>anization. | h busine    | ess and I  | nave not been prev                | /iously           |
| Employe                               | e Signature                   | of mosha  | l                                   |                               | Date:       | Jehn       | erry 2,2006                       |                   |
| Approved                              | d By: Sheila                  | Weatherill  | Title: Presider                     | nt and CEO                    |             |            | Phone # 407-800                   | 8                 |
| (Signature)                           | AU.                           | achers  |                                     |                               |             |            | Date Feb. 8                       | 106.              |
| Approved                              |                               |   | Title:                              |                               |             |            | Phone #                           |                   |
| (Signature)                           |                               |   |                                     | ,                             |             |            | Date                              |                   |
| IOTE:<br>Expen                        | se claim mu                   | ıst be properly authorized                            | and must be sun                     | ported by orio                | inal rec    | eipts or : | a copy as certified               | by the            |

- approver. The approver must initial individual items that are not supported by original invoices or do not have all the required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4 approval.
- GST amounts included in the expense claims will be calculated by Accounts Payable.
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- 10030 107 Street, Edmonton, AB T5J 3E4)
- Out of province expenses also require approval of Chief Operating Officer or Vice President.

#### **EXPENSE CLAIM DETAILS**

| Date      | Details             | Accomm. | Meals | Registration | Transportation | Other | Parking          | Mileage                                 |
|-----------|---------------------|---------|-------|--------------|----------------|-------|------------------|---|
| 3-Jan-06  | Mileage - CHC       |         |       |              |                |       |                  | 7                                       |
| 3-Jan-06  | Parking - CHC       |         |       |              |                | /     | \$7.00           |   |
| 10-Jan-06 | Mileage - CHC       |         |       |              |                |       |                  | 7                                       |
| 21-Dec-05 | Parking - CHC       |         |       |              |                | V     | \$2.00           |   |
| 6-Jan-06  | Parking - CHC       |         |       |              |                | 7     | \$4.00           | -                                       |
| 10-Jan-06 | Parking - CHC       |         |       |              |                | V     | \$6.00           |   |
| 10-Jan-06 | Mileage - CHC       |         |       |              |                |       |                  | 7                                       |
| 10-Jan-06 | Parking - CHC       |         |       |              |                | 1     | \$5.00           | ·                                       |
| 11-Jan-06 | Parking - Plaza 124 |         |       |              |                | V     | \$2.00           |   |
| 16-Jan-06 | Mileage - CHC       |         |       | ·            |                |       |                  | 7                                       |
| 16-Jan-06 | Parking - CHC       |         |       |              |                |       | <b>√</b> \$8.00  |   |
| 19-Jan-06 | Mileage - MIS       |         |       |              |                |       |                  | 14                                      |
| 23-Jan-06 | Mileage - HBA       |         |       |              |                |       |                  | 7                                       |
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| 23-Jan-06 | Parking - HBA       |         |       |              |                |       | \$3.00           |   |
| 26-Jan-06 | Parking - CHC       |         |       |              |                |       | ✓ <b>\$</b> 3.00 |   |
| 26-Jan-06 | Parking - Library   |         |       |              |                |       | ✓ \$5.00         | *************************************** |
| 30-Jan-06 | Parking - CHC       |         |       |              |                |       | \$4.00           |   |
|           |                     |         |       |              | ·              |       |                  |   |
|           | · .                 |         |       |              |                |       |                  | <del>"</del>                            |
|           |                     |         |       |              |                |       |                  |   |
|           |                     |         |       |              |                |       |                  |   |
|           |                     |         |       |              |                |       |                  |   |
|           |                     |         |       |              |                |       |                  |   |
|           |                     |         |       |              |                |       |                  |   |
| TOTALS:   |                     | \$ -    | \$ -  | \$ -         | \$ -           | \$ -  | \$ 54.00         | \$26.60                                 |

#### **EXPENSE LIMITS**

#### 1. Meal Allowances

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

Breakfast

\$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.)

Lunch

\$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.)

Dinner \$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.)

For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are reasonable.

Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the lunch/dinner meeting.

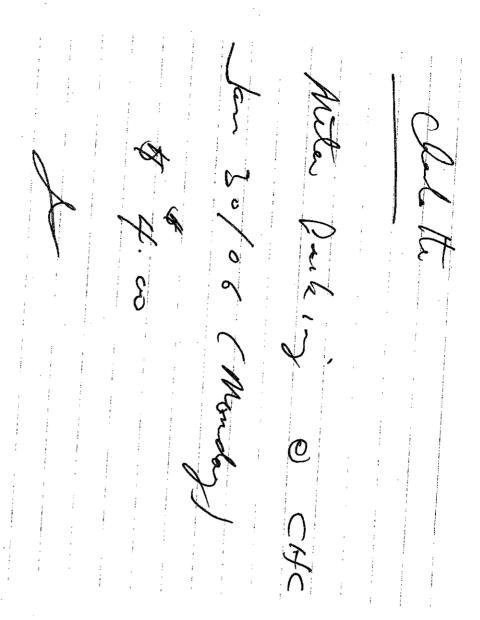
#### 2. Travel

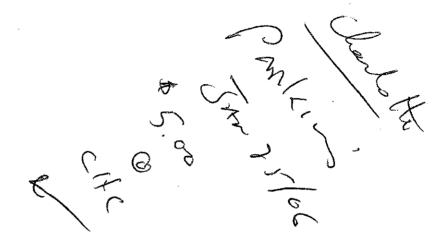
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#### Advance

Travel advance may be requested provided travel expenses are likely to exceed \$500.







#### **Travel & Employee Expense Claim Form**

(In Canadian Dollars)

Section 17(1)

| Name:                  | John McPhai                   | j   | Employee Numb            | er:                   | Union Na            | ame: N/A                          |                   |
|------------------------|-------------------------------|---|--------------------------|-----------------------|---------------------|-----------------------------------|-------------------|
| Position               | ı: Vice Presi                 | dent - Human Resources  |                          | Department:           | Human Resourc       | es                                | _                 |
| Busines                | s Phone: 7                    | 80 407 3266   | Period From: Fe          | ebruary 1, 200        | 6 to February 28    | 3, 2006                           |                   |
| Expenses<br>another o  | s paid (pleas<br>organization | se attach receipts). Do not<br>. Complete details on the              | include amounts          | paid by Capi<br>form. | ital Health or rein | nbursed / reimburs                | able by           |
| Bal Unit<br>e.g. 201   | T                             | Functional Centre<br>e.g. 71135050044                                 | Account<br>e.g. 69500001 | Non-Cana              | Pata                | Canadian \$<br>(including<br>GST) | ✓ if GST included |
| 201                    | 9000                          | 71120200001   | 62410000                 |                       |                     | \$65.50                           |                   |
|                        |                               |   |                          |                       |                     |                                   |                   |
|                        |                               |   |                          | Capital He            | alth                |                                   |                   |
|                        |                               |   |                          | CEN                   |                     |                                   |                   |
|                        |                               |   |                          | 1                     | 2006                |                                   |                   |
|                        |                               |   |                          | MARV                  |                     |                                   |                   |
| Less Ca                | sh Advance                    |   |                          | ACCO                  | BLE                 |                                   |                   |
| Total                  |                               |   |                          |                       |                     |                                   |                   |
| will be us             | ed to proces                  | nis form is collected under ss your claim.  the expenses listed above | 17.7 Marie 11.           |                       |                     |                                   |                   |
| claimed                | by me or on                   | my behalf from Capital H  | ealth or other org       | anization.            | ith business and    | nave not been prev                | /iousiy           |
| Employe                | e Signature                   | : Showhan   | ノ                        |                       | Date: March 1       | , 2006                            |                   |
| Approve<br>(Print name | d By: Sheila                  | weatherill  | Title: Preside           | nt and CEO            |                     | Phone # 407-800                   | 08                |
| (Signature)            | 9                             | teral   |                          |                       |                     | Date                              |                   |
| Approve<br>(Print name |                               |   | Title:                   |                       |                     | Phone #                           |                   |
| (Cinidia)              | 7                             |   |                          |                       |                     | D - 1-                            |                   |

#### NOTE:

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  approver. The approver must initial individual items that are not supported by original invoices or do not have all the
  required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4
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#### **EXPENSE CLAIM DETAILS**

| Date      | Details            | Accomm. | Meals | Registration | Transportation | Other  | Parking           | Mileage                                      |
|-----------|--------------------|---------|-------|--------------|----------------|--------|-------------------|--|
| 7-Feb-06  | Mileage - MIS      |         |       |              |                |        |                   | 14   |
| 8-Feb-06  | Mileage - CHC      |         |       |              |                |        | gar <sup>ar</sup> | 7  |
| 8-Feb-06  | Parking - CHC      |         |       |              |                | :49**6 | \$10.00           |  |
| 6-Feb-06  | LRT Return - CHC   |         |       |              | \$4.50         |        |                   |  |
| 21-Feb-06 | Mileage - CHC      |         |       |              |                |        |                   | 7  |
| 21-Feb-06 | Parking - CHC      |         |       |              |                | /      | \$6.00            |  |
| 22-Feb-06 | Mileage - CHC      |         |       |              |                |        |                   | 7  |
| 22-Feb-06 | Parking - CHC      |         |       |              |                |        | \$8.00            |  |
| 24-Feb-06 | Mileage - CHC      |         |       |              |                |        |                   | 7  |
| 24-Feb-06 | Parking - CHC      |         |       |              |                |        | \$10.00           |  |
| 27-Feb-06 | Mileage - Norquest |         |       |              |                |        |                   | 8  |
| 27-Feb-06 | Parking - Norquest |         |       |              |                |        | <b>\$8.00</b>     |  |
|           |                    |         |       |              |                |        |                   |  |
|           |                    |         |       |              |                |        |                   | <u> </u>                                     |
|           |                    |         |       |              |                |        |                   |  |
|           |                    |         |       |              |                |        |                   |  |
|           |                    |         |       |              |                |        |                   |  |
|           |                    |         |       |              |                |        |                   |  |
|           |                    |         |       |              |                |        |                   |  |
|           |                    |         |       |              |                |        |                   |  |
|           |                    |         |       |              |                |        |                   | <u>"                                    </u> |
|           |                    |         |       |              |                |        |                   |  |
|           |                    |         |       |              |                |        |                   |  |
|           |                    |         |       |              |                |        |                   |  |
|           |                    |         |       |              |                |        |                   | · · · · · · · · · · · · · · · · · · ·        |
|           |                    |         |       |              |                |        |                   |  |
|           |                    |         |       |              |                |        |                   |  |
| -         |                    |         |       |              |                |        |                   |  |
| TOTALS:   |                    | \$ -    | \$ -  | \$ -         | \$ 4.50        | \$ -   | \$ 42.00          | \$19.00                                      |

#### **EXPENSE LIMITS**

#### **Meal Allowances**

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Breakfast

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Dinner \$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.)

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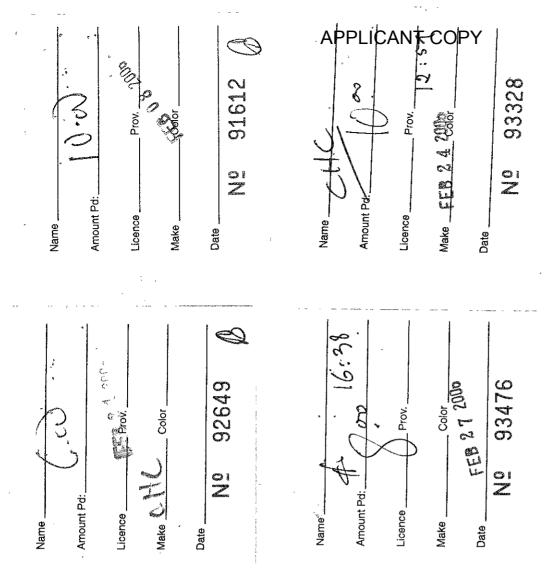
PANKING (ASH - METER)

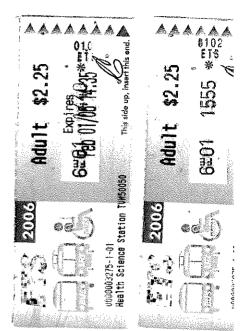
Well Fel J2, 2006.

CHC Manufact

Approved. Herbard Sheila Weatherill President & CEO









## LOCAL TRAVEL EXPENSE CLAIM

| <del></del>            | From:  | June 1, 2005                 | To:                                   | September 15, 2005   |
|------------------------|--|------------------------------|---------------------------------------|----------------------|
| Employee's Name:       | John McPhail                                   |                              |                                       |                      |
| Position:              | Vice President - Human                         | Resources                    |                                       |                      |
| Department:            | Human Resources                                |                              | · · · · · · · · · · · · · · · · · · · |                      |
| Cost Centre:           | 201 9000 71120200001                           | 62410000                     |                                       |                      |
|                        |  |                              |                                       |                      |
| Reimbursable Expenses: |  |                              |                                       |                      |
| Mileage (from rever    | se page)                                       |                              | \$                                    | 98.04                |
| Parking (from revers   | se page - receipts attached                    | 1)                           | \$<br>\$                              | 56.00                |
| Meals (receipts atta   | ched) (74.93w                                  | 314                          | \$                                    | 205.93               |
| Cab Fare (receipts a   | attached)                                      |                              | \$                                    | 83.00 W              |
| Other (Retirement C    | ift an <del>d Magazi</del> nes) 🖇 🖇<br>બાબ ૭૦૦ | 85.26w 26.38n                | \$<br>\$<br>\$                        | 911.64               |
| Warred/                |  | OTAL CLAIM:                  | \$<br><b>\$</b>                       | 1,354.61             |
|                        |  |                              |                                       |                      |
| COMMENTS: "OTHER       | ' includes reimbursement c                     | of return airfare to Winnipe | g and hotel a                         | accommodation costs. |
|                        | ***  |                              |                                       |                      |
| /                      | 1  |                              |                                       |                      |
| Employee's Signature   | 4  | 09/15/<br>Date               |                                       |                      |
| Authorization          | - Capital He                                   |                              | ex. 2                                 | 1/05                 |
|                        | PECEN  | 201<br>201<br>201            |                                       |                      |
|                        | 01076  | 700F                         |                                       |                      |

ACCOUNTS PAYABLE 630.60



## LOCAL TRAVEL/EXPENSE RECORD

| From: | June 1, 2005 | To: | September 15, 2005 |
|-------|--------------|-----|--------------------|
|       |              |     |                    |

Employee's Name: John McPhail, Vice President - Human Resources

| Date                                  | From                                  | To/Purpose | Return | Kms. |    | arking       | · · · · · | Meals  | Cab Fare | 7  | Other    |
|---------------------------------------|---------------------------------------|------------|--------|------|----|--------------|-----------|--------|----------|----|----------|
| Period                                | .,                                    |            |        | 258  | \$ | 56.00        | \$        | 205.93 | \$ 83.00 | \$ | 911.64   |
|                                       |                                       |            |        | 0    | \$ | _            | \$        | -      | \$ -     | \$ | _        |
|                                       |                                       |            |        | 0    | \$ | _            | \$        | -      | \$ -     | \$ | _        |
|                                       |                                       |            |        | 0    | \$ | -            | \$        | _      | \$ -     | \$ |          |
|                                       |                                       |            |        | 0    | \$ | <b>-</b>     | \$        | _      | \$ -     | \$ | -        |
|                                       |                                       |            |        | 0    | \$ | -            | \$        | -      | \$ -     | \$ | -        |
|                                       |                                       |            |        | 0    | \$ | -            | \$        | -      | \$ -     | \$ |          |
|                                       |                                       |            |        | 0    | \$ |              | \$        | -      | \$ -     | \$ | -        |
|                                       |                                       |            |        | 0    | \$ | -            | \$        | -      | \$ -     | \$ | -        |
|                                       |                                       |            |        | 0    | \$ | -            | \$        | -      | \$ -     | \$ | -        |
|                                       |                                       |            |        | 0    | \$ | -            | \$        | -      | \$ -     | \$ | -        |
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|                                       |                                       |            |        | 0    | \$ |              | 43        | -      | \$ -     | \$ | <u> </u> |
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|                                       |                                       |            |        | 0    | \$ | <del>-</del> | \$        |        | \$ -     | \$ | -        |
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|                                       |                                       |            |        | 0    | \$ | -            | \$        | -      | \$ -     | \$ | -        |
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|                                       |                                       |            |        | 0    | \$ | -            | \$        | -      | \$ -     | \$ | _        |
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|                                       | <u> </u>                              |            |        | 0    | \$ | -            | \$        | -      | \$ -     | \$ |          |
|                                       |                                       |            |        | 0    | \$ | -            | \$        | -      | \$ -     | \$ | -        |
|                                       |                                       |            |        | 0    | \$ |              | \$        | _      | \$ -     | \$ | -        |
| <u></u>                               |                                       |            |        | 0    | \$ | -'           | \$        | -      | \$ -     | \$ | -        |
|                                       |                                       | <u> </u>   |        | 0    | \$ | -            | \$        |        | \$ -     | \$ | -        |
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|                                       |                                       |            |        | 0    | \$ | -            | \$        | -      | \$ -     | \$ | _        |
|                                       |                                       |            |        | 0    | \$ | -            | \$        |        | \$ -     | \$ |          |
|                                       |                                       |            |        | 0    | \$ | -            | \$        |        | \$ -     | \$ |          |
|                                       |                                       |            |        | 258  | \$ | -            | \$        | -      | \$ -     | \$ | -        |

SUB-TOTALS:

\$ 98.04 \\$ 56.00 \\$ 205.93 \\$83.00 \\$ 911.64 \\
TOTAL CLAIM: \\$ 1,354.61

| 10A, 133   | 010                               | 0107 Graying   | egermu John (f) gyg Anamyd A  |
|--|-----------------------------------|--|-------------------------------|
| * 23AUGO5 BUANTING THE MEAN  | · TME<br>MBARQHEM                 | MRARQHENEN O3. F. F. F. M.   | No. Roo .                     |
| DE WINNIPEG  |                                   |  | 04:20PM                       |
| FARE/TARIF FUEL/INS/NAV/ASS/CAR GSE/HST/TPS/TVH (REG112535)  | 18,00                             | AXTAXE E.I.  | 06:10PM                       |
| 10000000000000000000000000000000000000   | 70.00                             | Assessmentable   | 315.30                        |
|  |                                   |  |                               |
| e de la companya de l |                                   | Part of the second seco |                               |
|  |                                   |  |                               |
| 19 Lesson  | FLT/VOL                           |  |                               |
| 23AUGO5 BOARD MCPHAIL/JOHN   | BOARDING TING<br>HTURE D'EMKARGET | *26*   |                               |
| DEP EDMONTON   |                                   |  |                               |
| FARE/TARIF FUEL/FNS/NAV/ASS/CAR GST/HST/TPS/TVH (866112535)  | 18 × )                            | de ELY/SECUELTE  1 TAX/TAXE E.U.  AIF/RAEDMONTON TOTAL/TOTALE:   | 01:45PN<br>4.67<br>0.00<br>00 |

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REWARDS & AIRMILES \* TRAVEL OFFERS \* ABOUT US \* THE EXPERIENT FLOATS - WESTVIELBUIST - TRAVELTIPS

travel itinerary



To protect the confidential information you have entered while booking this flight, please ensure you close all browser windows before leaving this computer unattended.

#### Confirmation

Booking date:

Confirmation number:

Status:



Your online reservation is now complete. An email confirmation is already on its way to you if you selected this option in the payment form. Thank you for flying with WestJet.

This confirmation number confirms your booking. Please record this number or print this page for your records.

#### Departing

From Edmonton, AB (YEG) to Winnipeg, MB (YWG) -

Tugsday, 23 Aug 05

Flight WS 62

Depart Edmonton, AB (YEG) at 10:05 and arrive in Winnipeg, MB (YWG) at 13:45

#### Returning

From Winnipeg, MB (YWG) to Edmonton, AB (YEG) -

Tuesday, 23 Aug 05

Flight WS 107

Depart Winnipeg, MB (YWG) at 16:20 and arrive in Edmonton, AB (YEG) at 18:10

#### Who is Booking

Section 17(1) MCPHAIL

#### Who is travelling

1 Guest: Guest 1: JOHN MCPHAIL

#### **Total Cost**

Total for 1 Guest Fare price 514.00 CAD Taxes, Fees and Surcharges \$ 116.60 CAD

Total price 630.60 CAD

#### Billing Information

Payment via Credit Card Form of payment CONFIRMED Payment Status

Cardholder name John McPhail Card Number

Payment amount. \$630.60 CAD

Section 17(1),(4)(e.i)

#### **Rules & Other Stuff**

## to do n

What would

>> Save My Info

Print This Iti

**Book Anothe** 

Book a Hotel

Book a Car

>> RBC Travel I

Care At Time Che

Click here to view customs documer requirements for between Canada

#### Do you have spe needs?

Please call our Sal Centre at 1-800-5 you have any sper including oxygen t medication, wheel

(Air Time Ju. 50 Min

#### Booking for 10 c

WestJet offers gre rates to 10 or moi travelling on the s itinerary. You can advantage of grou fly in style in our I jet aircraft, and yo the friendly WestJ

#### One-way fares savings!

We don't penalize only one way. You same fair price.

Is your child flyi WestJet will super Unaccompainied A met by the design

- ' ' Fare Rules:
- REGULAR FARES:
- Change and cancellation guidelines are based on the fare which is being changed or cancelled.
- After the day of booking, changes to this fare are subject to a minimum \$30.00 CAD/USD change fee (plus tax) and any difference in fare, per person. Name changes are subject to \$30.00 CAD/USD fee
- After the day of booking, all fares, taxes, and fees are non-refundable, however, they may be used as credit towards a future flight with WestJet.
- Cancellations are subject to a \$30.00 CAD/USD cancellation fee (plus tax) per person.
- Credit files are created for the remainder of the funds, and will expire after one year.
- Changes and cancellations are accepted up to 2 hours prior to flight, however, guests who do not show up for a flight do not receive a credit or a refund.

parent/guardian u at their destinatio flight, children wil at the front of the supervised by a fr WestJet Flight Att

#### **Terms & Conditions:**

- For Domestic Flights: Identification will be checked for adults 16 years of age and older. Please check-in a minimum of 60 minutes prior to scheduled departure. Although we will do our best to assist, guests arriving less than 20 minutes prior to the scheduled departure may be denied boarding.
- For Flights to/from the U.S: all guests will need to meet entrance requirements at customs for identification and proof of citizenship. Please check-in a minimum of 2 hours prior to scheduled
- In Toronto, you'll find Westlet at Terminal 3 at Pearson International Airport
- Changes or cancellations may be made up to two hours prior to departure time; and, depending on the fare being changed, may be subject to a \$30 CAD/USD fee per person plus the upgrade in fare. All monies paid to WestJet in the form of fares, fees, surcharges, and taxes are non-refundable but may be credited to a WestJet credit file, to expire one year from the cancellation date.
- Some promotional fares may have additional fare rules specified at time of booking; for example, WestJet and Mosaik(R)Mastercard(R)\* Companion flights can not be changed or cancelled.
- Missed flights are non-refundable and non-creditable.
- WestJet charges \$1 per headset on all of our flights offering live satellite television. WestJet encourages you to bring your own headsets, as our live satellite television is compatible with most commercial electronic devices. If you do decide to purchase WestJet headsets, please take them home for your own personal use, and remember to bring them with you on your next WestJet flight. Not all of WestJet's aircraft are currently equipped with live seatback television.
- On flights less than 2.5 hours long, light snacks and beverages will be served by our friendly flight attendants. Guests are also more than welcome to bring their own food onboard. On most flights more than 2.5 hours long, WestJet offers a food service program called Buy on Board. Food items sold onboard range from \$2 to \$5.
- WestJet's baggage allowance is two checked bags (max wt 32kg/70lb per bag with total length+width+height 155cm /62") plus two pieces of carry-on baggage which must fit into each of the sizing devices (1 item at 55cmX23cmX40cm / 21.5"X9"X15.5" and 1 item at
- 43cmX16cmX33cm /16.5"X6"X13"; max wt 10kg/ 22lb per piece) per person.
- In the carriage of baggage, the liability of WestJet in the case of destruction, loss or damage is limited to \$250.00 CAD per ticket per incident, for Domestic flights. For flights to or from the United States to Canada, the liability of WestJet in the case of destruction, loss or damage is limited to 1,000 Special Drawing Rights ("SDRs") per person per incident as dictated by the Montreal Convention. 1000 SDRs is equivalent to approximately \$1,900.00 CAD or \$1,500.00 USD. Westlet assumes no liability for fragile, valuable or perishable articles, or if damage results from the inherent defect, quality or vice of the baggage. Guests may be asked to complete a Luggage Liability Release Form upon checking such items in. WestJet does not compensate for zippers, scuffs, scratches, nicks, dents, missing straps, feet, clips and wheels, exterior tube handles, or similar damage attributable to normal wear and tear. Damage resulting from a suitcase being over-packed or overweight is not covered. Please inform us of any loss or damage to luggage within 1 hour of your arrival.
- Most Airport Improvement Fees (AIF) are collected by WestJet at the time of booking. The Moncton AIF is collected at the airport upon departure.
- GST (7%) is collected on all flights.
- HST (15%) is collected for flights/services out of Atlantic Canada.
- QST (7.5%) is collected for flights/services out of Quebec.
- A Security Tax (Air Traveller's Security Charge) of \$4.68 CAD (plus GST or HST) per person, per one way flight, is collected on all flights.
- A Nav Canada/Insurance Surcharge is collected on all flights. On U.S. originating flights, the Nav Canada Surcharge is included in the basefare.
- For travel to and from the United States, the following taxes and fees may be added: U.S. International Tax, U.S. INS Fee, Passenger Facility Charge (PFC), U.S. September 11 Security Fee, and the U.S. Transportation Tax.
- Remember if you booked online and entered your AIR MILES(R) Collector Number, the reward miles you earned for this transaction will be credited to your Collector Account within two to four weeks of when your travel is completed.
- Visit www.airmiles.ca or call AIR MILES at 1-888-AIR-MILES (1-888-247-6453) for details about your
- WestJet is pleased to offer further travel assistance with the following list of our preferred partners and

their toll free numbers. Contact them today for services across North America. Budget Car & Truck Rental 1-800-220-0485 National Car Rental 1-888-354-2322 Ramada Hotels 1-866-511-2777 Travelodge Hotels 1-866-860-0285 Delta Hotels (Canada Only) 1-866-674-8461

- Don't forget to pack your insurance white travelling. Purchase travel insurance offered by RBC Travel Insurance Company by calling 1-866-812-3935 or online at www.westjet.com. WestJet is not offering insurance or acting as the agent of RBC Insurance.

book another trip

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- ® Registered trade-marks of Bank of Montreal. Patent pending.
- ®\* Bank of Montreal is a licensed user of the registered trademark and design of MasterCard International Inc.

| The second of th |  |
|--|--|
| KITTLING RIDGE<br>4. WINDWORD DRIVE  | NINERY INN GRINSBY ON CONTROL SLIP #: 9240 |
| ID: A5289632<br>Store: 5289632   | SLIP #: 9240 [                             |
| PRE-AUTH   | \$340-00                                   |
| PÖÜRBÖTRE/   | TIP \$                                     |
|  | otion 17(1),(4)(e.i)                       |
| VISA   |  |
| SEQ 499001001084 AV<br>APPROVED<br>DATE Sep 11 2005  | JTH 072963 ISO -001                        |

# Kittling Ridge Winery Inn 4 Windward Drive Grimsby, ON L3M 4E8

Telephone: 905-309-7171 Fax: 905-309-7172

John McPhail Page # 1 Res. # 060562 Checked in Sun Sep 11/05 - 7:28 pm Tue Sep 13/05 - 11:56 am Checked out Section 17(1) **Nights** Room Rate 119.00 Room 511

**Group: Hamilton Health Sciences** 

| Date  | Description              | Reference  |      | Charges | Credits |
|-------|--------------------------|------------|------|---------|---------|
| Sep11 | Group Rates              |            |      | 119.00  | Cicdits |
| Sep11 | $GS\hat{T}$              |            |      | 8.33    |         |
| Sep11 | PST                      |            |      | 5.95    |         |
| Sep12 | Group Rates              |            |      | 119.00  |         |
| Sep12 | GST                      |            |      | 8.33    |         |
| Sep12 | PST                      |            |      | 5.95    |         |
| Sep13 | Dining Room Charge       | Chit# 1011 |      | 14.48   |         |
| Sep13 | PAID BY VISA - Thank you |            |      | 10      | 281.04  |
|       |                          |            | 0.00 | 281.04  | 281.04  |

Thank you for choosing Kittling Ridge Winery Inn and Suites

Our G.S.T. # is 881057822

Charge Summary:

GST **PST** 

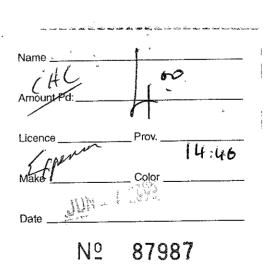
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|--------------------|-------------|
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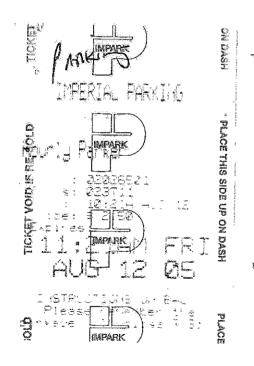
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| Νo           | 91860            |

| Name             |
|------------------|
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| Nº 90623         |



> Milar UXFONO IGNER DXFORD TUNER 057# 123945677 RT 0010 05T# 123W5677 RT 0018 IST TO PREMIUM THE 07-19-2005 TUE 10 07-19-2005 TUE \$\tilde{10}\$ 88-12-245 Tut 2 1/2 HUR CASH 1 HOUR 3.00 1, (4) Àm 3.00 1 HUK REND MAL 5. (4) TER ITEM MILM 7.00 101 101 3742 11:4477 3741 11:44711 HANKE : Thin 4 5748 114度同



## **DETACH RECEIPT FROM TICKET**

DATE TIME AMOUNT PAID

ISSUED

CREDIT CARD NUMBER





SEE BACK OF TICKET

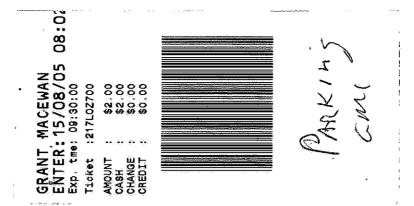
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486932 FACE UP ON DASH

WARNING

YOUR RISK
SEE BACK OF TICKET 

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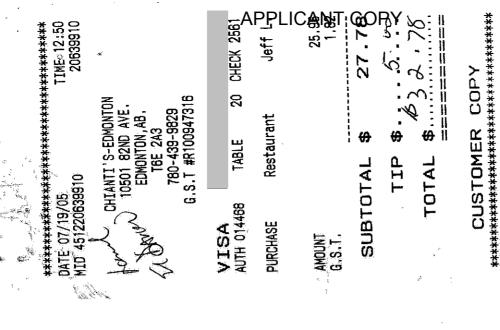
09000011(63 Perre. (780)890-8439-

"Receipt no. 0063/4-/61/0380; 23 us.os OUSTOOL pay park too thinket 28-08-05-08-51 - 23-08-06-5

Length of stay: 5 Dy a by 31 and,

7.00.3 charige Tax

Thank you for your nathonage. Please Chie Againi \*\* Open 24 Hours x≱ \*\* Thank you \*\*



Section 17(1),(4)(e.i)

CENTURY GRILL 3975 Calgary Trail South

Edmonton, Alberta

(780) 431-0303

T6J 6S6

DATE 06/23/05 MID 4537281486

81486

TIME 13:50

31.00 2.18

33.18

<del>(1)</del>

SUBTOTAL

2,0

TIP

\$ 38.018

TOTAL

CUSTOMER COPY

DIANA

RESTAURANT

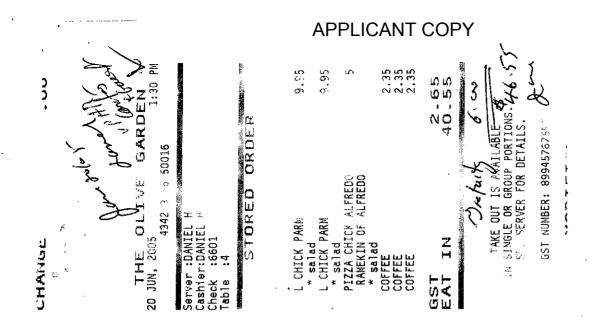
PURCHASE

AMOUNT Tax

3 CHECK 9698

TABLE

**VISA** AUTH 055345



| ###################################### | Andrew Assessment of the second secon | Section 17(   | 1),(4)(e.i) | * | hadanlay managayan saab        | ·            |      | -       |
|--|--|---|-------------|---|--------------------------------|--------------|------|---------|
|  | \$\$\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\   | FOUR POINTS<br>99 WELLINGTON<br>WINNIPEG, MANI<br>R3M 1H5<br>775-5222 FAX | TABLE 67    |   | AMOUNT 20.15 GST 1,41 PST 1.41 | TOTAL \$ 22. | 8 37 | CUSTOME |

FALONEY'S OF ANCASTER INC. 534 GARNER RD ANCASTER ŨΝ

VISA

10

\$50.45

CARD NUMBER EXPIRY DATE

CARD TYPE DATE/TIME

CLERK NUMBER RECEIPT NUMBER **AUTHORIZATION** 

**AMOUNT** 

TIP

, TOTAL AMOUNT

01 APPROVED 027 THANK YOU

AUTH. #

024991

2005/09/11 18:13:23

\$80564528-050-003

Section 17(1),(4)(e.i)

0545

CARDHOLDER WILL PAY TOTAL AMOUNT SHOWN TO CARD ISSUER ACCORDING TO CARDHOLDER AGREEMENT.

JOHN D MCPHAIL



## **Accounting Services**

Memorandum

DATE:

November 30, 2005

TO:

John McPhail

Vice President Human Resources

FROM:

Vicky Afacan

Senior Director Accounting Services

SUBJECT: Expense Claims

All expense claims need to be in compliance with the Employee Expense Claims and Hosting Guidelines Directive. The review of the expense claims processed in the period of July, 2005 to September, 2005 identified the following claims that require additional information in order to comply with the Directive:

| comply with the     | Difference. |   |
|---------------------|-------------|---|
| Expense             | Amount      | Information required  |
| Claim June 1 – Sept | \$630.00    | Airline ticket was not purchased through AMEX   |
| 16                  |             | Requires detailed restaurant receipts (if not available the receipts need to be initialed by the approver). |

Attached are copies of the above expense claims for your reference. Please forward the necessary documentation to my attention at Capital Health Centre  $10^{th}$  floor Accounting Services.

Please call me if you require additional information at 735-0502. Thank you for your attention to this matter.

Sincerely,

Vicky Afacan



FAX URGENT REGULAR Capital Health
Director, Accounting Services

DEC 0 1 2005

| . 1                     |  |
|-------------------------|--|
| DATE:                   | Dec 1sto5                                    |
| то;                     | licky Alaxan                                 |
| DESTINATION FAX NU      | JMBER: 735-0347                              |
| SENDER: Joh             | nn McPhail, Vice President – Human Resources |
| Number of pages include | ling cover:                                  |
| <u>MESSAGE;</u>         | Re Expense Claims                            |
| Vicky                   | see enclosed up date.                        |
|                         | Air  |

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Human Resources 1J2.16 WMC 8440 - 112 Street Edmonton, Alberta T6G 2B7

Phone: (780) 407-7297 FAX: (780) 407-8701 E-Mail: cvangeld@cha.ab.ca



#### Accounting Services

Memorandum

DATE:

November 30, 2005

TO:

John McPhall

Vice President Human Resources

FROM:

Vicky Afacan

Senior Director Accounting Services

### **SUBJECT:** Expense Claims

All expense claims need to be in compliance with the Employee Expense Claims and Hosting Guidelines Directive. The review of the expense claims processed in the period of July, 2005 to September, 2005 identified the following claims that require additional information in order to comply with the Directive:

| Expense<br>Claim | Amount   | Information required  |
|------------------|----------|---|
| June 1 – Sept    | \$630.00 | Airline ticket was not purchased through AMEX   |
| August 2005      | \$159.38 | Requires detailed restaurant receipts (if not available the receipts need to be initialed by the approver). |

Attached are copies of the above expense claims for your reference. Please forward the necessary documentation to my attention at Capital Health Centre 10th floor Accounting Services.

Please call me if you require additional information at 735-0502. Thank you for your attention to

Sincerely.

Links Afron

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Addution in the Extension

## travel time an

to protect the confidential information you have entered while booking this flight, please erisure you close all browser windows before leaving this computer unattended.

#### Confirmation

Booking date:

Confirmation number:

Status:

22 Aug 05

## OTEMBN

Your online reservation is now complete. An email confirmation is aiready on its way to you if you selected this option in the payment form. Thank you for flying with Westlet.

This confirmation number confirms your booking. Please record this number or print this page for your records.

#### Departing

Fram Admonitory AB (YEQ) to Winnipagy HB (YWG).

Tuesday, 23 Aug 05

Flight WS 62

Depart Edmonton, AB (YES) at 10:05 and afrive.

#### Raturnina

From Winnings, ME (YWS) to Edmonton, AS (YES) -

Tuesday, 23 Aug 05

Flight WS 107

Depart Winnipag, MB (YWG) at 16:20 and arrive in Edmonton, AB (YEG) at 18:10

#### Who is Booking

MICPHAIL

Who is travelling

Guest:

Quest 11 JOHN MCPHAIL

Section 17(

530.60 CAD

## Total Cost

Total for 1 Quest Fare price

Taxes, Kees and Surcharges

Total price

514,00 CAD 116.60 CAD Information

Payment via Credit Card

Form of payment Payment Status

Carcholder name Card Number

Billing ...

Peyment amount

\$650.50 CAD

CONFIRMED

John McPhail

## What would to do n

>> Boy My Info

>> Print this Iti

Book Anoths

Book a Hotel Book B\_Car

REC Travel I

One the Time Change

Click harts to viev customs docume modification in the forbetween Canada

CAR TIME 1: 40 DAG

Do you have spe neads?

Please call our Sal Centre at 1-800-5 You have any spenincluding oxygen I medication, wheel

CARTINE JAS

Booking for 10 c WestJet offers are rates to 10 or moi travelling on the s itinerary You can advantage of grow fly in style in our i let bircreft, and y the friendly West

One-way fares savinusi

We don't penalize only one way. You same fair price.

Is your child five Westlet will super Unaccompainled N met by the design

Rules & Other Stuff

https://c3dsp.wcstjet.com/guest/makebooking.ahtml?isFromWaitPage=true&PaResForPr

08/22/2005



## LOCAL TRAVEL/EXPENSE RECORD

om: June 1, 2005 To: September 15, 2005

| Employee's Name: | John McPhall, Vice President - Human Resources |
|------------------|--|
|                  |  |

| Date                                    | From            | To/Purpose    | Return | Z Kma. | P        | arking   | <u> </u> | Monis            | Cab Fare     | Other       |
|---|-----------------|---------------|--------|--------|----------|----------|----------|------------------|--------------|-------------|
| erlod                                   |                 |               |        | 258    | \$       | 56.00    | \$       | 205,93           | \$ 83.00     | \$ 911,8    |
|   |                 | !             |        | 0 , 0  | \$       |          | \$       | : p              | \$ -         | \$ .        |
| Nea                                     | 2               | CHIANTIS      | 22/18  | Ja 0   | 3        |          | \$       | ; ; <del>,</del> | \$ =         | 8 :         |
| RGULLE !                                | te au           | Central Croil | 38.18  | PX.0   | 15       |          | \$       |                  | \$ -         | \$ -        |
| مديم                                    | 100             | FOLK POINT    | 27.97  | 75,0   | 1\$      |          | 8        |                  | \$ -         | <b>5</b>    |
|   |                 | Falane'u      | 60.45  | 710    | 1\$      | -        | \$       | Ħ                | \$           | \$ -        |
| 2                                       |                 | -             |        | 0      | \$<br>\$ | 4        | \$       |                  | 3            | \$ .        |
|   |                 |               | 159.38 | 1/0    | \$       | 4        | 3        |                  | \$ .         | <b>8</b> -  |
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SUBLYOTAL C

\$ 96.04 \$ 56.00 \$ 205.93 \$ 63.00 \$ 911.64 TOTAL CLAIM: \$ 1,354.61



#### LOCAL TRAVEL EXPENSE CLAIM

|                  | From: September 16, 2005         | To: | November 30, 2005 |
|------------------|----------------------------------|-----|-------------------|
| Employee's Name: | John McPhail                     |     |                   |
| Position:        | Vice President - Human Resources |     |                   |
| Department:      | Human Resources                  |     |                   |
| Cost Centre:     | 201 9000 71120200001 62410000    |     |                   |

#### Reimbursable Expenses:

Mileage (from reverse page)

Parking (from reverse page - receipts attached)

Meals (receipts attached)

Cab Fare (receipts attached)

Other (Retirement Gift and Magazines)

Hotel Calgary

| \$<br>117.80      |           |
|-------------------|-----------|
| \$<br>_           | Ψ,        |
| \$<br>126.25      | <i>iJ</i> |
| \$<br>-           |           |
| <i>≲.⇔</i> 190.49 | 1         |
| \$<br>-           | 61.086    |
| \$<br>75.08       | 61.08 L   |
| \$<br>            | ·         |
| 33 206.66         |           |
| \$<br>            |           |
| \$<br>-           |           |
| \$<br>716.28      |           |

**TOTAL CLAIM:** 

| COMMENTS: | "OTHER" is for accommodation during attendance at Conference Board of Canada |  |
|-----------|--|--|
|           | Conference, November 7 and 8, 2005   |  |
|           | · · · · · · · · · · · · · · · · · · ·  |  |
|           |  |  |

Employee's Signature

Authorization

Capital Health

000 0 1 2005

ACCOUNTS PAYABLE

November 39/05.

