

Official Administrator and Executive Expense Report

Name Brenda Huband
Title VP & Chief Health Operations Officer Central & Southern Alberta
Location Calgary
 Expenses submitted during the month of October 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)
Oct-14	P-Card	Meetings	2,393		1,004	490	3,887	861	196	
Oct-14	Expense Claim	Meetings		166		855	1,021			
Total			\$ 2,393	\$ 166	\$ 1,004	\$ 1,345	\$ 4,908	\$ 861	\$ 196	\$ -

Total for the Month \$ 5,965

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 149
 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

Signature		
Cardholder Designate (if Applicable) By signing this statement <ul style="list-style-type: none"> • I hereby certify that I have reviewed and reconciled this statement in BMO Online to the best of my ability in accordance to AHS Corporate Policies, Program User Guide and Training. I have allocated the transaction(s) to the proper cost centre. 		
<u>Kerry Pace</u> Name of Cardholder Designate	<u>Exec Admin</u> Cardholder Designate Position/Title	
<u>Kerry Pace</u> Signature of Cardholder Designate	<u>Oct 21/14</u> Date of Signature	
Cardholder By signing this statement <ul style="list-style-type: none"> • I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy. • I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization. A personal cheque for any personal expenses inadvertently charged is attached. • I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided. 		
HUBAND, BRENDA Name of Cardholder	VP/CHIEF HEALTH OPERATIONS Cardholder Position/Title	
<u>Brenda Huband</u> Signature of Cardholder	<u>2014 Oct 27</u> Date of Signature	
Approver Designate (if Applicable) By signing this statement <ul style="list-style-type: none"> • I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy. • I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization. A personal cheque for personal expenses inadvertently charged has been obtained • I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided. 		
<u>Deborah Rhodes</u> Name of Approver Designate	<u>CFO</u> Approver Designate Position/Title	
<u>Deborah Rhodes</u> Signature of Approver Designate	<u>Oct 27 114</u> Date of Signature	
Approver By signing this statement <ul style="list-style-type: none"> • I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy. • I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization. A personal cheque for personal expenses inadvertently charged has been obtained • I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided. 		
Name of Approver	Approver Position/Title	
Signature of Approver	Date of Signature	
Supporting Documents		
Attach: <ul style="list-style-type: none"> • Original (or scanned) itemized receipts with documented business reasons including names of participants where required • Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report) And where applicable: • Copies of pre-approvals for travel • Personal cheque payable to "Alberta Health Services" • Return, refund and/or credit receipts • Disputes letter • Business reasons for travel require detailed descriptions – include where travelled to, who attended (if meal), why travel was necessary and detailed explanation of reason. 	Address: Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street Edmonton, AB T5J 3E4	
ASSIGNMENT		
Reference # _____	Reviewed by: _____	Date: _____

Exec Review

Your booking is confirmed. Booking reference [REDACTED]

An email booking confirmation has been sent to: brenda.huband@albertahealthservices.ca.

Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com.

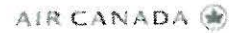
①

Passengers Mrs Brenda Huband

Flight	From	To	Departure	Arrival
AC8134	Calgary (YYC)	Edmonton (YEG)	08:30 Tue 23-Sep 2014	09:19 Tue 23-Sep 2014
AC8171	Edmonton (YEG)	Calgary (YYC)	19:00 Tue 23-Sep 2014	19:52 Tue 23-Sep 2014

Airfare	308.00
Options	0.00
Taxes, fees and charges	93.36
Travel Insurance	Purchase Travel Insurance
Grand Total	\$401.36
Canadian dollars	

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.



Booking Information

Booking Reference: [REDACTED]

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

Main Contact:
Mrs Brenda Huband
brenda.huband@albertahealthservices.ca

Customer Care
Air Canada
1-888-247-2262

Flight Arrivals and Departures
1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8134 ¹	Calgary (YYC) Tue 23-Sep 2014 08:30	Edmonton, Edmonton Int'l (YEG) Tue 23-Sep 2014 09:19	0	0hr49	DH4	Flex, V	
AC8171 ¹	Edmonton, Edmonton Int'l (YEG) Tue 23-Sep 2014 19:00	Calgary (YYC) Tue 23-Sep 2014 19:52	0	0hr52	DH3	Flex, V	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

1: Mrs Brenda Huband : Adult (16+), Ticket Number: [REDACTED]

Air Canada - Acroplan [REDACTED] Meal Preference: **None**

Payment Card: [REDACTED] Special Needs: **None**

Seat Selection: AC8134 12F, AC8171 11F

Purchase Summary

Fare Summary

Total charge for 1 adult

Air Transportation Charges	
Departing Flight (Flex) (including surcharges)	154.00
Return Flight (Flex) (including surcharges)	154.00

Kerry Pace

\$861.00 (2)

From: Brenda Huband
Sent: September 22, 2014 9:57 AM
To: Kerry Pace
Subject: FW: Registration Confirmation

Brenda Huband
Vice President & Chief Health Operations Officer, Central & Southern Alberta



From: events@regonline.ca [mailto:events@regonline.ca]
Sent: September 22, 2014 9:27
To: Brenda Huband
Subject: Registration Confirmation

You are receiving this email because you registered for 2014 Accelerating Primary Care Conference.
If you are having trouble viewing this email, try [viewing it in a browser](#).

