

## Official Administrator and Executive Expense Report

**Name** Barbara Burton  
**Title** Human Resources Advisory Committee  
**Location** Edmonton  
 Expenses submitted during the month of February 2015

Travel (1)										
MM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Feb-15	Expense Claim	Meetings	380			26	406			
<b>Total</b>			\$ 380	\$ -	\$ -	\$ 26	\$ 406	\$ -	\$ -	\$ -

**Total for the Month**    \$            406

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

### 1) Travel expenses

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

### 2) Professional Development

Includes conference, seminar and course registration fees and material

### 3) Hosting and Hospitality expenses

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

### 4) Other

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

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



AHS - AP Processing - Internal Use Only	
Voucher #	
Naming Convention	
TAA/NR Applicable? - If yes, indicate line & amt	

## OFFICIAL ADMINISTRATOR AND COMMITTEE MEMBER REMUNERATION AND EXPENSE CLAIM FORM

<b>SECTION 1: PAYEE INFORMATION</b>					
Name:	Barbara Burton	Vendor# (if known)		Expense Period Month:	28-Feb-15
Address:	[REDACTED]	City:	Edmonton	Province:	AB
Postal Code:	[REDACTED]	Country:	Canada	Phone #:	[REDACTED]
Reason for Expense &/or Business Case	Attend Human Resources Advisory Committee meeting				

<b>SECTION 2: FINANCE CODING &amp; TOTAL CLAIM</b>					
Description	Corp/BU/Or g	Location (if applicable)	Functional Centre/Primary	Expense/Secondary Acct	Total (Note: This column will auto fill)
Meals (A)	101	0005	71110300000	45000000	\$0.00
Travel Exp (B+C+E)	101	0005	71110300000	62212000	\$406.36
Other (D)	101	0005	71110300000	41090000	\$0.00
<b>TOTAL PAYMENT</b>					<b>\$406.36</b>

**Rationale is Required for expenses that are not Cost Effective:** (supporting analysis and documentation must be attached to this form)

### SECTION 3: AUTHORIZATION

I attest that I have read and understand all applicable policies of Alberta Health Services that pertain to these expenses, and confirm expenses being claimed are in compliance with such policies.  
 I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization.  
 I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided above.

Claimant (Print Name)	Signature: I, by signing this form, attest that I am compliant to all the above statements	Date	Phone#
Barbara Burton	[Signature]	Mar 10, 2015	[REDACTED]

I attest that I have read and understand all applicable policies of Alberta Health Services that pertain to these expenses, and confirm expenses being claimed are in compliance with such policies.  
 I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization.  
 I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided above.

Approved by (Print Name)	Position Title/Program Group	Date	Phone#
Dr. Carl Amthor	Official Administrator	Apr 2, 2015	[REDACTED]
Signature: I, by signing this form, attest that I am compliant with all the above statements.	DOFA Level	Position#	[REDACTED]

1) All ch 2) Non	Date:	Phone Number:
Health ar. (FOI/P) A PaKa, Di	March 30/15	[REDACTED]
Deborah Rhodes	Position Number:	DOFA Level
VP Corporate Services & Chief Financial Officer	[REDACTED]	[REDACTED]

<b>Carry forward from Section 1</b>				
Name:	Barbara Burton	Vendor# (if known)	Expense Period Month:	42061
Completion of the "cost effective method used" Column is required. If you select "No" in this column, Further Explanation is Required in the "Rationale is Required" section above				





TICKETS CAN BE RE-SOLD

IMPAIRE  
PHONE 800-420-1076  
DAILY RATE  
Letter  
in and  
net: 9163A FEB 26



impark  
net: 9163A FEB 26

PLACE THIS SIDE UP ON DASH

Price: \$26.00  
Card:  
Exp:

26.00 ✓

DO NOT RE-SOLD

6:00PM THU  
FEB 26 1976

NO. 557915636P0001  
INSTRUCTIONS ON BACK

PLACE THIS SIDE UP

From: Air Canada confirmation@aircanada.ca  
Subject: Air Canada - 26-Feb: Edmonton - Calgary (booking ref [REDACTED] - seat selected  
Date: January 8, 2015 at 7:25 PM  
To: [REDACTED]



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

## AIR CANADA Itinerary/Receipt

**Your booking is confirmed.** Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check-in kiosk.



Access your personalized Air Canada travel information

[View your planner >](#)

### Booking Information

Booking Reference: [REDACTED]

#### Customer Care

**Air Canada**  
1-888-247-2262

**Flight Arrivals and Departures**  
1-888-422-7533

**Electronic Ticketing confirmed. This is your official itinerary/receipt.**

**Main Contact:**  
Ms Barbara Joanne Burton

Mobile [REDACTED]  
Home [REDACTED]

#### Online Services

- [Manage](#) my booking online (view/change my booking; select seats\*).
- [Select Seats](#)
- [Maple Leaf Lounge | Meal Vouchers | On My Way](#)
- [Alert me](#) of flight status changes directly to my mobile phone or email.
- [Flight Arrivals & Departures](#) - check online if my flight is on time.
- [Check-in online](#) and print my boarding pass.

\* [Can my booking be changed online?](#)

### Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
	Edmonton,						



AC8137 <sup>1</sup>	<b>Edmonton Int'l (YEG)</b> Thu 26-Feb 2015 08:00	<b>Calgary (YYC)</b> Thu 26-Feb 2015 08:56	0	0hr56	DH3	Flex, G
AC8140 <sup>1</sup>	<b>Calgary (YYC)</b> Thu 26-Feb 2015 14:30	<b>Edmonton, Edmonton Int'l (YEG)</b> Thu 26-Feb 2015 15:25	0	0hr55	DH3	Flex, G

Operated by:

<sup>1</sup> Air Canada Express - Jazz

### Passenger Information

**1: Ms Barbara Joanne Burton : Adult (16+), Ticket Number** [REDACTED]

Air Canada - Aeroplan : [REDACTED]

Meal [REDACTED]

Payment Card: [REDACTED]

Special Needs: **None**

Seat Selection:

**AC8137 5F, AC8140 5F**

### Purchase Summary

#### Fare Summary

Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - <u>Flex</u>	<b>132.00</b>
Return Flight - <u>Flex</u>	<b>132.00</b>
<u>Surcharges</u>	24.00
<b>Taxes, Fees and Charges</b>	
<u>Canada Airport Improvement Fee</u>	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	18.11
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total before options (per passenger)	<b>380.36</b>
Number of passengers	x 1
Total with options	<b>380.36</b>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$380.36</b> ✓

### Payment Information

**Credit/Debit Card** [REDACTED] Amount paid: **\$380.36**

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

- \* Air Canada: \$380.36 (Airfare - per ticket)

Ticket number(s) [REDACTED]

### enRoute City Guide

## Calgary

Calgary grew up fast through successive energy booms, so it still feels a lot like a small prairie town - albeit a small prairie town with more than a million people that's now Western Canada's engine of commerce...

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