Date

November 39/05

66



#### LOCAL TRAVEL/EXPENSE RECORD

From: September 16, 2005 To:

November 30, 2005

Employee's Name:

John McPhail, Vice President - Human Resources

| Date      | From | To/Purpose | Return | Kms. | F  | arking   | <br>Meals          |               | b Fare |    | Other  |
|-----------|------|------------|--------|------|----|----------|--------------------|---------------|--------|----|--------|
| Period    |      |            |        | 310  |    | 126.25   | \$<br>190.49       |               | 75.08  | \$ | 206.66 |
|           | İ    |            |        | 0    | \$ | -        | \$<br>-            | \$            | -      | \$ | _      |
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|           |      |            |        | 310  | \$ | -        | \$<br>-            | \$            | -      | \$ | -      |

SUB-TOTALS:

\$ 117.80 \$ 126.25 \$ 190.49 \$ 75.08 \$ 206.66 TOTAL CLAIM: \$ 716.28



133 9th Avenue SW ALBERTA CANADA T2P 2M3 T 403 262 1234 F 403 260 1260 G.S.T. Registration # 139445290 Room

0341

Folio#

53637

Cashier#

197

Page #

1 of 1

Group Name

Conference Board of Canada - See BEO fc

The Conference Board of Canada

John Mcphail

CA

Arrival

: 11-07-05

Departure

: 11-08-05

| Date     | Description                       | Additional Information                | Charges | Credits |
|----------|-----------------------------------|---------------------------------------|---------|---------|
| 11-07-05 | Room Charge                       | [NA Room]                             | 183.00  |         |
| 11-07-05 | Calgary Destination Marketing Fee | [Add: 1%.(B)]                         | 1.83    |         |
| 11-07-05 | Alberta Tourism Levy (4%)         | [Add: 4%.(S1)]                        | 7.39    |         |
| 11-07-05 | Room GST (7%)                     | [Add: 7%.(S1)] $s.17(1), 17(4)(g)(i)$ | 12.94   |         |
| 11-08-05 | Telephone Other - Interface       | 07:37 #7341 : [00:26:00]              | 1.50    |         |
| 11-08-05 | Visa                              |                                       |         | 206.66  |
|          |                                   | Total                                 | 206.66  | 206.66  |

| Total       |  | 206.66      | 206.66 |
|-------------|--|-------------|--------|
|             |  | <del></del> |        |
| Balance Due |  | 0.00        |        |

#### **GST Summary**

12.94 Room F&B 0.00 Other 0.10 13.04 Total

Guest signature

Signature du client X ,

For information or reservations, visit us at

www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414

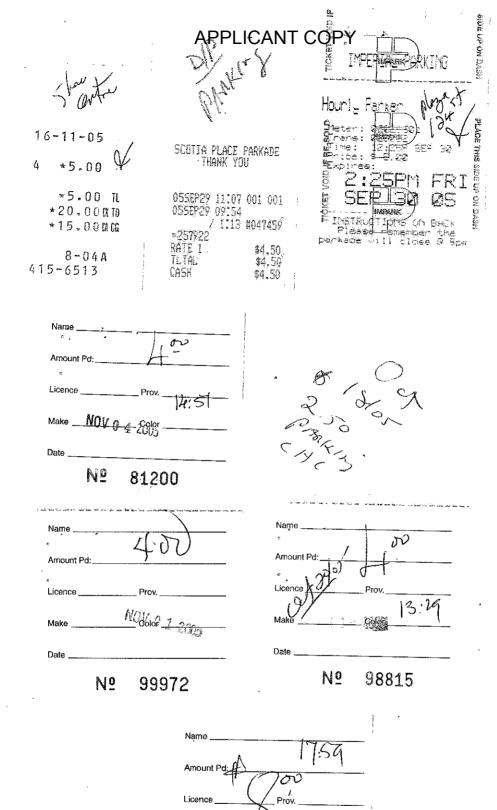
Pour information et réservations visitez notre web au

www.fairmont.com ou téléphoner au Hôtels Fairmont de:

De États-Unis or Canada 1 800 441 1414

I agree that my liability for this bill is not waived and tagree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one morth. (18.50% per annum.)
I have accepted delivery of The Globe and Mail. Had I refused, would have been eligible for a \$.50 (Mon-Fri) and \$1.25 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas ou la compagnie, l'association ou son représentant désigné en retheceral le paicement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (19.50% par année) Julia accepté la livraison du journat The Göbe and Mait. Si Javaiss refusé, j'aurais pu obtenir un crédit à mon compte de 0,50% par jour (du Lundi au Vendredi) et de 1,25% le Samedi. (Dans les hôfels participants.)



| NameAPPLICANT        | COPYName            |
|----------------------|---------------------|
| Amount Pd:           | Amount Pd:          |
| LicenceProv          | LicenceProvCHC      |
| Make Color GIS       | Makecolor           |
| Date                 | Date                |
| Nº 96169             | Nº 99371            |
| Name                 | Name                |
| Amount Pd:           | Amount Pd:          |
| Licence Prov. (4:2-( | Licence Prov.       |
| MakeColor            | Make Color          |
| Date                 | DateOCT 05 2009 (14 |
| Nº 97385             | Nº 97262            |
| Name                 | Name                |
| Amount Pd:           | Amount Pd:          |
| Licence Prov.        | Licence Prov.       |
| Make CEP Color       | MakeColor           |
| Date                 | Date                |
| Nº 97057             | Nº 81775            |
|                      | Name                |
| ·                    | Amount Pd: 3        |
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|                      | Date                |

Nº 99668





FACE UP

ON DASH

WARNING - YOUR RISK SEE BACK



BLUE

g 306962

FACE UP
ON DASH
WARNING - YOUR RISK
SEE BACK

impark

your parking authority

\*87315638RT000

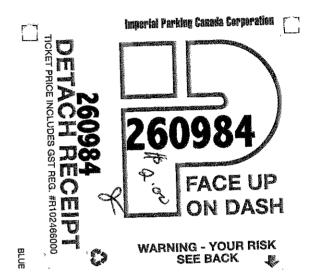
306017 A DETACH RECEIPT TICKET PRICE INCLUDES GST REG. #887315638RT0001

BLUE

impark your parking authority 306017

306961

FACE UP
ON DASH
WARNING - YOUR RISK
SEE BACK







굞

# APPLICANT COPY DO NOT LEAVE ITEMS VISIBLE IN VEHICLE



SEP 2 2000 OUT

Please leave this pass with parking lot

attendant on exit

## DO NOT LEAVE ITEMS VISIBLE IN VEHICLE



| CONTENTS LEFT O AT OWNER'S RISK O                                  | 99888     |
|--|-----------|
| OCT 3 1 2009   | NY:34     |
| Please leave<br>this pass with<br>parking lot<br>attendant on exit | Amount PD |

## DO NOT LEAVE ITEMS VISIBLE IN VEHICLE



| Company of the Compan |                         |  |
|--|-------------------------|--|
| CAR AND<br>CONTENTS LEFT NO<br>AT OWNER'S RISK   | 96034                   |  |
| Deva. 30   | IN<br>  14: 51<br>  OUT |  |
| Please leave   | Amount PD               |  |
| this pass with<br>parking lot<br>attendant on exit   | \$ 200                  |  |

PROLLING HEW

Thank You For V Parking At Commerce Place Parkade

050CT31 11:59 019 001 050CT31 10:13 02 / 1:46 #174094

 S0093324844

 RATE
 6.00

 TOTAL
 6.00

 Cash
 20.00

 CHANGE
 14.00

GST #897727657RT Have a Nice Day CITY OF EDMINTON LIBRARY PARKADE GST # 119326270 RTOQO1

Ka 3 /65

Rept# 4763 11/30/05 09:21 L# 3 AM 15 Txn# 58044 11/30/05 07:16 In 11/30/05 09:21 Out Tkt# 223800 Regular Rate \$ 5.61 Total Tax 0.39 ů, Total Fee Ť 6.00 CASH PAID h\_00-Cash Tender 6.00 Charge Due THANK YOU

PANKING por Overt

EDMONTON REGIONAL AIRPORT AUTH

CARD NUMBER

EXPLRY DATE

CARD TYPE

CARD TYPE

VISA

6758

DATE/TIME

2005/11/08 20:18:58

RECEIPT NUMBER

PURCHASE

TOTAL AMOUNT

\$16.00

EDMONTON

01 APPROVED 027 AUTH. # 070812 THANK YOU

CARDHOLDER WILL PAY TOTAL AMOUNT SHOWN \*
TO CARD ISSUER ACCORDING TO CARDHOLDER
AGREEMENT.

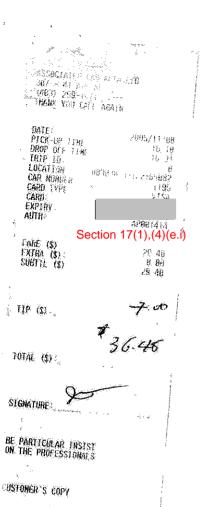
CARDHOLDER SIGNATURE

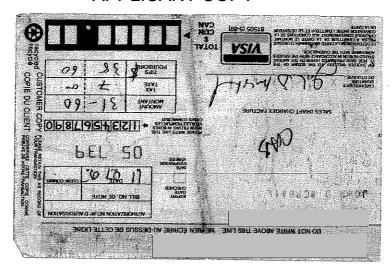
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2 penner

Con ( DANIAN)

CASIF Now 23 2-25 25 25 24 CHanker 74





Section 17(1),(4)(e.i)

# APPLICANT COPY in: 11/28/2005 MÜRRIETA'S EDMONTON 10612 82nd Ave. Tel: 780-438-4100 49.1 Check 1312/ii <del>(),</del> -Server: Crysta Table: 46 MERCHANI# MCPH4 \*\*\*\* AUTH ۷IS Date: 10/27/2007. Time: 13:01 33.79 MURRILLA'S EDMONION 14612 82nd Ave. 1611 / J-438-4100 Check: 9370, J. A. \*\* CUSTOMER CO 0/156 204 TOTAL & SUBJUSTE 5 1 2 MERCHANTA ī == -:-:

Section 17(1),(4)(e.i)

GSTRB5/37 F OUTUR

Thank you for some Ameriet.
Please Visit of location in Calgar annone.

କ୍ରମୟର जन्महासम्बद्धाः Happy holidays rrom the Stand Murrieta's Bar & Grill.

| Wall of  |   |
|--|---|
| Cet  | W 3                                     |
| NORTHERN BEAR GOLF CLU   | Jek m                                   |
| 51055 RANGE RD 222 T8C1G9  | V I                                     |
| SHERWOOD PARKAB  | 22791624 0                              |
|  | I<br>D                                  |
| Name: MCPHAIL JOHN D   |   |
| Acct #   |   |
| Section 17(1),(4)(e.i)   | 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - |
| Dat  | 3                                       |
| Car  | . 10                                    |
| N2?  | J.                                      |
| A STATE OF THE PARTY OF THE PAR | 0                                       |
| √Op ID: 025 TAMMY  | a comment                               |
| The state of the s | 1                                       |
| Invoice No.:   | 6841 Z                                  |
| Subtotal   | \$52.27                                 |
|  | 7.00                                    |
| Tin A  | 7.00                                    |
| Tip Total  | 5977                                    |
| Tip<br>Total   | 5907                                    |
| Total 4  | 5927                                    |
| Total Signature X  | 5927                                    |
| Signature X  I agree to pay above total amages according to card issuer agree  | ement                                   |
| Signature X  | ement                                   |
| Signature X  | enent<br>records                        |
| Signature X  I agree to pay above (total am according to card issuer agree Retain this copy for your   | enent<br>records                        |



FEB 0 2 2006





# LOCAL TRAVEL EXPENSE CLAIM

|                  | From: September 16, 2005         | То:            | November 30, 2005 |
|------------------|----------------------------------|----------------|-------------------|
| Employee's Name: | John McPhail                     | And the second |                   |
| Position:        | Vice President - Human Resources |                |                   |
| Department:      | Human Resources                  |                |                   |
| Cost Centre:     | 201 9000 71120200001 62410000    |                |                   |

### Reimbursable Expenses:

Mileage (from reverse page)

Parking (from reverse page - receipts attached)

Meals (receipts attached)

Cab Fare (receipts attached)

Other (Retirement Gill and Magazines)
Hotel - Calgary

| \$        | 117.80 | ]                |
|-----------|--------|------------------|
| \$        | •      | 1 .              |
| \$        | 126.25 | <i>iJ</i>        |
| \$        | . =    | }                |
| \$        | 190.49 |                  |
| \$        |        | 61.08L<br>14.00, |
| \$        | 75.08  | 14.00            |
| \$        | _      |                  |
| \$        | 206.66 |                  |
| <b>\$</b> | -      |                  |
| \$        |        |                  |
| \$        | 716.28 |                  |

**TOTAL CLAIM:** 

| COMMENTS: | "OTHER" is for accommodation during attendance at Conference Board of Canada |
|-----------|--|
|           | Conference, November 7 and 8, 2005   |
|           |  |
|           |  |

Capital Health RECEIVED

DEC 0 1 2005

**ACCOUNTS** PAYABLE

November 3405.

Date

Rouember 3405

NORTHERN BEAR GOLF CLU 51055 RANGE RD 222 T8C1G9 SHERWOOD PARKAB

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Name: Acct # MCPHAIL JOHN D

Section 17(1),(4)(e.i)

Dat Çar

N27 O<sub>□</sub> ID: 025 TAMMY

Invoice No.:

\$52.27

6841

Subtotal Tip Total

Signature X\_\_\_ I agree to pay above (tytal amour according to card issuer agree Retain this copy for your

Top copy-customer Bottom cop/

IURRIETA'S EDMONTON

10612 82nd Ave. Tel: 700-438-4100 Check: 9370.

:rver: Nick M. able: 61

Date: 10/27/2005

Time: 13:01

D PHAIL/JOHN D 041469

HI W. n RCHANT#

9999

ONLINE

SUBTOTAL \$ 33.79

CUSTOMER COR

GST#857377576RTU001 Thank you for visiting Murrieta Please visit our other locations in Calgary as: Canmore.

MURRIETA'S EDMONTON

10612 82nd Ave. Tel: 780-438-4100 Check: 13120

Server: Crystal D.

Date: 11/28/2005

Table: 46

Time: 13:02

Section 17(1),(4)(e.i) VISA

MCPHAIL/JOHN D

**AUTH** 075754 **MERCHANT#** 9999

ONLINE

SUBTOTAL \$

59.57

CUSTOMER COPY

GST#857377576RT0001 Happy holidays from the Staff of Murrieta's Bar & Grill.

gerator



# Travel & Employee Expense Claim Form

(In Canadian Dollars)

Section 17(1)

| Name:                                      | John McPha                    | il   | Employee Number   | er:  |         | Union Na          | me: N/A                           |                   |
|--|-------------------------------|--|---|--|---------|-------------------|-----------------------------------|-------------------|
| Position: Vice President - Human Resources |                               |  |   | Department:  | Huma    | n Resource        | es                                | •                 |
| Busines                                    | s Phone: 7                    | 80 407 3266  | Period From: Ma   | d From: March 1, 2006 to March 31, 2006  |         |                   |                                   |                   |
| Expenses<br>another of                     | s paid (pleas<br>organization | se attach receipts). Do not<br>. Complete details on the | include amounts  <br>other side of the f  | paid by Capi<br>orm.   | tal Hea | ith or reim       | bursed / reimburs                 | able by           |
| Bal Unit<br>e.g. 201                       | Location<br>e.g. 9000         | Functional Centre<br>e.g. 71135050044                    | Account<br>e.g. 69500001  | Non-Cana<br>Curren   |         | Rate              | Canadian \$<br>(including<br>GST) | ✓ if GST included |
| 201  | 9000                          | 71120200001  | 62410000  |  |         |                   | \$121.60                          | . 10              |
|  |                               |  |   |  |         | - Parketter A. S. |                                   |                   |
|  |                               |  | 9000000   | Capital  | Health  |                   |                                   |                   |
|  |                               |  |   |  |         |                   |                                   |                   |
|  |                               | · · · · · · · · · · · · · · · · · · ·                    | Political Control of the Control of | APR  | g 5 20  | <b>16</b>         |                                   |                   |
|  |                               |  |   |  | all w   | re l              |                                   |                   |
| Less Cas                                   | h Advance                     |  |   | PA   | YABL    |                   |                                   |                   |
| Total                                      |                               |  |   | AND THE PROPERTY OF THE PARTY O |         |                   |                                   |                   |
| I hereby o                                 | ertify that t                 | is form is collected under s your claim.                 | were incurred on (  | Capital Healt  | ·       |                   |                                   |                   |
| ciaimed b                                  | y me or on                    | my behalf from Capital He                                | ealth or other organ  | nization.  |         |                   |                                   |                   |
| Employee                                   | Signature:                    | 2 my   | 1   |  | Date:   | March 31,         | 2006                              |                   |
| Approved                                   | By: Sheila                    | Weatherill   | <u> </u>  |  |         |                   |                                   |                   |
| (Print name)                               |                               | vvcaticitii  | Title: President  | and CEO  |         |                   | Phone # 407-8008                  | 3                 |
| (Signature)                                | #1                            | a I  |   |  |         | l                 | Date April                        | 106               |
| Apploved<br>(Print name)                   | Вў:                           |  | Title:  |  |         |                   | Phone #                           |                   |
| (Signature)                                |                               |  |   |  |         |                   | Date                              |                   |
|  |                               |  |   |  |         |                   |                                   |                   |

#### 11012.

- Expense claim must be properly authorized and must be supported by original receipts or a copy as certified by the
  approver. The approver must initial individual items that are not supported by original invoices or do not have all the
  required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4
  approval.
- GST amounts included in the expense claims will be calculated by Accounts Payable.
- · For all employees on the payroll system, expense reimbursements will be deposited to employee bank account.
- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the internal mail system.
- · See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10<sup>th</sup> Fl.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- Out of province expenses also require approval of Chief Operating Officer or Vice President.

#### **EXPENSE CLAIM DETAILS**

| Date      | Details            | Accomm. | Meals | Registration | Transportation | Other    | Parking  | Mileage     |
|-----------|--------------------|---------|-------|--------------|----------------|----------|----------|-------------|
| 6-Mar-06  | Mileage - CHC      |         |       |              |                |          |          | 7           |
| 6-Mar-06  | Parking - CHC      |         |       |              |                |          | \$10.00  |             |
| 10-Mar-06 | Mileage - CHC      |         |       |              |                |          |          | 7           |
| 10-Mar-06 | Parking - CHC      |         |       |              |                | -        | \$10.00  |             |
| 12-Mar-06 | Parking - Westin   |         |       |              |                |          | \$2.00   |             |
| 13-Mar-06 | Parking - Westin   |         |       |              |                |          | \$12.00  |             |
| 12-Mar-06 | Mileage - Westin   |         |       |              |                |          |          | 35          |
| 13-Mar-06 | Parking - Westin   |         |       |              |                |          | \$6.00   |             |
| 14-Mar-06 | Mileage - Westin   |         |       |              |                |          | \$7.50   |             |
| 17-Mar-06 | Parking - Chiantis |         |       |              |                | Ť        | \$2.00   |             |
| 21-Mar-06 | Mileage - CHC      |         |       |              |                | <u> </u> |          | 7           |
| 21-Mar-06 | Parking - CHC      |         |       |              |                |          | \$4.00   |             |
| 22-Mar-06 | Mileage - CHC      |         |       |              |                |          |          | 7           |
| 22-Mar-06 | Parking - CHC      |         |       |              | -              |          | \$10.00  |             |
| 23-Mar-06 | Parking - CHC      |         |       |              |                | 1        | \$10.00  |             |
| 23-Mar-06 | Mileage - CHC      |         |       |              |                |          |          | 7           |
| 29-Mar-06 | Parking - CHC      |         |       |              |                |          | \$10.00  |             |
| 9-Mar-06  | Parking - CHC      |         |       |              |                |          | \$8.00   |             |
|           |                    |         |       |              | -              |          |          |             |
|           |                    | _       |       |              |                |          |          |             |
|           |                    |         |       |              |                |          |          | ;;;;;;;     |
|           |                    |         |       |              |                |          |          | <del></del> |
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|           | <u> </u>           |         |       |              |                |          |          |             |
|           |                    |         |       |              |                | !        |          |             |
| OTALS:    |                    | \$ -    | \$ -  | \$ -         | \$ -           | \$ -     | \$ 91.50 | \$30.10     |

#### **EXPENSE LIMITS**

#### Meal Allowances

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

Breakfast Lunch

\$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.)

\$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.)

\$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.)

For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are

Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the lunch/dinner meeting.

#### Travel

- Use of personal automobile From March 1, 2006, reimbursement at the rate of \$0.43 per km for the first 15,000 kilometers of approved travel in a fiscal year (April 1 to March 31) and \$0.40 for each kilometer there after (except where collective agreement specifies
- Business car insurance is reimbursable up to \$260 per year with receipts in accordance with Capital Health Policy.
- Effective March 1, 2006, out of scope employees required to provide a vehicle as a condition of employment and meeting the following requirements on a regular and continuing basis as approved by an authorized manager.
  - 1. Monthly travel in excess of 250 kilometers; or
  - 2. Monthly expense equivalent to four (4) return cab fares at \$20 one way; or
- 3. Daily requirements to utilize personal vehicle in the course of duties reimbursed at \$0.50 per kilometer.
- If union contract rate differs from \$0.43 then contract rate must be used.
- Includes all forms of transportation costs, including taxis and buses for local travel.
- Driving to and from work is not considered business travel and cannot be claimed.

#### Advance

Travel advance may be requested provided travel expenses are likely to exceed \$500.

| A.           | -        |               | Name ,  | · · · · · · · · · · · · · · · · · · · | 0.    |
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84

CITY OF EDWONTON LIBRARY PARKADE GST # 119326270 RT0001

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|   | Sheila Weatherill President & CEO |
|   |                                   |



### **Travel & Employee Expense Claim Form**

(In Canadian Dollars)

|                       |                                |   |  |          | section 17(1)                       |        |  |                                   |                   |
|-----------------------|--------------------------------|---|--|----------|-------------------------------------|--------|--|-----------------------------------|-------------------|
| Name:                 | John McPha                     | il  | Employee I   | Numbe    | r:                                  |        | Union Na   | me: N/A                           |                   |
| Position              | : Vice Pres                    | ident - Human Resources   |  | E        | epartment:                          | Huma   | n Resource   | es                                |                   |
| Busines               | s Phone: 7                     | 80 407 3266   | Period From  | n: Apri  | i 1, 2006 <b>to</b> I               | May 1  | 2, 2006  |                                   | -                 |
| Expenses<br>another o | s paid (pleas                  | se attach receipts). Do not<br>. Complete details on the                  | include amo  | ounts p  | aid by Capita                       | al Hea | lth or reim  | bursed / reimburs                 | able by           |
| Bal Unit<br>e.g. 201  | Location<br>e.g. 9000          | Functional Centre<br>e.g. 71135050044                                     | Account<br>e.g. 69500001   |          | Non-Canad<br>Currency               |        | Rate   | Canadian \$<br>(including<br>GST) | ✓ if GST included |
| 201                   | 9000                           | 71120200001   | 62410000   | 62410000 |                                     |        |  | \$136.74                          |                   |
|                       |                                |   |  |          |                                     |        |  |                                   |                   |
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|                       |                                |   | and the second state of th |          | MAY 17%                             | JUD    |  |                                   |                   |
| Less Cas              | sh Advance                     |   | - Control of the cont | é        | ACCOUNT                             | rs .   | Substanting The Party of the Pa | -                                 |                   |
| Total                 |                                |   |  |          |                                     |        |  |                                   |                   |
| l hereby              | ed to proces<br>certify that t | is form is collected under<br>is your claim.<br>the expenses listed above | were incurre   | eđ on C  | Capital Health                      |        |  |                                   | <del></del>       |
| claimed t             | y me or on                     | my behalf from Capital He   | ealth or othe  | r organ  | ization.                            |        |  | •                                 |                   |
| Employe               | e Signature                    | I ma  | A  | 1_       | l                                   | Date:  | May 12, 2  | 006                               |                   |
| Approved              | i By: Sheila                   | Weatherill  | Title: Pre   | sident : | and CEO                             |        |  | Phone # 407-8008                  | 3                 |
| (Signature)           |                                | /^  |  |          | . •                                 | ****** |  | Date                              |                   |
| Approved              |                                | Vo ach  | Title:   |          |                                     |        |  | Phone #                           |                   |
| (Signature)           |                                |   |  |          | <del></del>                         |        |  | Date                              |                   |

- Expense claim must be properly authorized and must be supported by original receipts or a copy as certified by the approver. The approver must initial individual items that are not supported by original invoices or do not have all the required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4 approval.
- GST amounts included in the expense claims will be calculated by Accounts Payable.
- For all employees on the payroll system, expense reimbursements will be deposited to employee bank account.
- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the internal mail system.
- See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10th Fl.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- Out of province expenses also require approval of Chief Operating Officer or Vice President.

#### **EXPENSE CLAIM DETAILS**

| Date      | Details            | Accomm. | Meals    | Registration | Transportation | Other | Parking  | Mileage |
|-----------|--------------------|---------|----------|--------------|----------------|-------|----------|---------|
| 4-Apr-06  | Mileage - CARNA    |         |          | <u> </u>     | 1              |       |          | 23      |
| 7-Apr-06  | Mileage - EGH      |         |          |              | 1              | 1     |          | 8       |
| 10-Арг-06 | Mileage - MACEWAN  |         |          |              |                | 1     |          | 8       |
| 11-Apr-06 | Mileage - HBAS     |         |          |              |                |       |          | 7       |
| 28-Apr-06 | Mileage - EGH      |         |          |              |                |       |          | 8       |
| 1-May-06  | Mileage - CHC      |         |          |              |                |       |          | 7       |
| 9-May-06  | Mîleage - CHIANTIS |         |          |              |                | İ     |          | 6       |
| 9-May-06  | Mileage - CHC      |         |          |              |                |       |          | 7       |
| 10-May-06 | Mileage - CHC      |         |          |              |                |       |          | 7       |
| 25-Apr-06 | Parking            |         |          |              |                |       | \$6.00   |         |
| 3-Apr-06  | Parking            |         |          |              |                |       | \$6.00   |         |
| 7-Apr-06  | Parking            |         |          |              |                |       | \$10.00  |         |
| 1-May-06  | Parking            |         |          |              |                |       | \$10.00  |         |
| 5-May-06  | Parking            |         |          |              |                |       | \$10.00  |         |
| 9-May-06  | Parking            |         |          |              |                | ار.   | \$10.00  | * .     |
| 2-May-06  | Parking            |         |          |              |                |       | \$2.00   |         |
| 4-May-06  | Parking            |         |          |              |                |       | \$18.00  |         |
| 10-May-06 | Parking            |         |          | 22-41        |                |       | \$3.50   |         |
| 2-May-06  | Lunch              |         | \$26.41  | 4.00         |                |       |          |         |
|           |                    |         |          |              | -              |       |          |         |
|           |                    |         |          |              |                |       |          |         |
|           |                    |         |          |              |                |       |          |         |
|           |                    |         |          |              |                |       |          |         |
|           |                    |         |          |              |                |       |          |         |
| TOTALS:   |                    | \$ -    | \$ 26.41 | \$ -         | \$ -           | \$ -  | \$ 75.50 | \$34.83 |

#### **EXPENSE LIMITS**

#### **Meal Allowances**

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

Breakfast Lunch \$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.) \$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.)

Dinner

\$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.)

For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are reasonable.

Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the lunch/dinner meeting.

#### Travel

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- Business car insurance is reimbursable up to \$260 per year with receipts in accordance with Capital Health Policy.
- Effective March 1, 2006, out of scope employees required to provide a vehicle as a condition of employment and meeting the following requirements on a regular and continuing basis as approved by an authorized manager.
  - 1. Monthly travel in excess of 340 kilometers; or
  - 2. Monthly expense equivalent to four (4) return cab fares at \$20 one way; or
  - 3. Daily requirements to utilize personal vehicle in the course of duties reimbursed at \$0.50 per kilometer.
- If union contract rate differs from \$0.43 then contract rate must be used.
- Includes all forms of transportation costs, including taxis and buses for local travel.
- Driving to and from work is not considered business travel and cannot be claimed.

#### Advance

Travel advance may be requested provided travel expenses are likely to exceed \$500.

APPLICANT COPY

Amount Pd:

Licence Prov.

Make MAY 0 5 2000

Date No 100944

Amount Pd:

Licence Prov.

Date No. 84739

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Amount Pd
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Date 100466

469153
FACE UP
ON DASH
WARNING
YOUR RISK
SEE BACK OF TICKET

Amount Pd: COOP Prov. White Color Color Date 80575

Buther

THANK YOU FOR PARKING WITH IMPERIAL PARKING MACDOMALD ESTATES

06AFR25 19:03 001 002 06AFR25 17:40 01 / 1:23 #227700 = 01004877 RATE 1 \$6.00 TOTAL \$6.00

FOR MONTHLY PARKING PHONE 4201976

T INCLUDED

CITY OF EIMONTON
LIBRARY PARKADE
GST # 119326270 RT0001

Ropt# 43863 05/10/06 20:09 L# 2 A# 38 Txn#141072 05/10/06 17:52 In 05/10/06 20:09 Out Tkt# 305635 Regular Rate \$ 3,27 0.23 Total Tax \$ Total Fee 5.50 3.50-CASH PAID 3.50 Cash Tender 0.00 Change Due THANK YOU COME AGAIN

Burne &

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FOR MONTHLY PARKING FYKINE 4201976 GST INCLUDED DATE 05/02/06 MID 451220639910 TIME 13:64 20639910 CHIANTI'S-EDMONTON 10501 32ND AVE. EDMOYTON, AB. T6E 2A3 780-439-9829 6.8.7 #R100947316 Section 17(1),(4)(e.i) ्रा किल्ला स्माप क्षेत्रकार 45 CHECK 6049 TABLE PURCHASE Restaurant ORENZO AMT INT 20.94 G.S.T. 1.47 SUBTOTAL 22.41 TIP \$ . . . . 4.00 TOTAL \*....

CUSTOMER COPY

\* CHECK # 6849 TAP'.E # 45 DATE 05/02/06 \*IME 13:01 13:01 Restaurant : LORENZO : TEMS ORDERED AMOUNT TOPA . ACITELA 3.99 37% 4.99 2.99 4.99 - Taba Shrimp SU RIO SUF FORTE டு. €. JUTAL DUE THANK YOU FOR YOUR PATROHAGE \* PLEASE DOME AGAIN \* \*



# **Travel & Employee Expense Claim Form**

(In Canadian Dollars)

Section 17(1)

| Name:                    | John McPha                     | til   |           | Employee Number                          | r:   |   | Union Nar      | Union Name: N/A     |                   |  |
|--------------------------|--------------------------------|---|-----------|--|--|---|----------------|---------------------|-------------------|--|
| Position                 | ı: Vice Pres                   | ident - Human Reso  | urces     | D  | Department: Human Resources  om: May 13, 2006 to May 31, 2006  counts paid by Capital Health or reimbursed / reimbursable by of the form.  ount Non-Canadian Rate (including / if the count of the form)   |   |                |                     |                   |  |
| Busines                  | s Phone: 7                     | 80 407 3266   |           | Period From: May                         | 13, 2006 t   | tment: Human Resources  2006 to May 31, 2006  y Capital Health or reimbursed / reimbursable by  1-Canadian Rate Canadian \$ \(\sigma\) if C |                |                     |                   |  |
| Expenses another of      | s paid (pleas<br>organization  | se attach receipts).<br>. Complete details                  | Do not i  | nclude amounts p<br>other side of the fo | aid by Cap<br>rm.  | ital Hea  | olth or reimi  | oursed / reimburs   | able by           |  |
| Bal Unit<br>e.g. 201     | Location<br>e.g. 9000          | Functional Ce<br>e.g. 71135050                              |           | Account<br>e.g. 69500001                 |  |   | Rate           | (including          | ✓ if GST included |  |
| 201                      | 9000                           | 71120200001   |           | 62410000                                 |  |   | Leader and the | \$45.03             | ×                 |  |
|                          |                                |   |           |  |  |   | -              |                     |                   |  |
|                          | . :                            |   |           |  |  |   |                |                     |                   |  |
|                          | ·                              |   |           | al Health                                |  |   |                |                     |                   |  |
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|                          |                                |   | 11.1      | y 0 8 2006                               |  |   |                |                     |                   |  |
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| Total                    |                                |   | AC        | COUNTS                                   | The second   |   |                |                     |                   |  |
| l hereby c               | ed to proces<br>certify that t | is form is collected<br>s your claim.<br>he expenses listed | under s   | ection 4 of the Re                       | apital Heal  |   |                |                     |                   |  |
| claimed b                | y me or on                     | my behalf from Ca   | pital Hea | lth or other organ                       | ization.   | · · · · ·   |                | ·                   |                   |  |
| Employee                 | Signature:                     | J.My  | 1)        | <u>Y</u>                                 |  | Date:   | June 2, 200    | )6                  |                   |  |
| Approved<br>(Print name) | By: Sheila                     | Weatherill  |           | Title: President a                       | nd CEO   |   |                | Phone # 407-8008    | 3                 |  |
| (Signature)              |                                |   |           |  |  |   |                | Date                |                   |  |
| Approved<br>(Print name) | Ву:                            | \   |           | Title:                                   |  |   |                | Phone #             |                   |  |
| Signature)               | J/E                            | Jeach   |           |  |  |   |                | Date                |                   |  |
| OTE:<br>Expens           | e claim mu                     | st be properly auth   | orized a  | nd must be suppo                         | rted by orig   | ginal re  | ceipts or a    | copy as certified t | ov the            |  |

- Expense claim must be properly authorized and must be supported by original receipts or a copy as certified by the
  approver. The approver must initial individual items that are not supported by original invoices or do not have all the
  required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4
  approval.
- · GST amounts included in the expense claims will be calculated by Accounts Payable.
- · For all employees on the payroll system, expense reimbursements will be deposited to employee bank account.
- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the internal mail system.
- · See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10<sup>th</sup> Fl.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- · Out of province expenses also require approval of Chief Operating Officer or Vice President.

#### **EXPENSE CLAIM DETAILS**

| Date      | Details        | Accomm. | Meals | Registration | Transportation | Other                                   | Parking  | Mileage                               |
|-----------|----------------|---------|-------|--------------|----------------|---|----------|---------------------------------------|
| 16-May-06 | Mileage - CHC  |         |       |              |                |   |          | 7                                     |
| 23-May-06 | Mileage - CHC  |         |       |              |                |   |          | 7                                     |
| 23-May-06 | Parking - CHC  | . [     |       |              |                |   | \$16.00  |                                       |
|           | Parking - HBAS |         |       |              |                |   | \$4.00   |                                       |
| 25-May-06 | Mileage - HBAS |         |       |              |                |   |          | 7                                     |
| 23-May-06 | Parking - CHC  |         |       |              |                |   | \$16.00  |                                       |
|           |                |         |       | ,            |                |   |          |                                       |
|           |                |         |       |              |                |   |          |                                       |
| -         |                |         |       |              |                |   |          |                                       |
|           |                | 1       |       |              |                |   |          |                                       |
|           |                |         |       |              |                |   |          |                                       |
|           |                | 1       |       |              |                |   |          |                                       |
|           |                |         |       |              |                |   |          | *****                                 |
|           |                |         |       |              |                | *************************************** |          |                                       |
|           |                |         |       |              |                |   |          | · · · · · · · · · · · · · · · · · · · |
|           |                |         |       |              |                |   |          |                                       |
|           |                |         |       |              |                |   |          |                                       |
|           |                |         |       |              |                | -                                       |          |                                       |
|           |                |         |       |              |                |   |          |                                       |
|           |                |         |       |              |                |   |          |                                       |
|           |                | 1       |       |              |                |   |          |                                       |
|           |                |         |       |              |                |   |          |                                       |
|           |                |         |       |              |                |   |          | .,,                                   |
|           |                |         |       |              |                |   |          |                                       |
|           |                |         |       |              | F "" ·         | * · · · · · · · · · · · · · · · · · · · |          |                                       |
|           |                |         |       |              |                |   |          |                                       |
|           |                |         |       |              | -              |   | <b> </b> |                                       |
|           |                |         |       |              |                |   |          |                                       |
| TOTALS:   |                | \$ -    | \$ -  | \$ -         | \$ -           | \$ -                                    | \$ 36.00 | \$9.03                                |

#### **EXPENSE LIMITS**

#### Meal Allowances

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

Breakfast \$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.)

Lunch \$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.)

Dinner \$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.)

For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are reasonable.

Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the lunch/dinner meeting.

#### Travel

- Use of personal automobile From March 1, 2006, reimbursement at the rate of \$0.43 per km for the first 15,000 kilometers of approved travel in a fiscal year (April 1 to March 31) and \$0.40 for each kilometer there after (except where collective agreement specifies otherwise).
- Business car insurance is reimbursable up to \$260 per year with receipts in accordance with Capital Health Policy.
- Effective March 1, 2006, out of scope employees required to provide a vehicle as a condition of employment and meeting the following requirements on a regular and continuing basis as approved by an authorized manager.
  - 1. Monthly travel in excess of 340 kilometers; or
  - 2. Monthly expense equivalent to four (4) return cab fares at \$20 one way; or
  - 3. Daily requirements to utilize personal vehicle in the course of duties reimbursed at \$0.50 per kilometer.
- If union contract rate differs from \$0.43 then contract rate must be used.
- Includes all forms of transportation costs, including taxis and buses for local travel.
- Driving to and from work is not considered business travel and cannot be claimed.

#### Advance

Travel advance may be requested provided travel expenses are likely to exceed \$500.

# DO NOT LEAVE ITEMS VISIBLE IN VEHICLE



CAR AND CONTENTS AT OWNER'S

2685

MAY 23

[6,0] T

Please leave this pass with parking lot attendant on exit

Amount PD

John McPhail

May 25/06

Muting HBA

\$ 4.00

In

In lieu of receipt.

APPROVED: Trearbers

Sheila Weatherill

President and CEO

John McPhail Expense Summary 2006-2007 Functional Centre: 201.9000.71120200001

CATEGORY

| Comments                              | 121.60 PARK/MILE MAR01-31/06<br>136.74 PARK/MILE/MEAL APR 03-MAY10/06 | 45.03 PARK/MILE MAY13-31/06 03.37 | 681.66 HOTEL (NIAGARA)/MILE/PARK - JUN 01-30/06<br>275.96 MILEAGE. PARKING & MISC<br>111.59 MILE/PARK/MEAL - AUG02-31/06 |                   |               |
|---------------------------------------|---|-----------------------------------|--|-------------------|---------------|
| <u>Total</u>                          | 121.60 P  | \$ 303.37                         | 681.66 F<br>275.96 N<br>111.59 N   | \$ 1,069.21       | \$ 1377.58    |
| <u>IS9</u>                            | 7.96  | 19.60                             | 43.52<br>14.49<br>5.75   | 63.76             | 83.36         |
| <u>Meals</u><br>69600000              | 24.94   | 24.94                             | 3.79<br>168.55<br>73.95  | 246.29            | 271.23        |
| Travel-Out<br>of Province<br>62414000 |   | ,                                 | 464.27   | 464.27            | 464.27        |
| Travel-<br>Local/Parking<br>62410000  | 113.64 103.11   | 258.83                            | 170.08<br>92.92<br>31.89   | 294.89            | 553.72        |
| <u>Invoice Number</u>                 | REIMBURSE-MAR06 REIMBURSE-10MAY06 REIMBURSE-31MAY06                   | 1st Quarter Total                 | REIMBURSE-30JUN06<br>REIMBURSE-31JUL06<br>REIMBURSE-31AUG06  | 2nd Quarter Total | Total to Date |
| Accounting<br>Period                  | APR-07<br>MAY-07<br>JUN-07  |                                   | JUL-07<br>AUG-07<br>SEQ-07   |                   |               |





# **Travel & Employee Expense Claim Form**

(In Canadian Dollars)

Section 17(1)

| Name: John McPhail Employee Number: Union Name: N/ |                               |                                  |                                  |                   |  | ame: N/A                |   |  |                   |
|--|-------------------------------|----------------------------------|----------------------------------|-------------------|--|-------------------------|---|--|-------------------|
| Position   | : Vice Pres                   | ident - Human F                  | Resources                        |                   | Ε  | epartment: H            | uman Resour   | ces                                      |                   |
| Busines  | s Phone: 7                    | 80 407 3266                      |                                  | Period            | i From: Jun  | e 1, 2006 <b>to</b> J   | une 30, 2006  |  |                   |
| Expenses<br>another of                             | s paid (pleas<br>organization | se attach receir<br>Complete det | ots). Do not i<br>tails on the d | includ<br>other s | e amounts p<br>side of the fo  | aid by Capital          | Health or rei   | mbursed / reimburs                       | able by           |
| Bal Unit<br>e.g. 201                               | Location<br>e.g. 9000         | Functiona<br>e.g. 71135          |                                  |                   | Account<br>. 69500001  | Non-Canadia<br>Currency | n Rate  | Canadian \$<br>(including<br>GST)        | ✓ if GST included |
| 201  | 9000                          | 71120200001                      |                                  | 624               | 10000  |                         |   | \$681.66                                 |                   |
|  |                               | 62414=                           | 479.U                            | 16.               | So   |                         |   |  |                   |
|  |                               | 69600-                           | 4.06 0                           |                   | Can  | tal Haaiin              | LE MOTES  |  |                   |
|  |                               | 62410:                           | 181.99                           | ر                 | i i i i i i i i i i i i i i i i i i i  | EVED                    |   |  |                   |
|  |                               |                                  |                                  |                   | Action (Action | 1.0 2006                | 22. P23.0-11  |  |                   |
|  | -                             |                                  |                                  |                   |  | the second second       | 774-T-122-122-15-15-15-15-15-15-15-15-15-15-15-15-15- |  |                   |
| Less Cas   | h Advance                     |                                  |                                  |                   | 73   | YABLE                   |   |  | . 🗆               |
| Total  |                               |                                  |                                  |                   |  |                         |   | \$681.66                                 |                   |
| Vill be use  | ed to proces<br>ertify that t | s your claim.                    | sted above v                     | vere in           | ncurred on C   | apital Health t         | · · · · · · · · · · · · · · · · · · ·                 | linisterial) Regulation                  |                   |
| Employee   | Signature:                    | & m                              | -sol                             | 1                 | /  | D                       | ate: July 5, 20                                       | 006                                      |                   |
| Approved<br>(Print name)                           | By: Sheila                    | Weatherill                       | ſ                                | Title             | : President a  | and CEO                 |   | Phone # 407-8008                         | 3 /               |
| (Signature)  | elex                          | Shrued                           | , lac                            | 5                 | W  | ; • .                   |   | Date July &                              | 101               |
| Approved<br>(Print name)                           | Ву:                           |                                  | V                                | Title             | :  |                         | -   | Phone #                                  | <del>/</del>      |
| (Signature)  |                               |                                  |                                  |                   |  |                         |   | Date                                     |                   |
|  |                               |                                  |                                  |                   |  |                         |   | a copy as certified lices or do not have |                   |

- required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4 approval.
- GST amounts included in the expense claims will be calculated by Accounts Payable.
- For all employees on the payroll system, expense reimbursements will be deposited to employee bank account.
- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the internal mail system.
- See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10<sup>th</sup> Fl.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- · Out of province expenses also require approval of Chief Operating Officer or Vice President.

