

# **Official Administrator and Executive Expense Report**

 Name
 Don Sieben

 Title
 Chair, Audit & Finance Advisory Committee

Location Edmonton

Expenses submitted during the month of May 2014

					Travel (1)					
Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
May-14	Expense Claim	Meetings				20	2	0		
Total			\$ -	\$-	\$-	\$ 20	\$2	0 \$ -	· \$ -	\$ -

#### Total for the Month \$

Maximum daily single meal expense claimed in the month Maximum daily base hotel rate claimed in the month Non economy air travel in the month \$

20

## 1) Travel expenses

Includes local and out of province/country travel expenses. Other travel includes items such as taxis, parking mileage, car rental and other expenses related to travel.

#### 2) Professional Development

Includes conference, seminar and course registration fees and material

#### 3) Hosting and Hospitality expenses

Hospitality and Hosting expenses may be incurred to advance AHS' mission, vision and values. For example, may include working lunches with staff and prospective employees meetings with government officials, dignitaries, public interest groups, donors other public or private organizations.

## 4) Other

Other expenses include expenses incurred in the normal course of business that are required for work purposes. May include small item technology purchases, books, etc.

Car allowance and any other employment benefits reported in the annual financial statements are excluded from this report



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# OFFICIAL ADMINISTRATOR AND COMMITTEE MEMBER REMUNERATION AND EXPENSE CLAIM FORM

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For payment please submit to the Official Administrator office; 10101 Southport Road SW, Calgary, AB, T2W 3N2, Attention: Lou DeCoste

Deborah Rhodes, Acting CFO Groated November 01, 2013 Rev 2 eff April 17, 2014

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Carry fo	orward from Section 1										
Name: Don Sieben			Vendor# (if known)				Expense Period Month:			41760	
Com	pletion of the "cost effect	ive method	d used" (	' Column is required. If you select "No" in this column, Furthe the "Rationale is Required" section above						nation is	
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		OA COMMITTEE MEMBER Mileage Rate						0.505	Total N	lileage	\$ -

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