#### **EXPENSE CLAIM DETAILS**

| Date      | Details                | Accomm.   | Meals       | Registration | Transportation | Other    | Parking  | Mileage                               |
|-----------|------------------------|-----------|-------------|--------------|----------------|----------|----------|---------------------------------------|
| 1-Jun-06  | Mileage - CHC          |           |             |              | 1              |          |          | 7                                     |
| 1-Jun-06  | Parking - CHC          |           |             | 1.           |                |          | \$8.00   |                                       |
| 2-Jun-06  | Mileage - AHW          |           |             |              |                |          |          | 8                                     |
| 2-Jun-06  | Parking - AHW          |           |             |              |                | i.e.     | \$7.50   |                                       |
| 2-Jun-06  | Mileage - CHC          |           |             |              |                |          |          | 7                                     |
| 5-Jun-06  | Mileage - CHC          |           |             |              |                |          |          | 7                                     |
| 2-Jun-06  | Parking - CHC          |           |             |              |                | -        | \$8.00   |                                       |
| 5-Jun-06  | Parking - CHC          |           |             |              |                |          | \$10.00  |                                       |
| 5-Jun-06  | Mileage - RAH          |           |             |              |                |          |          | 6                                     |
| 14-Jun-06 | Mileage - to airport   |           |             |              |                | <b>†</b> |          | 55                                    |
| 14-Jun-06 | Meal                   |           | \$4.06      |              |                |          |          |                                       |
| 16-Jun-06 | Hotel Charges          | \$387.80  |             |              |                | İ        | 1        |                                       |
| 16-Jun-06 | Parking - Airport      | 376.      | 30          |              |                |          | \$24.75  |                                       |
| 16-Jun-06 | Mileage - from airport | 16.50     |             |              |                |          |          | 55                                    |
| 20-Jun-06 | Mileage - Plaza 124    |           |             |              |                |          |          | 12                                    |
| 20-Jun-06 | Parking - Plaza 124    |           |             |              |                |          | \$6.00   |                                       |
| 20-Jun-06 | Parking - Faculty      |           |             |              |                | 1        | \$2.00   | <del> </del>                          |
| 22-Jun-06 | Mileage - CHC          |           | <del></del> |              |                |          | ,        | 7                                     |
| 22-Jun-06 | Parking - CHC          |           |             |              |                |          | \$10.00  | · · · · · · · · · · · · · · · · · · · |
| 23-Jun-06 | Mileage - CHC          |           |             |              |                |          |          | 40                                    |
| 26-Jun-06 | Mileage - CHC          | ,         |             |              |                |          |          | 7                                     |
| 26-Jun-06 | Parking - CHC          |           |             |              | 1              |          | \$4.00   |                                       |
| 14-Jun-06 | Niagara Airbus         |           |             |              | \$107.81       | ັນ       |          |                                       |
| 28-Jun-06 | Mileage - CHC          |           |             |              | •              |          |          | 7                                     |
| 28-Jun-06 | Parking - CHC          |           |             |              |                |          | \$8.00   |                                       |
|           |                        |           |             |              |                |          |          | · · · · · · · · · · · · · · · · · · · |
|           |                        |           |             |              |                |          |          |                                       |
| OTALS:    |                        | \$ 387.80 | \$ 4.06     | \$ -         | \$ 107.81      | \$ -     | \$ 88.25 | \$93.74                               |

#### **EXPENSE LIMITS**

#### **Meal Allowances**

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

Breakfast

\$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.)

Lunch

\$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.)

Dinner

\$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.)

For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are reasonable.

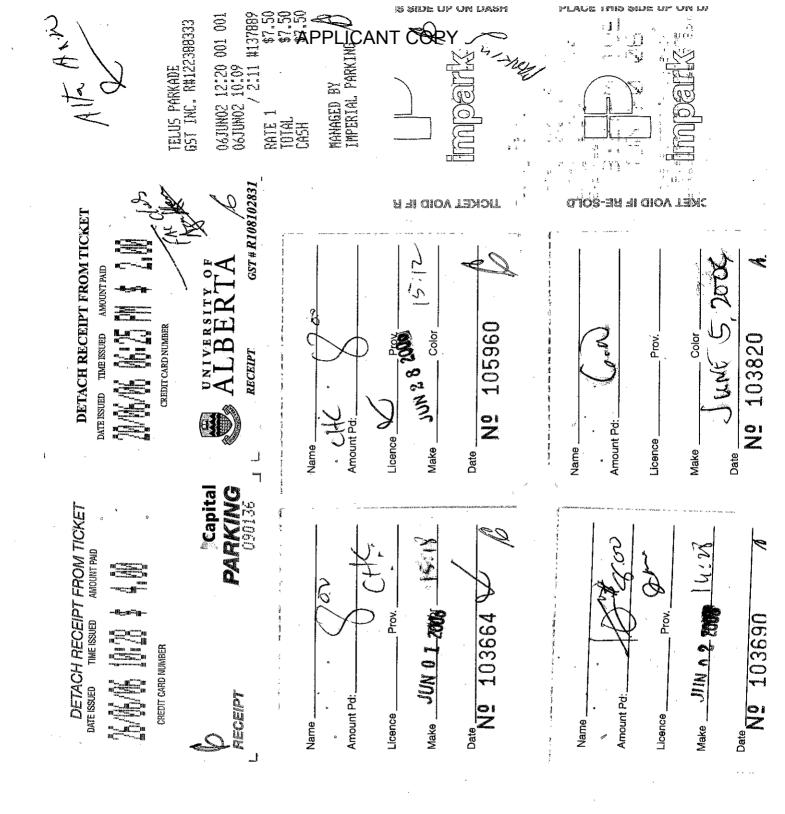
Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the lunch/dinner meeting.

#### Travel

- Use of personal automobile From March 1, 2006, reimbursement at the rate of \$0.43 per km for the first 15,000 kilometers of approved travel in a fiscal year (April 1 to March 31) and \$0.40 for each kilometer there after (except where collective agreement specifies otherwise).
- Business car insurance is reimbursable up to \$260 per year with receipts in accordance with Capital Health Policy.
- Effective March 1, 2006, out of scope employees required to provide a vehicle as a condition of employment and meeting the following
  requirements on a regular and continuing basis as approved by an authorized manager.
  - 1. Monthly travel in excess of 340 kilometers; or
  - 2. Monthly expense equivalent to four (4) return cab fares at \$20 one way; or
- 3. Daily requirements to utilize personal vehicle in the course of duties reimbursed at \$0.50 per kilometer.
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- · Driving to and from work is not considered business travel and cannot be claimed.

#### Advance

Travel advance may be requested provided travel expenses are likely to exceed \$500.



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IST NIMBER: (, '#1) IRECTOR

NOW HIRING, STALLS OF TO 1, ITBAKTHM.AIS 2006-06-14

Name Amount Pd: 00 Licence Make Date  $N\bar{0}$ 105634

EDMONTON REGIONAL AIRPORT AUTH MAIN STATION(INT'L ..AIRP EDMONTON ΑĐ Section 17(1),(4)(e.i)

CARD NUMBER EXPIRY DAIL VISA CARD TYPE 2006/06/16 18:39:32 DATE/TIME 990127568 - 433 - 030 RECEIPT NUMBER PURCHASE \$24.75 TOTAL AMOUNT

OI APPROVED 027 THANK YOU

092647 AUTH, #

0658

CARDHOLDER WILL PAY TOTAL AMOUNT SHOWN TO CARD ISSUER ACCORDING TO CARDHOLDER AGREEMENT.

JOHN D MCPHAIL



253 TAYLOR Ro

SS 4, NIAGARA-on-the-LAKE, ON LOS 11

telle: 905,688,255

fax: 905.688.222

www.whiteoaksresort.com

[GST # 10567 0954 RT

JOHN MCPHAIL HUMAN RESOURCE EXEC 1J2.17, 8440-112 ST EDMONTON AB T6G2B7 CAN Statement Date

06-16-06

Folio Number

52648 00000241 PAGE CO:102 MVE

| Date Ref | erence  | Description 3          | Charges | Credits  |
|----------|---------|------------------------|---------|--|
| •        |         | DEPOSIT PAID           |         | 184.80   |
| 06-14-06 | RG102   | ROOM CHRG CORP. GROUP  | 165.00  |  |
| 06-14-06 | LT102   | ROOM G S T             | 11.55   | ( 0  |
| 06-14-06 | RT102   | ROOM P.S.T.            | 8.25    | 184,80   |
| 06-14-06 | NF102   | FACILITY FEE 2004      | 5.00    | •  |
| 06-14-06 | GS102   | GST                    | .35     |  |
| 06-15-06 | RG102   | ROOM CHRG CORP. GROUP  | 165.00  |  |
| 06-15-06 | LT102   | ROOM G S TA .          | 11.55   |  |
| 06-15-06 | RT102   | ROOM P.S.T.            | 8.25    |  |
| 06-16-06 | LSC4489 | BENCH BAR AND GRILL    | 12.85   | The state of the s |
| 06-16-06 | VI1258  |                        |         | 203.00   |
|          |         | Section 17(1),(4)(e.i) |         | 387.80   |
|          |         | •                      |         | 50.  |

ON-LINE RESERVATIONS AVAILABLE AT www.whiteoaksresort.com

Balance Due

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or associate fails to pay for any or the full amount if these charges. I also agree that all charges contained in this account are correct and any disputes or requests for copies of charges must be made within five days after my departure.

.00

Guest Signature

Your privacy is important to us. We do not share your personal information with third parties (vitage) to consent or authorization. That information is used only as required to administer customer agreements and financial arrangements in order to provide the ongoing customer service you have requested and deserve.





### **Transaction details**

### Aerogold VISA

If you find an error in this statement you must tell a days after the statement date. If you do not, the state will be regarded as final (except for improper credits).

nt ire id

Coy. Bl & Canada - Accomodation Expense

MAY 3 MAY 4 WHITE OAKS CONF. RESORT NIAGARA (

184.80

convenience Cheques and balance transfers): We charge interest on a cash advance from the day you receive the advance until you make a payment which covers the amount of the advance and the interest charged on that advance. We charge interest on an Aerogold VISA Convenience Cheque or balance transfer from the date we post it to your Aerogold VISA account until you make a payment which covers the amount of the cheque or balance transfer and the interest charged on that cheque or balance transfer and the interest charged on that cheque or balance transfer.

#### Minimum payment due

Your current amount due is 3% of your new balance or \$50, whichever is greater. This amount must be paid by the payment due date.

Payment period extensions: If you did not make full payment of the balance on your last month's statement, your payment due date was extended this month by 3 days to give you extra time to make your payment. Interest will continue to accrue for the extended period. When you pay your balance in full, your payment due date will revert back to your regular payment due date.

#### Available credit

This section shows the credit you had available at the end of the statement period, and does not reflect transactions you've made since this statement was issued.

- \*\*Denotes transaction in foreign currency. You have been charged the same conversion rate CIBC is required to pay, plus an administration fee of 2.5% of the converted amount. This fee applies to both debits and credits.
- \* Visa Int./CIBC, Air Canada, lic. users.
- Aerogold and Aeroplan are registered trade-marks of Air Canada
   CIBC is an authorized licensee of the marks.



APPLICANT COPY RT R -R -R' NIAGARA FALLSON 107.81 NIAGARA AIRBUS 9 7 VILLE

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nces

June 14, 2006

tement you must tell us within 30 e. If you do not, the statement ept for improper credits). The date of the statement period

our Aerogold VISA account in the (b) fees (shown as "Other (c) Previously Billed items in the ransfers. (ii) Cash Advances. (iii) irchases (d) items on this statement sly Billed items. Credit balances are the order in which they are posted. is referred to in (c) and (d) where ns, the payment will be applied to est at the lowest rate first.

to calculate interest, the daily interest rate displayed on the front of this statement is multiplied by the interest-bearing

> tes, each rate is multiplied by the ng balance to which it applies.

> webec residents, no interest is if you pay your new balance in and you have paid the full ous monthly statement by the ec residents, no interest is f you pay your new balance in For residents of all provinces harged on purchases, it will be e transaction date until you pay he interest.

ding Aerogold VISA balance transfers): We charge om the day you receive the ment which covers the amount st charged on that advance. We ld VISA Convenience Cheque or e we post it to your Aerogold a payment which covers the ince transfer and the interest lance transfer.

.our corremaniourit due is 3% of your new balance or \$50, whichever is greater. This amount must be paid by the payment due date.

Payment period extensions: If you did not make full payment of the balance on your last month's statement, your payment due date was extended this month by 3 days to give you extra time to make your payment. Interest will continue to accrue for the extended period. When you pay your balance in full, your payment due date will revert back to your regular payment due date.

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Page 2 of 3 .....

**Employee Number:** 



Name: John McPhail

# **Travel & Employee Expense Claim Form**

(In Canadian Dollars)

Union Name: N/A

Section 17(1)

| Position              | ı: Vice Presi  | ident - Human Resources  |  | Department: Human Resources |  |                                   |                   |  |  |  |
|-----------------------|--|--|--|-----------------------------|--|-----------------------------------|-------------------|--|--|--|
| Busines               | s Phone: 7   | 80 407 3266  | Period From: Jເ  | ıly 1, 2006 <b>to</b> July  | 31, 2006   |                                   |                   |  |  |  |
|                       |  | se attach receipts). Do not in<br>. Complete details on the o                |  |                             | ealth or reim  | bursed / reimburs                 | able by           |  |  |  |
| Bal Unit<br>e.g. 201  |  | Functional Centre<br>e.g. 71135050044  | Account<br>e.g. 69500001   | Non-Canadian<br>Currency    | Rate   | Canadian \$<br>(including<br>GST) | ✓ if GST included |  |  |  |
| 201                   | 9000   | 71120200001  | 62410000   |                             |  | \$275.96                          |                   |  |  |  |
|                       | 0001   | 7/220960015  | -  |                             |  |                                   |                   |  |  |  |
|                       |  |  | The state of the s | miai-Health                 | sock S   |                                   |                   |  |  |  |
| ,                     |  | v \  | RE   | CEIVED                      | mercan metabolish  |                                   |                   |  |  |  |
|                       |  |  |  | us n 4 2006                 | New York Control of the Control of t |                                   |                   |  |  |  |
|                       |  |  | <b>,</b> , , , , , , , , , , , , , , , , , ,   |                             | and the second s |                                   |                   |  |  |  |
| Less Cas              | sh Advance   |  |  | CCOUNTS<br>PAYABLE          |  |                                   |                   |  |  |  |
| Total                 |  |  |  |                             |  | \$275.96                          |                   |  |  |  |
| will be use           | ed to proces<br>———————————————————————————————————— | is form is collected under s<br>s your claim.<br>the expenses listed above w | vere incurred on   | n Capital Health bu         |  |                                   |                   |  |  |  |
| claimed i             | by me or on  | my behalf from Capital Hea   | ilth or other or   | anization.                  |  |                                   | ·····.            |  |  |  |
| Employe               | e Signature:   | JAYL   | 1  | Dat                         | e: August 2,   | 2006                              |                   |  |  |  |
| Approved              | d By: Sheila<br>)                                    | Weatherill   | Title: Presider  | nt and CEO                  |  | Phone # 407-800                   | 8                 |  |  |  |
| (Signature)           | $\bigcirc$   | West   |  |                             |  | Date                              |                   |  |  |  |
| Approved (Print name) |  |  | Title:   |                             |  | Phone #                           |                   |  |  |  |
| (Signature)           |  |  |  |                             |  | Date                              |                   |  |  |  |
| IOTE:                 |  |  |  |                             |  |                                   |                   |  |  |  |

- Expense claim must be properly authorized and must be supported by original receipts or a copy as certified by the approver. The approver must initial individual items that are not supported by original invoices or do not have all the required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4 approval.
- GST amounts included in the expense claims will be calculated by Accounts Payable.
- For all employees on the payroll system, expense reimbursements will be deposited to employee bank account.
- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the internal mail system.
- See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10th Fl.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- Out of province expenses also require approval of Chief Operating Officer or Vice President.

place this side up on dash

TICKET VOID IF RE-SOLD

TELLUS PARKADE GST INC. R#122388333

06JUL07 16:00 001 002 06JUL07 12:46 / 3:14 #141459 \$10.50 RATE 1 \$10.50 \$10.50 TOTAL CASH

MANAGED BY IMPERIAL PARKING COND CUP

Edmonton (₹30)890-4003

6955 3 21 45667

Cashien: Cashier 12 RG COFF MUFFIN 2 11

DINE IN GST

Amount Due

CASH Change

GST NUMBER CONTROL OF I

NOW HERENG, SEND TO TELEBARTHER AND LOOM 2006-07-12

TOKET VOID IF RE-SOLD

/ t

1301

# EDMONTON AIRPORIS

#### Best copy available

591-8439 Car 136-6329

5151.4 12.57 1. . Leayth -



TICKET VOID IF RE-SOLD

#### **EXPENSE CLAIM DETAILS**

| 5-Jul-06      | Parking - CHC          | -    |           |                                       |                                       |  | \$4.00   | )  |
|---------------|------------------------|------|-----------|---------------------------------------|---------------------------------------|--|--|--|
| 7-Jul-06      | Coffee - Marriott      |      | \$11.54   |                                       |                                       |  |  |  |
| 7-Jul-06      | Parking - Mariott      |      |           |                                       |                                       |  | \$3.00   | )  |
| 7-Jul-06      | Parking - AHW          |      |           |                                       |                                       |  | \$10.50  |  |
| 7-Jul-06      | Mileage - AHW          |      |           |                                       |                                       |  |  | 12   |
| 11-Jul-06     | Mileage - Plaza        |      |           |                                       |                                       |  |  | 10   |
| 11-Jul-06     | Parking - Plaza        |      |           |                                       | ·                                     | <u> </u>   | \$4.00   |  |
| 12-Jul-06     | Mileage - to Airport   |      |           |                                       |                                       |  |  | 55   |
| 12-Jul-06     | Parking - Airport      |      |           |                                       |                                       |  | \$8.20   |  |
| 12-Jul-06     | Mileage - from Airport |      |           |                                       |                                       |  |  | 55   |
| 12-Jul-06     | Breakfast - Airport    |      | \$6.00    |                                       |                                       |  |  | 1  |
| 10-Jul-06     | Lunch - HR SMC         |      | \$159.92  | ]                                     |                                       |  |  | <del> </del>                                     |
| 16-Jul-06     | Mileage - CHC          |      |           | · · · · · · · · · · · · · · · · · · · |                                       |  |  | 7  |
| 17-Jul-06     | Mileage - CHC          |      |           |                                       |                                       | `   · · · · · · ·                                |  | 7  |
| 18-Jul-06     | Mileage - CHC          |      |           |                                       |                                       |  |  | 7  |
|               |                        |      |           |                                       |                                       | <b>†</b>   | <del> </del>                                     | <del>                                     </del> |
|               |                        |      |           |                                       | · · · · · · · · · · · · · · · · · · · |  |  | <u> </u>   |
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|               |                        |      |           |                                       |                                       |  |  | <del>                                     </del> |
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| <del>.,</del> |                        |      |           |                                       |                                       | <del>                                     </del> | ┧——  |  |
|               |                        |      |           |                                       |                                       | † —  | <del> </del>                                     |  |
| OTALS:        |                        | \$ - | \$ 177.46 | \$ -                                  | \$ -                                  | \$ -   | \$ 29.70   | \$ 68.8  |
| ***           |                        |      |           | · · · · · · · · · · · · · · · · · · · | <u> </u>                              | <del>                                     </del> | . 20.70  | Ψ 00.0   |
|               |                        |      |           |                                       |                                       | ļ. —   | <del>                                     </del> | ·  |

#### **EXPENSE LIMITS**

#### Meal Allowances

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

Breakfast

\$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.)

Lunch

\$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.)

Dinner

\$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.)

For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are

Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the lunch/dinner meeting.

#### Trave!

- Use of personal automobile From March 1, 2006, reimbursement at the rate of \$0.43 per km for the first 15,000 kilometers of approved travel in a fiscal year (April 1 to March 31) and \$0.40 for each kilometer there after (except where collective agreement specifies otherwise).
- Business car insurance is reimbursable up to \$260 per year with receipts in accordance with Capital Health Policy.
- Effective March 1, 2006, out of scope employees required to provide a vehicle as a condition of employment and meeting the following requirements on a regular and continuing basis as approved by an authorized manager.
  - 1. Monthly travel in excess of 340 kilometers; or
  - 2. Monthly expense equivalent to four (4) return cab fares at \$20 one way; or
  - 3. Daily requirements to utilize personal vehicle in the course of duties reimbursed at \$0.50 per kilometer.
- If union contract rate differs from \$0.43 then contract rate must be used.
- Includes all forms of transportation costs, including taxis and buses for local travel.
- Driving to and from work is not considered business travel and cannot be claimed.

#### Advance

Travel advance may be requested provided travel expenses are likely to exceed \$500.

| #************************************* | CENTURY GRILL<br>3975 Calgary Trail South<br>Edmonton, Alberta<br>TBJ 6S6<br>(780) 431-0303 | IABLE 60 CHECK 1785 | RESTAURANT BLAINE | ABRL<br>135.021 | TAL \$ 139.9\$ | TIP \$ . %. & dIT | DTAL & 7/57.94.0 | ************************************** |  |
|--|---|---------------------|-------------------|-----------------|----------------|-------------------|------------------|--|--|
| ************************************** | 3975<br>Ed  | VISA<br>AUTH 091449 | PURCHASE          | AMOUNT<br>TAX   | SUBTOTAL       |                   |                  | ************************************** |  |

11.00 9.00 14.00 12.00 12.00 6.00

> 2 PRIME RIB SNDWCH 1 BLKND CHIX SAND

Garlic toast

STEAK SANDWICH

HALIBUT

THAI SALAD TOMATO SALAD

LUAU WRAP

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

DATE 07/10/06 TIME 13:07

CHECK # 1785 TABLE # 60

RESTAURANT : BLAINE

ITEMS ORDERED

AMOUNT

Bur...grrrrrrrrrr"
Join us at our newest concept
Delux Burger Bar
9682 - 142 Street

132.00 7.92

SUBTOTAL TAX 139,92

TOTAL

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Manna be SHAKEN & STIRRED? Join us for MARTOONIE THURSDAYS in our Lounge, 3pm till close for \$2 Martinis ...and cool RETRO spun beats!

3975 Calgary Trail Edmonton GST #865789382 www.centuryhospitality.com

Courtyard by Marriott
Edmonton Courtyard
99st & Jasper Avenue
Edmonton, AB Canada T5J2E7
780-423-9999
Restaurant

| ZO LISA M   |                            |
|---|----------------------------|
| Tb1 15/1 Chk 4208<br>Ju107*06 08:44AM                             | Gst 1                      |
| Restaurant<br>4 Coffee  | 9.00                       |
| GST   | 9.00<br>0.54<br><b>5 4</b> |
| Gratuity: 2   | <br>-4                     |
| Room #Print Name  |                            |
| Signature<br>Thank you for joining us a<br>Courtyard by Marriott! |                            |

5DU ( De Greote School of Business b

P

Parking July 4/06 Cost 4. 00 HBA (Servicer) Meeting E (John McPhail) In lieu of parking receipt Approved: Julian Weatherill President & CEO

110

# COND CUP Edmonton (780)890-4003 6955 4 21 45667 Cashier: Cashier 12 SM CGE LE RG COU ! MUFFIN : 1 92 2.11 DINE IN GST \* \* 1 Amount Due ¿ CASH Change 1 20 GST NUMBER 1. ( ... ) NOW HIRING SEE CALL TO TZIEBARTHE See ON 2006-07-12



Name: John McPhail

## **Travel & Employee Expense Claim Form**

(In Canadian Dollars)

Section 17(1)

|                       |                                |  | miniproyee manne                               | J.,                       | O I I I I     | anc. W/A                          |                   |  |  |  |
|-----------------------|--------------------------------|--|--|---------------------------|---------------|-----------------------------------|-------------------|--|--|--|
| Position              | n: Vice Pres                   | ident - Human Resources  |  | Department: Hu            | man Resour    | ces                               |                   |  |  |  |
| Busines               | ss Phone: 7                    | 780 407 3266   | Period From: August 1, 2006 to August 31, 2006 |                           |               |                                   |                   |  |  |  |
| Expenses<br>another c | s paid (plea<br>organization   | se attach receipts). Do not<br>. Complete details on the                                     | include amounts<br>other side of the t         | paid by Capital F<br>orm. | lealth or rei | mbursed / reimburs                | able by           |  |  |  |
| Bal Unit<br>e.g. 201  | Location<br>e.g. 9000          | Functional Centre<br>e.g. 71135050044  | Account<br>e.g. 69500001                       | Non-Canadian<br>Currency  | Rate          | Canadian \$<br>(including<br>GST) | ✓ if GST included |  |  |  |
| 201                   | 9000                           | 71120200001  | 62410000                                       | 33.80w                    |               | \$111.59                          |                   |  |  |  |
|                       |                                |  | 69600000                                       | 67-79, 10.                | oon           |                                   |                   |  |  |  |
|                       |                                |  |  | Lucia                     |               |                                   | . 🗆               |  |  |  |
|                       |                                |  | PEC.   | IVED                      |               |                                   |                   |  |  |  |
|                       |                                |  |  | 7 2000                    |               |                                   |                   |  |  |  |
|                       |                                |  |  |                           |               |                                   |                   |  |  |  |
| Less Cas              | sh Advance                     |  | ACCC   | OUNTS<br>ARIE             |               |                                   |                   |  |  |  |
| Total                 |                                |  |  |                           |               | \$111.59                          |                   |  |  |  |
| l hereby o            | ed to proces<br>certify that t | is form is collected under s your claim. the expenses listed above my behalf from Capital He | were incurred on                               | Capital Health bu         |               |                                   |                   |  |  |  |
| Employed              | e Signature:                   | short!   |  | Dat                       | te: Septemb   | er 1, 2006                        |                   |  |  |  |
| Approved              |                                | Weatherill Stages  | Title: President                               | and CEO                   |               | Phone # 407-800                   | 8                 |  |  |  |
| (Signature)           |                                |  |  | ·                         |               | Date                              |                   |  |  |  |
| Approved              |                                |  | Title:   |                           |               | Phone #                           |                   |  |  |  |

### NOTE:

(Signature)

Expense claim must be properly authorized and must be supported by original receipts or a copy as certified by the
approver. The approver must initial individual items that are not supported by original invoices or do not have all the
required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4
approval.

Date

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- 10030 107 Street, Edmonton, AB T5J 3E4)
- · Out of province expenses also require approval of Chief Operating Officer or Vice President.

### **EXPENSE CLAIM DETAILS**

| Date      | Details             | Accomm. | Meals    | Registration | Transportation                          | Other         | Parking  | Mileage     |
|-----------|---------------------|---------|----------|--------------|---|---------------|----------|-------------|
| 2-Aug-06  | Mileage - CHC       |         |          |              |   |               |          | 7           |
| 3-Aug-06  | Mileage - CHC       |         |          |              |   |               |          | 7           |
| 10-Aug-06 | Mileage - CHC       |         | -        |              |   |               |          | 7           |
| 11-Aug-06 | Mileage - CHC       |         |          |              |   |               |          | 7           |
| 17-Aug-06 | Mileage - CHC       |         |          |              |   |               |          | 7           |
| 22-Aug-06 | Mileage - CHC       |         |          |              |   |               |          | 7           |
| 22-Aug-06 | Mileage - Plaza 124 |         |          |              |   |               |          | 10          |
| 23-Aug-06 | Mileage - EGH       |         |          |              |   | <u> </u>      |          | 8           |
| 15-Aug-06 | Parking             |         |          |              |   |               | \$2.00   |             |
| 22-Aug-06 | Parking             |         |          | 67.79        |   |               | ✓ \$6.00 |             |
| 24-Aug-06 | Meals               |         | \$77.79  | 10.00        |   |               |          |             |
|           |                     |         |          |              | :                                       |               |          |             |
|           |                     |         |          |              |   | · ·           |          |             |
|           |                     |         |          |              | -                                       |               |          |             |
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|           | ,                   | 1       |          |              | *************************************** |               |          |             |
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|           |                     |         |          |              |   |               |          |             |
|           |                     |         |          |              |   |               |          |             |
| TOTALS:   |                     | \$ -    | \$ 77.79 | \$ -         | \$ -                                    | \$ -          | \$ 8.00  | \$ 25.80    |

### **EXPENSE LIMITS**

### **Meal Allowances**

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Lunch

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Dinne

\$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.)

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#### Advance

Travel advance may be requested provided travel expenses are likely to exceed \$500.

# **Edmonton**

fficial Receipt 119326270 RT0001

Amount: \$ 2.00 **Evening Parking** 

751 8097

Thank you for your patronage

Northern Bear Golf Club

Chit Details

Member: Cash Server: Kristin Area: Bar Table#: Chit #: 01025324

Date: Aug 24/06

Time: 7:58pm

21.90 2 Northern Bear Burger 12,95 Chicken & Mush penne 4.25 Canadian 2 Lindemans Bin 45 12.00 7.00 Rosemount Glass 1.95 Pop 2 Coffee

> Sub-Total: 63.95 @SI# 871143327 3.84

Chit Total:

Gratuity: Total:

Enjoy Brunch Amid the laccens Every Sunday From 10 - 2

End of Chit

NORTHERN BEAR GOLF CLU 51055 RANGE RD 222 T8C1G9 SHERWOOD PARKAB

Name: Acct #

Exp Date

MCPHAIL JOHN D

Section 17 Date

7(1),(4)(e,i) 06/08/24 Time

19 11 07 041760 Auth #

Card Type VI N22791624003

Tran Code 01 001702033

Op ID: 021 KRISTIN

Invoice No.:

9371

Subtotal Tip Total

Signature X\_\_\_\_ l agree to pay above total amount according to card issuer agreement Retain this copy for your records

Top copy-customer Bottom copy-merchant

John McPhail Expense Summary 2006-2007 Functional Centre: 201.9000.71120200001

CATEGORY

| Comments  | 121.60 PARK/MILE MAR01-31/06<br>136.74 PARK/MILE/MEAL APR 03-MAY10/06<br>45.03 PARK/MILE MAY13-31/06 | 37                | 681.66 HOTEL (NIAGARA)/MILE/PARK - JUN 01-30/06<br>275.96 MILEAGE. PARKING & MISC<br>111.59 MILE/PARK/MEAL - AUG02-31/06 | <u>21</u>         | 48.10 MILEAGE/PARKING SEP 01-30/06<br>04.89 HALIFAX/MILE/PARKING OCT 01-31/06<br>40.89 CALGARY/MEALS/PARK/MILE NOV01-30/06 |                   | 46            |
|---|--|-------------------|--|-------------------|--|-------------------|---------------|
| <u>Total</u>  | 121<br>136<br>136  | \$ 303.37         | 681.66<br>275.96<br>111.59   | \$ 1,069.21       | 48.10<br>804.89<br>440.89  | \$ 1,293.88       | \$ 2,666.46   |
| GST   | 7.96<br>8.69<br>2.95   | 19.60             | 43.52<br>14.49<br>5.75   | 63.76             | 2.72<br>42.69<br>24.12   | 69.53             | 152.89        |
| <u>Meals</u><br>69600000                                  | 24.94  | 24.94             | 3.79<br>168.55<br>73.95  | 246.29            | 46.48  | 46.48             | 317.71        |
| Travel-Out<br>of Province<br>62414000                     |  |                   | 464.27   | 464.27            | 656.00   | 656.00            | 1,120.27      |
| Travel in Province 62412000                               |  |                   |  | 3                 | 211.48   | 211.48            | 211.48        |
| <u>Travel-</u><br><u>Local/Parking</u><br><u>62410000</u> | 113.64<br>103.11<br>42.08  | 258.83            | 170.08<br>92.92<br>31.89   | 294.89            | 45.38<br>106.20<br>158.81  | 310.39            | 864.11        |
| <u>Inyoice Number</u>                                     | REIMBURSE-MAR06<br>REIMBURSE-10MAY06<br>REIMBURSE-31MAY06  | 1st Quarter Totai | REIMBURSE-301UN06<br>REIMBURSE-311UL06<br>REIMBURSE-31AUG06  | 2nd Quarter Total | REIMBURSE-30SEP06<br>REIMBURSE-31OCT06<br>REIMBURSE-30NOV06  | 3rd Quarter Total | Total to Date |
| Accounting<br>Period                                      | 4PR-07<br>MAY-07<br>IUN-07   |                   | TUL-07<br>AUG-07<br>SEP-07   | 5                 | OCT-07<br>40V-07<br>DEC-07   |                   |               |

**Employee Number:** 



Name: John McPhail

## **Travel & Employee Expense Claim Form**

(In Canadian Dollars)

Union Name: N/A

Section 17(1)

| Position                | n: Vice Pres                  | ident - Human Resources   |                                      | Department: Human Resources |                |                                   |                   |  |
|-------------------------|-------------------------------|---|--------------------------------------|-----------------------------|----------------|-----------------------------------|-------------------|--|
| Busines                 | s Phone: 7                    | 780 407 3266  | Period From: Se                      | eptember 1, 2006            | to Septembe    | er 30, 2006                       |                   |  |
| Expenses<br>another o   | s paid (pleas<br>organization | se attach receipts). Do not i<br>Complete details on the c  | include amounts<br>other side of the | paid by Capital F           | lealth or reir | nbursed / reimburs                | able by           |  |
| Bal Unit<br>e.g. 201    | Location<br>e.g. 9000         | Functional Centre<br>e.g. 71135050044   | Account<br>e.g. 69500001             | Non-Canadiar<br>Currency    | Rate           | Canadian \$<br>(including<br>GST) | ✓ if GST included |  |
| 201                     | 9000                          | 71120200001   | 62410000                             |                             |                | \$ 48.10                          | X                 |  |
|                         |                               |   |                                      |                             |                |                                   |                   |  |
|                         |                               | - Illisalit   |                                      |                             |                |                                   |                   |  |
|                         |                               | CAPTERIVE   |                                      |                             |                |                                   |                   |  |
|                         |                               | 1820  | )\$                                  |                             |                | ,                                 |                   |  |
|                         |                               |   | re                                   |                             |                |                                   |                   |  |
| Less Cas                | sh Advance                    | ACCOUN  |                                      |                             |                |                                   |                   |  |
| Total                   |                               |   |                                      |                             |                | \$48.10                           |                   |  |
| l hereby o              | ed to proces<br>ertify that t | is form is collected under s<br>s your claim.<br>he expenses listed above v<br>my behalf from Capital Hea | vere incurred on                     | Capital Health bu           |                | -                                 |                   |  |
| Employee                | Signature:                    | Smish   | 1                                    | Dat                         | e Octob        | ver 2,200 b                       |                   |  |
| Approved                | l By: Sheila                  | Weatherifl  | Title: Presiden                      | t and CEO                   |                | Phone # 407-8008                  | 3                 |  |
| (Signature)             |                               | Leveal.   |                                      |                             |                | Date Oca 13                       | 106               |  |
| Approved<br>Print name) | By:                           | 1   | Title:                               |                             |                | Phone #                           | <i>/</i>          |  |
| (Signature)             |                               |   |                                      |                             |                | Date                              |                   |  |
| OTE:<br>Expens          | se claim mu                   | st be properly authorized a   | nd must ha suni                      | ported by esiginal          | racainta a-    |                                   |                   |  |

- approver. The approver must initial individual items that are not supported by original invoices or do not have all the required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4
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- 10030 107 Street, Edmonton, AB T5J 3E4)
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116

### **EXPENSE CLAIM DETAILS**

| Date      | Details           | Accomm. | Meals | Registration | Transportation | Other | Parking  | Mileage                                 |
|-----------|-------------------|---------|-------|--------------|----------------|-------|----------|---|
| 6-Sep-06  | Mileage - CHC     |         |       |              |                | -     |          | 7                                       |
| 7-Sep-06  | Mileage - RAH     |         |       |              |                |       |          | 8                                       |
| 30-Sep-06 | Mileage - Airport |         |       |              |                |       |          | 55                                      |
| 6-Sep-06  | Parking - CHC     |         |       |              |                |       | \$6.00   |   |
| 7-Sep-06  | Parking - CHC     |         |       |              |                |       | \$8.00   |   |
| 6-Sep-06  | Parking           |         |       |              |                |       | \$4.00   |   |
|           |                   |         |       |              |                |       |          |   |
|           |                   |         |       |              |                |       |          |   |
|           |                   |         |       |              |                |       |          |   |
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|           |                   |         | }     |              |                |       |          |   |
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|           |                   |         |       |              |                |       |          |   |
|           |                   |         |       |              |                |       |          | *************************************** |
| TOTALS:   |                   | \$ -    | \$ -  | \$ -         | \$ -           | \$ -  | \$ 18.00 | \$ 30.10                                |

### **EXPENSE LIMITS**

### Meal Allowances

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

Breakfast

\$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.)

Lunch

\$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.)

Dinner

\$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.)

For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are reasonable.

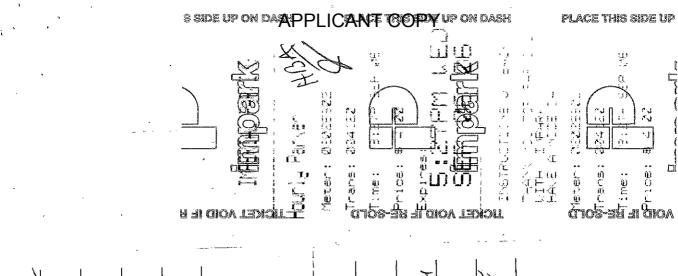
Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the lunch/dinner meeting.

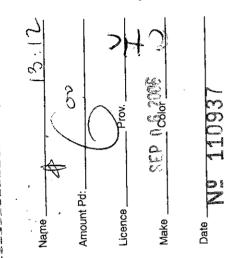
### Travel

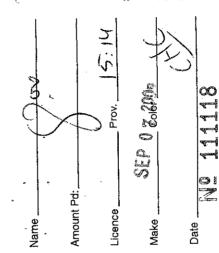
- Use of personal automobile From March 1, 2006, reimbursement at the rate of \$0.43 per km for the first 15,000 kilometers of approved travel in a fiscal year (April 1 to March 31) and \$0.40 for each kilometer there after (except where collective agreement specifies otherwise).
- Business car insurance is reimbursable up to \$260 per year with receipts in accordance with Capital Health Policy.
- Effective March 1, 2006, out of scope employees required to provide a vehicle as a condition of employment and meeting the following requirements on a regular and continuing basis as approved by an authorized manager.
  - 1. Monthly travel in excess of 340 kilometers; or
  - 2. Monthly expense equivalent to four (4) return cab fares at \$20 one way; or
- 3. Daily requirements to utilize personal vehicle in the course of duties reimbursed at \$0.50 per kilometer.
- If union contract rate differs from \$0.43 then contract rate must be used.
- Includes all forms of transportation costs, including taxis and buses for local travel.
- Driving to and from work is not considered business travel and cannot be claimed.

#### Advance

Travel advance may be requested provided travel expenses are likely to exceed \$500.







**Employee Number:** 



Name: John McPhail

## **Travel & Employee Expense Claim Form**

(In Canadian Dollars)

Union Name: N/A

Section 17(1)

| Position                 | n: Vice Pres                   | ident - Human Resources  |  | Department: Huma         | n Resource   | 98                                |   | 7     |
|--------------------------|--------------------------------|--|--|--------------------------|--------------|-----------------------------------|---|-------|
| Busines                  | ss Phone: 7                    | 80 407 3266  | Period From: O   | ctober 1, 2006 to Octo   | ober 31, 20  | 06                                |   | ]     |
| Expenses<br>another of   | s paid (pleas<br>organization  | se attach receipts). Do not<br>. Complete details on the   | include amounts<br>other side of the   | paid by Capital Hea      | llth or reim | bursed / reimburs                 | able by                                 |       |
| Bal Unit<br>e.g. 201     | Location<br>e.g. 9000          | Functional Centre<br>e.g. 71135050044  | Account<br>e.g. 69500001   | Non-Canadian<br>Currency | Rate         | Canadian \$<br>(including<br>GST) | ✓ if GST included                       |       |
| 201                      | 9000                           | 71120200001  | 62410000   | 62414                    |              | \$804.89                          |   | 641.J |
| ļ                        |                                | A CONTRACTOR OF THE PROPERTY O | and the second s | 62410                    |              |                                   |   | และร  |
|                          |                                |  | VED  | िदिस                     |              |                                   |   | 1     |
|                          |                                |  | 4 2006   |                          |              |                                   |   |       |
|                          |                                | AC A   | A CONTRACTOR OF THE PARTY OF TH |                          |              |                                   |   |       |
|                          |                                | ACC  | ABLE   |                          |              |                                   |   | ĺ     |
| Less Cas                 | sh Advance                     |  | Control of the Contro |                          |              |                                   |   |       |
| Total                    |                                |  |  |                          |              |                                   |   |       |
| l hereby                 | ed to proces<br>certify that t | is form is collected under<br>s your claim.<br>the expenses listed above<br>my behalf from Capital He  | were incurred on   | Capital Health busi      |              |                                   | W                                       | ]     |
| Employe                  | e Signature:                   | De Mucha   | <u> 1</u>  | Date:                    | ·            |                                   |   |       |
| Approved                 | d By: Sheila                   | Weatherill   | Title: Presiden  | it and CEO               |              | Phone # 407-8008                  | 3                                       | ] .   |
| (Signature)              |                                | (er)outhers  |  |                          |              | Date Nov. 10                      | 0/06                                    |       |
| Approved<br>(Print name) |                                |  | Title:   |                          |              | Phone #                           |   |       |
| (Signature)              |                                |  |  |                          |              | Date                              | *************************************** |       |
| OTE:                     |                                |  |  |                          | <del>1</del> |                                   |   | J     |
| ⊨xpen                    | se claim mu                    | st be properly authorized a  | and must be sup <sub>i</sub>   | ported by original re    | ceipts or a  | copy as certified                 | by the                                  |       |

- approver. The approver must initial individual items that are not supported by original invoices or do not have all the required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4 approval.
- GST amounts included in the expense claims will be calculated by Accounts Payable.
- For all employees on the payroll system, expense reimbursements will be deposited to employee bank account.
- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the internal mail system.
- See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10th Fl.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- Out of province expenses also require approval of Chief Operating Officer or Vice President.

### **EXPENSE CLAIM DETAILS**

| Date      | Details                | Accomm.   | Meals  | Registration | Transportation                        | Other                                 | Parking  | Mileage                               |
|-----------|------------------------|---|--|--------------|---------------------------------------|---------------------------------------|----------|---------------------------------------|
| 4-Oct-06  | Mileage - Airport      |   |  |              |                                       |                                       | 1        | 55                                    |
| 4-Oct-06  | Cab Fare               |   |  |              | \$18.00                               |                                       |          |                                       |
| 1-Oct-06  | Meals                  |   | \$4.02   | U            |                                       |                                       | <u> </u> |                                       |
| 1-Oct-06  | Meals                  |   | <b>\$9.55</b>  | 8.88 ,67     |                                       | †                                     |          |                                       |
| 4-Oct-06  | Meals                  |   | <b>\$66.00</b>   | 57.00 9.0    | ن                                     |                                       |          |                                       |
| 4-Oct-06  | Parking - Airport      |   |  | -            |                                       | · · · · · · · · · · · · · · · · · · · | \$32.80  |                                       |
| 4-Oct-06  | Hotel Accommodation    | \$584.75  |  |              |                                       |                                       |          |                                       |
| 5-Oct-06  | Meals                  |   | \$10.00  |              |                                       |                                       |          |                                       |
| 6-Oct-06  | Mileage - RAH          | Marketing to the State State State State of the State of | vyva monatoka ali kapitana angan angan angan angan angan angan angan angan angan angan angan angan angan angan |              |                                       |                                       |          | 7                                     |
| 10-Oct-06 | Mileage - CHC          |   |  |              |                                       |                                       |          | 7                                     |
| 11-Oct-06 | Mileage - HBA Services |   |  |              |                                       | ·                                     | <u> </u> | 6                                     |
| 13-Oct-06 | Mileage - CHC          |   |  |              |                                       |                                       |          | 7                                     |
| 23-Oct-06 | Mileage - CHC          |   |  |              | · · · · · · · · · · · · · · · · · · · |                                       |          | 7                                     |
| 19-Oct-06 | Parking - LRB          |   | 70.  |              |                                       |                                       | \$8.00   |                                       |
| 24-Oct-06 | Parking - LRB          |   | -  |              |                                       |                                       | \$2.50   |                                       |
| 17-Oct-06 | Parking - REACH        | 7   |  |              | ****                                  |                                       | \$5.00   |                                       |
| 0-Oct-06  | Parking - CHC          |   |  |              |                                       |                                       | \$10.00  |                                       |
| 3-Oct-06  | Parking - CHC          |   |  | ,            |                                       |                                       | \$4.00   | <del>-·</del>                         |
| 24-Oct-06 | Parking - CHC          |   |  |              |                                       |                                       | \$10.00  |                                       |
| 1-Oct-06  | Parking - HBA Services |   |  |              |                                       |                                       | \$2.00   | ·                                     |
|           |                        |   |  |              |                                       |                                       |          | · · · · · · · · · · · · · · · · · · · |
|           |                        |   |  |              |                                       |                                       |          |                                       |
|           |                        | ,,,   |  |              |                                       |                                       |          |                                       |
|           |                        |   |  |              |                                       |                                       |          |                                       |
|           |                        |   |  |              | ····                                  |                                       |          |                                       |
|           |                        |   |  |              |                                       | 7                                     |          | *******                               |
|           |                        |   |  |              |                                       |                                       |          |                                       |
| OTALS:    |                        | \$ 584.75   | \$ 89.57   | \$ -         | \$ 18.00                              | \$ -                                  | \$ 74.30 | \$ 38.27                              |

**EXPENSE LIMITS** 

38931 C Prov

545.82 W

16.000

**Meal Allowances** 

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of: Breakfast

Lunch

\$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.)

Dinner

\$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.)

\$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.)

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### Travel

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If union contract rate differs from \$0.43 then contract rate must be used.

- Includes all forms of transportation costs, including taxis and buses for local travel.
- Driving to and from work is not considered business travel and cannot be claimed.

#### Advance

Travel advance may be requested provided travel expenses are likely to exceed \$500.

October 31, 2006

John McPhail Vice President – Human Resources

### IN LIEU OF RECEIPT

• Parking, October 31, 2006 = \$2.00

## Approved for payment/reimbursement by:

Sheila Weatherill President and CEO

Date: 10/06

Ercordet Jantins Sent Meden, CASH (Meden), Ag. w

October 5, 2006

John McPhail Vice President - Human Resources

## IN LIEU OF RECEIPT

Airline Meals = \$10.00

## Approved for payment/reimbursement by:

Sheila Weatherill President and CEO

Date: 10/06.

Oct 5 1/06

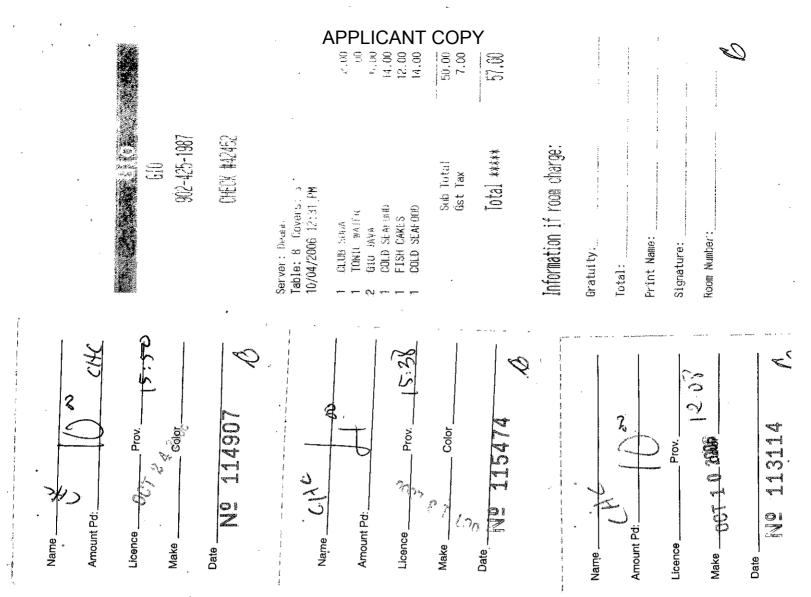
Nestine Mede
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### Section 17(1),(4)(e.i)

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EAPTRY 1 105

CARD CT 1006-130-100

DATE CT 1007-257-002

FUNCTION 1007-1007-257-002

TOTAL MERCIN 1007-2007-257-002

01 APPROVED 027 AUTH. # 087809 THANK YOU

CARDHOLDER WILL PAY FOTAL AMOUNT SHOUN TO CARD IS: UER ACCORDING TO CARDHOLDER AGREEMENT.

CARDHOLDER SIGNATURE

O

CITY OF EDMONTON
LIBRARY PARKADE
AST # 119326270 RT0001

Rcpt# 5997
10/17/06 21:51 L# 3 A# 12 Txn# 73639
10/17/06 17:17 In 10/17/06 21:51 Out
Tkt# 089951
Regular Rate \$ 4.72

COME AGAIN

REGALIAR RATE \$ 4.72
Total Tax \$ 0.28
Total Fee \$ 5.00
CASH PAID \$ 5.00Cash Tender \$ 5.00
Change Due \$ 0.00
THANK YOU

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THANK YOU FOR PARKING WITH IMPERIAL PARKING MACDONALD ESTATES

060CT19 16:39 001 002 #278350 EARLYBIRD \$8.00 TUTAL \$8.00 CASH \$8.00

FOR MONTHLY PARKING PHONE 4201976
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The Prince George

1725 Market Street Halifax, Nova Scotia, Canada B3J 3N9 (902) 425-1986 Fax: (902) 429-6048 1(800) 565-1567

| GUEST NA   | J  | ohn Meph<br>Capital Dis                                   | ail<br>trict Health A  | Authority                  |  | ROOM NUM<br>FOLIO NU<br>GROUP N<br>NO. OF GUI<br>RATE  | MBER:<br>UMBER:<br>ESTS: | 405<br>R26DC6<br>18549<br>1 | 5 - 1              |       |
|--|--|---|--|----------------------------|--|--|--------------------------|-----------------------------|--------------------|-------|
| ARRIVE:  | 10/01/06<br>REF#   | TIME:   | 09-21 DM<br>DI   | CL#<br>DEPAI<br>ESCRIPTION | 10/04/06   | CLER<br>TIME:<br>1<br>CHARGES  | 2.58 DM                  | 159.00<br>PSM               | STATUS:<br>CREDITS | INCT  |
| 10/01/06<br>10/01/06<br>10/01/06<br>10/01/06<br>10/02/06<br>10/02/06<br>10/02/06<br>10/03/06<br>10/03/06<br>10/03/06<br>10/04/06 | 405<br>405t<br>405t<br>31061<br>405<br>405t<br>405t<br>405<br>405t<br>405<br>405t<br>Ck Out 12:5 | HST RM<br>ROOM SI<br>ROOM C<br>HRM MK<br>HST RM<br>ROOM C | TTG LEVY & LEVY ERVICE HARGE TG LEVY & LEVY HARGE TG LEVY & LEVY | HST<br>Rest.<br>HRM<br>HST | I MKTG LEVY<br>RM & LEVY<br>.In Room Dining/V1<br>I MKTG LEVY<br>RM & LEVY<br>MKTG LEVY<br>RM & LEVY | \$ 159.00<br>\$ 3.18<br>\$ 22.71<br>\$ 30.08<br>\$ 159.00<br>\$ 3.18<br>\$ 22.71<br>\$ 159.00<br>\$ 3.18<br>\$ 22.71 | -                        |                             | \$584.75)          |       |
|  |  | T DEO MO TO   | Best copy  | r available                |  | F  | olio Balar               | ice:                        | \$0.00             |       |
| I agree that my  | liability for this bil   | T. REG. ÑO. 13<br>Èis not waived a                        |  | personally liable          | e in   |  |                          |                             |                    | Т ву: |



## **Travel & Employee Expense Claim Form**

(In Canadian Dollars)

Section 17(1)

| Name:                    | John McPha                     | All   | Employee Numb  | er:                      | Union N  | ame: N/A                          |                                       |
|--------------------------|--------------------------------|---|--|--------------------------|--|-----------------------------------|---------------------------------------|
| Position                 | : Vice Pres                    | ident - Human Resources   |  | Department: Hun          | nan Resourc  | ces                               |                                       |
| Busines                  | s Phone: 7                     | 780 407 3266  | Period From: No  | vember 1, 2006 to        | November   | 30, 2006                          |                                       |
| Expenses<br>another of   | s paid (piea<br>organization   | se attach receipts). Do no<br>Complete details on the   | t include amounts<br>other side of the f   | paid by Capital H        | ealth or rei   | nbursed / reimburs                | able by                               |
| Bal Unit<br>e.g. 201     | Location<br>e.g. 9000          | Functional Centre<br>e.g. 71135050044   | Account<br>e.g. 69500001   | Non-Canadian<br>Currency | Rate   | Canadian \$<br>(including<br>GST) | ✓ if GST included                     |
| 201                      | 9000                           | 71120200001   | 62410000   | 168,34w                  |  | \$629:15                          |                                       |
|                          | <u> </u>                       |   | 62412  | 216.930 6.8              | _ caramone en en   |                                   |                                       |
|                          |                                | 69600 40.79   | 62600  | Capital Health           |  |                                   |                                       |
|                          |                                | :   |  |                          | The state of the s |                                   |                                       |
|                          | ,                              |   | the state of the s | DEC 0 7 201              | b  |                                   |                                       |
|                          |                                |   |  | ACCOUNT                  |  | -                                 | \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ |
| Less Cas                 | sh Advance                     | -   |  | PAYABLE                  |  | 440.89                            |                                       |
| Total                    |                                |   |  |                          | <u></u>  | \$00075                           |                                       |
| I hereby o               | ed to proces<br>certify that t | is form is collected under is your claim. The expenses listed above my behalf from Capital He | were incurred on   | Capital Health bu        | ·  |                                   |                                       |
| Employee                 | Signature:                     | 2 my  |  | Date                     | : Novembe  | er 30, 2006                       |                                       |
|                          |                                |   |  |                          |  |                                   | **-                                   |
| Approved<br>(Print name) | l By: Sheila                   | Weatherill  | Title: President   | and CEO                  |  | Phone # 407-8008                  | 3                                     |
| (Signature) fee eather   |                                |   |  |                          |  | Date Dec. 6/1                     | 06                                    |
| Approved<br>(Print name) | Ву:                            |   | Title:   |                          |  | Phone #                           |                                       |
| (Signature)              |                                |   |  |                          |  | Date                              |                                       |
| OTE:<br>Expens           | se claim mu                    | st be properly authorized   | and must be supp   | orted by original        | receints or  | a conv as cortified               | by the                                |

- approver. The approver must initial individual items that are not supported by original invoices or do not have all the required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4 approval.
- GST amounts included in the expense claims will be calculated by Accounts Payable.
- For all employees on the payroll system, expense reimbursements will be deposited to employee bank account.
- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the internal mail system.
- See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10th Fl.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- Out of province expenses also require approval of Chief Operating Officer or Vice President.

#### **EXPENSE CLAIM DETAILS**

| Date                     | Details                | Accomm.  | Meals         | Registration | Transportation                        | Other    | Parking        | Mileage    |
|--------------------------|------------------------|--|---------------|--------------|---------------------------------------|----------|----------------|------------|
| 1-Nov-06                 | Mileage - EGH          |  |               |              |                                       |          |                | 6          |
| 3-Nov-06                 | Mileage - CHC          |  |               |              |                                       |          |                | 7          |
| 6-Nov-06                 | Mileage - Airport      |  |               |              |                                       |          |                | 55         |
| 7-Nov-06                 | Mileage - Airport      |  |               |              |                                       |          |                | 55         |
| 7-Nov-07                 | Parking - Airport      |  |               |              |                                       |          | \$16.40        |            |
| 6-Nov-06                 | Taxi - Calgary         |  |               |              | \$36.00                               |          | ·············· |            |
| 9-Nov-06                 | Mileage - HBAs         |  |               |              |                                       |          |                | 6          |
| 9-Nov-06                 | Parking - Airport      |  | /             |              |                                       |          | \$12.00        |            |
| 8-Nov-06                 | Meals                  |  | \$21.49       |              |                                       |          |                | **         |
| 7-Nov-07                 | Hotel Accommodation    | \$187.76   |               |              | ,                                     |          |                |            |
| 14-Nov-06                | Mileage - Airport      |  |               |              |                                       |          |                | 55         |
| 14-Nov-06                | Mileage - Airport      |  |               |              |                                       |          | 1, 1           | 55         |
| 14-Nov-06                | Parking - Airport      |  |               |              |                                       |          | \$8.20         |            |
| 15-Nov-06                | Mileage - AHW          | , and the second | ·             |              |                                       |          | 1.             | 8          |
|                          | Parking - AHW          |  |               |              |                                       |          | \$14.00        |            |
| 22-Nov-06                | Meals - Julie's Bistro |  | \$27.30       |              | · · · · · · · · · · · · · · · · · · · | †        |                |            |
| 23-Nov-06                | Mileage - CHC          |  | 1             |              |                                       | · · ·    | 1              | 7          |
| 24-Nov-06                | Mileage - GRH          |  |               |              | -                                     | <u> </u> |                | 8          |
|                          | Mileage - 109 Street   | 1  |               |              |                                       |          | †.···          | 6          |
| 28 NG 86                 | Mex: Park              |  |               |              |                                       |          | 2.50           |            |
|                          |                        |  |               |              |                                       |          |                |            |
|                          |                        |  |               |              |                                       |          | -              |            |
|                          |                        |  |               |              | -                                     |          |                |            |
|                          | ,                      |  |               |              |                                       |          |                |            |
| OTALS:                   |                        | \$ 187.76  | \$ 48.79      | \$ -         | \$ 36.00                              | \$ -     | \$ 59.60       | \$ 115.24  |
| XPENSE L<br>leal Allowan | IMITS                  | 180,193<br>6.83  | 40.79<br>8,00 |              | ./                                    |          | 53.10          | J<br>,8.34 |

### **Meal Allowances**

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

Breakfast

\$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.)

\$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.)

Dinner

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Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the lunch/dinner meeting.

### Travel

- Use of personal automobile From March 1, 2006, reimbursement at the rate of \$0.43 per km for the first 15,000 kilometers of approved travel in a fiscal year (April 1 to March 31) and \$0.40 for each kilometer there after (except where collective agreement specifies
- Business car insurance is reimbursable up to \$260 per year with receipts in accordance with Capital Health Policy.
- Effective March 1, 2006, out of scope employees required to provide a vehicle as a condition of employment and meeting the following requirements on a regular and continuing basis as approved by an authorized manager.
  - 1. Monthly travel in excess of 340 kilometers; or
  - 2. Monthly expense equivalent to four (4) return cab fares at \$20 one way; or
  - 3. Daily requirements to utilize personal vehicle in the course of duties reimbursed at \$0.50 per kilometer.
- If union contract rate differs from \$0.43 then contract rate must be used.
- Includes all forms of transportation costs, including taxis and buses for local travel.
- Driving to and from work is not considered business travel and cannot be claimed.

### Advance

Travel advance may be requested provided travel expenses are likely to exceed \$500.

October 31, 2006

John McPhail Vice President – Human Resources

## IN LIEU OF RECEIPT

• Meter Parking, November 28, 2006 = \$2.50

John McPhail

Approved for payment/reimbursement by:

Sheila Weatherill

President and CEO

Date: Dec 5/06

EDMONTUN:

ial (40)

161.

TRIS

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CITY OF EDMONTON
LIBRARY PARKADE
GST # 119328270 RT0001

William .

AHU

Receive Best copy available

Rcpt# 66945
11/09/06 15:16 L# 2 A# 36 Txn#2188
11/09/06 08:55 In 11/09/06 15:16 Out
Tkt# 104488
Regular Rate \$ 11.32
Total Tax \$ 0.68
Total Fee \$ 12.00

TELUS PARKADE GST INC. R#122388333 06NOV15 15:13 001 002 06NOV15 11:51 / 3:22 #154125 RATE 1 \$14.00 TOTAL \$14.00 CASH \$14.00

CASH PAID \$ 12.00-Cash Tender \$ 12.00 Change Due \$ 0.00 THANK YOU COME AGAIN

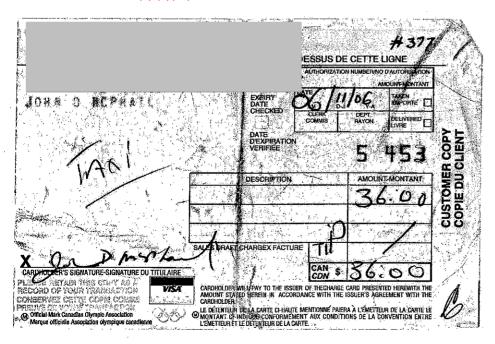
MANAGED BY IMPERIAL PARKING

6

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Section 17(1),(4)(e.i)

11.7



EDMUNT THE PRISHE

Car par

Ross

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Best copy available

B



JULIF'S BISTRO
RAMADA HOTTE & CONFERENCE CENTRE \*\*\*\*\*\*\*\*\*\* SERVATIONS Nov22'08 07:43AM #36565559 ak 1863 本本本本本本 16.50 23 E1y Ċ

2 @ 10.99 Full BrkftBuffet

79° Food GST Tax AMT

21.98

GRA HITTY TÜTAL

27.30

ROOM NUMBER

N∴ME

EDMUNTON'S BEST SPORT WIST THE LOCKER ROOM SIGNATORE

For Resvation C

7337

The Westin Calgary 320 Fourth Ave SW Calgary, AB T2P 2S6 403-266-1611

Mcphail, John

Section 17(1)

Page Number:

Invoice Nbr: 147505

1000001824

Guest Number: Folio:

1

Arrive Date: 11-06-2006

Depart Date: 11-07-2006

No. Of Guests:

Room Number:

1 1104

Club Account:

SPG -

Section 17(1)

Tax Invoice

| Tax ID:   | R8613364                                | Tax Invoice  |  |                                   |
|---|---|--|--|-----------------------------------|
| DATE<br>11-06-2006<br>11-06-2006<br>11-06-2006                      | REFERENCE<br>RT1104<br>RT1104<br>RT1104 | DESCRIPTION  Room Charge  Good And Services Tax  Destination Marketing | CHARGES<br>\$169.00<br>\$10.24<br>\$1.69 | CREDITS                           |
| 11-06-2006<br>11-07-2006<br>11-07-2006<br>**Total<br>***Balance Due | RT1104<br>VI<br>VI                      | Fee Tourism Levy Visa Visa   | \$6.83<br>\$187.76<br>\$0.00             | \$-187.76<br>\$-0.00<br>\$-187.76 |
|   | (                                       | Continued on next page   |  |                                   |

The Westin Calgary 320 Fourth Ave SW Calgary, AB T2P 2S6

403-266-1611

Mcphail, John

Page Number:

Invoice Nbr:

1000001824

Guest Number:

147505

Arrive Date:

11-06-2006

Folio:

Depart Date:

11-07-2006

No. Of Guests:

1104

Section 17(1)

Room Number:

Section 17(1)

Club Account:

SPG -

Tax Invoice

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

|                       |      | <br> |      |
|-----------------------|------|------|------|
| GST Summary           |      |      |      |
| GST Room              | 0.00 |      |      |
| GST Food and Beverage | 0.00 |      |      |
| Telephone             | 0.00 |      |      |
| GST Other             | 0.00 |      |      |
| GST Total Revenue     | 0.00 |      |      |
| G.S.T # RT R861336493 |      |      | <br> |

As a Starwood Preferred Guest you have earned at least 0 Starpoints for this visit @. Thank you for choosing Starwood Hotels. We look forward to welcoming you back soon!

The Westin Calgary 320 Fourth Ave SW Calgary, AB T2P 2S6 403-266-1611

Mcphail, John

Page Number:

3

Invoice Nbr:

1000001824

Guest Number:

147505

Arrive Date:

11-06-2006

Folio:

A 1 Depart Date:

11-07-2006

Section 17(1)

No. Of Guests: Room Number:

1104

Club Account:

SPG -

Section 17(1)

Tax Invoice

### Expense Report Summary

| Currency: CAD  Date Food & Bev Parking Telephone Room & Tax Other Total Payment |        |        |        |          |        |          |         |  |  |
|---|--------|--------|--------|----------|--------|----------|---------|--|--|
| 11-06-2006  | \$0.00 | \$0.00 | \$0.00 | \$187.76 | \$0.00 | \$187.76 | \$0.00  |  |  |
| 11-07-2006  | \$0.00 | \$0.00 | \$0.00 | \$0.00   | \$0.00 | \$0.00   | \$-0.00 |  |  |
| Total   | \$0.00 | \$0.00 | \$0.00 | \$187.76 | \$0.00 | \$187.76 | \$-0.00 |  |  |

the westin calgary 320 4th agenue southwest calgary, alberta t2p 2s6 capada phone 403.266.1611 fax 403.233.7471 westin.com/calgary

auest

travel agent/charge to

John Mcphail

room rate

1104 169.00

Section 17(1)

no. pers. folio

147505

1

FX-A

page arrive

06-NOV-06 17:33

depart

07-NOV-06

WCK05A

payment VI

| cate      | reference | description a live a later in the | charges/credits |
|-----------|-----------|-----------------------------------|-----------------|
| 06-NOV-06 | RT1104    | Room Charge                       | 169.00          |
| 06-NOV-06 | RT1104    | Good And Services Tax             | 10.24           |
| 06-NOV-06 | RT1104    | Destination Marketing Fee         | 1.69            |
| 06-NOV-06 | RT1104    | Tourism Levy                      | 6.83            |
| 07-NOV-06 | VI        | Visa                              | 187.76-         |
|           |           |                                   |                 |
|           |           | Total Charges                     | 187.76          |
|           |           | Total Credits                     | 187.76-         |
|           |           | Balance Due                       | 0.00            |

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

### EXPENSE REPORT SUMMARY

| Date      | Room & Tax | Food & Bev | Parking | Telephone | Other | Total  | Payment |
|-----------|------------|------------|---------|-----------|-------|--------|---------|
| 06-NOV-06 | 187.76     | 0.00       | 0.00    | 0.00      | 0.00  | 187.76 | 0.00    |
| Total     | 187.76     | 0.00       | 0.00    | 0.00      | 0.00  | 187.76 | 0.00    |

Thank you for choosing Starwood Hotels. We look forward to welcoming you back soon! \*\* continued on the next page \*\*

Lagree to remain personally liable for the payment of this account if the corporation or other third party billed fails to pay part or all of these charges.

| signature | •    |
|-----------|------|
|           | 7.70 |

John Mcphail FOLIO 147505

06-NOV-06

the westin calgary 320 4th avenue southwest calgary, alberta t2p 2s6 canada pinone 403.266.1611 fax 403.233.7471 westin.com/calgary

guest travel agent/charge to 1104 room John Mcphail 169.00 rate 1 no. pers. 147505 EX-A folio 2 page 06-NOV-06 17:33 arrive Section 17(1) 07-NOV-06 depart WCK05A payment VΙ

cesci bilo

GST Summary

 Room
 10.24

 Food & Beverage
 0.00

 Telephone
 0.00

 Other Revenue
 0.00

 Total
 10.24

Vendor Number R861336493

I agree to remain personally liable for the payment of this account if the corporation or other third party billed fails to pay part or all of these charges.

signature \_\_\_\_\_

As a Starwood Preferred Guest you have earned at least 0 Starpoints for this visit

John Mcphail

FOLIO 147505

06-NOV-06



John McPhail Expense Summary 2006-2007 Functional Centre: 201.9000.71120200001

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| Comments   | 121.60 PARK/MILE MAR01-31/06<br>136.74 PARK/MILE/MEAL APR 03-MAY10/06<br>45.03 PARK/MILE MAY13-31/06 |                   | HOTEL (NIAGARA)/MILE/PARK - JUN 01-30/06<br>MILEAGE, PARKING & MISC<br>MILE/PARK/MEAL - AUG02-31/06 |                   | 48.10 MILBAGE/PARKING SEP 01-30/06<br>04.89 HALIFAX/MILE/PARKING OCT 01-31/06<br>40.89 CALGARY/MEALS/PARK/MILE NOV01-30/06 |                   | 554.51 MEALS/PARK/MILE DEC01-31/06<br>230.04 SAN FRANCISCO JAN20-23/07/MILE/PARK<br>168.90 PARK/MILE/MEALS FEB01-28/07 |                   |               |
|--|--|-------------------|---|-------------------|--|-------------------|--|-------------------|---------------|
| <u> Total</u>                                      | 121.60 1<br>136.74 1<br>45.03 1  | \$ 303.37         | 681.66 1<br>275.96 1<br>111.59 1  | \$ 1,069.21       | 48.10 I<br>804.89 I<br>440.89 (  | \$ 1,293.88       | 554.51 1,230.04 5  | \$ 1,953.45       | \$ 4,619.91   |
| GST  | 7.96 8.69 2.95   | 19.60             | 43.52<br>14.49<br>5.75  | 63.76             | 2.72<br>42.69<br>24.12   | 69.53             | 31.16<br>8.59<br>8.83  | 48.58             | 201.47        |
| <u>Meals</u><br>69600000                           | 24.94  | 24.94             | 3.79<br>168.55<br>73.95   | 246.29            | 46.48  | 46.48             | 396.44<br>1.68   | 398.12            | 715.83        |
| of Province<br>62414000                            |  | ,                 | 464.27  | 464.27            | 656.00   | 656.00            | 1,078.25   | 1,078.25          | 2,198.52      |
| Travel in Province 62412000                        |  | 1                 |   | r                 | 211.48   | 211.48            |  | *                 | 211.48        |
| <u>Travel-</u><br><u>Local/Parking</u><br>62410000 | 113.64<br>103.11<br>42.08  | 258.83            | 170.08<br>92.92<br>31.89  | 294.89            | 45.38<br>106.20<br>158.81  | 310.39            | 126.91<br>141.52<br>160.07   | 428.50            | 1,292.61      |
| <u>Invoice Number</u>                              | REIMBURSE-MAR06<br>REIMBURSE-10MAY06<br>REIMBURSE-31MAY06  | 1st Quarter Total | REIMBURSE-30JUN06<br>REIMBURSE-31JUL06<br>REIMBURSE-31AUG06   | 2nd Quarter Total | REIMBURSE-30SEP06<br>REIMBURSE-31OCT06<br>REIMBURSE-30NOV06  | 3rd Quarter Total | REIMBURSE-31DEC06<br>REIMBURSE-31JAN07<br>REIMBURSE-28FEB07  | 4th Quarter Total | Total to Date |
| secounting eriod                                   | .PR-07<br>4AY-07<br>UN-07  |                   | UL-07<br>UG-07<br>EP-07   | 8                 | )CT-07<br>10V-07<br>)EC-07   |                   | AN-07<br>EB-07<br>(AR-07   |                   |               |



## **Travel & Employee Expense Claim Form**

(In Canadian Dollars)

Section 17(1)

| Name:                    | John McPha                    | ıîl  | Employee Number  | er:                         | Union Name: N/A   |                                   |                 |  |  |
|--------------------------|-------------------------------|--|--|-----------------------------|---|-----------------------------------|-----------------|--|--|
| Position                 | n: Vice Pres                  | ident - Human Resources                                  |  | epartment: Human Resources  |   |                                   |                 |  |  |
| Busines                  | s Phone: 7                    | 80 407 3266  | 07.3266 Period From: December 1, 2006 to December 31, 2006 |                             |   |                                   |                 |  |  |
| Expenses<br>another o    | s paid (pleas<br>organization | se attach receipts). Do not Complete details on the c    | include amounts pother side of the fo                      | oaid by Capita<br>orm.      | il Health or rei  | mbursed / reimburs                | able by         |  |  |
| Bal Unit<br>e.g. 201     | Location<br>e.g. 9000         | Functional Centre<br>e.g. 71135050044                    | Account<br>e.g. 69500001                                   | Non-Canad<br>Currency       |   | Canadian \$<br>(including<br>GST) | if GST included |  |  |
| 201                      | 9000                          | 71120200001  | 62410 <del>000</del>                                       |                             |   | \$9\$1.50                         |                 |  |  |
| ,                        |                               | 69600 -415.99  | 4.00   | A S de co Só                | de la companya de la | 554.51                            |                 |  |  |
|                          |                               | 62410-13452  |  | Capital Healt               |   |                                   |                 |  |  |
|                          |                               |  |  |                             |   |                                   |                 |  |  |
|                          |                               |  |  | JAN 0 2 20                  | 97  |                                   | <del>/</del>    |  |  |
|                          |                               |  | Treatment and the  | LOCOLINI                    |   |                                   |                 |  |  |
| <u> </u>                 |                               | · · · · · · · · · · · · · · · · · · ·                    | November 17  | PAYABLE                     |   | 10                                |                 |  |  |
| Less Cas                 | h Advance                     |  |  |                             |   | 554.51                            |                 |  |  |
| Total                    |                               |  |  |                             |   | \$55450                           |                 |  |  |
| The inform               | nation on thi                 | is form is collected under s<br>s your claim.            | ection 4 of the Re   | gional Health               | Authorities (I  | Ministerial) Regulation           | on and          |  |  |
| l hereby c<br>claimed b  | ertify that to<br>y me or on  | he expenses listed above v<br>my behalf from Capital Hea | vere incurred on C<br>alth or other organ                  | Capital Health<br>rization. | business and  | have not been prev                | iously          |  |  |
| Employee                 | Signature:                    | 2 harsha   | 1  | С                           | ate: Decemb   | er 31, 2006                       |                 |  |  |
| Approved<br>(Print name) | By: Sheila                    | Weatherill   | Title: President   | and CEO                     |   | Phone # 407-8008                  | 3               |  |  |
| (Signature)              |                               |  |  |                             | · · · · · · · · · · · · · · · · · · ·   | Date                              |                 |  |  |
| Approved<br>(Print name) | Ву:                           |  | Title:   |                             |   | Phone #                           |                 |  |  |
| (Signature)              |                               |  |  | ·····                       |   | Date                              |                 |  |  |
| OTE:                     | <u></u>                       |  |  |                             |   |                                   |                 |  |  |
| Expens                   | e claim mus                   | st be properly authorized a                              | nd must be suppo   | orted by origin             | al receipts or  | a copy as certified               | by the          |  |  |

- r must initial individual items that are not supported by original invoices or do not have all the required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4 approval.
- GST amounts included in the expense claims will be calculated by Accounts Payable.
- For all employees on the payroll system, expense reimbursements will be deposited to employee bank account.
- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the internal mail system.
- See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10th Fl.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- Out of province expenses also require approval of Chief Operating Officer or Vice President.

### **EXPENSE CLAIM DETAILS**

| Date      | Details                                 | Accomm. | Meals       | Registration                          | Transportation                          | Other  | Parking  | Mileage   |
|-----------|---|---------|-------------|---------------------------------------|---|--|--|-----------|
| 4-Dec-06  | Mileage - CHC                           |         |             |                                       | <u> </u>                                |  | <b>_</b>   | 7         |
| 5-Dec-06  | Mileage - EGH                           |         |             |                                       |   | <del>                                     </del>   |  | 8         |
| 12-Dec-06 | Mileage - Nisku                         |         |             |                                       |   |  |  | 50        |
| 12-Dec-06 | Mileage - Nisku                         |         |             |                                       |   |  |  | 50        |
|           | Mileage - AUPE                          |         |             |                                       |   | †  |  | 25        |
| 18-Dec-06 | Parking                                 |         |             |                                       |   | <del>                                     </del>   | \$10.00  |           |
| 22-Dec-06 | Parking - CHC                           |         |             |                                       |   | <u> </u>   | \$2.00   |           |
| 22-Dec-06 | Mileage - CHC                           |         |             |                                       |   | †  | 72.00  | 7         |
| 21-Dec-06 | Mileage - HSAA                          |         |             | · · · · · · · · · · · · · · · · · · · |   | <del>                                     </del>   |  | 10        |
| 20-Dec-06 | Meals - HR SMC                          |         | \$394.94    |                                       |   | <del> </del>                                       |  | - 10      |
| 12-Dec-06 | Mileage - Nisku X 2                     |         |             |                                       |   | <del>                                     </del>   |  | 100       |
| 18-Dec-06 | Parking                                 |         |             |                                       |   | <del> </del>                                       | \$9.00   | 100       |
| 22-Dec-06 | Meals - HR SMC                          |         | \$25.05     |                                       |   | <del>                                       </del> | 1 40.00  |           |
| 22-Dec-06 | Mileage - CHC                           |         |             |                                       |   |  |  | 7         |
|           |   |         |             |                                       |   |  | ·   · · · · · · ·                                |           |
|           |   |         |             |                                       |   |  | <u> </u>   |           |
|           |   |         |             |                                       | • |  | <del>-</del>                                     | ···       |
|           |   |         |             |                                       |   |  | <del>- </del> -                                  |           |
|           | -                                       |         |             |                                       |   |  | <del> </del>                                     |           |
|           |   |         |             |                                       |   |  |  |           |
|           |   |         |             | -                                     |   | <del></del>  | <del> </del>                                     |           |
|           |   |         | <del></del> |                                       |   |  | <del>                                     </del> |           |
|           | · · · · · · · · · · · · · · · · · · ·   |         |             | ·                                     |   |  |  |           |
|           | *************************************** |         |             |                                       |   |  | +  |           |
|           |   |         |             |                                       |   | <del></del>  | <del> </del>                                     |           |
|           |   |         |             |                                       |   | ****   | <del>                                     </del> |           |
|           |   | 1       |             | ~~                                    |   |  |  |           |
|           |   |         |             |                                       |   |  | <u> </u>   |           |
| OTALS:    |   | \$ -    | \$ 419.99   | \$ -                                  | \$ -                                    | \$ -   | \$ 21.00   | \$ 113.52 |

### **EXPENSE LIMITS**

reasonable.

### Meal Allowances

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

Breakfast

\$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.)

Lunch

\$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.)

Dinner

\$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.) For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are

Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the lunch/dinner meeting.

### Travel

- Use of personal automobile From March 1, 2006, reimbursement at the rate of \$0.43 per km for the first 15,000 kilometers of approved travel in a fiscal year (April 1 to March 31) and \$0.40 for each kilometer there after (except where collective agreement specifies
- Business car insurance is reimbursable up to \$260 per year with receipts in accordance with Capital Health Policy.
- Effective March 1, 2006, out of scope employees required to provide a vehicle as a condition of employment and meeting the following requirements on a regular and continuing basis as approved by an authorized manager.
  - 1. Monthly travel in excess of 340 kilometers; or
  - 2. Monthly expense equivalent to four (4) return cab fares at \$20 one way; or
- 3. Daily requirements to utilize personal vehicle in the course of duties reimbursed at \$0.50 per kilometer.
- If union contract rate differs from \$0.43 then contract rate must be used.
- Includes all forms of transportation costs, including taxis and buses for local travel.
- Driving to and from work is not considered business travel and cannot be claimed.

Travel advance may be requested provided travel expenses are likely to exceed \$500.

| December 31, 2006                                |
|--|
| John McPhail<br>Vice President – Human Resources |
| IN LIEU OF RECEIPT                               |
| Meter Parking, December 22, 2006 = \$2.00        |
| John McPhail                                     |
| Approved for payment/reimbursement by:           |
| Sheila Weatherill<br>President and CEO           |

Date:\_\_\_

RICKY'S ALL DAY GRIL 10140 105 H ST. T5J1M7 **EDMONTON** AB 22996843

\* \* \* \*

12-22-2006 08:10:10 Acct #

Exp Date Card Type VI

Name: JOHN D MCPHAIL

Inv. # 29614 Operator 159 T22996843001

Auth # 009283 RRN 001406007

P. Auth Purchase

Section 17(1),(4)(e.i)

Tip Total

\$21.05

Custome: . 2)

THANK YOU FOR PARKING WITH IMPERIAL PARKING MACDOWALD ESTATES 06000008 16:14 001 002

\$10.00 \$10.00 TITTAL. A ALM \$10.00

FOR MONTHLY PARKING PHONE 420197A SST INCLUDED

THANK YOU FOR PARKING WITH IMPERIAL PARKING MACORMALD ESTATES

960EC18 19746 001 002

06DEC18 17132 / 2124 #296054

\$9,00 TOTAL, \$9.00 CASH \$9.00 -

FOR MONTHLY PARKING

PHNHE 4201976 GET INCLUDED

CHECK # 3249 DATE 12/22/06 TABLE # 35 TIME 8:12

RICKY'S : DAVID159

ITEMS ORDERED AMOUNT 2 DOUBLE EGGER 14.98 1 W/bayarian saus 0.50 2 COFFEE 4.38

SUBTOTAL 19.86 GST 1.19

> 21.05 TOTAL

> > # OF GUESTS

RICKY'S ALL DAY GRILL PHONE 421 - 7546 PLEASE PAY SERVER

THANK YOU FOR YOUR PATRONAGE

G.S.T. #899060974

2

CENTURY GRILL 3975 Calgary Trail South EDMONTON, AB 780.431.0303 GST# 865789382

CENTURY GRILL 3975 CALGARY TRAIL EDMONTON, AB

109 BLAINE

Tbl 25/1 Chk 2468 Gst 12 Dec20'06 12:02PM Dec 20 2006 01:43 pm Trans#2468

TRANSACTION RECORD

Name : JOHN D MCPHAIL

Card Number:
Section 17(1),(4)(e.i)

Exp Date Card Entry Account

Trans Type : PRE-AUTHORIZATION

Amount

\$394.94

Tip Total

394.94

Auth # : 014718 Sequence # : 001001307 Merchant ID: 22066647 Employee : BLAINE Employee # : 109 Terminal # : MI2206664701

Date : 06/12/20 Time : 13:46:55

APPROVED - THANK YOU

Cardholder Signature

CARDHOLDER WILL PAY TO THE ISSUER OF THE CHARGE CARD PRESENTED HERE WITH THE AMOUNT STATED HERE ON IN ACCORDANCE WITH THE ISSUER'S AGREEMENT WITH THE CARDHOLDER

3 GLS PENFOLD CHAR @ 8.75 26.25 2 SOFT DRIMS 9 3.00 6.00 1 BURGER 13.00 1 PHILLY 14.00 1 BRULEE 8.00 1 GLS LIBERTY CAB 10.75 1 SOFT DRINKS 3.00 1 BURGER 13.00 1 BRULEE 8.00 1 SOFT DRINKS 3.00 1 STEAR SAND 17.00 1 HALF CAESAR 6.00 1 GINGER BREAD 8.50 1 PRAWN STR FRY 16.00 1 COFFEE 3.00 1 PRAWN STR FRY 16.00 1 COFFEE 3.00 1 CHIX PENNÉ 16,00 3,00 1 TEA 1 LOBSTER BLTC 15.00 1 CHOC FONDUE 12.00 1 LOBSTER RAV 19.00 1 MEATLOAF 16.00 1 PRAWN STR FRY 16.00 1 THAI SALAD 14.00 1 STEAK SAND 17.00 1 PRAWN STR FRY 16.00 18 % % SERV CHG 57.33 318.50 Service Chrg 57.33 GST 19.11 Amount Due 394.94

WEDNESDAY IS WINES DAY Join us in our lounge for featured bottles

MARTOQNIE THURSDAY \$2 martinis & retro beats

HOW DO YOU GET YOUR JOLL! HOLIDAY GIFT CARDS FOR SAL CENTURY HOSPITALITY GROUP WWW.centuryhospitality.com

À

**Employee Number:** 



Position: Vice President - Human Resources

Name: John McPhail

## **Travel & Employee Expense Claim Form**

(In Canadian Dollars)

Union Name: N/A

Section 17(1)

| Position                                    | n: Vice Pres                   | ident - Human Resources  | Ċ   | epartment: Hun                        | nan Resource  | es                                |                   |
|---|--------------------------------|--|---|---------------------------------------|---------------|-----------------------------------|-------------------|
| Busines                                     | s Phone: 7                     | 780 407 3266   | Period From: Jan                          | uary 1, 2007 to Ja                    | nuary 31, 20  | 07                                |                   |
| Expenses<br>another of                      | s paid (plea<br>organization   | se attach receipts). Do not a  | include amounts p<br>other side of the fo | aid by Capital He                     | ealth or reim | bursed / reimburs                 | able by           |
| Bal Unit<br>e.g. 201                        | Location<br>e.g. 9000          | Functional Centre<br>e.g. 71135050044                                | Account e.g. 69500001                     | Non-Canadian<br>Currency              | Rate          | Canadian \$<br>(including<br>GST) | ✓ if GST included |
| 201   | 9000                           | 71120200001  | 62410000                                  | \$890.98                              | USD           | \$160.10                          |                   |
|   |                                | 62410= 150.01 w  |   | 899.07                                | usp           | 151.79                            | -> X              |
|   |                                | 69600= 1.78W   | Capital-l                                 | iealth 4                              | 1.1993        | 1078.25                           |                   |
|   |                                | 62414=1078-25 n  | CE  | VED                                   | for that      |                                   |                   |
|   |                                |  | FEB 0                                     | 9 2007                                | time)         |                                   |                   |
|   |                                |  | L 4000                                    | INTS                                  |               |                                   |                   |
| Less Cas                                    | sh Advance                     |  | PAYABLE                                   |                                       |               |                                   |                   |
| Total                                       |                                |  | 3000-30 Alexandra - 1                     |                                       |               | 1230.04                           | CAO 🗆             |
| The inforn                                  | nation on the                  | is form is collected under s<br>s your claim.                        | section 4 of the Re                       | gional Health Au                      | thorities (Mi | nisterial) Regulati               | on and            |
| I hereby of claimed I                       | certify that to<br>by me or on | the expenses listed above with the many many behalf from Capital Hea | were incurred on C<br>alth or other organ | apital Health bus<br>ization.         | siness and h  | lave not been prev                | iously            |
| Employe                                     | e Signature:                   | much   |   | Date                                  | : February    | 6, 2007                           |                   |
| Approved By: Sheila Weatherill (Print name) |                                |  | Fitle: President and CEO                  |                                       |               | Phone # 407-8008                  |                   |
| (Signature)                                 | 130                            | la Shenel of   | 005.0                                     | Veal te                               | ull           | Date Feb. 7,                      | 2007              |
| Approved<br>(Print name)                    |                                | /  | Title:                                    |                                       |               | Phone #                           |                   |
| (Signature)                                 |                                | ·  |   |                                       |               | Date                              |                   |
| OTE:  |                                |  |   | · · · · · · · · · · · · · · · · · · · |               | ******                            |                   |

- Expense claim must be properly authorized and must be supported by original receipts or a copy as certified by the approver. The approver must initial individual items that are not supported by original invoices or do not have all the required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4 approval.
- GST amounts included in the expense claims will be calculated by Accounts Payable.
- For all employees on the payroll system, expense reimbursements will be deposited to employee bank account.
- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the internal mail system.
- See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10th Fl.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- Out of province expenses also require approval of Chief Operating Officer or Vice President.

#### **EXPENSE CLAIM DETAILS**

| Date      | Details            | Accomm.   | Meals    | Registration       | Transportation                        | Other | Parking  | Mileage  |
|-----------|--------------------|-----------|----------|--------------------|---------------------------------------|-------|----------|----------|
| 5-Jan-07  | Mileage - CHC      |           |          |                    |                                       |       |          | 7        |
| 8-Jan-07  | Mileage - Chiantis |           |          |                    |                                       |       |          | 8        |
| 10-Jan-07 | Mileage - HBAS     |           |          |                    |                                       |       |          | 6        |
| 15-Jan-07 | Mileage - HBAS     |           |          |                    |                                       | †     |          | 6        |
| 15-Jan-07 | Mileage - CHC      |           |          |                    |                                       |       |          | 7        |
| 17-Jan-07 | Mileage - AHW      |           |          |                    |                                       | "     |          | 10       |
| 20-Jan-07 | Mileage - Airport  |           |          |                    |                                       |       |          | 50       |
| 23-Jan-07 | Mileage - Airport  |           |          |                    |                                       |       | 1        | 50       |
| 26-Jan-07 | Mileage - Chiantis |           |          |                    |                                       |       | 1        | 6        |
| 29-Jan-07 | Mileage - CHC      |           |          |                    |                                       |       |          | 7        |
| 26-Jan-07 | Parking            |           | 1        |                    |                                       | ,     | \$2.00   |          |
| 8-Jan-07  | Parking            |           |          |                    | · · · · · · · · · · · · · · · · · · · |       | \$2.00   |          |
| 15-Jan-07 | Parking            |           |          |                    |                                       |       | \$11.00  |          |
| 17-Jan-07 | Parking            |           |          |                    |                                       |       | \$6.00   |          |
| 16-Jan-07 | Parking            |           |          |                    |                                       |       | \$4.00   | -        |
| 17-Jan-07 | Parking            |           | ,        |                    |                                       | -     | \$4.00   |          |
| 23-Jan-07 | Parking            |           | 1.78     | CAO W              |                                       |       | \$53.50  |          |
| 20-Jan-07 | Meals              |           | \$2.00   |                    |                                       | ·     |          |          |
| 23-Jan-07 |                    |           | \$8.09   | USD                |                                       |       |          |          |
| 23-Jan-07 | ✓ US Funds:        | \$519.48  |          |                    |                                       |       |          |          |
| 23-Jan-07 | US Funds:          | \$371.50  |          | 4.7                | - A-M-1                               |       |          |          |
|           |                    |           |          |                    |                                       |       |          |          |
|           |                    |           |          |                    |                                       |       |          |          |
|           |                    |           |          |                    |                                       |       |          |          |
| OTALS:    |                    | \$ 890.98 | \$ 10.09 | \$ -               | •                                     | ¢.    | f 00 50  | ¢ 07.54  |
| UIALU.    | × 1 10             |           |          | 10 2 2 2 2 2 2 3 C | \$ -                                  | \$ -  | \$ 82.50 | \$ 67.51 |

**EXPENSE LIMITS** Meal Allowances

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

Breakfast

\$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.)

Dinner

\$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.) \$17.00 (if the departure time is earlier or the return time is later than 7.00 p.m.)

For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are

reasonable. Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or

organizations whose representatives attended the lunch/dinner meeting.

#### Travel

- Use of personal automobile From March 1, 2006, reimbursement at the rate of \$0.43 per km for the first 15,000 kilometers of approved travel in a fiscal year (April 1 to March 31) and \$0.40 for each kilometer there after (except where collective agreement specifies
- Business car insurance is reimbursable up to \$260 per year with receipts in accordance with Capital Health Policy.
- Effective March 1, 2006, out of scope employees required to provide a vehicle as a condition of employment and meeting the following requirements on a regular and continuing basis as approved by an authorized manager.
  - 1. Monthly travel in excess of 340 kilometers; or
  - 2. Monthly expense equivalent to four (4) return cab fares at \$20 one way; or
- 3. Daily requirements to utilize personal vehicle in the course of duties reimbursed at \$0.50 per kilometer.
- If union contract rate differs from \$0.43 then contract rate must be used.
- Includes all forms of transportation costs, including taxis and buses for local travel.
- Driving to and from work is not considered business travel and cannot be claimed.

#### Advance



# APPLICANT EXPLYION AIRPORTS

GST# R128599776

Sbarro

Edmonton (780)890-4003

6955 1 11 16654

Cashier: Cashier1

MEDIUM COFFEE 1.68

DINE IN 1.68

DINE IN GST Amount Due

\$1.78 \$1.78

CASH Change

\$2.00 \$.22

GST NUMBER: GST#13751 2901RT0003

NOW HIRING, SEND RESUME TO TZIEBARTH@CARA.COM 1607-01-20

2:40 PM

Receipt no. 0008/0791/00806 23.01.07

015100 pay parking ticket 53,50 \$ 20.01.07 11:07 - 23.01.07 14:28 Length of stay: 3 Dy. 3 Hr. 21 Mar.

total amount

53,50 \$

accepted total G.S.T. 6.00 % -

53,50 \$ 3,03 \$

Thank you for your patronage!
Please Come Again!
\*\* Open 24 hours \*\* .

\*\* Thank you \*\*

HMSHOUT LEAD AND PAKERY BLOOM SET AIRPORT

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#### San Francisco Bay

223 Twin Dolphin Drive, Redwood City, CA 94065 Telephone 650-598-9000 Facsimile 650-598-9383

#### John/MR McPhail

ÚSA

Arrival 01/20/07 Departure 01/23/07

Guest Name:

Room: 824 Cashier:45

Page: 1 Time: 05:16:16 Conf #: 368491

Hotel Sofitel, San Francisco, 01/23/07

Invoice NO. 217990

| Date  | Description Section 17(1),(4)(e.i)                     | DEBIT  | CREDIT |
|-------|--|--------|--------|
| 12/20 | Deposit Payment (Visa)                                 |        | 371.50 |
|       | (Conf #365002 - MCPH                                   |        |        |
| 01/20 | San Francisco Room                                     | 105.00 |        |
| 01/20 | Room Tax *San Francisco Room                           | 10.50  |        |
| 01/20 | County Tourism Assessmen                               | 1.50   |        |
| 01/21 | Bay 223 Breakfast #824 : CHECK #7891                   | 29.00  |        |
| 01/21 | San Francisco Room                                     | 155.00 |        |
| 01/21 | Room Tax *San Francisco Room                           | 15.50  |        |
| 01/21 | County Tourism Assessmen                               | 1.50   |        |
| 01/21 | State sales tax #824 : CHECK #7891                     | 1.98   |        |
| 01/22 | San Francisco Room                                     | 180.00 |        |
| 01/22 | Room Tax *San Francisco Room<br>Section 17(1),(4)(e.i) | 18.00  |        |
| 01/22 | County Tourism Assessmen                               | 1.50   |        |
| 01/23 | Visa   |        | 147.98 |

Balance: \$0

To be beenlewed in U.S. Funds

## San Francisco Bay

223 Twin Dolphin Drive, Redwood City, CA 94065 Telephone 650-598-9000 Facsimile 650-598-9383

**Tracy Chalaturnik** 

Section 17(1)

Arrival Departure 01/21/07 01/23/07

Guest Name: Ms. Tracy Chalaturnik

Room: 551

Cashier:55

Page: 1

Time: 06:59:21

Conf #: 365004

Hotel Solital, San Francisco, 01/23/07

Invoice NO. 218012

| Date  | Description                               | DEBIT  | CREDIT   |
|-------|---|--------|----------|
| 12/20 | Deposit Payment (Visa)                    |        | 371.50   |
|       | (Conf #365004 - CHAL                      |        | 0, ,,,,, |
| 01/21 | San Francisco Room Section 17(1),(4)(e.i) | 155.00 |          |
| 01/21 | Room Tax *San Francisco Room              | 15.50  |          |
| 01/21 | County Tourism Assessmen                  | 1.50   |          |
| 01/22 | San Francisco Room                        | 180.00 |          |
| 01/22 | Room Tax *San Francisco Room              | 18.00  |          |
| 01/22 | County Tourism Assessmen                  | 1.50   |          |

Balance: \$0

To be keimbersed in U.S. Junas.



## **Travel & Employee Expense Claim Form**

(In Canadian Dollars)

Section 17(1)

| Name:                    | John McPha                  |  | Employee Number  | r:                        | Union N           | ame: N/A                          |                   |
|--------------------------|-----------------------------|--|--|---------------------------|-------------------|-----------------------------------|-------------------|
| Position                 | ı: Vice Pres                | ident - Human Resources                                  | D  | epartment:                | Human Resourc     | es                                |                   |
| Busines                  | s Phone: 7                  | 80 407 3266  | Period From: Feb   | ruary 1, 2007             | to February 28,   | 2007                              |                   |
| Expenses<br>another o    | paid (pleas                 | se attach receipts). Do not<br>. Complete details on the | include amounts p<br>other side of the fo  | aid by Capita             | al Health or rein | mbursed / reimburs                | able by           |
| Bal Unit<br>e.g. 201     | Location<br>e.g. 9000       | Functional Centre<br>e.g. 71135050044                    | Account<br>e.g. 69500001   | Non-Canad<br>Currency     |                   | Canadian \$<br>(including<br>GST) | ✓ if GST included |
| 201                      | 9000                        | 71120200001  | 62410000   |                           |                   | \$169.90                          |                   |
|                          |                             | 69600-70.28w   |  |                           |                   |                                   |                   |
|                          |                             | 13.00n<br>62410-85.62                                    |  |                           |                   |                                   |                   |
|                          |                             | 62410- 85.62   | · · · · · · · · · · · · · · · · · · ·  | Georgi Hoe                |                   |                                   |                   |
|                          |                             |  |  | ECEIV                     |                   |                                   |                   |
|                          |                             |  |  | MAR 15                    | 2007              |                                   |                   |
| Less Cas                 | h Advance                   |  | economic de la companya de la compan |                           | ut 6              |                                   |                   |
| Total                    |                             |  | en entralidades  | PAYAB                     |                   | 168.90 C                          | 6 0               |
| he inform<br>vill be use | ation on the                | is form is collected under s your claim.                 | section 4 of the Re  | gional Health             | Authorities (N    | linisterial) Regulatio            | on and            |
| l hereby o               | ertify that t<br>y me or on | he expenses listed above<br>my behalf from Capital He    | were incurred on C<br>alth or other organ  | apital Health<br>ization. | business and      | have not been prev                | iously            |
| Employee                 | Signature:                  | g m m  | had  |                           | Date: February    | 6, 2007                           |                   |
| Approved<br>Print name)  | By: Sheila                  | Weatherill   | Title: President a   | and CEO                   | 7                 | Phone # 407-8008                  | 3                 |
| Signature)               | $\mathcal{Q}$               | Liberthe   |  | 4                         |                   | Date Harch L                      | 3/07              |
| Approved<br>Print name)  | By:                         |  | Title:   | -                         |                   | Phone #                           |                   |
| Signature)               | ÷                           |  |  |                           |                   | Date                              |                   |
|                          |                             |  |  |                           | <del></del>       |                                   |                   |

#### NOTE:

- Expense claim must be properly authorized and must be supported by original receipts or a copy as certified by the
  approver. The approver must initial individual items that are not supported by original invoices or do not have all the
  required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4
  approval.
- GST amounts included in the expense claims will be calculated by Accounts Payable.
- · For all employees on the payroll system, expense reimbursements will be deposited to employee bank account.
- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the internal mail system.
- See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10<sup>th</sup> Fl.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- · Out of province expenses also require approval of Chief Operating Officer or Vice President.

#### **EXPENSE CLAIM DETAILS**

| Date      | Details               | Accomm.  | Meals      | Registration | Transportation                        | Other    | Parking                                 | Mileage     |
|-----------|-----------------------|----------|------------|--------------|---------------------------------------|----------|---|-------------|
| 12-Feb-07 | Parking - CHC         |          |            |              |                                       |          | \$10.00                                 | <del></del> |
| 12-Feb-07 | Parking - Plaza 124   |          |            |              |                                       |          | \$2.00                                  |             |
| 12-Feb-07 | Parking - Copper Pot  |          |            |              |                                       |          | \$1.00                                  |             |
| 7-Feb-07  | Parking - HBAS        |          |            |              |                                       |          | \$2.00                                  |             |
| 13-Feb-07 | Parking - CHC         |          |            |              |                                       |          | \$1.00                                  |             |
| 2-Feb-07  | Parking - AHW         |          |            |              |                                       | T        | \$2.00                                  |             |
| 6-Feb-07  | Parking - CHC         |          |            |              |                                       |          | \$5.00                                  |             |
| 13-Feb-07 | Parking - Shaw CC     |          |            |              |                                       |          | \$10.00                                 |             |
| 28-Jan-07 | Parking - MacEwan     |          |            |              |                                       |          | \$4.50                                  |             |
| 27-Feb-07 | Parking - Westin      |          |            |              |                                       | <u> </u> | \$12.00                                 |             |
| 1-Feb-07  | Mileage - Copper Pot  |          |            |              |                                       |          |   | 6.5         |
| 2-Feb-07  | Mileage - Chiantis    | 1.       | 7          |              |                                       | <u> </u> | ·   · · · · · · · · · · · · · · · · · · | 4           |
| 6-Feb-07  | Mileage - CHC         |          |            |              |                                       |          |   | 7           |
| 7-Feb-07  | Mileage - Coppoer Pot |          |            |              |                                       | · · ·    |   | 6.5         |
| 12-Feb-07 | Mileage - RAH         |          |            |              |                                       | <b>1</b> |   | 11          |
| 12-Feb-07 | Mileage - Plaza 124   |          |            |              |                                       |          |   | 12          |
| 13-Feb-07 | Mileage - Shaw CC     |          |            |              |                                       |          |   | 8.5         |
| 16-Feb-07 | Mileage - Enoch       |          |            |              |                                       |          |   | 12          |
| 20-Feb-07 | Mileage - MacEwan     |          |            |              |                                       |          |   | 8.5         |
| 27-Feb-07 | Mileage - Westin      |          |            |              |                                       |          |   | 8           |
| I-Feb-07  | Meals - Copper Pot    | \$53.85  | 45.85 8.01 | •            | ***                                   |          |   |             |
| 7-Feb-07  | Meals - Copper Pot    | \$29.43  |            |              |                                       |          |   |             |
|           |                       |          | -          |              |                                       |          |   |             |
|           |                       |          |            |              | · · · · · · · · · · · · · · · · · · · |          | <u> </u>                                |             |
|           |                       |          |            | ·            |                                       |          |   |             |
| OTALS:    |                       | \$ 83.28 | \$ -       | \$ -         | \$ -                                  | \$ -     | \$ 49.50                                | \$ 36.12    |

#### **EXPENSE LIMITS**

#### Meal Allowances

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

Breakfast

\$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.) \$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.)

Lunch

\$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.)

For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are

Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the lunch/dinner meeting.

#### Travel

- Use of personal automobile From March 1, 2006, reimbursement at the rate of \$0.43 per km for the first 15,000 kilometers of approved travel in a fiscal year (April 1 to March 31) and \$0.40 for each kilometer there after (except where collective agreement specifies otherwise).
- Business car insurance is reimbursable up to \$260 per year with receipts in accordance with Capital Health Policy.
- Effective March 1, 2006, out of scope employees required to provide a vehicle as a condition of employment and meeting the following requirements on a regular and continuing basis as approved by an authorized manager.
  - 1. Monthly travel in excess of 340 kilometers; or
  - 2. Monthly expense equivalent to four (4) return cab fares at \$20 one way, or
- 3. Daily requirements to utilize personal vehicle in the course of duties reimbursed at \$0.50 per kilometer.
- If union contract rate differs from \$0.43 then contract rate must be used.
- Includes all forms of transportation costs, including taxis and buses for local travel.
- Driving to and from work is not considered business travel and cannot be claimed.

| * *   |
|---|
| March 9, 2007   |
| John McPhail<br>Vice President – Human Resources              |
| IN LIEU OF RECEIP   |
| <ul> <li>Meter Parking, February 12, 2007 = \$2.00</li> </ul> |
| John McPhail  |
| Approved for payment/reimbursement by:                        |
| Sheila Weatherill President and CEO                           |

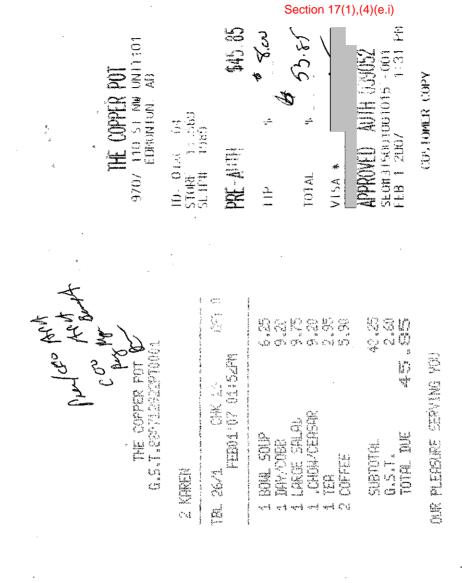
Date:

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# 201061



FACE UP

WARNING - YOUR RISK SEE BACK



201146

\$1.00

FACE UP ON DASH

WARNING - YOUR RISK SEE BACK





FACE UP ON DASH

WARNING - YOUR RISK SEE BACK

## APPLICANT COPY

CITY OF EDMONTON
LIBRARY PARKADE
RST # 119326270 RT0001

Ropt# 7705 L# 2 解 40 Tym# 24865 02/27/07 14:54 02/27/07 09:22 In 02/27/07 14:54 Out Tkt# 164715 Regular Rate \$ 11.32 Intal Tax 0.68 12.00 Total Fee 12.00-CASH PAID 20.00 Cash Tender 8.00 Change Due Ť

THANK YOU ACT

WELCOME TO
MACEWAN COLLEGE
PARKING SERVICES
PLEASE KEEP THIS TICKET
WITH YOU

Entered/Arrivee: 200//02/20 10:21

Ticket/Billet#:003/9:1/\*
Dur/Duree:87:26
Paid On/Paye Le:
2007/02/20 11:50

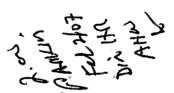
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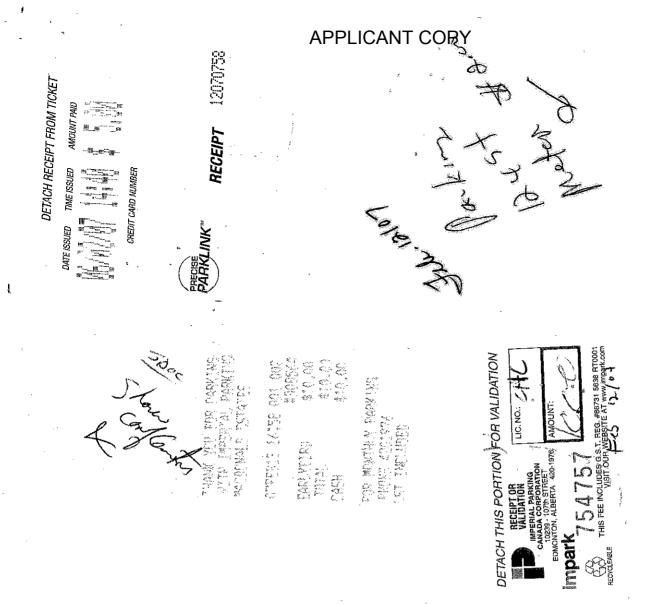


427718
FACE UP
ON DASH
WARNING
YOUR RISK
SEE BACK OF TICKET



201147





John McPhail Expense Summary 2007-2008 Functional Centre: 201.9000.71120200001

CATEGORY

| Total Comments   | 559.88 VANCOUVER/PARK/MILE MAR01-31/07 104.11 MEAL/PARK/MILE APR01-30/07 614.40 KELOWNA/MILE/MEALS MAY16-JUN01/07 | S 1 278 30    |
|--|---|---------------|
| GST  | 29.55<br>5.61<br>31.86<br>67.02   | 67.02         |
| <u>Meals</u><br>69600000                                   | 30.80 57.15 87.95   | 87.95         |
| of Province<br>62414000                                    | 379.53<br>423.19<br>802.72  | 802.72        |
| <u>Travel-</u><br><u>Local/Parking.</u><br><u>62410000</u> | 150.80<br>67.70<br>102.20<br>320.70   | 320.70        |
| <u>Invoice Number</u>                                      | REIMBURSE-31MAR07 REIMBURSE-30APR07 REIMBURSE-01JUN07 1st Quarter Total   | Total to Date |
| Accounting.<br>Period                                      | APR-08<br>MAY-08<br>JUN-08  |               |





## **Travel & Employee Expense Claim Form**

(In Canadian Dollars)

Section 17(1)

| Name:                    | John McPha                     | all .                                   |                           | Employee Numb                          | er:  |                     | Union Na     | me: N/A                           |                   |
|--------------------------|--------------------------------|---|---------------------------|--|--|---------------------|--------------|-----------------------------------|-------------------|
| Position                 | n: Vice Pres                   | ident - Human Res                       | ourçes                    |  | Departi  | ment: Huma          | an Resource  | es                                |                   |
| Busines                  | s Phone: 7                     | 780 407 3266                            |                           | Period From: M                         | arch 1, 2  | 007 to Marc         | h 31, 2007   | ·                                 |                   |
| Expenses another of      | s paid (plea<br>organization   | se attach receipts<br>. Complete detail | ). Do not i<br>s on the o | nclude amounts<br>other side of the    | paid by<br>form.   | Capital He          | alth or reim | bursed / reimburs                 | able by           |
| Bal Unit<br>e.g. 201     | Location<br>e.g. 9000          | Functional C<br>e.g. 7113505            |                           | Account<br>e.g. 69500001               |  | Canadian<br>urrency | Rate         | Canadian \$<br>(including<br>GST) | ✓ if GST included |
| 201                      | 9000                           | 71120200001                             |                           | 6241,0000                              |  |                     |              | \$578(64                          |                   |
|                          |                                | 62414-362.13                            |                           |  |  |                     |              | 559.88                            | 6 🗆               |
|                          |                                | 62410 = 159.85                          | - AÉ                      | CEVED                                  | 494558811  |                     |              |                                   |                   |
|                          |                                | :                                       | es an escara              | A A A A A A A A A A A A A A A A A A A  | ZZ ZZ  |                     |              |                                   |                   |
|                          | <u> </u>                       |   | A                         | PR 0 3 2007                            | TO THE OWNER OF THE OWNER |                     |              |                                   |                   |
|                          |                                | ***                                     | A(                        | COUNTS                                 | Total Section 1  |                     |              |                                   |                   |
| Less Cas                 | sh Advance                     |   | · ·                       | MYADLE                                 |  | ···                 | ·            |                                   |                   |
| Total                    |                                |   |                           |  |  |                     |              | 559.88                            |                   |
| The inforn               | nation on the                  | is form is collecte<br>ss your claim.   | d under s                 | ection 4 of the F                      | Regional   | Health Aut          | horities (Mi | nisterial) Regulatio              | on and            |
| l hereby o               | certify that to<br>by me or on | the expenses liste<br>my behalf from C  | d above w<br>apital Hea   | vere incurred on<br>lith or other orga | Capital<br>anization   | Health bus<br>า.    | iness and h  | ave not been prev                 | iously            |
| Employee                 | e Signature                    | In                                      | - m/                      | Ý                                      |  | Date                | March 29,    | 2007                              |                   |
| Annroves                 | By: Sheila                     | Waatharill                              |                           | I                                      | -  | · · · · · ·         |              |                                   |                   |
| (Print name)             |                                | vveatrieriii                            |                           | Title: Presiden                        | t and CE   | <u>O</u>            |              | Phone # 407-8008                  | 3                 |
| (Signature)              |                                | Har                                     | ack                       | w                                      |  |                     |              | Date Mar.                         | 30/07             |
| Approved<br>(Print name) |                                | 7                                       | ,                         | Title:                                 |  |                     |              | Phone #                           |                   |
| (Signature)              |                                |   |                           |  |  |                     |              | Date                              |                   |
| OTE:                     |                                |   |                           | *                                      |  |                     |              |                                   |                   |
| Expens                   | se claim mu                    | st be properly aut                      | horized a                 | nd must be supp                        | oorted b   | y original re       | eceipts or a | copy as certified                 | by the            |

required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4 approval.

GST amounts included in the expense claims will be calculated by Accounts Payable.

- · For all employees on the payroll system, expense reimbursements will be deposited to employee bank account.
- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the internal mail system.

approver. The approver must initial individual items that are not supported by original invoices or do not have all the

- · See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10<sup>th</sup> Fl.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- · Out of province expenses also require approval of Chief Operating Officer or Vice President.

#### **EXPENSE CLAIM DETAILS**

|                        |                   | 169.60<br>15.90    | 131-48    |            | 6           | 6.00            |          | 69.85 w         | 90.0        |
|------------------------|-------------------|--------------------|-----------|------------|-------------|-----------------|----------|-----------------|-------------|
|                        |                   |                    |           |            |             |                 |          |                 |             |
| OTALS:                 |                   | \$ 18 <b>X</b> 90  | \$ 147.34 | \$ -       | \$          | 67.05           | \$ -     | \$ 69.85        | \$ 104.05   |
| OTALO                  | ·                 | 185.50             | 48        |            |             |                 |          |                 | 90.00       |
|                        |                   |                    |           |            |             |                 |          |                 |             |
|                        |                   |                    |           |            | <del></del> |                 |          |                 | _           |
|                        |                   |                    |           |            | ╁           |                 |          | X_              | , Sok-      |
|                        |                   |                    |           |            | <b></b>     |                 |          |                 | 180 Km      |
|                        |                   |                    |           |            | <u> </u>    |                 |          |                 |             |
|                        |                   |                    |           |            |             |                 |          |                 |             |
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|                        |                   | 1,3,5,5            |           |            | <b>†</b>    |                 |          |                 |             |
| 77.01                  | 11000             | 185.50             | 10-11 00  | 13.70      | +           |                 |          |                 |             |
| -Mar-07                | Hotel             | \$187,90           | 169,60    | 15.90      | -           | \$30.00         | <i>w</i> | <u> </u>        |             |
| 20-Mar-07              | Taxi              | <del>-   / -</del> |           |            | ļ           | \$37.05         |          | .00             | ·           |
| '-Mar-07               | Taxi              |                    | \$132.07  | 116.07 16. | 00          | * <b>07.</b> 05 | 2 4      | <u> </u>        |             |
| 20-Mar-07<br>20-Mar-07 | Meals<br>Meals    |                    | \$9.72    |            | 3 3         |                 |          | <u> </u>        |             |
| 20-Mar-07              | Meals             |                    |           | 5.69 W     |             |                 |          |                 |             |
| 20-Mar-07              | Parking - Airport |                    | i.        |            |             |                 |          | \$13.40         |             |
| 9-Mar-07               | Parking - Airport |                    |           |            |             |                 |          | \$40.45         |             |
| 13-Mar-07              | Parking - HBAS    |                    |           |            |             |                 |          | <b>▶</b> \$6.00 |             |
| 1-Mar-07               | Parking - HBAS    |                    |           |            |             |                 |          | \$2.00          |             |
| 23-Mar-07              | Parking - AHW     |                    |           |            |             |                 |          | \$8.00          |             |
| 23-Mar-07              |                   |                    |           |            |             |                 |          |                 | 8           |
| 22-Mar-07              |                   |                    |           |            |             |                 |          | 1               | 7           |
| 20-Mar-07              | Mileage - Airport |                    |           |            |             |                 |          |                 | 55          |
| 20-Mar-07              | Mileage - Airport |                    |           | -          |             |                 | T        |                 | 55<br>55    |

## **EXPENSE LIMITS**

## Meal Allowances

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

Breakfast

\$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.)

Lunch

\$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.)

Dinner

\$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.)

For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are reasonable.

Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the lunch/dinner meeting.

#### Travel

- Use of personal automobile From March 1, 2006, reimbursement at the rate of \$0.43 per km for the first 15,000 kilometers of approved travel in a fiscal year (April 1 to March 31) and \$0.40 for each kilometer there after (except where collective agreement specifies
- Business car insurance is reimbursable up to \$260 per year with receipts in accordance with Capital Health Policy.
- Effective March 1, 2006, out of scope employees required to provide a vehicle as a condition of employment and meeting the following requirements on a regular and continuing basis as approved by an authorized manager.
  - 1. Monthly travel in excess of 340 kilometers; or
  - 2. Monthly expense equivalent to four (4) return cab fares at \$20 one way; or
  - 3. Daily requirements to utilize personal vehicle in the course of duties reimbursed at \$0.50 per kilometer.
- If union contract rate differs from \$0.43 then contract rate must be used.
- Includes all forms of transportation costs, including taxis and buses for local travel.
- Driving to and from work is not considered business travel and cannot be claimed.

#### Advance

THE BIPLOMAT 2032 BROAD ST REGINA

SK Section 17(1),(4)(e.i)

93/20 13:47:48

0-686 008

6091

IRD NUMBER APIRY DATE ARD TYPE

DATE/TIME RECEIPT NUMBER AUTHORIZAT .

**AMOUNT** \$11t.07

TIP

TOTAL AMOUNT 132.07

01 APPROVED 02 THANK YOU

AUTH. # 024339

CARDHOLDER WILL PAY TOTAL AMOUNT SHOWN TO CARD ISSUER ACCORDING TO CARDHOLDER AGREEMENT.

JOHN D MCPHAIL

Sbarro

Edmonton (780)890-4003

6955 1 11 12996

Cashier: Cashier1 BREAK PTZZA 3.69 MEDIUM COFFEE 1.68 DINE IN 5.37

\$6.00

\$.31

**GST** Amount Due CASH Change

GST NUMBER: GST#13751 2901RT0003

NOW-HIRING, SEND RESUME TO TZIEBARTH@CARA.COM 2007-03-20 7:48 AM

SELECT SERVICE PARTIER REGIAL AIRPORT 

POP SH 9,17 SETT 557 7.72 TOTL 10.00 CACH 0440

> THANKYOU 057# R-123897753

COHR CASHIER ##R.20°07 0001 W67732 17:55 WW1

161

# EDMONTON AIRPORTS

GST# R128599776

\*\*\*\*\* \*\*\*\*\*

Car park

0000001009 Phone, (780)890-8439

Fax. (780)890-8329

Receipt no. 0055/0793/00807 20.03.07

015100 pay parking ticket 13,40 \$ 20.03.07 05:41 - 20.03.07 21:19 Length of slay: 0 0%. 15 Hr. 38 Min.

accepted total change

20.00 \$ 6,60 \$

G.S.T.

0.76 \$

Thank you for your patronage! Please Come Again! \*\* Open 24 hours \*\* \*\* Thank you \*\*

6.00 %

CITY OF FOMONTON ! TRYARY PARKADE 697 # 119326270 RT0001

Arptil 9881 Txx# 32120 03/13/07 08:41 L# 2 A# 15 03/13/07 07:04 In 03/13/07 08:41 Out

Tkt# 172921

Regular Rate \$ 5.56 0.34 Total Tax Ś Total Fee 6.00

CASH PAID 6.00-Cash Tender 6.00 0.00 Change Tue

> THANK WILL COME AGAIN

PANESKY P. C. TELUS PARKADE GST INC. R#122388333

07MAR23 16:22 001 002

07MAR23 14:47 / 1:35 #165614

RATE 1 \$8.00 TOTAL. \$8.00 CASH \$8.00

MANAGED BY IMPERIAL PARKING

EDMONTON REGIONAL AIRPORT AUTH MAIN STATION(INT'L ...AIRP FOMONTON

Section 17(1),(4)(e.i)

CARD NUMBER

EXPIRY DATE

CARD TYPE DATE/TIME

0000 VISA 2007/03/11 22:03:29 580583012-712-022 RECEIPT NUMBER

PURCHASE

TOTAL AMOUNT

\$40.45

01 APPROVED 027

AUTH. #

098562

THANK YOU

CARDHOLDER WILL PAY TOTAL AMOUNT SHOWN TO CARD ISSUER ACCORDING TO CARDHOLDER

AGREEMENT.

JOHN D MCPHAIL

MERCHANT COPY

CITY OF EDMONTON LIBRARY PARKADE GST # 119326270 RT0001

03/01/07 21:40 L# 2 A# 14 Txn# 26473 03/01/07 18:21 In 03/01/07 21:40 Out

Tkt# 166100

Regular Rate \$ 1.89

Total Tax ģ 0.11 Total Fee 當 2.00 CASH PAID \* 2.00-

2.00 Cash Tender 4 Change Due 0.00

> THANK YOU COME AGAIN

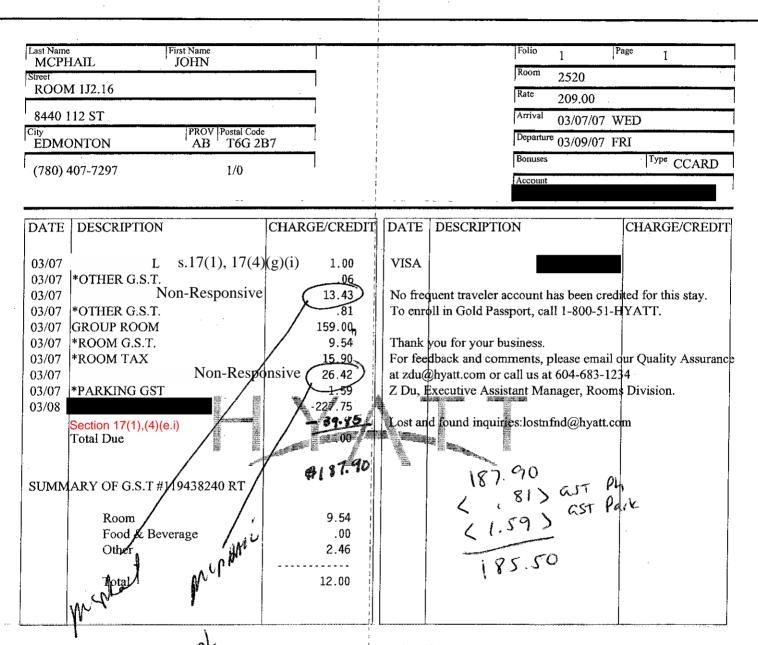




Hyatt Regency Vancouver 655 Burrard Street Vancouver, BC, Canada V6C 2R7

Telephone 604-683-1234 Facsimile 604-689-3707

BN: 11943 8240 RT



Signature

Authority

Signature

Authority

Signature

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.



## Travel Approval Form / Request for Advance

| A. TRAVEL PARTICULARS  Complete this section and forward to   | your Travel Coordina                  | itor ,  | Sec  | tion 17(1)   |
|---|---------------------------------------|---|--|--|
| Name: John McPhail  | Signature:                            | in open   | Employee#  |  |
| Department: Human Resources   | Office Location: 1.                   | J2.16 WMC   | Business P   | hone #: 407-7297   |
| Program: Human Resources  | Oracle Cost                           | Centre: 201 9000 7  | 1100200001 6241  | 4000   |
| Destination: Vancouver, B.C.  |                                       |   |  |  |
| Dates: From (day/month) March 7 (year) 20   | o7 fo (day/month) Marci               | 1 1 1 (year) 2007   |  |  |
| Purpose of Trip: to attend Council of Hum   | an Resource Executive                 | es (West), The Confe  | rence Board of Ca  | nada   |
| Travel Coordinator's Name: Charlotte val  | n Gelder                              |   | Business Phon  | • #: 407.7297  |
| APPROVALS:  |                                       | -   | in in the second |  |
| Supervisor (please print): Shella Weathe  | dli /                                 | Title   | : President and C  | EO   |
| sign styres cela Amel   | Lowsh                                 | Date:   | CS/(1),  | 7  |
| Vice President/Chief Operating Officer SI<br>[for Out of Province Travel]                           | ghature:                              |   | Dat  | te;  |
|   | /                                     |   |  |  |
| B. ESTIMATE OF EXPENSES (Consider Definition Definition of Complete this section if your Supervise) |                                       | al costs before appi  | oving travel   |  |
| 1. Accommodation Charge   | # 1 Nights at \$159.                  |   |  | \$159.00   |
| 2. Meals  |                                       |   |  | To be claimed  |
| S. Registration   |                                       |   |  |  |
| 4. Alifare or Other Travel Costs  |                                       |   |  | \$300.00.  |
| 5. Other Expenses (please specify)  |                                       |   | A STATE OF THE STA | To be claimed  |
|   |                                       |   |  |  |
| 7.20  |                                       | alus vin tanumar umana manarin manarin manarin  | · .  |  |
| Total Estimated Travel Costs  |                                       |   |  | \$459,00   |
|   |                                       |   |  |  |
| C. COMPLETE THIS SECTION IF YOU RE  | QUIRE AN ADVANCE                      | (only if amount required  | (s \$500 or abova)   |  |
| Advance Requested:  | PARTY AND REST. AND REST. BELLEVILLE. | Date Required:  |  |  |
|   |                                       | THE RESIDENCE OF THE PROPERTY | Call Mark to the Laboratory of the Laboratory of   | The Management of the Control of the |
| D. TICKET/TRAVEL INFORMATION TO BE  | COMPLETED BY TR                       | AVEL COORDINATO   | DR   |  |
| Date: Jenaury 31, 2007  | Involce Number:                       |   | Amount: \$30   | 0,00   |
| Date Information Sent to Traveler: January  | y 31, 2007                            | -   |  | . : .  |
| Date Information Received from Traveler:  | January 31, 2007                      | Date Notified Trav  | el Agent: Januar   | y 31, 2007   |

- Travel coordinators shall work with the Capital Health approved Travel Agency.

  The travel coordinators will forward this form with required approvals to the Travel Agency at the time of booking by faxing it to:

   Attention: Marlin Thomas Cook Travel Capital Health Corporate Account

  - Fax: (780) 426-5759
- If an advance is being requested the original Travel Approval Form should also be forwarded to:
   Accounts Payable
- Capital Health Centre

  North Tower 10<sup>th</sup> Floor, 10030-107 Street

  Edmonton, AB T5J 3E4

  All out of Province travel requires VP/COO approval as depicted in SECTION A.



## **Travel & Employee Expense Claim Form**

(In Canadian Dollars)

Section 17(1)

| Name:                    | John McPha                    | il  | Employee Numbe  | r:                       | Union Nar      | ne: N/A                           |                   |
|--------------------------|-------------------------------|---|---|--------------------------|----------------|-----------------------------------|-------------------|
| Position                 | : Vice Pres                   | ident - Human Resources   |   | epartment: Hun           | an Resource    | s                                 |                   |
| Busines                  | s Phone: 7                    | 80 407 3266   | Period From: Apri   | l 1, 2007 to April 3     | 30, 2007       |                                   |                   |
| Expenses<br>another o    | s paid (pleas<br>organization | se attach receipts). Do not<br>. Complete details on the  | include amounts p   | aid by Capital He        | ealth or reiml | oursed / reimbursa                | able by           |
| Bal Unit<br>e.g. 201     | Location<br>e.g. 9000         | Functional Centre<br>e.g. 71135050044   | Account<br>e.g. 69500001  | Non-Canadian<br>Currency | Rate           | Canadian \$<br>(including<br>GST) | ✓ if GST included |
| 201                      | 9000                          | 71120200001   | 62410000  |                          |                | \$104.11                          |                   |
|                          |                               |   | 69600 - 27.3  |                          |                |                                   |                   |
|                          |                               |   | 62410 = 71-   | 6                        |                |                                   |                   |
|                          |                               |   | ANY MARKET TO ANY THE PARTY OF | 2 0000                   |                |                                   |                   |
|                          |                               |   | \$ \$2,4 \ 43 3a  | 2007                     | <u> </u>       |                                   |                   |
|                          |                               |   | 100   |                          |                |                                   |                   |
| Less Cas                 | sh Advance                    |   |   |                          |                |                                   |                   |
| Total                    |                               |   |   |                          |                |                                   |                   |
| vill be use              | ed to proces<br>ertify that t | is form is collected under<br>is your claim.<br>he expenses listed above<br>my behalf from Capital He | were incurred on C  | apital Health bus        |                |                                   |                   |
| Employee                 | e Signature:                  | James.  | het -   | Date                     | e: May 17, 20  | 07                                |                   |
| Approved<br>(Print name) | l By: Sheila                  | Weatherli   | tle: President a  | and CEO                  |                | Phone # 407-8008                  |                   |
| (Signature)              |                               |   |   |                          |                | Date                              |                   |
| Approved<br>(Print name) | By:                           |   | Title:  |                          | 1              | Phone #                           |                   |
| (Signature)              |                               | <u> </u>  |   |                          |                | Date                              |                   |
| OTE:                     |                               |   |   |                          |                | ·                                 |                   |

#### \_\_\_\_\_

- Expense claim must be properly authorized and must be supported by original receipts or a copy as certified by the
  approver. The approver must initial individual items that are not supported by original invoices or do not have all the
  required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4
  approval.
- · GST amounts included in the expense claims will be calculated by Accounts Payable.
- · For all employees on the payroll system, expense reimbursements will be deposited to employee bank account.
- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the internal mail system.
- See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10<sup>th</sup> Fl.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- · Out of province expenses also require approval of Chief Operating Officer or Vice President.

#### **EXPENSE CLAIM DETAILS**

| Date      | Details           | Accomm. | Meals    | Registration | Transportation                        | Other | Parking                               | Mileage     |
|-----------|-------------------|---------|----------|--------------|---------------------------------------|-------|---------------------------------------|-------------|
| 5-Apr-07  | Mileage - CHC     |         |          |              |                                       |       |                                       | 7           |
| 11-Apr-07 | Mileage - CHC     |         |          |              |                                       |       |                                       | 7           |
| 12-Apr-07 | Mileage - AHW     |         |          |              |                                       |       | <u> </u>                              | 8           |
| 13-Apr-07 | Mileage - SHAW    |         |          |              |                                       |       |                                       | 8.5         |
| 16-Apr-07 | Mileage - RAH     |         |          |              |                                       |       |                                       | 11          |
| 18-Apr-07 | Mileage - Sawmill |         |          |              |                                       |       |                                       | 23          |
| 23-Apr-07 | Mileage - CHC     |         |          |              |                                       |       |                                       | 7           |
| 24-Apr-07 | Mileage - CHC     |         |          |              |                                       | 1     |                                       | 7           |
| 26-Mar-07 | Parking - Westin  |         |          |              |                                       | 1     | \$12.00                               | ·           |
| 13-Apr-07 | Parking - AHW     |         |          |              |                                       | V     | \$10.00                               |             |
| 12-Apr-07 | Parking - AHW     |         |          |              |                                       |       | \$6.00                                |             |
| 24-Apr-07 | Parking - CHC     |         |          | 27.35        |                                       | 1     | \$10.00                               |             |
| 18-Apr-07 | Meals - Sawmill   |         | \$32.35  | 5.00         |                                       | 1     |                                       |             |
|           |                   |         |          | -            |                                       |       |                                       |             |
|           |                   |         |          |              |                                       |       |                                       |             |
|           |                   |         |          |              |                                       |       |                                       | ******      |
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| TOTALS:   |                   | \$ -    | \$ 32.35 | \$ -         | \$ -                                  | \$ -  | \$ 38.00                              | \$ 33.76    |
| TOTALS:   |                   |         | \$ 32.35 | \$ -         | \$ -                                  | \$ -  | \$ 38.00                              | \$          |

#### **EXPENSE LIMITS**

#### Meal Allowances

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

Breakfast

\$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.)

Lunch

\$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.)

Dinner

\$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.)

For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are

Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the lunch/dinner meeting.

#### Travel

- Use of personal automobile From March 1, 2006, reimbursement at the rate of \$0.43 per km for the first 15,000 kilometers of approved travel in a fiscal year (April 1 to March 31) and \$0.40 for each kilometer there after (except where collective agreement specifies otherwise).
- Business car insurance is reimbursable up to \$260 per year with receipts in accordance with Capital Health Policy.
- Effective March 1, 2006, out of scope employees required to provide a vehicle as a condition of employment and meeting the following requirements on a regular and continuing basis as approved by an authorized manager.
  - 1. Monthly travel in excess of 340 kilometers; or
  - 2. Monthly expense equivalent to four (4) return cab fares at \$20 one way; or
- 3. Daily requirements to utilize personal vehicle in the course of duties reimbursed at \$0.50 per kilometer.
- If union contract rate differs from \$0.43 then contract rate must be used.
- Includes all forms of transportation costs, including taxis and buses for local travel.
- Driving to and from work is not considered business travel and cannot be claimed.

#### Advance

TELUS PARKADE GST INC. R#122388333

07APR12 16:21 001 002 07APR12 15:11 / 1:10 #167347

\$6.00 RATE 1 \$6.00 TOTAL \$6.00 CASH

MANAGED BY IMPERIAL PARKING

THANK YOU FOR PARKING WITH IMPERIAL PARKING MACDONALD ESTATES

07APR13 15:31 001 002 #353060

\$10.00 EARLYBIRD -TOTAL \$10.00 \$10.00 CASH

FOR MONTHLY PARKING PHONE 4201976 GST INCLUBED

Name Amount Pd: 3 Prov. Date

129693  $N_0$ 

1.4 2 A4 35 7 03/26/07 ñl Égr 0.68 12.00 12.W-

20.00

9.00

AGATH



Best copy available



## **Travel & Employee Expense Claim Form**

(In Canadian Dollars)

Section 17(1)

| Name: John McPhail   |                       |   | Employee Number:                        |                    | Union N  | Union Name: N/A                   |                   |  |  |
|--|-----------------------|---|---|--------------------|--|-----------------------------------|-------------------|--|--|
| Position   | : Vice Pres           | ident - Human Resources                         | Department: Human Resources             |                    |  |                                   |                   |  |  |
| Busines  | s Phone: 7            | 80 407 3266                                     | Period From: M                          | ay 1, 2007 to      | June 1, 2007   |                                   |                   |  |  |
| Expenses paid (please attach receipts). Do not include amounts paid by Capital Health or reimbursed / reimbursable by another organization. Complete details on the other side of the form.    |                       |   |   |                    |  |                                   |                   |  |  |
| Bal Unit<br>e.g. 201   | Location<br>e.g. 9000 | Functional Centre<br>e.g. 71135050044           | Account<br>e.g. 69500001                | Non-Cana<br>Curren |  | Canadian \$<br>(including<br>GST) | ✓ if GST included |  |  |
| 201  | 9000                  | 71120200001                                     | 62410000                                |                    |  | \$614.40                          |                   |  |  |
|  |                       | 69600= 5a 35 9.65                               |   |                    |  |                                   |                   |  |  |
|  |                       | 62414-404.17 41.90                              |   | Capital Her        | alth a   |                                   |                   |  |  |
|  |                       | 62410=108.33                                    |   |                    |  |                                   |                   |  |  |
|  |                       |   |   | UNUE               |  |                                   |                   |  |  |
|  |                       |   | *************************************** | ACCOLII<br>BAYAB   | VTS L  |                                   |                   |  |  |
| Less Cas   | sh Advance            |   |   |                    | age and a second second second second second second second second second second second second second second se |                                   |                   |  |  |
| Total  |                       |   |   |                    |  |                                   |                   |  |  |
|  |                       | nis form is collected under s<br>ss your claim. | ection 4 of the                         | Regional Hea       | Ith Authorities (  | Ministerial) Regulati             | on and            |  |  |
| I hereby certify that the expenses listed above were incurred on Capital Health business and have not been previously claimed by me or on my behalf from Capital Health or other organization. |                       |   |   |                    |  |                                   |                   |  |  |
| Employee Signature: Date:  |                       |   |   |                    | Date: June 4,  | e: June 4, 2007                   |                   |  |  |
| Approved By: Sheila Weatheritl  (Print name)  Title: President and CEO   |                       |   |   |                    |  | Phone # 407-800                   | 8                 |  |  |
| (Signature)  |                       |   |   |                    |  | Date June                         | 1/07.             |  |  |
| Approved By: (Print name) Title:   |                       |   |   |                    |  | Phone #                           |                   |  |  |
| (Signature)  |                       |   |   |                    |  | Date                              |                   |  |  |

#### NOTE:

- Expense claim must be properly authorized and must be supported by original receipts or a copy as certified by the
  approver. The approver must initial individual items that are not supported by original invoices or do not have all the
  required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4
  approval.
- GST amounts included in the expense claims will be calculated by Accounts Payable.
- For all employees on the payroll system, expense reimbursements will be deposited to employee bank account.
- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the internal mail system.
- · See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10<sup>th</sup> Fl.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- · Out of province expenses also require approval of Chief Operating Officer or Vice President.

#### **EXPENSE CLAIM DETAILS**

| Date      | Details             | Accomm.   | Meals    | Registration | Transportation | Other | Parking  | Mileage  |
|-----------|---------------------|-----------|----------|--------------|----------------|-------|----------|----------|
| 16-May-07 | Mileage - RAH       |           |          |              |                |       |          | 11       |
| 17-May-07 | Mileage - RAH       |           |          |              |                |       |          | 11       |
|           | Mileage - CHC       |           |          |              |                |       |          | 7        |
|           | Mileage - Plaza 124 |           |          |              |                |       |          | 12       |
|           | Mileage - RAH       |           |          |              |                |       |          | 11       |
|           | Mileage - CHC       |           |          |              |                |       |          | 7        |
| 29-May-07 | Mileage - CHC       |           |          |              | ·              |       |          | 7        |
|           | Mileage - Airport   |           | ·        |              |                |       |          | 55       |
|           | Mileage - Airport   |           |          |              |                |       |          | 55       |
|           | Parking - CHC       |           |          |              |                |       | \$8.00   |          |
|           | Parking - Plaza 124 |           |          |              |                |       | \$4.00   |          |
| 1-Jun-07  | Parking - Airport   |           |          |              |                |       | \$28.65  |          |
| 1-Jun-07  | Meals               |           | \$5.99   |              |                |       |          |          |
| 30-May-07 | Meals               |           | \$60.00  |              |                |       |          |          |
| 30-May-07 | Taxi                |           |          | -            | \$40.00        |       |          |          |
| 1-Jun-07  |                     | \$392.08  |          |              |                |       |          |          |
|           |                     |           |          |              |                |       |          |          |
| ·         |                     |           |          |              |                |       |          |          |
|           |                     |           |          |              |                |       |          |          |
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|           |                     |           |          |              |                |       |          |          |
|           |                     |           |          |              |                |       |          |          |
| TOTALS:   |                     | \$ 392.08 | \$ 65.99 | \$ -         | \$ 40.00       | \$ -  | \$ 40.65 | \$ 75.68 |

#### **EXPENSE LIMITS**

#### Meal Allowances

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

Breakfast

\$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.) \$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.)

Lunch Dinner

\$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.)

For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are

reasonable. Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the lunch/dinner meeting.

#### Travel

- Use of personal automobile From March 1, 2006, reimbursement at the rate of \$0.43 per km for the first 15,000 kilometers of approved travel in a fiscal year (April 1 to March 31) and \$0.40 for each kilometer there after (except where collective agreement specifies otherwise).
- Business car insurance is reimbursable up to \$260 per year with receipts in accordance with Capital Health Policy.
- Effective March 1, 2006, out of scope employees required to provide a vehicle as a condition of employment and meeting the following requirements on a regular and continuing basis as approved by an authorized manager.
  - 1. Monthly travel in excess of 340 kilometers; or
  - 2. Monthly expense equivalent to four (4) return cab fares at \$20 one way; or
  - 3. Daily requirements to utilize personal vehicle in the course of duties reimbursed at \$0.50 per kilometer.
- If union contract rate differs from \$0.43 then contract rate must be used.
- Includes all forms of transportation costs, including taxis and buses for local travel.
- Driving to and from work is not considered business travel and cannot be claimed.

#### Advance



LAKEFRONT RESORT AND CONFERENCE CENTRE 1310 WATER STREET, KELOWNA, B.C. VIY 9P3 Phone: (250) 763-4593 Farc (250) 763-4565

MCPHAIL, JOHN

Conference Board of Canada

Room Number: 406

Daily Rate: 169.00 Room Type: QQNN

No. of Guests: 1/0

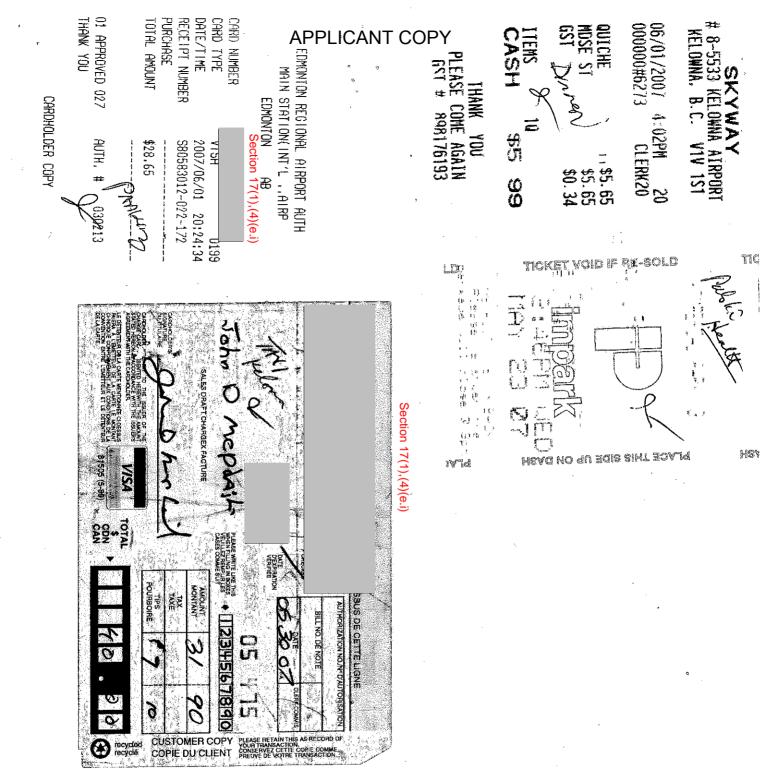
| AINNYAL   | DEPARTL  | IRE CREDIT CARD   | RATE PLAN          | CATEGORY   | ACCOUNT     |
|-----------|----------|-------------------|--------------------|--|-------------|
| 5/30/2007 | 6/1/2007 | N-1-1-46-         | GRCON              | GRCRP  | 10000309635 |
| DATE      | ROOMING  | DESCRIPTION       | W. KET RENCE       |  | AMOUNT      |
| 5/30/2007 | 406      | ROOM CHA! N.      | #405 PCPHAIL, JOHN | a kakadema a mamadama kun sarajan Phingdyk a prospedyra i dia 25 i i i i i i i i i i i i i i i i i i | \$169.00    |
| 5/30/2007 | 406      | 8% HOTEL TAK      | 8% FOTEL TAX       |  | \$13.52     |
| 5/30/2007 | ,406     | POCH GST          | RCOM GST           |  | \$10.14     |
| 5/30/2007 | 406      | MUUICIPAL TAX     | Macacipal TAX      |  | \$3.38      |
| 5/31/2007 | 406      | ROOM CHARGE       | #4 ACPHAIL, JOHN   |  | \$169.00    |
| 3/31/2007 | 406      | 8% HOTEL TAX      | 8% HOTEL TAX       |  | \$13.52     |
| 5/31/2007 | 406      | nom Gsr           | RC ≛1 GST          |  | \$10.14     |
| 3/31/2007 | 406      | M-IMICIPAL TAX    | M' CIPAL TAX       |  | \$3.38      |
| 6/1/2007  | 406      | V <sup>r</sup> SA | Atta               |  | (\$392.08)  |

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**TOTAL DUE:** 

\$0.00

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Date Nº 131,987

IL PORTICO EDMONTON: ALBERTA G.S.T.\* R128703554

24 SUE OK 210 TBL 24/1 MAY30 07 11:424M 6.00 1 MIXED SALAD 11.00 1 SEEF SAMD 13.00 1 TRE CHICK 12.00 1 RISOTIO 2.50 1 ACTIFIE 3,00 1 CAPPUCULNO 47.50 SUBTOTAL 2.85 G.5.T. 50.35 TOTAL DUE PLEASE PAY SERVER Atarian

IL PORTICO RESTAURANT 10012 107 ST T5J1J2 EDMONTON AB 22616227

PRE AUTH PURCHASE

05-30-2007 Acct #

Exp Date Card Type VI
Name: JOHN D MCPHAIL Section 17(1),(4)(e.i)

13 31 67

Inv. # 24 Operator 310 T22616227001

Auth # 064305 RRN 001297025

P. Auth Purchase Tip Total

\$ \$50.35

Customer copy &

# John McPhail Expense Summary 2007-2008 Functional Centre: 201.9000.71120200001

APR-08 MAY-08

JUN-08

APPLICANT COPY

Accounting Period



## **Travel & Employee Expense Claim Form**

(In Canadian Dollars)

Section 17(1)

| Mame.   | JOHENVICENA                              | 11   | Employee Numbe                             | 1.                      | OIIIOII IVA    | IIIIG, IV/A                       |                   |  |  |
|---|--|--|--|-------------------------|----------------|-----------------------------------|-------------------|--|--|
| Position: Vice President - Human Resources              |  |  | Department: Human Resources                |                         |                |                                   |                   |  |  |
| Busines   | s Phone: 7                               | 80 407 3266  | Period From: June 1, 2007 to June 29, 2007 |                         |                |                                   |                   |  |  |
| Expenses another of                                     | s paid (pleas<br>organization            | se attach receipts). Do not<br>. Complete details on the | include amounts p                          | paid by Capital I       | lealth or rein | nbursed / reimburs                | able by           |  |  |
| Bal Unit<br>e.g. 201                                    | Location<br>e.g. 9000                    | Functional Centre<br>e.g. 71135050044                    | Account<br>e.g. 69500001                   | Non-Canadia<br>Currency | Rate           | Canadian \$<br>(including<br>GST) | ✓ if GST included |  |  |
| 201   | 9000                                     | 71120200001  | 62410000                                   |                         |                | \$25.61                           | X                 |  |  |
|   |  |  |  | epital Health           |                |                                   | /_                |  |  |
|   |  |  | T.   |                         |                |                                   |                   |  |  |
|   | -, · · · · · · · · · · · · · · · · · · · |  |  | _ 1 0 2007              |                |                                   |                   |  |  |
|   | ,  |  | AS   | COUNTS                  | e description  |                                   |                   |  |  |
|   |  |  | no second                                  |                         | 2.00           |                                   |                   |  |  |
| Less Cas  | sh Advance                               |  | ······································     | ·                       |                | ,                                 |                   |  |  |
| Total   |  |  |  |                         |                | 25.61                             |                   |  |  |
|   |  | is form is collected under<br>ss your claim.             | section 4 of the Re                        | egional Health A        | uthorities (M  | linisterial) Regulati             | on and            |  |  |
| I hereby<br>claimed I                                   | certify that t<br>by me or on            | the expenses listed above<br>my behalf from Capital He   | were incurred on (<br>ealth or other organ | Capital Health b        | usiness and    | have not been prev                | /iously           |  |  |
| Employe   | Employee Signature: Date: July 4, 2007   |  |  |                         |                |                                   |                   |  |  |
| Approved By: Sheila Weatherill Title: President and CEO |  |  |  |                         |                | Phone # 407-800                   | 8                 |  |  |
| (Signature)   |  |  |  |                         |                | Date July 6/07                    |                   |  |  |
| Approved  |  | twoath   | Title: Phone #                             |                         |                |                                   |                   |  |  |
| (Signature)   |  | 1  |  |                         |                | Date                              |                   |  |  |
| IOTE:   |  |  |  |                         |                |                                   |                   |  |  |

- Expense claim must be properly authorized and must be supported by original receipts or a copy as certified by the approver. The approver must initial individual items that are not supported by original invoices or do not have all the required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4 approval.
- GST amounts included in the expense claims will be calculated by Accounts Payable.
- For all employees on the payroll system, expense reimbursements will be deposited to employee bank account.
- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the internal mail system.
- See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10th Fl.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- Out of province expenses also require approval of Chief Operating Officer or Vice President.

#### **EXPENSE CLAIM DETAILS**

| Date                                  | Details             | Accomm.  | Meals    | Registration | Transportation | Other    | Parking  | Mileage     |
|---------------------------------------|---------------------|----------|----------|--------------|----------------|----------|----------|-------------|
| 13-Jun-07                             | Mileage - Plaza 124 |          |          |              |                |          |          | 12          |
| 14-Jun-07                             | Mileage - CHC       |          |          |              |                |          |          | 7           |
| 29-Jun-07                             | Mileage - AHW       |          |          |              |                |          |          | - 8         |
| 6-Jun-07                              | Parking - CHC       |          |          |              |                |          | \$6.00   |             |
| 14-Jun-07                             | Parking - CHC       |          |          |              |                |          | \$8.00   |             |
|                                       |                     |          |          |              |                |          |          |             |
|                                       |                     |          |          |              |                |          |          |             |
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|                                       |                     | <u> </u> | <u> </u> | •            |                |          |          |             |
| TOTALS:                               |                     | \$ -     | \$ -     | \$ -         | \$ -           | \$ -     | \$ 14.00 | \$ 11.61    |

#### **EXPENSE LIMITS**

#### Meal Allowances

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

Breakfast

\$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.)

Lunch

\$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.)

\$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.)

For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are

Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the lunch/dinner meeting.

#### Travel

- Use of personal automobile From March 1, 2006, reimbursement at the rate of \$0.43 per km for the first 15,000 kilometers of approved travel in a fiscal year (April 1 to March 31) and \$0.40 for each kilometer there after (except where collective agreement specifies otherwise).
- Business car insurance is reimbursable up to \$260 per year with receipts in accordance with Capital Health Policy.
- Effective March 1, 2006, out of scope employees required to provide a vehicle as a condition of employment and meeting the following requirements on a regular and continuing basis as approved by an authorized manager.
  - 1. Monthly travel in excess of 340 kilometers; or
  - 2. Monthly expense equivalent to four (4) return cab fares at \$20 one way; or
  - 3. Daily requirements to utilize personal vehicle in the course of duties reimbursed at \$0.50 per kilometer.
- If union contract rate differs from \$0.43 then contract rate must be used.
- Includes all forms of transportation costs, including taxis and buses for local travel.
- Driving to and from work is not considered business travel and cannot be claimed.

#### Advance

| Name       |             |
|------------|-------------|
| Amount Pd: | 00          |
| Licence    | Prov        |
| Make state | color 14123 |
| Date       | CHC         |
| B.SO 44    | )           |

Amount Pd:

Licence

Prov.

Make

JUN 14

Date

Nº 133,915



## **Travel & Employee Expense Claim Form**

(In Canadian Dollars)

Section 17(1)

| Maille.  | JOINT MICE HE                            | <u> </u>   | Employee Num  | ber.                          | Union Na   | ame. N/    | <b>\</b>     |                   |  |
|--|--|--|---|-------------------------------|--|------------|--------------|-------------------|--|
| Position: Vice President - Human Resources                             |  |  | Department: Human Resources   |                               |  |            |              |                   |  |
| Busines  | s Phone: 7                               | 80 407 3266  | Period From: June 29, 2007 – July 31, 2007  |                               |  |            |              |                   |  |
|  |  | se attach receipts). Do not<br>. Complete details on the |   |                               | ital Health or rein  | nbursed    | / reimbursa  | able by           |  |
| Bal Unit<br>e.g. 201   | Location<br>e.g. 9000                    | Functional Centre<br>e.g. 71135050044                    | Account e.g. 69500001 Non-Canadian Rate Canadian \$ (including \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ |                               |  |            |              | ✓ if GST included |  |
| 201  | 9000                                     | 71120200001  | 62410000  |                               |  | V          | \$264.72     |                   |  |
|  |  | 69600-97.26 123  | s 0   |                               |  |            | ,            |                   |  |
|  |  | 62410 = 154.46   |   |                               | ·  |            |              |                   |  |
|  |  |  |   |                               |  |            |              |                   |  |
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| Less Cas   | sh Advance                               |  |   |                               |  |            |              | / -               |  |
| Total  |  |  |   | AUG 2 0 200                   | The state of the s | 269        | 22 4         |                   |  |
| he inform  | nation on the                            | is form is collected under sis your claim.               | section 4 of the  | ACCOUNT.                      | S<br>Ith Authorities (IV   | linisteria | l) Regulatio | on and            |  |
| l hereby o<br>claimed b  | certify that to<br>by me or on           | the expenses listed above my behalf from Capital He      | were incurred or<br>alth or other org   | n Capital Heal<br>janization. | th business and  | have not   | been prev    | iously            |  |
| Employee   | Employee Signature: Date: August 7, 2007 |  |   |                               |  |            |              | -                 |  |
| Approved By: Sheila Weatherill  (Print name)  Title: President and CEO |  |  |   |                               |  | Phone      | # 407-8008   | 3                 |  |
| (Signature) Her sauly  |  |  |   |                               | Date   |            |              |                   |  |
| Approved<br>(Print name)   | ГВу: С                                   | P  | Title:  |                               |  | Phone #    |              |                   |  |
| (Signature)  | /  |  |   |                               |  | Date       |              |                   |  |
| OTE:   |  |  |   |                               | -  |            |              |                   |  |
| Expens   | se claim mu                              | st be properly authorized                                | and must be sup   | ported by ori                 | ginal receipts or  | а сору а   | s certified  | by the            |  |

- approver. The approver must initial individual items that are not supported by original invoices or do not have all the required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4 approval.
- GST amounts included in the expense claims will be calculated by Accounts Payable.
- For all employees on the payroll system, expense reimbursements will be deposited to employee bank account.
- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the internal mail system.
- See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10th Ft.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- Out of province expenses also require approval of Chief Operating Officer or Vice President.

#### **EXPENSE CLAIM DETAILS**

| Date      | Details              | Accomm. | Meals     | Registration | Transportation | Other | Parking  | Mileage  |
|-----------|----------------------|---------|-----------|--------------|----------------|-------|----------|----------|
| 29-Jun-07 | Parking - AHW        |         |           |              |                |       | \$6.00   |          |
| 6-Jul-07  | Parking HBAS         |         |           |              |                |       | \$12.00  |          |
| 11-Jul-07 | Parking - Copper Pot |         |           |              |                | -     | \$1.00   |          |
| 12-Jul-07 | Parking - CHC        |         |           |              |                | T /   | \$3.00   |          |
| 16-Jul-07 | Parking - CHC        |         |           |              |                |       | \$10.00  |          |
| 17-Jul-07 | Parking - CHC        |         |           |              |                |       | \$16.00  |          |
| 18-Jul-07 | Parking - RAH        | ,       |           |              |                |       | \$10.00  | _        |
| 18-Jul-07 | Parking - RAH        |         |           |              |                |       | \$10.00  |          |
| 24-Jul-07 | Parking - CHC        |         |           |              |                |       | \$12.00  |          |
| 25-Jul-07 | Parking - CHC        |         |           | -            |                | /     | \$10.00  |          |
| 27-Jul-07 | Parking - CHC        | 1       |           |              |                |       | \$12.00  |          |
| 29-Jun-07 | Mileage - AHW        |         |           | <u> </u>     |                |       |          | 8        |
| 6-Jul-07  | Mileage - HBAS       |         |           |              |                |       |          | 7        |
| 11-Jul-07 | Mileage - Copper Pot |         |           |              |                |       |          | 6.5      |
| 12-Jul-07 | Mileage - CHC        |         |           |              |                |       |          | 7        |
| 13-Jul-07 | Mileage - Earl's     | `       |           |              |                |       |          | 9        |
| 16-Jul-07 | Mileage - CHC        |         |           |              |                |       |          | 7        |
| 16-Jul-07 | Mileage - CCG        |         |           |              |                |       |          | 6.5      |
| 17-Jul-07 | Mileage - CHC        |         |           |              |                |       |          | 7        |
| 18-Jul-07 | Mileage - RAH        |         |           |              |                |       |          | 11       |
| 18-Jul-07 | Mileage - CHC        |         |           |              |                |       |          | 7        |
| 18-Jul-07 | Mileage - RAH        |         |           |              |                |       |          | 11       |
| 19-Jul-07 | Mileage - CHC        |         |           |              |                |       |          | 7        |
| 24-Jul-07 | Mileage - CHC        |         |           |              |                |       |          | 7        |
| 19-Jul-07 | Mileage - CHC        |         |           |              |                |       |          | 7        |
| 25-Jul-07 | Mileage - CHC        |         |           |              |                |       |          | 7        |
| 27-Jul-07 | Mileage - CHC        |         | 54.03     |              |                |       |          | 7        |
| 13-Jul-07 | Meals                |         | \$46.53   | 46.53 7.50   |                |       |          |          |
| 13-Jul-07 | Meals                |         | \$37.27   | 31.27 6.00   |                |       |          |          |
| 31-Jul-07 | Meals                |         | \$23.46   | P.46 4.00    |                |       |          |          |
|           |                      |         |           |              |                |       |          |          |
| TOTALS:   |                      | \$ -    | \$ 107.26 | \$ -         | \$ -           | \$ -  | \$102.00 | \$ 52.46 |
| EXPENSE L | IMITS                |         | 114.76    |              |                |       |          | /        |

#### **EXPENSE LIMITS**

Meal Allowances

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

\$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.) Breakfast

Lunch \$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.) Dinner \$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.)

For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are reasonable.

Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the lunch/dinner meeting.

#### Travel

- Use of personal automobile From March 1, 2006, reimbursement at the rate of \$0.43 per km for the first 15,000 kilometers of approved travel in a fiscal year (April 1 to March 31) and \$0.40 for each kilometer there after (except where collective agreement specifies otherwise).
- Business car insurance is reimbursable up to \$260 per year with receipts in accordance with Capital Health Policy.
- Effective March 1, 2006, out of scope employees required to provide a vehicle as a condition of employment and meeting the following requirements on a regular and continuing basis as approved by an authorized manager.
  - 1. Monthly travel in excess of 340 kilometers; or
  - 2. Monthly expense equivalent to four (4) return cab fares at \$20 one way; or
  - 3. Daily requirements to utilize personal vehicle in the course of duties reimbursed at \$0.50 per kilometer.
- If union contract rate differs from \$0.43 then contract rate must be used.
- Includes all forms of transportation costs, including taxis and buses for local travel.
- Driving to and from work is not considered business travel and cannot be claimed.

#### Advance

| DETACH     | HRECEIPT   | <b>FROM</b> | TICKET |
|------------|------------|-------------|--------|
| MTE (COHES | THE LOCKED |             |        |

TIME ISSUED

AMOUNT PAID



CREDIT CARD NUMBER

CHC

RECEIPT

421537

**Capital** 

WARNING - YOUR RISK SEE BACK

Name Amount Pd Licence Prov. Make Color MIL 1 6 2009

Nº 135,995

Name ۵۵ Amount Pd Licence 24 Color Date

Nº 136,682

TELUS PARKADE GST INC. R#122389333

07JUN29 15.41 001 002 07JUN29 14:30

/ 1:11 #175519 \$6.00 RATE 1

TOTAL \$4.00 \$4.00 CASH

MANAGED BY IMPERIAL PARKING

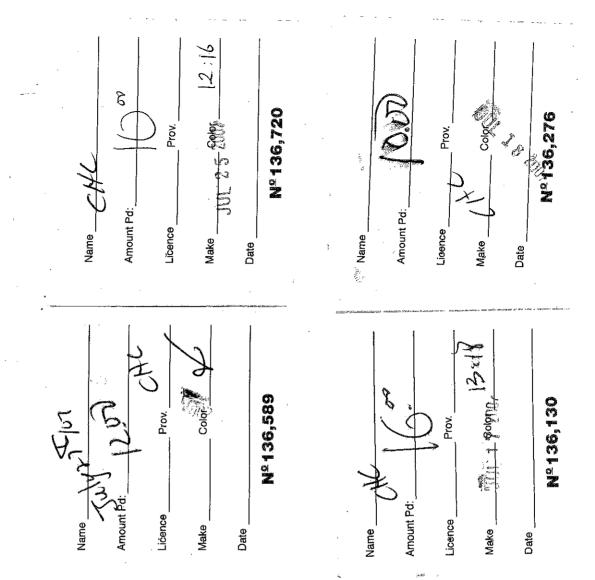


his side up on dail

# Early Bird Parker



INSTRUCTIONS ON BACK



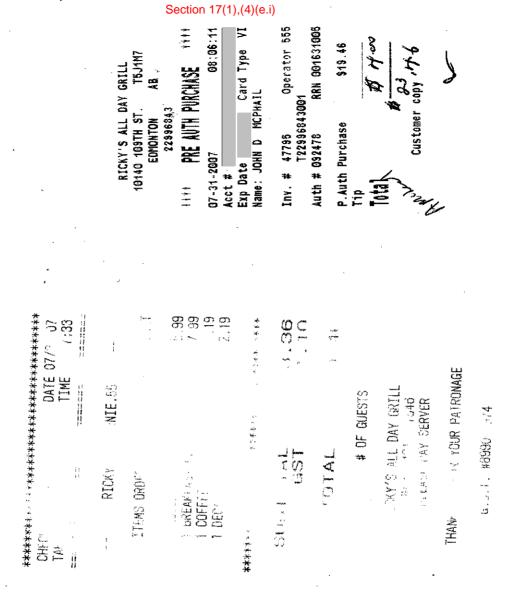
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Best copy available

7.77

The state of the state of

PER ALL RESTAUR 1'07 110TH .5K2L4 ROTRONG 2 48 22127866 Û. 12:59:23 Acct # Exp Date : Type VI Name 100m ' " . Time & July Inv. # 10.4 Auth # 084555 HOUT P. Auth Pur have \$10 Cus tome opy



# Section 17(1),(4)(e.i)

GREAT FOOD GREAT PEOPLE

| Die:       | 13Jul '07 12:51PM | ¥ |
|------------|-------------------|---|
| Card Type: | Visa              |   |
| Acct #:    |                   |   |
| Exp Date:  |                   |   |
| Auth Code: | 043471            |   |
| Check:     | 1374              |   |
| Table:     | 41/1              |   |
| Server:    | 67 K              |   |
|            | JOHN D R - JL     |   |

| 21.2      | <b>A</b> | 24,2   |
|-----------|----------|--------|
| Subtoral: | Tip:     | Total: |

above total sver I agree to ... according \* assagreement. Signature:\_\_\_

\*\*Merchant Copy\*

GREAT FOOD GREAT PEOPLE

Chk 1374 13Jul '07 11:47A\*\* 67 MARK M. 161 41/1

3.00 11.25 1.25 12.00 add Bacon 1 GREENS\CHOW 2 POP @ 2.50 2 POP REFILL 1 BURGER

PLEASE PAY YOUR SERVER

29.50 1.77 31.27

Subtotal GST Tax 12:49 Total

Robert Aoki, Managing Partner Dean Mitchell, Head Chef

GST#R101544



# Travel & Employee Expense Claim Form

(In Canadian Dollars)

Section 17(1)

| Name:                    | John McPha                    | <u> </u>   | Employee Numbe                            | <u>r:</u>                  | Union Na   | me: N/A                           |                   |
|--------------------------|-------------------------------|--|---|----------------------------|--|-----------------------------------|-------------------|
| Position                 | n: Vice Pres                  | ident - Human Resources  |   | Department: Hum            | an Resource  | es                                |                   |
| Busines                  | s Phone: 7                    | 80 407 3266  | Period From: Aug                          | just 1, 2007 – Augi        | ust 31, 2007   |                                   |                   |
| Expenses another o       | s paid (pleas<br>organization | se attach receipts). Do not<br>. Complete details on the c   | include amounts p<br>other side of the fo | paid by Capital He<br>orm. | alth or reim   | bursed / reimbursa                | able by           |
| Bal Unit<br>e.g. 201     | Location<br>e.g. 9000         | Functional Centre<br>e.g. 71135050044  | Account<br>e.g. 69500001                  | Non-Canadian<br>Currency   | Rate   | Canadian \$<br>(including<br>GST) | ✓ if GST included |
| 201                      | 9000                          | 71120200001  | 6241,0000                                 |                            |  | \$126.17                          | ×                 |
|                          |                               | s  | W. A.                                     |                            |  |                                   |                   |
|                          |                               |  | P. Dank                                   |                            | _  |                                   |                   |
|                          |                               |  |   | Caria                      |  |                                   | П                 |
|                          |                               | -  | A   | Com leading CEVER          | The Language   |                                   |                   |
|                          |                               |  | A   | UG 24 ZUUZ                 | - None Control   |                                   |                   |
| Less Cas                 | sh Advance                    | ,  | A   | CCOLINTO                   | Section of the sectio |                                   |                   |
| Total                    |                               |  | V.  | PAYABLE                    |  |                                   |                   |
| vill be use              | ed to proces<br>              | is form is collected under s<br>ss your claim.<br>the expenses listed above were my behalf from Capital He | were incurred on (                        | Capital Health bus         | · ·  |                                   |                   |
| Employee                 | e Signature:                  | - Jarch  | 7   | Date                       | : August 3   | 1, 2007                           |                   |
| Approved                 | d By: Sheila                  | Weatherill   | Title: President                          | and CEO                    | <u> </u>   | Phone # 407-8008                  | 3                 |
| (Signature)              | 1                             | Seila Thursday   | (101 S.1                                  | 'D .                       |  | Date Aug. 24                      | 1/07              |
| Approved<br>(Print name) |                               | . /  | Title:                                    | 1P                         |  | Phone # 407-                      | 8008              |
| (Signature)              |                               |  |   | 14                         |  | Date                              |                   |
| OTE:<br>Expens           | se claim mu                   | ist be properly authorized a   | and must be suppo                         | orted by original r        | eceipts or a   | copy as certified                 | by the            |

- approver. The approver must initial individual items that are not supported by original invoices or do not have all the required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4 approval.
- GST amounts included in the expense claims will be calculated by Accounts Payable.
- For all employees on the payroll system, expense reimbursements will be deposited to employee bank account.
- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the internal mail system.
- See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10th Fl.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- Out of province expenses also require approval of Chief Operating Officer or Vice President.

#### **EXPENSE CLAIM DETAILS**

| Date      | Details             | Accomm. | Meals | Registration | Transportation | Other    | Parking  | Mileage  |
|-----------|---------------------|---------|-------|--------------|----------------|----------|----------|----------|
| 2-Aug-07  | Parking - CHC       |         |       |              |                |          | \$8.00   |          |
| 3-Aug-07  | Parking - CHC       |         |       |              |                |          | \$6.00   |          |
| 7-Aug-07  | Parking - Comm. Pl. |         |       |              |                |          | \$10.00  |          |
| 8-Aug-07  | Parking - MacEwan   |         |       |              |                |          | \$4.50   |          |
| 9-Aug-07  | Parking - CHC       |         |       |              |                |          | \$12.00  |          |
| 13-Aug-07 | Parking - HBA       |         |       |              |                | T .      | \$12.00  |          |
| 14-Aug-07 | Parking - CHC       |         |       |              |                |          | \$16.00  |          |
| 16-Aug-07 | Parking - CHC       |         |       |              |                |          | \$8.00   |          |
| 2-Aug-07  | Mileage - CHC       |         |       |              |                |          |          | 7        |
| 3-Aug-07  | Mileage - Chiantis  |         |       |              |                |          |          | 4        |
| 8-Aug-07  | Mileage - MacEwan   |         |       |              |                |          |          | 8.5      |
| 9-Aug-07  | Mileage - Comm. Pl. |         |       |              |                | ,        |          | 8        |
| 9-Aug-07  | Mileage - CHC       |         |       |              |                |          |          | 7        |
| 13-Aug-07 | Mileage HBA         |         |       |              |                |          |          | 7        |
| 14-Aug-07 | Mileage - CHC       |         |       |              |                |          |          | . 7      |
| 15-Aug-07 | Mileage - Rogers    |         |       |              |                |          |          | 10       |
| 16-Aug-07 | Mileage - CHC       |         |       |              |                |          |          | 16       |
| 20-Aug-07 | Mileage - CARNA     |         |       |              |                |          |          | 23       |
| 21-Aug-07 | Mileage - CHC       |         |       |              |                |          |          | 7        |
| 22-Aug-07 | Mileage - RAH       |         |       |              |                |          |          | 11       |
| ,         |                     |         |       |              |                | <u> </u> |          |          |
|           |                     |         |       |              |                |          |          |          |
|           |                     |         |       |              |                |          |          |          |
|           |                     |         |       |              |                |          |          |          |
|           |                     |         |       |              |                |          |          | 1150     |
|           |                     |         |       |              |                |          |          | 31.0.2r  |
|           |                     |         |       |              |                |          |          |          |
|           |                     |         |       |              |                |          |          |          |
|           |                     |         |       |              |                |          |          |          |
|           |                     |         |       |              |                |          |          |          |
|           |                     |         |       |              |                |          |          |          |
|           |                     |         |       |              |                |          |          |          |
| TOTALS:   |                     | \$ -    | \$ -  | \$ -         | \$ -           | \$ -     | \$ 76.50 | \$ 49.67 |

#### **EXPENSE LIMITS**

#### Meal Allowances

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

Breakfast Lunch

\$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.)

\$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.)

Dinner

\$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.)

For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are reasonable.

Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the lunch/dinner meeting.

#### Travel

- Use of personal automobile From March 1, 2006, reimbursement at the rate of \$0.43 per km for the first 15,000 kilometers of approved travel in a fiscal year (April 1 to March 31) and \$0.40 for each kilometer there after (except where collective agreement specifies otherwise).
- Business car insurance is reimbursable up to \$260 per year with receipts in accordance with Capital Health Policy.
- Effective March 1, 2006, out of scope employees required to provide a vehicle as a condition of employment and meeting the following requirements on a regular and continuing basis as approved by an authorized manager.
  - 1. Monthly travel in excess of 340 kilometers; or
  - 2. Monthly expense equivalent to four (4) return cab fares at \$20 one way; or
  - 3. Daily requirements to utilize personal vehicle in the course of duties reimbursed at \$0.50 per kilometer.
- If union contract rate differs from \$0.43 then contract rate must be used.
- Includes all forms of transportation costs, including taxis and buses for local travel.
- Driving to and from work is not considered business travel and cannot be claimed.

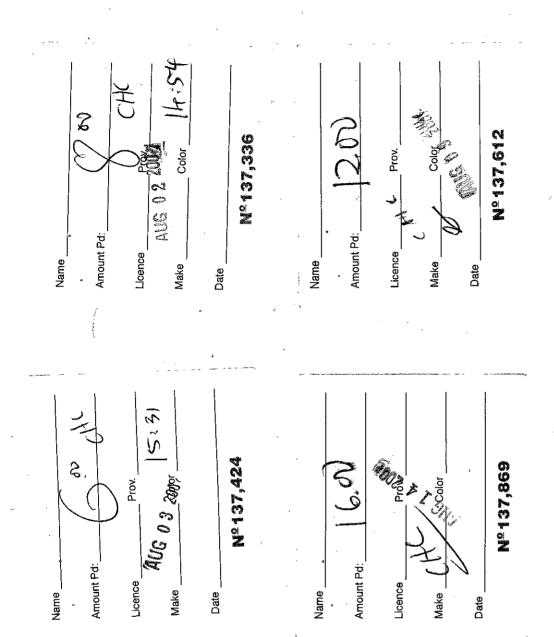
#### Advance

Travel advance may be requested provided travel expenses are likely to exceed \$500.

Amount Pd:

Make

Date



ADA

IMPERIAL PARKING

Early Bird Parker

Meter: 02025902

Trans: 002241

Time:

8:519 AUG 13

Price: \$12.22

Expines:

. •

<u>6:00PM MON</u> \AUG 13 **0**7

INSTRUCTIONS ON BACK

A She

Thank You For Parking At Commerce Place Parkade

07AUG09 11:59 019 002 07AUG09 09:36 02 2:23 #350357

\$0086151447 RATE 10.00 TUTAL 10.00 Cash 10.00

GST #897727657RT Have a Nice Day

WELCOME TO
MacEwan College
Parking Services
PLEASE KEEP THIS TICKET
WITH YOU

Entered/Arrivee: 2007/08/08 09:48

Ticket/Billet#:8052511353 Dur/Duree:85:86 Paid On/Paye Le: 2007/08/08 11:14

Paid/Paye:\$ 4.58 Briginal Fce:\$ 4.50 Change:\$ 8.58

SC:\$ 0.00

Merchant 10:

W

John McPhail Expense Summary 2007-2008 Functional Centre: 201.9000.71120200001

CATEGORY

|   | -,-,-,                          |          |                       |          |                               |                           |   |   |
|---|---------------------------------|----------|-----------------------|----------|-------------------------------|---------------------------|---|---|
|   | \$ 2.379.29                     | 60       | 127.57                | 197.20   | 802.72                        | 225.76                    | 1,026.04  | Total to Date   |
|   | 0,7.70                          |          |                       |          |                               |                           |   | i<br>:  |
|   | 679 90                          | <b>~</b> | 37.71                 |          | 1                             | 225.76                    | 416,43  | ord Quarter Lotal   |
| PARK/MILE/HOTEL OCT01-NOV30/07  | 679.90 I                        |          | 37.71                 |          |                               | 225.76                    | 416.43  | REIMBURSE-30NOV07   |
|   | 421.00                          | 55       | 22.84                 | 109.25   | t                             | -                         | 288.91  | znd Quarter Fotal   |
| PARK/MILEAGE JUN1-29/07<br>MEALS/PARK/TAXI/MILE JUN29-JUL31/07<br>PARKING/MILEAGE AUG07 | 25.61 1<br>269.22 1<br>126.17 1 |          | 1.45<br>14.25<br>7.14 | 109.25   |                               |                           | 24.16<br>145.72<br>119.03                               | REIMBURSE-29JUN07<br>REIMBURSE-31JUL07<br>REIMBURSE-31AUG07 |
|   | 1,278.39                        | s        | 67.02                 | 87.95    | 802.72                        | 1                         | 320.70  | 1st Quarter Total   |
| KELOWNAMILE/MEALS MAY16-JUN01/07  | 614.40 ]                        |          | 31.86                 | 57.15    | 423.19                        |                           | 102.20  | KETMBUKSE-UIJUNU/   |
| MEAL/PARK/MILE APR01-30/07  | 104.11                          |          | 5.61                  | 30.80    |                               |                           | 67.70   | REIMBURSE-30APRO/   |
| VANCOUVER/PARK/MILE MAR01-31/07   | 559.88                          |          | 29.55                 |          | 379.53                        |                           | 150.80  | REIMBURSE-31MAR07   |
| Comments  | Total                           |          | GST                   | 69600000 | 62414000                      | 62412000                  | 62410000  | Invoice Number  |
|   |                                 |          |                       | Meals    | Travel-Out of Province 62314/ | Travel in Province 62312/ | <u>Travel-</u><br><u>Local/Parking</u><br><u>62310/</u> |   |

JUN-08 MAY-08 APR-08 Accounting Period



# **Travel & Employee Expense Claim Form**

(In Canadian Dollars)

Section 17(1)

| Name:                    | John McPha                     | <u> </u>   | Employee Numb                          | er:                  |           | Union Nar       | me: N/A                           |                                       |
|--------------------------|--------------------------------|--|--|----------------------|-----------|-----------------|-----------------------------------|---------------------------------------|
| Position                 | n: Vice Pres                   | ident - Human Resources                                      |  | Department           | t: Huma   | n Resource      | s                                 |                                       |
| Busines                  | s Phone: 7                     | 80 407 3266  | Period From: O                         | tober 1, 200         | 7 to Nov  | /ember, 200     | 7                                 |                                       |
| Expenses<br>another o    | s paid (pleas<br>organization  | se attach receipts). Do not i<br>. Complete details on the o | nclude amounts<br>other side of the    | paid by Cap<br>form. | oital Hea | alth or reiml   | bursed / reimburs                 | able by                               |
| Bal Unit<br>e.g. 201     | Location<br>e.g. 9000          | Functional Centre<br>e.g. 71135050044                        | Account<br>e.g. 69500001               | Non-Can<br>Currer    |           | Rate            | Canadian \$<br>(including<br>GST) | ✓ if GST included                     |
| 201                      | 9000                           | 71120200001  | 62410000                               |                      |           |                 | \$679.90                          |                                       |
|                          |                                | 62912 = 231.6  | 4 7.23                                 |                      |           | Cepital Hea     |                                   |                                       |
| ····                     |                                | 62410 - 434.6  | 3 6.40                                 | WENT CONTROL         | D.E.      |                 | San Bad<br>A T                    |                                       |
|                          |                                |  |  | 1.000                | -         | EC 0 6 2        | 150 E                             |                                       |
|                          |                                |  |  | ANGERONE.            | ^         | CCOUN<br>PAYABL |                                   |                                       |
|                          |                                |  |  |                      |           |                 |                                   |                                       |
| Less Cas                 | h Advance                      |  |  |                      |           |                 |                                   |                                       |
| Total                    |                                |  |  |                      |           |                 |                                   |                                       |
| he inform                | nation on thi<br>d to proces   | is form is collected under s<br>s your claim.                | ection 4 of the R                      | egional Hea          | ilth Auti | horities (Mir   | nisterial) Regulatio              | on and                                |
| l hereby o               | certify that to<br>by me or on | he expenses listed above w<br>my behalf from Capital Hea     | vere incurred on<br>lith or other orga | Capital Heal         | lth busi  | ness and h      | ave not been prev                 | iously                                |
| Employee                 | Signature:                     | Amyha  | 1                                      |                      | Date:     | December        | 3, 2007                           |                                       |
| Approved                 | By: Sheila                     | Weatherill   | Title: Presiden                        | t and CEO            |           | T               | Phone # 407-8008                  | 3                                     |
| (Signature)              |                                | balker   |  |                      |           |                 | Date Dec. 4/1                     | 17                                    |
| Approved<br>(Print name) | By:                            |  | Title:                                 | <del>177</del>       |           |                 | Phone #                           |                                       |
| Signature)               |                                |  |  |                      |           |                 | Date                              | · · · · · · · · · · · · · · · · · · · |
| OTE: /                   |                                |  |  |                      |           |                 |                                   |                                       |
| Expens                   | e claim mu                     | st be properly authorized a                                  | nd must be supp                        | orted by ori         | iginal re | eceipts or a    | copy as certified                 | by the                                |

- Expense claim must be properly authorized and must be supported by original receipts or a copy as certified by the approver. The approver must initial individual items that are not supported by original invoices or do not have all the required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4 approval.
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- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the internal mail system.
- · See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10th Fl.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- Out of province expenses also require approval of Chief Operating Officer or Vice President.

#### **EXPENSE CLAIM DETAILS**

| Date                                   | Details                               | Accomm.                                | Meals    | Registration | Transportation | Other    | Parking        | Mileage                                |
|--|---------------------------------------|--|----------|--------------|----------------|----------|----------------|--|
| Oct/Nov                                | Parking                               |  |          |              | ,              |          | \$295.30       |  |
| Oct/Nov                                | Mileage                               |  |          |              |                |          |                | 257.5                                  |
| Oct/Nov                                | Cab Fare                              |  |          |              | \$35.00        |          |                |  |
| Oct/Nov.                               | Meals                                 |  | \$40.00  |              | 28,60          |          |                |  |
| Oct/Nov                                |                                       | \$198.87                               |          |              | 6.40           |          |                |  |
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|  |                                       | 7.23                                   |          |              |                |          |                |  |
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| OTALS:                                 | · · · · · · · · · · · · · · · · · · · | \$ 198.87                              | \$ 40.00 | \$ -         | \$ 35.00       | \$ -     | \$295.30       | \$ 110.73                              |

**EXPENSE LIMITS** 

Meal Allowances

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

88.00 (if the departure time is earlier or the return time is later than 7:00 a.m.)

Lunch

\$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.) \$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.)

Dinner \$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.)
For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are

62312

reasonable.

Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the lunch/dinner meeting.

#### Travel

- Use of personal automobile From March 1, 2006, reimbursement at the rate of \$0.43 per km for the first 15,000 kilometers of approved travel in a fiscal year (April 1 to March 31) and \$0.40 for each kilometer there after (except where collective agreement specifies otherwise).
- Business car insurance is reimbursable up to \$260 per year with receipts in accordance with Capital Health Policy.
- Effective March 1, 2006, out of scope employees required to provide a vehicle as a condition of employment and meeting the following
  requirements on a regular and continuing basis as approved by an authorized manager.
  - 1. Monthly travel in excess of 340 kilometers; or
  - 2. Monthly expense equivalent to four (4) return cab fares at \$20 one way; or
  - 3. Daily requirements to utilize personal vehicle in the course of duties reimbursed at \$0.50 per kilometer,
- · If union contract rate differs from \$0.43 then contract rate must be used.
- Includes all forms of transportation costs, including taxis and buses for local travel.
- Driving to and from work is not considered business travel and cannot be claimed.

#### Advance

ance
Travel advance may be requested provided travel expenses are likely to exceed \$500.

# **EDMONTON AIRPORTS**

GST# R128599776

\*\*\*\*\*\* \*\*\*\*\*\*

Car park 0000001009 Phone. (780)890-8439

Fax. (780)890-8329

Receipt no. 0489/0771/00804 09.11.0,

015100 pay parking ticket 08.11.07 15:43 - 09.11.07 18:11 Length of stay: 1 Dy. 2 Hr. 28 Min.

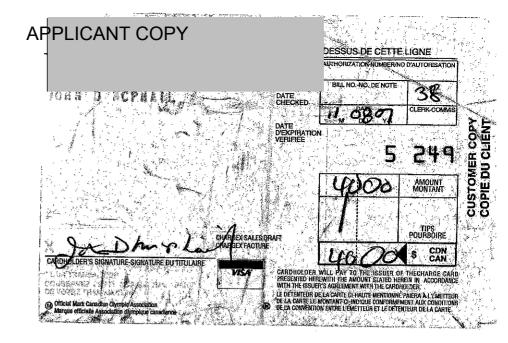
total amount

accepted total

16,80 \$

G.S.T. 6.00 % 0.95 \$

Thank you for your patronage! Please Come Again! \*\* Open 24 hours \*\* \*\* Thank you \*\*



- TRANSACTION RECEIPT

Checker/Yellow Cabs 316 Meridian Road SE Calgary, AB T2A 1X2 403 299-9999

ACCT TYPE: CREDIT CARD CARD MUMBER:

CARD TYPE: VISA DATE/TIME:

AUTHORIZATION: 081932.

VEH/DRV: 0133 / 1054

GST#: 127261279

TXN 1D: 2565727

AMOUNT:

(P:

\$ 28.60 \$ 6.40

(OTAL:

\$ 35.08



# APPLICANTSC @ PSY 1876 RT

110-9 Avenue S.E. Calgary, AB Canada T2G 5A6 (403) 266-7331 Marriott.com/YYCDT

**GUEST FOLIO** 

801 MCPHAIL/JOHN

NAME

179.00 11/09/07 12:00 19512 20716

DEPART TIME 11/08/07 18:01

ACCT# GROUP

ROOM GK TYPE 77

1J2 8440 10012TH STR

ARRIVE **PASSPORT:** 

| ROOM<br>CLERK                             | EDMONTON ADDRESS                                    | AB T6                        | G2B7             | PAYMENT                          | ė.                      | MR#:      |
|---|---|------------------------------|------------------|----------------------------------|-------------------------|-----------|
| DATE                                      | REFERENCE   |                              | 1 116            | PARGES T                         | CREDITS                 | BALANCEOU |
| 11/08<br>11/08<br>11/08<br>11/08<br>11/09 | OTHR GRP<br>DM FEE<br>ROOM GST<br>T LEVY<br>BK CARD | 801,<br>801,<br>801,<br>801, | 1<br>1<br>1<br>1 | 1.79.00<br>1.79<br>10.85<br>7.23 | A<br>B<br>I<br>\$198.87 |           |

TO BE SETTLED TO:

VISA

CURRENT BALANCE

THANK YOU FOR CHOOSING CALGARY MARRIOTT HOTEL. TO EXPEDITE YOUR CHECK-OUT, PLEASE CALL THE FRONT DESK, OR PRESS "MENU" ON YOUR TV REMOTE CONTROL TO ACCESS VIDEO CHECK-OUT.

TIME

|   | SUMM                  | ARY OF       |       | ·           |                 |
|---|-----------------------|--------------|-------|-------------|-----------------|
| _ | DESCRIPTION           |              | TAXED | AMOUNT      | TAX             |
| Α | DESTINATION MKT FEE   |              |       | .00         | 1.79            |
| В |                       | =            |       | .00         | 10.85           |
| C | 6% GST OTHER          |              |       | .00         | .00             |
| D | 6% GST INCLUSIVE      |              |       | .00         | .00             |
| Ι | 4% TOURISM LEVY       |              |       | .00         | 7.23            |
|   | NET CHARGES<br>179.00 | TAX<br>19.87 | (     | CREDITS .00 | F0LI0<br>198.87 |

WANT YOUR FINAL HOTEL BILL BY EMAIL? JUST ASK THE FRONT DESK! SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM



110-9 Avenue S.E. Calgary, AB Canada T2G 5A6 (403) 266-7331 Marriott.com/YYCDT

| Name                        | Name                        |
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# YOUR RECEIPT THANK YOU

THANK YOU FOR PARKING WITH IMPERIAL PARKING MACDONALD ESTATES

07N0V07 19:08 001 002 07NOV07 17:46

/ 1:22 #373522

RATE 1

\$6.00

TOTAL CASH

\$6.00 \$6.00

FOR MONTHLY PARKING PHONE 4201976 **GST INCLUDED** 

mame **OPY** Amount Pd Licence Date 5,266

H:50 Amount Pd 2 Licence Color Make 11 Z Z Z Z Z Z NOV Date  $N^{\underline{\mathbf{0}}}$ 

3,522

TELUS PARKADE GST 1NC. R#122388333

070CT22 09:56 001 001 070CT22 07:47

/ 2:09 #194952 \$10.00

TUTAL

\$10.00 \$10.00

JASH

MANAGED BY IMPERIAL PARKING

TELUS PARKADE GST INC. R#122388333

07NOV15 17:09 001 002 07NOV15 13:43

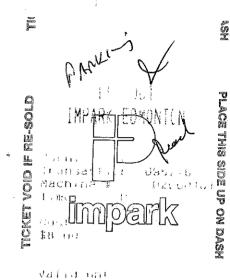
/ 3:26 #187277 \$14.00

RATE 1 TOTAL

CASH

\$14,00 \$14.00

MANAGED BY IMPERIAL PARKING



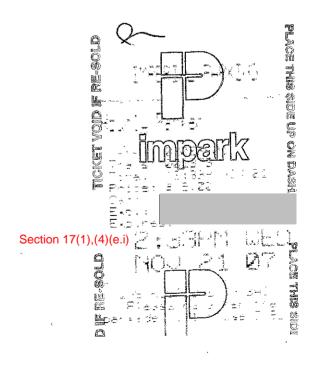
18,

6:00AM

2007

OCT

F FE-SOLD



Medery Ell

Thank You For Parking At Commerce Place Parkade

07NOV29 16:18 019 002 07NOV29 14:46 01 / 1:32 #383710

80062292396

RATE 6.00 TOTAL 6.00 Cash 6.00

6ST #897727657RT Have a Nice Day

# DO NOT LEAVE APPENDIVISIBLE IN VEHICLE

MATRIX

CAR AND CONTENTS LEFT AT OWNER'S RISK

Nº 5,371

100 Jard OUT

Please leave this pass with parking lot attendant on exit Amount PD

PLACE THIS SIDE UP ON DASH PE-SOLD IMPERIAL PARKING 8:40A NOV 30 Timæ: Price: \$12.**0**0 Card: Exp.: Expires: CIOS-UL ACE THIS 2:4**0**H 07 0

-

CTTY OF EMPENIEDS LIBRARY PARKAGE SAT B BUSINEZTO RIVOUS

Regular Vote # 2.85
fotal Tax # 0.17
Total Fee # TAY
2.50 Perier # 3.00
There 0.00

TSINK YAS ECHT AGAIN

July January

2

Thank You For Parkins A: Commerce Pisce Parkage

U7MOV16 17:01 019 002 CTNOV16 14:66 01 / 2:05 %380046

20041169330 RATE 8.00 EUTRL 8.00 Gast 8.00

637 18977276378T Hove a Nice Day

CITY OF CONNINON
LIEWANY PARKANE
SST # 119326270 FROM

L# 1 A# 6 Txn# 88464 n 10/24/07 21:20 But 10/24/07 21:20 LB 10/24/07 17:37 In Tech 59/20

THE WINS

DETACH RECEIPT FROM TICKET

CREDIT CARD NUMBER

A 1095339

RECEIPT

GST#R108102831

1095339

NON TRANSFERABLE

DISPLAY THIS SIDE UP ON DASHBOARD

**EXPIRATION TIME** 

\$ 3.50 15210000 84:36 PM AMOUNT PAID

Best copy available

## Alberta Collage

Terminal#:1 Cashier#:2
05/11/07 09:50
05/11/07 11:19 - 01:30
60201042 / #050862
Rate1 : \$ 6.00
TOTAL : \$ 6.00
: \$ 21.00
CHANGE : \$ 15.00

Epcon forting

December 3, 2007

John McPhail Vice President – Human Resources

# IN LIEU OF RECEIPT

• Parking, November 28, 2007 = \$2.00

John McPhail

Approved for payment/reimbursement by:

Sheila Weatherill

President and CEO

Date: December 4/04

John McPhail Expense Summary 2007-2008 Functional Centre: 201.9000,71120200001

|   | \$ 5,41V.31               | 101.13        | 3,5,5,10 |                       |                 |                         |                 |  |                      |
|---|---------------------------|---------------|----------|-----------------------|-----------------|-------------------------|-----------------|--|----------------------|
|   | 9 3 310 51                | 167.75        | 197 70   | 802.72                | 225.76          | 1,312.93                | 38.68           | l otal to Date                         |                      |
|   | \$ 831.22                 | 40.18         |          | -                     |                 | 286.89                  | 30.00           |  |                      |
|   |                           |               |          |                       |                 | 35.55                   | 20 60           | 4th Ouarter Total                      |                      |
| 567.64 MEALS/PARK/MILEAGE FEBOR   | 567.64                    | 26.84         |          |                       |                 | 75.33                   | 465,47          | 2 CONTRACT CARDO 2011                  |                      |
| 148 97 PARKAM EAGAT TARRO   | 148 97                    | 6.85          |          |                       |                 | 105,44                  | 20,06           | REIMRI IR SE_20FE DO                   | MAR-08               |
| 114.61 PARKING/MILEAGE DEC01-31/07  | 114.61                    | 6.49          |          |                       |                 | 108.12                  | 39 88           | REIMBURSE-31JAN08                      | FEB-08               |
| . •   | \$ 679.90                 | 37.71         |          |                       | 225.76          | 410.43                  |                 |  | ;<br>PF              |
|   |                           |               |          |                       |                 |                         |                 | 3rd Ouarter Total                      | շլ                   |
| 679.90 PARK/MILE/HOTEL OCT01-NOV30/07   | 679.90                    | 37.71         |          |                       | 225.76          | 416.43                  |                 | REIMBURSE-30NOV07                      | )<br>(3)             |
| •   | \$ 421.00                 | 22.84         | 109.25   |                       | -               | 288.91                  | ı               | - Comment Total                        | A۱                   |
|   |                           |               |          |                       |                 |                         |                 | 2nd Ouarter Total                      | 1                    |
| 25.61 PARKIMILEAGE JUNI-29/07<br>269.22 MEALS/PARK/TAXI/MILE JUN29-JUL31/07<br>126.17 PARKING/MILEAGE AUG07 | 25.61<br>269.22<br>126.17 | 14.25<br>7.14 | 109.25   |                       |                 | 145.72<br>119.03        |                 | REIMBURSE-317JL07<br>REIMBURSE-31AUG07 | T @G                 |
|   | <b>?</b>                  | 1             |          |                       |                 | 24.16                   |                 | REIMBURSE-29JUN07                      |                      |
| , ,   | \$ 1,278.39               | 67.02         | 87.95    | 802.72                |                 | 320,70                  | ł               | 1st Castel Total                       | Y                    |
| 614.40 KELOWNAMILE/MEALS MAY16-JUN01/07   | 614.40                    | 31.86         | 57.15    | 423.19                |                 | 102.20                  |                 | 1st Onether Table                      |                      |
| 104.11 MEAL/PARK/MILE APR01-30/07   | 104.11                    | 5.61          | 30.80    |                       |                 | 07.70                   |                 | REMBI IDEE OF THE                      | JUN-08               |
| ****** *******************************  |                           |               | ?        |                       |                 | 67.70                   |                 | REIMBURSE-30APR07                      | MAY-08               |
| VANCOUVED BARAGUE MARALLING   | 559 88                    | 29,55         |          | 379.53                |                 | 150.80                  |                 | REIMBURSE-31MAR07                      | APR-08               |
| Comments  | Total                     | GST           | 69600000 | 62414000              | 62412000        | 62410000                | <u>62300000</u> | TACITUM I SOLO I WA                    |                      |
|   |                           |               | Catering | of Province<br>62314/ | Province 62312/ | Local/Parking<br>62310/ | Meals           | Invoice Number                         | Accounting<br>Period |
|   |                           |               |          | Travel-Out            | Travel in       | Travel-                 |                 |  |                      |

Employee Number:



Name: John McPhail

# **Travel & Employee Expense Claim Form**

(In Canadian Dollars)

Section 17(1)

| Name:                   | John McPha                   | il  | Employee Numbe                              | er:                      | Union Na      | ame: N/A                          |                                       |
|-------------------------|------------------------------|---|---|--------------------------|---------------|-----------------------------------|---------------------------------------|
| Position                | ı: Vice Pres                 | ident - Human Resources                                 | t   | Department: Hun          | nan Resourc   | es                                |                                       |
| Busines                 | s Phone: 7                   | 780 407 3266  | Period From: Dec                            |                          |               |                                   | · · · · · · · · · · · · · · · · · · · |
| Expenses<br>another o   | s paid (pleas<br>rganization | se attach receipts). Do no<br>. Complete details on the | t include amounts p<br>other side of the fo | oaid by Capital H        | ealth or rein | nbursed / reimburs                | able by                               |
| Bal Unit<br>e.g. 201    | Location<br>e.g. 9000        | Functional Centre<br>e.g. 71135050044                   | Account<br>e.g. 69500001                    | Non-Canadian<br>Currency | Rate          | Canadian \$<br>(including<br>GST) | ✓ if GST included                     |
| 201                     | 9000                         | 71120200001   | 62 <b>4</b> 10000                           |                          |               | \$114.61                          | ×                                     |
|                         |                              |   | 3   |                          |               |                                   |                                       |
|                         |                              |   |   |                          |               |                                   |                                       |
|                         | •                            | · · · · · · · · · · · · · · · · · · ·                   |   |                          |               |                                   |                                       |
|                         |                              |   | 100   | Capital Health           |               |                                   |                                       |
|                         |                              |   | - Wat (                                     | 1 4 2 2 3 32             | , Here's      |                                   |                                       |
| Less Cas                | h Advance                    |   | - Nonza                                     | JAN 1 0 200              |               |                                   |                                       |
| Total                   |                              |   |   | ACCOUNTS<br>PAYABLE      | 3             | 114.61                            | C X1                                  |
| III de use              | a to proces                  | is form is collected under s your claim.                |   |                          |               |                                   |                                       |
| laimed b                | y me or on                   | my behalf from Capital He                               | ealth or other organ                        | ization,                 | siness and    | nave not been prev                | lously                                |
| mployee                 | Signature:                   | J. mach   |   | Date                     | e: January 7  | , 2008                            |                                       |
| Approved<br>Print name) | By: Sheila                   | Weatherill  | Title: President                            | and CEO                  | ·             | Phone # 407-8008                  | }                                     |
| Signature)              | Q                            | Deveath.  | 1   |                          |               | Date                              | <u> </u>                              |
| pproved<br>Print name)  | By:                          |   | Title:                                      |                          |               | Phone #                           |                                       |
| ignature)               |                              |   |   |                          |               | Date                              |                                       |
| TE:                     |                              |   |   | ·                        |               |                                   |                                       |
| Expense                 | e claim mus<br>er The aper   | st be properly authorized                               | and must be suppo                           | rted by original i       | receipts or a | a copy as certified I             | by the                                |
| ~bbiose                 | The appl                     | over must initial individua                             | ai items that are no                        | t supported by o         | riginal invo  | ices or do not have               | all the                               |

- approval. GST amounts included in the expense claims will be calculated by Accounts Payable.
- For all employees on the payroll system, expense reimbursements will be deposited to employee bank account.
- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the internal mail system.

required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4

- See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10th Fl.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- Out of province expenses also require approval of Chief Operating Officer or Vice President.

#### **EXPENSE CLAIM DETAILS**

| Date     | Details                                | Accomm.  | Meals    | Registration                                     | Transportation                         | Other       | Parking  | Mileage                                 |
|----------|--|--|----------|--|--|-------------|--|---|
| December | Parking                                |  |          |  |  |             | \$83.00  |   |
| December | Mileage                                |  |          |  |  |             |  | 73.5                                    |
|          |  |  |          |  |  |             |  |   |
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|          | -J* //W/1/                             |  |          | <del>                                     </del> |  |             | <del>                                     </del> |   |
| OTALS:   |  | \$ -   | \$ -     | \$ -   | \$ -                                   | \$ -        | \$ 83.00   | \$ 31.61                                |

#### **EXPENSE LIMITS**

#### Meal Allowances

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

Breakfast Lunch

\$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.)

\$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.)

Dinner

\$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.) For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are

Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or

organizations whose representatives attended the lunch/dinner meeting.

#### Travel

- Use of personal automobile From March 1, 2006, reimbursement at the rate of \$0.43 per km for the first 15,000 kilometers of approved travel in a fiscal year (April 1 to March 31) and \$0.40 for each kilometer there after (except where collective agreement specifies otherwise).
- Business car insurance is reimbursable up to \$260 per year with receipts in accordance with Capital Health Policy.
- Effective March 1, 2006, out of scope employees required to provide a vehicle as a condition of employment and meeting the following requirements on a regular and continuing basis as approved by an authorized manager.
  - 1. Monthly travel in excess of 340 kilometers: or
  - 2. Monthly expense equivalent to four (4) return cab fares at \$20 one way; or
  - 3. Daily requirements to utilize personal vehicle in the course of duties reimbursed at \$0.50 per kilometer.
- If union contract rate differs from \$0.43 then contract rate must be used.
- Includes all forms of transportation costs, including taxis and buses for local travel.
- Driving to and from work is not considered business travel and cannot be claimed.

#### Advance

Travel advance may be requested provided travel expenses are likely to exceed \$500.

December 3, 2007

John McPhail Vice President – Human Resources

## IN LIEU OF RECEIPT

• Parking, December 3, 2007 = \$2.00

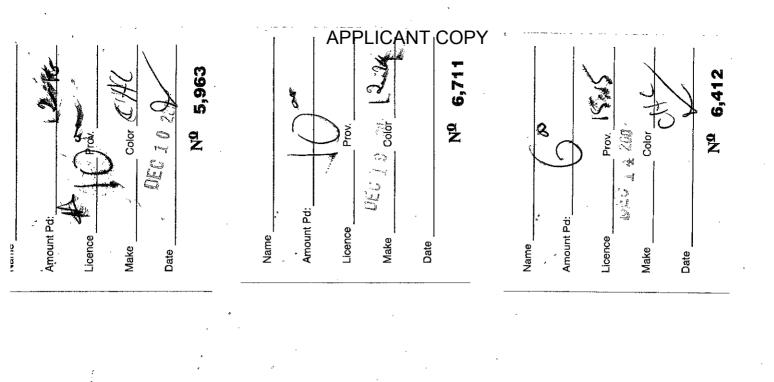
John McPhail

Approved for payment/reimbursement by:

Sheila Weatherill

President and CEO

Date: January 7, 2008



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Date

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# **Travel & Employee Expense Claim Form**

(In Canadian Dollars)

Section 17(1)

| Name: John McPhail Employee Number: Union Name: N/A |                               |  |  |                        |                |                  |                                   |                      |  |
|---|-------------------------------|--|--|------------------------|----------------|------------------|-----------------------------------|----------------------|--|
| Position  | : Vice Pres                   | ident - Human Resources                                  |  | epartment              | t: Human       | Resources        |                                   |                      |  |
| Busines   | s Phone: 7                    | 80 407 3266  | Period From: Jane                          | uary 1, 200            | 8 to Janua     | ary 31, 2008     | 3                                 |                      |  |
| Expenses another of                                 | s paid (pleas<br>organization | se attach receipts). Do not<br>. Complete details on the | include amounts p<br>other side of the fo  | aid by Cap<br>rm.      | oital Heal     | th or reimb      | ursed / reimburs                  | able by              |  |
| Bal Unit<br>e.g. 201                                | Location<br>e.g. 9000         | Functional Centre<br>e.g. 71135050044                    | Account<br>e.g. 69500001                   | Non-Can<br>Currer      |                | Rate             | Canadian \$<br>(including<br>GST) | ✓ if GST<br>included |  |
| 201   | 9000                          | 71120200001  | 62/10000                                   |                        |                |                  | \$148.97                          |                      |  |
|   |                               |  | 62300 : 35.3                               | 32 W S                 | .04n           |                  |                                   |                      |  |
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| ŀ   |                               |  |  | FEB 0 B                | 2008           | i descenti       |                                   |                      |  |
| Less Cas  | h Advance                     |  |  | ACCOU                  | NTS            |                  |                                   |                      |  |
| Total   |                               |  |  | FAVAR                  |                |                  | 148.97                            |                      |  |
| The inform  | nation on the                 | is form is collected under<br>s your claim.              | section 4 of the Re                        | gional Hea             | ilth Autho     | orities (Mini    | isterial) Regulatio               | on and               |  |
| l hereby o  | certify that t<br>by me or on | he expenses listed above<br>my behalf from Capital He    | were incurred on C<br>ealth or other organ | apital Hea<br>ization. | lth busin      | ess and ha       | ve not been prev                  | iously               |  |
| Employee  | Signature:                    | phyh   | -1   |                        | Date:          | February 5,      | 2008                              |                      |  |
| Approved  | l By: Sheila                  | Weatherill   | Title: President a                         | and CEO                |                | Phone # 407-8008 |                                   |                      |  |
| (Signature)   |                               | Sevenely   |  |                        |                | D                | )ate Feb. 6/08                    | 3                    |  |
| Approved<br>(Print name)                            |                               |  | Title:                                     | Phone #                |                |                  |                                   |                      |  |
| (Signature)   |                               |  |  |                        |                | a                | ate                               |                      |  |
| OTE:<br>Expens                                      | se claim mu                   | st be properly authorized                                | and must be suppo                          | rted by ori            | iginal rec     | eipts or a c     | ony as cortified                  | hy the               |  |

- Expense claim must be properly authorized and must be supported by original receipts or a copy as certified by the
  approver. The approver must initial individual items that are not supported by original invoices or do not have all the
  required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4
  approval.
- · GST amounts included in the expense claims will be calculated by Accounts Payable.
- For all employees on the payroil system, expense reimbursements will be deposited to employee bank account.
- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the internal mail system.
- · See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10<sup>th</sup> Fl.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- · Out of province expenses also require approval of Chief Operating Officer or Vice President.

#### **EXPENSE CLAIM DETAILS**

| Date       | Details  | Accomm.     | Meals       | Registration                          | Transportation | Other  | Parking  | Mileage  |
|------------|--|-------------|-------------|---------------------------------------|----------------|--|--|--|
| January    | Parking  |             |             |                                       |                |  | \$77.00  | <u> </u>   |
| January    | Mileage  |             |             | 35.32                                 |                | 1  |  | 73.5   |
| January    | Meals  |             | \$40.36     | 5.04                                  |                | 1  |  | 1  |
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| OTALO      |  |             |             |                                       |                |  |  |  |
| OTALS:     |  | \$ -        | \$ 40.36    | \$ -                                  | \$ -           | \$ -   | \$ 77.00   | \$ 31.61   |

#### **EXPENSE LIMITS**

#### Meal Allowances

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

Breakfast

\$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.)

Lunch Dinner \$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.)

Dinne

\$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.)

For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are reasonable.

Meal expenses must be supported by restaurant receipt (not just gradit cord receipt) and information on either the receipt (not just gradit cord receipt) and information on either the receipt (not just gradit cord receipt) and information on either the receipt (not just gradit cord receipt).

Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the lunch/dinner meeting.

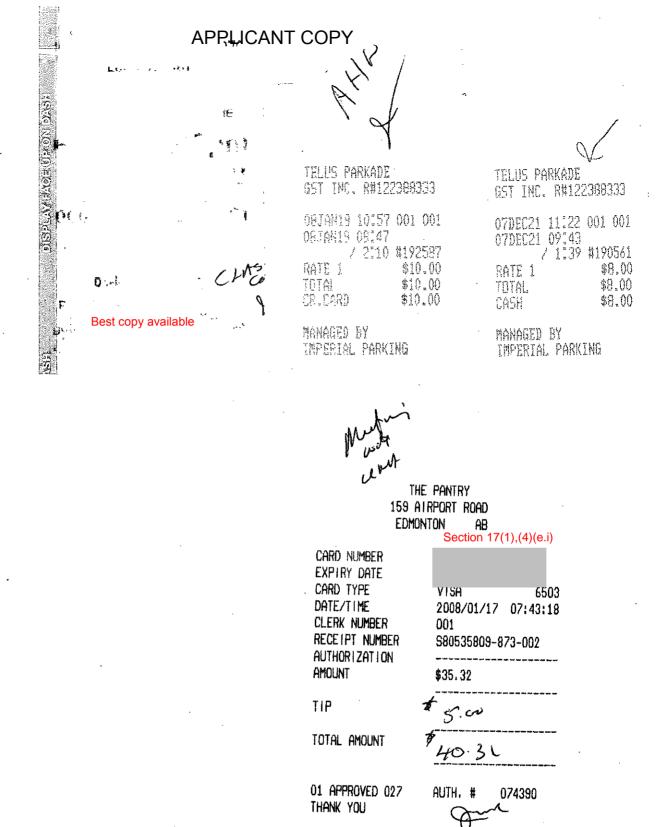
#### Travel

- Use of personal automobile From March 1, 2006, reimbursement at the rate of \$0.43 per km for the first 15,000 kilometers of approved travel in a fiscal year (April 1 to March 31) and \$0.40 for each kilometer there after (except where collective agreement specifies otherwise).
- Business car insurance is reimbursable up to \$260 per year with receipts in accordance with Capital Health Policy.
- Effective March 1, 2006, out of scope employees required to provide a vehicle as a condition of employment and meeting the following
  requirements on a regular and continuing basis as approved by an authorized manager.
  - 1. Monthly travel in excess of 340 kilometers; or
  - 2. Monthly expense equivalent to four (4) return cab fares at \$20 one way; or
  - 3. Daily requirements to utilize personal vehicle in the course of duties reimbursed at \$0.50 per kilometer.
- If union contract rate differs from \$0.43 then contract rate must be used.
- Includes all forms of transportation costs, including taxis and buses for local travel.
- Driving to and from work is not considered business travel and cannot be claimed.

#### Advance

Travel advance may be requested provided travel expenses are likely to exceed \$500.

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CARDHOLDER WILL PAY TOTAL AMOUNT SHOWN TO CARD ISSUER ACCORDING TO CARDHOLDER

CARDHOLDER SIGNATURE

AGREEMENT.



# **Travel & Employee Expense Claim Form**

(In Canadian Dollars)

|                         |                               |   |   | Section 17(1   | 1)                  |                                   |                   |
|-------------------------|-------------------------------|---|---|--|---------------------|-----------------------------------|-------------------|
| Name:                   | John McPha                    | il  | Employee Numbe                            | r:   | Union N             | ame: N/A                          |                   |
| Position                | : Vice Pres                   | ident - Human Resources   |   | Department   | : Human Resourc     | es                                |                   |
| Busines                 | s Phone: 7                    | 80 407 3266   | Period From: Feb                          | ruary 1, 200   | 8 to February 29,   | 2008                              |                   |
| Expenses<br>another o   | s paid (pleas<br>organization | se attach receipts). Do not<br>. Complete details on the o  | include amounts p<br>other side of the fo | aid by Cap   | ital Health or reir | nbursed / reimburs                | able by           |
| Bal Unit<br>e.g. 201    | Location<br>e.g. 9000         | Functional Centre<br>e.g. 71135050044   | Account<br>e.g. 69500001                  | Non-Cana<br>Curren   |                     | Canadian \$<br>(including<br>GST) | ✓ if GST included |
| 201                     | 9000                          | 71120200001   | 62410000                                  |  |                     | \$595.54                          |                   |
|                         |                               | 62300 = 484.5   | 4 4.00                                    |  |                     |                                   |                   |
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|                         |                               |   | i engles                                  | ACCOL  |                     |                                   |                   |
| Less Cas                | h Advance                     |   |   |  |                     |                                   |                   |
| Total                   |                               |   |   |  |                     | 567.64                            |                   |
| I hereby o              | ertify that t                 | is form is collected under s<br>s your claim.<br>he expenses listed above v<br>my behalf from Capital Hea | vere incurred on C                        | apital Heal  |                     | inisterial) Regulatio             |                   |
| Employee                | Signature:                    | JANA  | 1   |  | Date: March 5,      | 2008                              |                   |
| Approved<br>Print name) | By: Sheila                    | Weatherill  | Title: President a                        | and CEO  |                     | Phone # 407-8008                  | 3                 |
| Signature)              | SM                            | ela Weatho  | ull                                       | her  | Shere               | Date Harch &                      | 108               |
| Approved<br>Print name) | By:                           |   | Title:                                    |  |                     | Phone #                           |                   |
| Signature)              |                               |   | *** , *** ****************************    |  |                     | Date                              |                   |
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- Expense claim must be properly authorized and must be supported by original receipts or a copy as certified by the approver. The approver must initial individual items that are not supported by original invoices or do not have all the required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4
- GST amounts included in the expense claims will be calculated by Accounts Payable.
- For all employees on the payroll system, expense reimbursements will be deposited to employee bank account.
- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the internal mail system.
- See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10th Fl.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- Out of province expenses also require approval of Chief Operating Officer or Vice President.

#### **EXPENSE CLAIM DETAILS**

| Date                                   | Details | Accomm. | Meals        | Registration                            | Transportation | Other        | Parking  | Mileage  |
|--|---------|---------|--------------|---|----------------|--------------|--|--|
| 1-Feb-08                               |         |         | . /          |   |                |              |  | 70   |
| 1-Feb-08                               |         |         | \$3 6.44     |   |                | <b>—</b> —   | <del></del>                                      | <del>  '`</del>                                  |
| 1-Feb-08                               |         |         |              |   |                |              | \$49.00  |  |
|  |         |         | 488.54       |   |                |              | ¥ 10.00  |  |
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|  |         |         |              |   |                |              |  |  |
|  |         |         |              |   |                |              |  |  |
| OTALS:                                 |         | \$ -    | \$ 516.44    | \$ -                                    | \$ -           | \$ -         | \$ 49.00   | \$ 30.10   |

#### **EXPENSE LIMITS**

#### Meal Allowances

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

Breakfast

\$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.)

Dinner

\$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.) \$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.)

For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are reasonable.

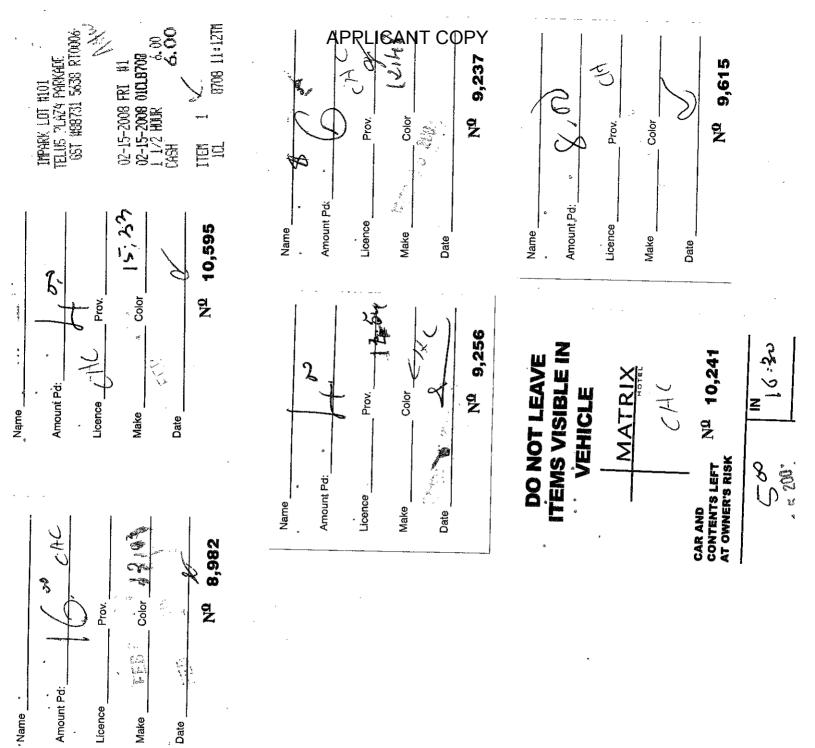
Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the lunch/dinner meeting.

#### Travel

- Use of personal automobile From March 1, 2006, reimbursement at the rate of \$0.43 per km for the first 15,000 kilometers of approved travel in a fiscal year (April 1 to March 31) and \$0.40 for each kilometer there after (except where collective agreement specifies otherwise).
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- Effective March 1, 2006, out of scope employees required to provide a vehicle as a condition of employment and meeting the following requirements on a regular and continuing basis as approved by an authorized manager.
  - 1. Monthly travel in excess of 340 kilometers; or
  - 2. Monthly expense equivalent to four (4) return cab fares at \$20 one way; or
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- Includes all forms of transportation costs, including taxis and buses for local travel.
- Driving to and from work is not considered business travel and cannot be claimed.

## Advance

Travel advance may be requested provided travel expenses are likely to exceed \$500.



| ************************************** | CHIANTI'S-EDMONTON COLI | The state of the s | 780-439-9829<br>6ST #R100947316 | VISA<br>AUTH 085569 TBL 31 CHECK 128145 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1) | AMDUNT 26.56 GST PLUS 1.34 | SUBTOTAL \$ 27.90 | TIP \$ 4. 4.5 | TOTAL \$3//90 | After the second product the second prompt voted the second prompt voted the second to second the second the second to second the second to second the second to second the second to second the second to second the second to second the second to second the second t |
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26.56 1.34

SUBTOTAL GST PLUS 27.90

TOTAL DUE

AMOUNT

TTEMS ORDERED

2/19/08 12:57PM

DATE

CHECK # 128145 TABLE # 31 RESTAURANT : Lindsey

7.98 4.58

1 RAVIOLI BOLOGNES 1 V PARMIGIANA 2 COFFEE GST#: R108189202

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CHIANTI CAFE & RESTAURANT PLEASE PAY SERVER

CUSTOMER COPY

CENTURÝ GRTÍ L CENTURY GRILL 3975 Calgary Trail South 3975 CALGARY TRAIL EDMONTON, AB EDMONTON, AB 780,431,0303 Feb 3 2008 01:45 pm GST# 865789382 113 F MACTION RECORD Tb1 61, 1 Chk 1404 Feb14'08 11:35AM Card Number: 1 ICED TEA 3.00 2 SOFT DRINKS @ 2.75 Exp Date 5.50Card Entry : Sol 1 VOSS SPRK BOOML 1 CUP FEATURE 1 BEET SALAD 2 TEA @ 3.50 1 VOSS SPRK 800ML 8.00 Account 5.00 15.00 lidns lype 7.00 PRE-AUTHOR: - HON 8.00 1 SOFT DRINKS 2.75 SHEPHERDS PIE 17.00 EΑ Tip 3.50 JOFFEE 2 SOFT Total - 75 19.00 4.25 Auth # : 094641 9,00 Sequence # : 001001348 2.75 SK SAND LUJFFEE Merchant II: 66647 18.00 Employe: KHART 3.50 1 APPLE CRUMBLE Employ: 9.00 102 Termina: # : M12206664703 18.00 : 08/02/14 : 13:43:51 Date 3.50 Time 9.00 SAND 18.00 APPROVED - THANK YOU TEA 3.50 TIRAMISU 9.00 COFFEE 3.50 1 BRULEE Carolholder Signatur. 1 STEAK SAND 18.00 1 TF: 3.50 CARDHOLDER WILL PAY 10 THE ISSUER OF THE CHARGE CAND 18.00 1 SALMUN 19.00 PRESENTED HERE WITH THE 1 LAMB BURGER 16.00 1 SHEPHERDS PIE 1 CUP FEATURE 1 BEET SALAD AMOUNT STATED HERE ON IN 17.00 ACCORDANCE WITH THE ISSUER'S
AGREEMENT WIHT THE 5.00 15.00 1 SALMON 19.00 STEAK SAND Belated HR Senior Management Jean Christmas huncheon 18.00 18 % X SERV CHG 66.83 Service Chrg GST 18.56 Amount Due 456.64 MARTCONIE THURSDAYS \$2 MARTINIS & RETRU "SATS

WINE WEDNESDAY





# Travel & Employee Expense Claim Form

(In Canadian Dollars)

Section 17(1)

| Name:                    | John McPha                     | il   | Employee Number                            | <u>r:</u>                 |              | Union Nar  | ame: N/A   |                   |  |  |
|--------------------------|--------------------------------|--|--|---------------------------|--------------|--|--|-------------------|--|--|
| Position                 | : Vice Pres                    | ident - Human Resources                                  | D  | epartment:                | Huma         | n Resource   | s  |                   |  |  |
| Busines                  | s Phone: 7                     | 80 407 3266  | Period From: Mar                           | ch 1 to 31, 2             | 008          |  |  |                   |  |  |
| Expenses<br>another o    | paid (pleas                    | se attach receipts). Do not<br>. Complete details on the | include amounts p<br>other side of the fo  | aid by Capi<br>rm.        | tal Hea      | alth or reiml  | oursed / reimburs  | able by           |  |  |
| Bal Unit<br>e.g. 201     | Location<br>e.g. 9000          | Functional Centre<br>e.g. 71135050044                    | Account<br>e.g. 69500001                   | Non-Cana<br>Currenc       |              | Rate   | Canadian \$<br>(including<br>GST)  | ✓ if GST included |  |  |
| 201                      | 9000                           | 71120200001  | 62410000                                   |                           |              |  | \$414.34   |                   |  |  |
|                          |                                |  |  |                           |              |  |  |                   |  |  |
|                          |                                | 62414= 177.45  | 16.90                                      | [7]<br>24<br>24           | er en en     | Cotto i bica   | California de Ca |                   |  |  |
|                          |                                | 62310= 201.09  |  | #. #                      | M            | CEIV   |  |                   |  |  |
|                          |                                | 62300= 23.90   | 5.00                                       |                           | Á            | PR 0 1 200   | 18   |                   |  |  |
|                          |                                |  |  |                           | A            | <u>Kount</u>   | (f)  |                   |  |  |
| Less Cas                 | sh Advance                     |  |  |                           | · La company | And the second s | and the same of th |                   |  |  |
| Total                    |                                |  |  |                           |              |  | 424.34   |                   |  |  |
| The inform               | nation on the                  | is form is collected under<br>ss your claim.             | section 4 of the Re                        | egional Heal              | Ith Aug      | thorities (Mi  | nisterial) Regulati  | on and            |  |  |
| I hereby<br>claimed I    | certify that to<br>by me or on | the expenses listed above<br>my behalf from Capital H    | were incurred on (<br>ealth or other organ | Capital Heal<br>nization. | th bus       | iness and l  | nave not been pre  | /iously           |  |  |
| Employe                  | e Signature                    | : John she   | 1  |                           | Date         | : March 31,  | 2008   |                   |  |  |
| Approved                 | d By: Sheila                   | Weatherill   | Title: President                           | and CEO                   |              |  | Phone # 407-800  | 08                |  |  |
| (Signature)              | Her                            | A.   |  | -,                        |              |  | Date March 3   | 18/08             |  |  |
| Approved<br>(Print name) |                                |  | Title:                                     |                           |              |  | Phone #  |                   |  |  |
| (Signature)              |                                |  |  |                           |              |  | Date   |                   |  |  |
| OTE:                     |                                |  |  |                           |              |  |  |                   |  |  |

- Expense claim must be properly authorized and must be supported by original receipts or a copy as certified by the approver. The approver must initial individual items that are not supported by original invoices or do not have all the required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4 approval.
- GST amounts included in the expense claims will be calculated by Accounts Payable.
- For all employees on the payroll system, expense reimbursements will be deposited to employee bank account.
- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the internal mail system.
- See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10th Fl.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- Out of province expenses also require approval of Chief Operating Officer or Vice President,

#### **EXPENSE CLAIM DETAILS**

| Date     | Details                               | Accomm.  | Meals    | Registration | Transportation | Other  | Parking  | Mileage  |
|----------|---------------------------------------|--|----------|--------------|----------------|--|--|--|
| 1-Mar-08 |                                       |  |          | 23.90        |                |  |  | 164.5  |
| 1-Mar-08 |                                       |  | \$28.90  | 5.60         |                |  | 19   |  |
| 1-Mar-08 |                                       |  |          |              |                |  | \$84.00  | ; /  |
| 1-Mar-08 |                                       |  | 177.45   | 1            | \$36.35        | W  | 1  | <b>-</b>   |
| 1-Mar-08 |                                       | \$194.35   | 16.90    |              | <u> </u>       |  |  |  |
|          |                                       |  | 1        |              |                | <b>†</b>   | 1  |  |
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|          |                                       |  |          |              |                |  |  |  |
|          |                                       |  |          |              |                | <u> </u>   |  | pro de la companya della companya de |
|          |                                       |  |          |              |                |  |  |  |
|          |                                       |  |          |              |                |  |  | ,  |
|          |                                       |  |          |              |                |  | 9  |  |
| TOTALS:  |                                       | \$ 194.35  | \$ 28.90 | \$ -         | \$ 36.35       | \$ -   | \$ \$4.00  | \$ 70.74   |

#### **EXPENSE LIMITS**

#### Meal Allowances

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

Breakfast

\$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.)

\$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.)

Lunch Dinner

\$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.)

For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are reasonable.

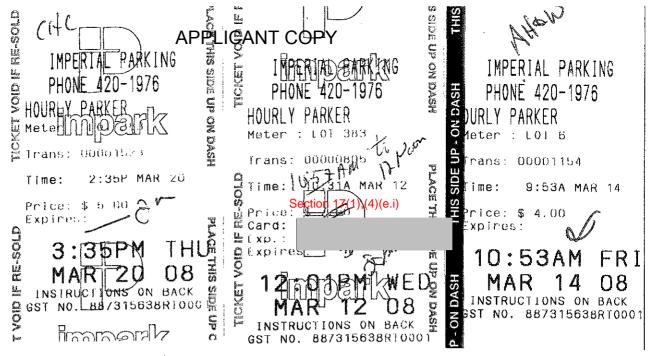
Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the lunch/dinner meeting.

#### Travel

- Use of personal automobile From March 1, 2006, reimbursement at the rate of \$0.43 per km for the first 15,000 kilometers of approved travel in a fiscal year (April 1 to March 31) and \$0.40 for each kilometer there after (except where collective agreement specifies otherwise).
- · Business car insurance is reimbursable up to \$260 per year with receipts in accordance with Capital Health Policy.
- Effective March 1, 2006, out of scope employees required to provide a vehicle as a condition of employment and meeting the following
  requirements on a regular and continuing basis as approved by an authorized manager.
  - 1. Monthly travel in excess of 340 kilometers; or
  - 2. Monthly expense equivalent to four (4) return cab fares at \$20 one way; or
  - 3. Daily requirements to utilize personal vehicle in the course of duties reimbursed at \$0.50 per kilometer.
- If union contract rate differs from \$0.43 then contract rate must be used.
- Includes all forms of transportation costs, including taxis and buses for local travel.
- Driving to and from work is not considered business travel and cannot be claimed.

#### Advance

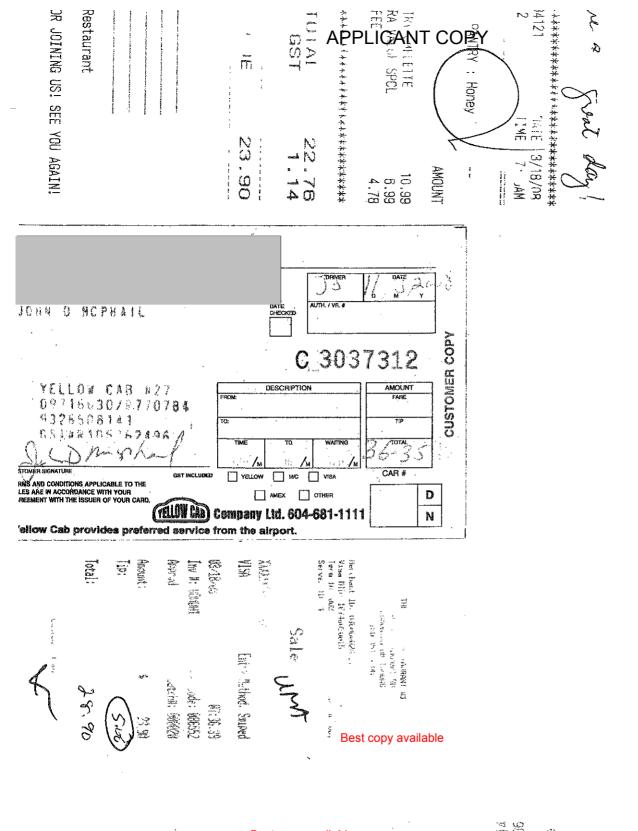
Travel advance may be requested provided travel expenses are likely to exceed \$500.







PLACE THIS SIDE UP ON DASH



Best copy available

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Salto, BatemReseint Date

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900 WEST GEORGIA STREET VANCOUVER, BC V6C 2W6 T 604 684 3131 F 604 662 1929 G.S.T. Registration # 83253 2816 Room

0561

Folio#

Cashier #

149

Page #

1 of 1

Group Name

Council of Human Resources Executive

The Conference Board of Canada

John Mcphail

Edmonton, AB T6G 2D7

CA

Arrival

03-10-08

Departure

03-11-08

| Date     | Description | Additional In | formation          | ing silver | Charges | Credits                                  |
|----------|-------------|---------------|--------------------|------------|---------|--|
| 03-10-08 | Room Charge |               |                    |            | 169.00  | en en en en en en en en en en en en en e |
| 03-10-08 | Room Tax    | Section       | n 17(1),(4)(e.i)   |            | (16.90) |  |
| 03-10-08 | Room GST    | Section       | 11 17 (1),(4)(6.1) |            | 8.45    |  |
| 03-11-08 | Visa        |               |                    |            |         | 194.35                                   |
|          |             | То            | tal                |            | 194.35  | 194.35                                   |
|          |             | Ва            | lance Due          | <b>1</b>   | 0.00    |  |
| G        | ST Summary  |               |                    |            |         |  |
| Room     |             | 8.45          |                    |            |         |  |
| F&B      |             | 0.00          |                    |            |         |  |
| Other    |             | 0.00          |                    |            |         |  |
| Total    |             | 8.45          |                    |            |         |  |

Guest signature

Signature du client X \_\_

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1800 441 1414
Pour information et réservations visitez notre web au

www.fairmont.com ou téléphoner au Hôtels Fairmont de:

États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.0% per annum.) I have accepted delivery of The Globe and Mail, Had I refused. I would have been eligible for a \$.75 (Mon-Fri) and \$1.50 (Sat.) credit to my account. (At participating intelse)

Je me porte personnellement responsable du règlement total de cette note au cas ou la compagnie, l'association ou son représentant désigné en refuserait le pieiment, Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année) J'al accepté la livraison du journel The Globe and Mail. Si Jevais refusé, l'aurais pu obtenir un crédit à mon compte de 0,75\$ par jour (du Lundi au Vendradi) et de 1,50\$ le Sarnedi. (Dans les hôtels participants.)



Please do not respond to this e-mail. Inquiries should be directed to the specific hotel or please call 1-800-441-1414

The information contained within this e-mail is the same as the information displayed on the web site.

Dear Mr John Mcphail,

Thank you for choosing The Fairmont Hotel Vancouver! Here you will find the details of your reservation. If you have any questions about your stay, please call 1-800-441-1414 or if you are calling internationally, please call direct to 1-506-863-6310.

The Fairmont Hotel Vancouver

900 West Georgia St Vancouver, BC V6C2W6 CA

T 604 684 3131

F 604 662 1929

Your room reservation details are as follows: RESERVED

**Confirmation Number:** 

42674564

Arrival Date:

03/10/08

Number of Nights:

4

Departure Date:

03/11/08

Room Details:

Fairmont King NS

Nightly Room Rate:

169.00 CAD (May Not Include Taxes)

Company Name:

The Conference Board of Canada

Hotel Check-in Time:

15:00

**Hotel Check-out Time:** 

12:00

Cancellation policies and penalties will vary. If you would like more information on these policies, please contact us at 1-800-441-1414 within North America or 1-506-863-6310 if calling internationally.

Sincerely,

**Reservations Department** 

Experience Fairmont your way and enroll into Fairmont President's Club. Our exclusive guest recognition program offers special benefits and privileges including a personalized travel profile to customize your stay, express check-in and check-out to save time, 500 airline miles per qualifying stay, complimentary high-speed Internet access and local calls, exclusive travel savings with Great Rates - Great Dates, complimentary TaylorMade golf club rentals at select locations and more.

To enroll visit www.fairmont.com/fpc





# **APPLICANT COPY** Travel Approval Form / Request for Advance

| A TRAVEL PARTICULARS Complete this section and forward  | to your Travel Coordinator  | Section 17(1)  |
|---|---|--|
| Name: John McPhall  | Signature: John Lol   | Employee #:  |
| Department: Human Resources   | Office Location: 1J2.16 WMC   | Business Phone #: 407-7297   |
| Program: Human Resources  | Oracle Cost Centre: 201 9000  | 71120200001 62414000   |
| Destination: Vancouver, B.C.  |   |  |
| Dates: From (day/month) March 9 (year)  | 2008 to (day/month) March 11 (year) 2008  | the second secon |
| Purpose of Trip: to attend Council of H   | uman Resource Executives (West), The Con  | ference Board of Canada  |
| Travel Coordinator's Name: Charlotte  | van Gelder  | Business Phone #: 407-7297   |
| APPROVALS:  | м <del>ар мон. весня ставо в постоя на ставо с не постоя не постоя не постоя не постоя не постоя не постоя не посто</del> |  |
| Supervisor (please print): Shella Wea   | therill Tri   | le: President and CEO  |
| Signature Locality  | Date:   | The state of the s |
| Vide President/Chief Operating Officer<br>(for Out of Province Travel)  | Signature:  | Date;  |
| B. ESTIMATE OF EXPENSES (Canadian I<br>Complete this section if your Super  | Poliers)<br>Visor needs to know total costs before ap   | proving travel   |
| 1. Accommodation Charge   | # 1 Nights at \$169.00  | \$169.00   |
| 2. Meals  |   | To be cialmed  |
| 3. Registration   |   |  |
| 4. Airfare or Other Travel Costs  |   | \$200,00   |
| 5. Other Expenses (please specify)  |   | To be claimed  |
|   |   |  |
|   |   |  |
| Total Estimated Travel Costs  |   | \$369.00   |
| C. COMPLETE THIS SECTION IF YOU   | REQUIRE AN ADVANCE (only it amount require  | d is \$500 or above)   |
| Advance Requested:  | Date Required:  | The second secon |
| D. TICKET/TRAVEL INFORMATION TO   | BE COMPLETED BY TRAVEL COORDINA   | TOR  |
| Date: February 14, 2008   | Invoice Number:   | Amount: \$200.00   |
| Date Information Sent to Traveler: Febr   | ruery 14, 2008  | - Andrews of the second |
| Date Information Received from Travels  | er: February 14, 2008 Date Notified Tre   | avel Agent: February 14, 2008  |
| March 1990 - David State Control of the Control of |   | THE RESERVE OF THE PROPERTY OF |

- Travel coordinators shall work with the Capital Health approved Travel Agency.
- The travel coordinators will forward this form with required approvals to the Travel Agency at the time of booking by faxing it to:
  - Attention: Martin Thomas Cook Travel Capital Health Corporate Account Fax: (780) 426-5759
- firsh advance is being requested the original Travel Approval Form should also be forwarded to:
  - Accounts Payable
    - Capital Health Centre
    - North Tower 10th Floor, 10030-107 Street
- North Tower 10 1 100 Edmonton, AB T5J 3E4 > All out of Province travel requires VP/COO approval as depicted in SECTION A. CH-0166 July, 2006



# **Travel & Employee Expense Claim Form**

(In Canadian Dollars) CAPITAL HEALTH **EDMONTON AREA** Section 17(1) Name: John McPhail **Employee Number:** Union Name: N/A Position: Vice President - Human Resources **Department:** Human Resources **Business Phone: 780 407 3266** Period From: July 1, 2008 - July 31, 2008

Expenses paid (please attach receipts). Do not include amounts paid by Capital Health or reimbursed / reimbursable by

| Bal Unit<br>e.g. 201 | Location<br>e.g. 9000 | Functional Centre<br>e.g. 71135050044 | Account<br>e.g. 69500001 | Non-Canadian<br>Currency | Rate  | Canadian \$<br>(including<br>GST)      | ✓ if GST included |
|----------------------|-----------------------|---------------------------------------|--------------------------|--------------------------|-------|--|-------------------|
| 201                  | 9000                  | 71120200001                           | 62410000                 |                          |       | \$79.44                                | ×                 |
|                      |                       |                                       |                          |                          |       |  |                   |
|                      |                       |                                       |                          |                          |       |  |                   |
| :                    |                       |                                       |                          |                          | Oirec | o prolitecim<br>lar, 7.coc et. it y Si | rvices 🗆          |
|                      |                       |                                       |                          |                          |       | AUE DO DUS                             |                   |
|                      |                       |                                       |                          | ,                        |       |  |                   |
| Less Ca              | sh Advance            |                                       |                          |                          |       |  |                   |
| Total                |                       |                                       |                          |                          |       |  |                   |

The information on this form is collected under section 4 of the Regional Health Authorities (Ministerial) Regulation and will be used to process your claim.

|                     | expenses listed above were in behalf from Capital Health o | ncurred on Capital Health business and have not been previously<br>r other organization. |
|---------------------|--|--|
| Employee Signature: | & mortal   | <b>Date</b> : August 1, 2008   |
|                     | <del></del>  |  |

| Approved By: Print name) Allaudin Merali Title: EVP&CFO | Phone # 407-3652. |
|---|-------------------|
| (Signature) A MUN                                       | Date Quy 5/00     |
| Approved By: Title:                                     | Phone #           |
| (Signature)   | Date              |

### NOTE:

- Expense claim must be properly authorized and must be supported by original receipts or a copy as certified by the approver. The approver must initial individual items that are not supported by original invoices or do not have all the required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4 approval.
- GST amounts included in the expense claims will be calculated by Accounts Payable.
- For all employees on the payroll system, expense reimbursements will be deposited to employee bank account.
- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the internal mail system.
- See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10th Fl.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- Out of province expenses also require approval of Chief Operating Officer or Vice President.

#### **EXPENSE CLAIM DETAILS**

| Date     | Details  | Accomm.      | Meals  | Registration | Transportation   | Other   | Parking      | Mileage  |
|----------|--|--------------|--|--------------|--|---|--------------|----------|
| July '08 |  |              |  |              |  |   |              | 58       |
| July '08 |  |              |  |              |  |   | \$54.50      |          |
|          |  |              |  |              |  |   |              |          |
|          |  |              |  |              |  |   |              |          |
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|          |  |              |  |              | 2.00   |   |              |          |
|          |  |              | -  |              | 2.00   |   | <u> </u>     |          |
|          |  |              |  |              | 500  |   |              |          |
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|          |  |              |  | <u> </u>     | 16 00  |   |              |          |
|          |  |              | · · · · ·  |              | 7.50   |   | <del></del>  |          |
|          |  |              |  |              | 10.00  | <del> </del>                                      |              |          |
|          | <del>                                     </del> | <del> </del> | <del>                                     </del> |              | 4.00   | <del>                                      </del> |              |          |
|          |  |              |  | <u> </u>     |  | +   | +            |          |
|          |  |              | <del> </del>                                     |              | 54.53  |   | +            |          |
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|          |  |              | 1  |              | - Comments   | <del> </del>                                      | <b></b>      |          |
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|          |  |              |  |              |  |   |              | X0.43    |
|          |  |              |  |              |  |   |              |          |
| TOTALS:  |  | \$ -         | \$ -   | \$ -         | \$ -   | \$ -  | \$ 54.50     | \$ 24.94 |

### **EXPENSE LIMITS**

#### **Meal Allowances**

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

Breakfast

\$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.) \$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.)

Lunch Dinner

\$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.)

For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are reasonable.

Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the lunch/dinner meeting.

### Travel

- Use of personal automobile From March 1, 2006, reimbursement at the rate of \$0.43 per km for the first 15,000 kilometers of approved travel in a fiscal year (April 1 to March 31) and \$0.40 for each kilometer there after (except where collective agreement specifies otherwise).
- · Business car insurance is reimbursable up to \$260 per year with receipts in accordance with Capital Health Policy.
- Effective March 1, 2006, out of scope employees required to provide a vehicle as a condition of employment and meeting the following
  requirements on a regular and continuing basis as approved by an authorized manager.
  - 1. Monthly travel in excess of 340 kilometers, or
  - 2. Monthly expense equivalent to four (4) return cab fares at \$20 one way; or
  - 3. Daily requirements to utilize personal vehicle in the course of duties reimbursed at \$0.50 per kilometer.
- If union contract rate differs from \$0.43 then contract rate must be used.
- Includes all forms of transportation costs, including taxis and buses for local travel.
- · Driving to and from work is not considered business travel and cannot be claimed.

#### Advance



Employee Number:



Name: John McPhail

# **Travel & Employee Expense Claim Form**

(In Canadian Dollars)

Section 17(1)

| Name: .                                    | John McPha                    | <u>il</u>  | Employee Numbe                         | er:                            | Union Name: N/A |                                   |                   |  |  |
|--|-------------------------------|--|--|--------------------------------|-----------------|-----------------------------------|-------------------|--|--|
| Position: Vice President - Human Resources |                               |  |  | Department: Human Resources    |                 |                                   |                   |  |  |
| Busines                                    | s Phone: 7                    | 80 407 3266  | Period From: Jun                       | e 1, 2008 – June 3             | 30, 2008        |                                   |                   |  |  |
| Expenses<br>another o                      | s paid (pleas<br>organization | se attach receipts). Do not i<br>. Complete details on the c | nclude amounts pother side of the fo   | oaid by Capital He<br>orm.     | alth or reiml   | oursed / reimbursa                | able by           |  |  |
| Bal Unit<br>e.g. 201                       |                               | Functional Centre<br>e.g. 71135050044                        | Account<br>e.g. 69500001               | Non-Canadian<br>Currency       | Rate            | Canadian \$<br>(including<br>GST) | √ if GST included |  |  |
| 201  | 9000                          | 71120200001  | 62410000                               |                                |                 | \$89.17                           | - Ty              |  |  |
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|  |                               |  |  |                                | 7 1000          |                                   |                   |  |  |
|  |                               |  |  | 30.0                           | 4 2008          |                                   |                   |  |  |
| Less Cas                                   | sh Advance                    |  |  | PAY                            | UNIS<br>ABLE    |                                   |                   |  |  |
| Total                                      |                               |  | -                                      |                                |                 | 89.17                             |                   |  |  |
| The inforn<br>will be use                  | nation on the                 | is form is collected under s<br>s your claim.                | section 4 of the Re                    | egional Health Au              | ithorities (Mi  | nisterial) Regulati               | on and            |  |  |
| I hereby of claimed I                      | certify that t<br>by me or on | the expenses listed above my behalf from Capital He          | were incurred on<br>alth or other orga | Capital Health bu<br>nization. | siness and h    | ave not been prev                 | riously           |  |  |
| Employe                                    | e Signature                   | gher   | 4                                      | Date                           | e: June 30, 2   | 2008                              |                   |  |  |
| Approved                                   | d By: Sheila                  | Weatherill   | Title: President                       | and CEO                        |                 | Phone # 407-800                   | 8                 |  |  |
| (Signature)                                |                               | Li)each.   | /                                      |                                |                 | Date July 31                      | 108               |  |  |
| Approved (Print name)                      |                               |  | Title:                                 |                                |                 | Phone #                           |                   |  |  |
| (Signature)                                |                               |  |  |                                |                 | Date                              |                   |  |  |
| NOTE:                                      | es elsive en                  |  |  |                                |                 |                                   |                   |  |  |

- Expense claim must be properly authorized and must be supported by criginal receipts or a copy as certified by the approver. The approver must initial individual items that are not supported by original invoices or do not have all the required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4 approval.
- GST amounts included in the expense claims will be calculated by Accounts Payable.
- For all employees on the payroll system, expense reimbursements will be deposited to employee bank account.
- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the internal mail system.
- See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10th Fl.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- Out of province expenses also require approval of Chief Operating Officer or Vice President.

#### **EXPENSE CLAIM DETAILS**

| Date     | Details | Accomm. | Meals | Registration | Transportation | Other | Parking  | Mileage  |
|----------|---------|---------|-------|--------------|----------------|-------|----------|----------|
| 1-Jun-08 |         |         |       |              |                |       |          | 69       |
| 1-Jun-08 |         |         |       |              |                |       | \$59.50  |          |
|          |         |         |       |              |                |       |          |          |
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|          |         |         |       |              |                |       |          |          |
| TOTALS:  |         | \$ -    | \$ -  | \$ -         | \$ -           | \$ -  | \$ 59.50 | \$ 29.67 |

# **EXPENSE LIMITS**

# Meal Allowances

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

Breakfast \$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.)

Lunch \$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.)
Dinner \$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.)

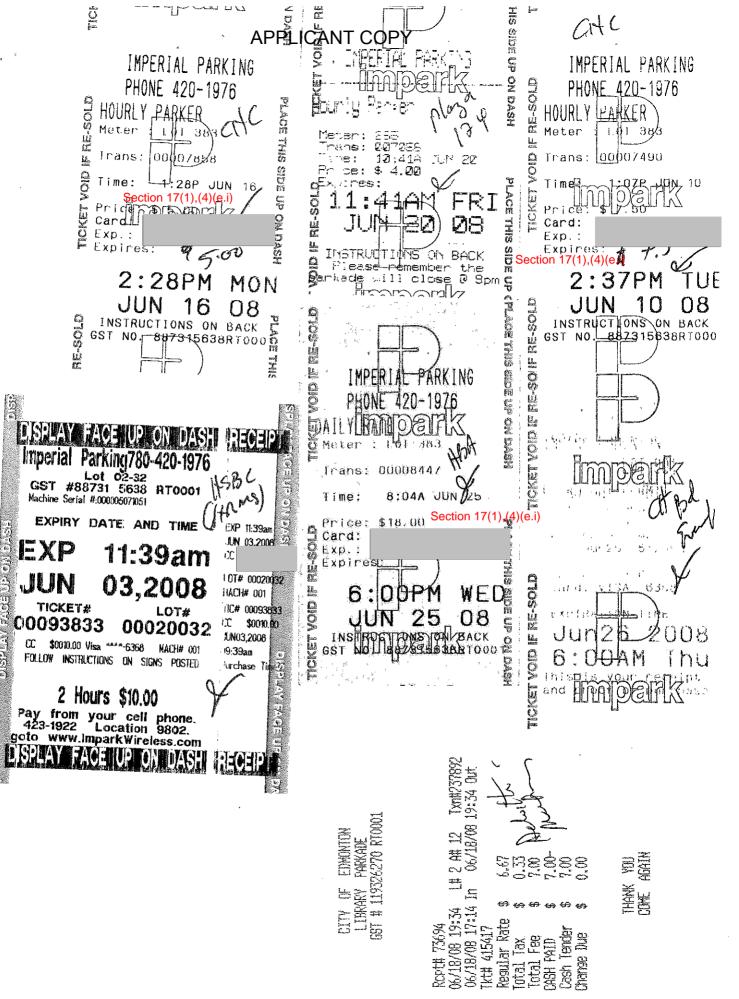
For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are reasonable.

Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the lunch/dinner meeting.

#### Travel

- Use of personal automobile From March 1, 2006, reimbursement at the rate of \$0.43 per km for the first 15,000 kilometers of approved travel in a fiscal year (April 1 to March 31) and \$0.40 for each kilometer there after (except where collective agreement specifies otherwise).
- Business car insurance is reimbursable up to \$260 per year with receipts in accordance with Capital Health Policy.
- Effective March 1, 2006, out of scope employees required to provide a vehicle as a condition of employment and meeting the following requirements on a regular and continuing basis as approved by an authorized manager.
  - 1. Monthly travel in excess of 340 kilometers; or
  - 2. Monthly expense equivalent to four (4) return cab fares at \$20 one way; or
  - 3. Daily requirements to utilize personal vehicle in the course of duties reimbursed at \$0.50 per kilometer.
- If union contract rate differs from \$0.43 then contract rate must be used.
- Includes all forms of transportation costs, including taxis and buses for local travel.
- Driving to and from work is not considered business travel and cannot be claimed.

### Advance





# Travel & Employee Expense Claim Form

(In Canadian Dollars)

Section 17(1)

| Name: John WcPhall                         |                               |   | Employee Numbe                            | er:                       | Union Name: N/A |                                   |                   |  |
|--|-------------------------------|---|---|---------------------------|-----------------|-----------------------------------|-------------------|--|
| Position: Vice President - Human Resources |                               |   | Department: Human Resources               |                           |                 |                                   |                   |  |
| Busines                                    | s Phone: 7                    | 80 407 3266   | Period From: April 1, 2008 – May 31, 2008 |                           |                 |                                   |                   |  |
| Expenses<br>another o                      | s paid (pleas<br>organization | se attach receipts). Do not i<br>. Complete details on the c  | nclude amounts pother side of the fe      | paid by Capital H<br>orm. | ealth or reim   | bursed / reimburs:                | able by           |  |
| Bal Unit<br>e.g. 201                       | Location<br>e.g. 9000         | Functional Centre<br>e.g. 71135050044                         | Account<br>e.g. 69500001                  | Non-Canadian<br>Currency  | Rate            | Canadian \$<br>(including<br>GST) | ✓ if GST included |  |
| 201  | 9000                          | 71120200001   | 62410000                                  |                           |                 | \$45 F.31                         |                   |  |
|  |                               | 69600-294.79  | 80.54                                     |                           |                 |                                   |                   |  |
|  |                               | 69600-294.79<br>62310-7698 W                                  |   |                           |                 |                                   |                   |  |
|  |                               |   |   | 1 AE                      | No.             | ***                               |                   |  |
|  |                               |   |   | / JUN                     | - VEI           |                                   |                   |  |
|  |                               |   |   | L ADOM                    | J 2008          |                                   |                   |  |
| Less Cas                                   | sh Advance                    |   |   | A SA                      | Mar.            |                                   |                   |  |
| Total                                      |                               |   |   |                           |                 |                                   |                   |  |
| The inform<br>vill be use                  | nation on the                 | is form is collected under s<br>ss your claim.                | section 4 of the R                        | egional Health A          | uthorities (Mi  | inisterial) Regulati              | on and            |  |
| I hereby<br>claimed I                      | certify that t<br>by me or on | the expenses listed above very behalf from Capital He         | were incurred on alth or other orga       | Capital Health bu         | siness and I    | nave not been prev                | viously           |  |
| Employe                                    | e Signature                   | : Jahra   | 1   | Dat                       | e: June 2, 20   | 008                               |                   |  |
| Approved                                   | d By: Sheila                  | Weatherill  | Title: President                          | and CEO                   |                 | Phone # 407-800                   | )8                |  |
| (Signeture)                                |                               | rachour   |   |                           |                 | Date June 4                       | 42008             |  |
| Approved (Prijet name)                     |                               |   | Title:                                    |                           |                 | Phone #                           |                   |  |
| (Signature)                                |                               |   |   |                           |                 | Date                              |                   |  |
|  |                               | ust be properly authorized a<br>prover must initial individua |   |                           |                 |                                   |                   |  |

- required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4 approval.

  GST amounts included in the expense claims will be calculated by Accounts Payable.
- · For all employees on the payroll system, expense reimbursements will be deposited to employee bank account.
- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the internal mail system.
- See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10<sup>th</sup> Fl.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- · Out of province expenses also require approval of Chief Operating Officer or Vice President.

#### **EXPENSE CLAIM DETAILS**

| Date      | Details         | Accomm. | Meals     | Registration | Transportation | Other | Parking  | Mileage      |
|-----------|-----------------|---------|-----------|--------------|----------------|-------|----------|--------------|
| April/May |                 |         |           |              |                |       |          | 36           |
| April/May |                 |         |           |              |                |       | \$61.50  |              |
| 22-May-08 | HR SMC Luncheon |         | \$375.33  |              |                |       |          |              |
|           |                 |         | -         |              |                | 1     |          |              |
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|           |                 |         |           |              |                |       |          |              |
| TOTALS:   |                 | \$ -    | \$ 375.33 | \$ -         | \$ -           | \$ -  | \$ 61.50 | \$ 15.48     |

## **EXPENSE LIMITS**

#### Meal Allowances

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

Breakfast Lunch

\$8.00 (if the departure time is earlier or the return time is later than 7:00 a.m.) \$10.00 (if the departure time is earlier or the return time is later than 1:00 p.m.)

Dinner

\$17.00 (if the departure time is earlier or the return time is later than 7:00 p.m.)

For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are reasonable.

Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the lunch/dinner meeting.

#### Travel

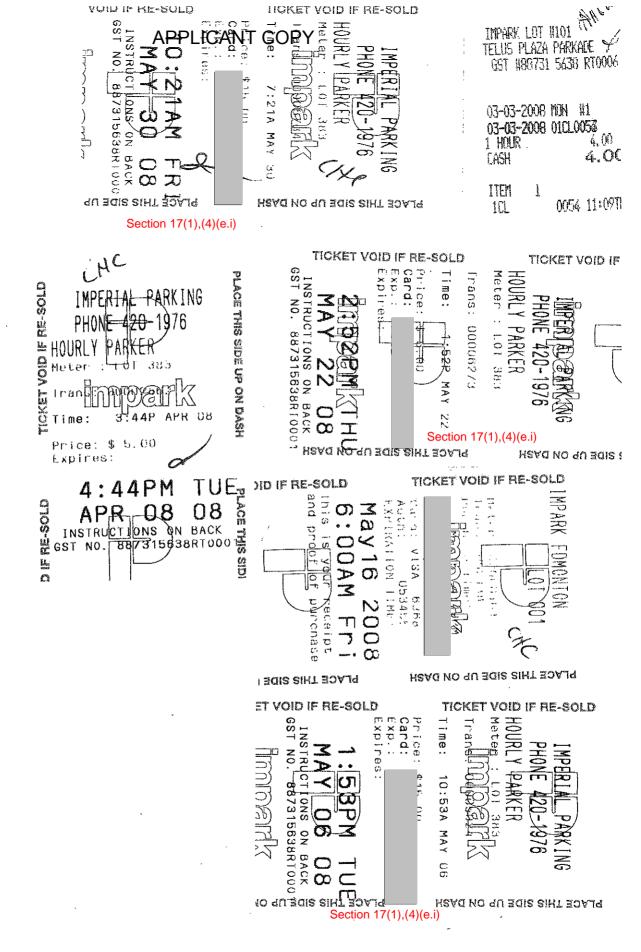
- Use of personal automobile From March 1, 2006, reimbursement at the rate of \$0.43 per km for the first 15,000 kilometers of approved travel in a fiscal year (April 1 to March 31) and \$0.40 for each kilometer there after (except where collective agreement specifies otherwise)
- Business car insurance is reimbursable up to \$260 per year with receipts in accordance with Capital Health Policy.
- Effective March 1, 2006, out of scope employees required to provide a vehicle as a condition of employment and meeting the following requirements on a regular and continuing basis as approved by an authorized manager.
  - 1. Monthly travel in excess of 340 kilometers; or
  - 2. Monthly expense equivalent to four (4) return cab fares at \$20 one way; or
  - 3. Daily requirements to utilize personal vehicle in the course of duties reimbursed at \$0.50 per kilometer.
- If union contract rate differs from \$0.43 then contract rate must be used.
- Includes all forms of transportation costs, including taxis and buses for local travel.
- Driving to and from work is not considered business travel and cannot be claimed.

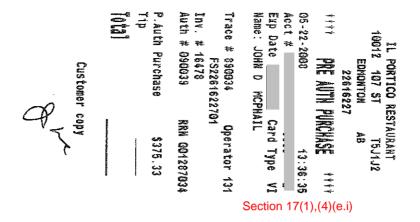
#### Advance

# Il Portico Restaurant

Invoice Date: <u>22 May 08</u>

Thank you for choosing il Portico for your special event. We look forward to seeing you again in the future.









Name: John McPhail

# APPLICANT COPY

Employee Number:

# **Travel & Employee Expense Claim Form**

(In Canadian Dollars)

Union Name: N/A

SEP 4 2 mma

Section 17(1)

| Excensions: | Vice.    | Presentat                   |  |
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| Busines  | s Phone: 7  | dent - Human Resources<br>80 407 3266<br>se attach receipts). Do not |  | Department: Huma   | ust 31, 2008 |                             | able by           |
|----------|-------------|--|--|--------------------|--------------|-----------------------------|-------------------|
|          | rganization | Complete details on the<br>Functional Centre<br>e.g. 71135050044     |  | Non-Canadian       | Rate         | Canadian \$ (including GST) | ✓ if GST included |
| 201      | 9000        | 71120200001  | 624/10000  |                    |              | \$55.18                     | ÌX.               |
|          |             |  | 3  | Ciroltel House     |              |                             |                   |
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|          |             | nis form is collected under<br>ss your claim.                        | r section 4 of the   | Regional Health Au | thorities (M | inisterial) Regulati        | on and            |

I hereby certify that the expenses listed above were incurred on Capital Health business and have not been previously

| Employee Signature: Amchad                    | Date: September 2, 2008       |
|---|-------------------------------|
| Approved By: Print name) COLLEGA PLACE Title: | 1CTING<br>CFO Phone #407-7848 |
| (Signature)                                   | Date Sept. 3/08               |
| Approved By: // Title:                        | Phone #                       |
| (Signature)                                   | Date                          |

#### NOTE:

- Expense claim must be properly authorized and must be supported by original receipts or a copy as certified by the approver. The approver must initial individual items that are not supported by original invoices or do not have all the required supporting documents to indicate approval without support. Unsupported claims over \$1,000 require Level 4
- GST amounts included in the expense claims will be calculated by Accounts Payable.

claimed by me or on my behalf from Capital Health or other organization.

- For all employees on the payroll system, expense reimbursements will be deposited to employee bank account.
- For physicians, contracted employees and those not paid through the payroll system, expense reimbursements will be mailed through the internal mail system.
- See the other side of this form for expense claim limits.
- Approved claim form with receipts should be sent to Accounts Payable (Capital Health Centre, North Tower 10th Ft.,
- 10030 107 Street, Edmonton, AB T5J 3E4)
- Out of province expenses also require approval of Chief Operating Officer or Vice President.

#### **EXPENSE CLAIM DETAILS**

| Date     | Details                 | Accomm.  | Meals                                   | Registration | Transportation | Other  | Parking      | Mileage  |
|----------|-------------------------|--|---|--------------|----------------|--|--------------|----------|
| 1-Aug-08 | Mileage<br>Parking (see |  |   |              |                |  |              | 36       |
| 1-Aug-08 | Parking 1500            | attache  | d)                                      |              |                |  | \$37.00      |          |
|          | J. J.                   |  |   |              |                |  |              |          |
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|          |                         | +  |   |              |                | +  | -            |          |
| TOTALS:  | <u>-</u>                | \$ -   | \$ -                                    | \$ -         | \$ -           | \$ -   | \$ 27.00     | \$ 18.18 |
| IVIALS:  |                         | \$ -   | φ -                                     |              |                | <u> </u>   | \$ 37.00     | ψ 10.18  |

## **EXPENSE LIMITS**

When traveling on Capital Health business, the employee may be reimbursed at the Per Diem meal allowance of:

Breakfast

\$10.00 (if the departure time is earlier or the return time is later than 7:30 a.m.) \$15.00 (if the departure time is earlier or the return time is later than 1:00 p.m.)

Lunch Dinner

\$25.00 (if the departure time is earlier or the return time is later than 6:30 p.m.)

For meal expenses that exceed the above amounts, the supervisor may approve higher amounts, with receipts, provided these are

Meal expenses must be supported by restaurant receipt (not just credit card receipt) and information on either the names of the individuals or organizations whose representatives attended the lunch/dinner meeting.

### Travel

- Use of personal automobile From August 1, 2008, reimbursement at the general rate of \$0.505 per km for approved travel in a fiscal year [April 1 to March 31] (except where collective agreement specifies otherwise).
- Business car insurance is reimbursable up to \$500 per year with receipts in accordance with Capital Health Policy.
- Effective March 1, 2006, out of scope employees required to provide a vehicle as a condition of employment and meeting the following requirements on a regular and continuing basis as approved by an authorized manager.
  - 1. Monthly travel in excess of 340 kilometers; or
  - 2. Monthly expense equivalent to four (4) return cab fares at \$20 one way; or
  - 3. Daily requirements to utilize personal vehicle in the course of duties reimbursed at \$0.52 per kilometer.
- If union contract rate differs from \$0.505 then contract rate must be used.
- Includes all forms of transportation costs, including taxis and buses for local travel.
- Driving to and from work is not considered business travel and cannot be claimed.

### Advance