2014 Accelerating Primary Care Conference ✓

Thank you for registering. You are confirmed for 2014 Accelerating Primary Care Conference.

Name: Brenda Huband
Registration: [Redacted]

[Review, change, or update your registration.](#)

We look forward to seeing you at the event!

Get event information on the go with our NEW Mobile Event Guide! To access on your mobile device, [click here](#)

When
11/23/2014 3:00 PM MST -
11/26/2014 4:00 PM MST

[Add to My Calendar](#)

Where
The Westin Edmonton
10135 100th Street
Edmonton, Alberta T5J 0N7
(780) 426-3636

[For a map and directions to the event, click here.](#)

*Conference
of
Celebrating Primary
Care*

[Facebook](#)
[Invite Your Friends](#)

[Email](#)
[Send an Email](#)

[Twitter](#)
[Tweet About It](#)

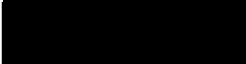
[LinkedIn](#)
[Tell Your Network](#)

Thank you, your registration is confirmed. For updates on schedule, speakers and sessions [click here](#).

Contact Information



Registration ID:



Brenda Huband
VP & Chief Health Operations Officer, Central & Southern
AB
Alberta Health Services

Registrant:



Registration Date:

9/22/2014 9:20 AM

Registrant Type:

Full Registration - Early Bird Registration

Status:

Confirmed

Work Phone:



Cell Phone:

Fax:

Email:

Brenda.Huband@albertahealthservices.ca

Name as it would appear on the badge:

Brenda Huband

Fees

Fee	Quantity	Unit Price	Amount
Full Day Early Event Fee	1	CDN\$820.00	CDN\$820.00
Subtotal:			CDN\$820.00

Fee	Quantity	Unit Price	Amount
GST:			CDN\$41.00
Total:			CDN\$861.00

Transactions

Transaction Type	Date	Amount	Balance
Transaction Amount	9/22/2014	CDN\$861.00	CDN\$861.00
Online Credit Card Payment [REDACTED]	9/22/2014	- CDN\$861.00	CDN\$0.00
Current Balance:			CDN\$0.00

Payment Method

Payment Method: Credit Card (MasterCard)

The online credit card payment for this event will be listed on your credit card statement with the name [REDACTED]

Refund Information

Cancellations must be made in writing to Hailey Riendeau at [REDACTED]
 Cancellations made before October 23rd will be charged a cancellation fee of \$125.00.
 Cancellations after this date will not be refunded.

2014 Accelerating Primary Care Conference

Sunday, November 23, 2014 3:00 PM - Wednesday, November 26, 2014 4:00 PM (Mountain Time)

The Westin Edmonton

10135 100th Street
Edmonton, Alberta T5J 0N7
Canada
(780) 426-3636

[Event Details](#)

Phone: 780-970-6212 [Email Us](#)

[Contact Information](#) [Checkout](#) **[Confirmation](#)**

Thank you, your registration is confirmed. For updates on schedule, speakers and sessions [click here](#).

Contact Information



Registration ID: [REDACTED]

Registrant: Brenda Huband
VP & Chief Health Operations Officer, Central & Southern AB
Alberta Health Services

[REDACTED]
Canada

Registration Date: 9/22/2014 9:20 AM

Registrant Type: Full Registration - Early Bird Registration

Status: Confirmed

Work Phone: [REDACTED]

Cell Phone: [REDACTED]

Fax: [REDACTED]

Email: Brenda.Huband@albertahealthservices.ca

Name as it would appear on the badge: Brenda Huband

Fees

Fee	Quantity	Unit Price	A
Full Day Early Event Fee	1	CDN\$820.00	CDN:

Exec. Team Mtg.

③

RECEIPT
GST NO. R122556194

Parking

TKT NO: [REDACTED]
POF:
IN: 09/23/14 06:35
OUT: 09/23/14 20:08
PAID: \$ 25.20
(GST INCLUDED)
MASTERCARD
[REDACTED]

YOU HAVE 15 MIN.
TO EXIT

Calgary International Airport Parkade

(4)

JEG to Westin
Exec Team Mtg

Sept. 01 2014.
EJA > Westin.

PRESTIGE TRANSPORTATION
10133 31 Avenue NW
Edmonton AB T6H-1C2
780-463-5000
DUPLICATE

Ter: 10/15/2014 15:59:40
Ita: [REDACTED]
M/C PURCHASE
Op Id: [REDACTED]
Card #: [REDACTED]

APPROVED

AMOUNT CAD\$72.00

BRENDA HUBAND

I agree to pay above total,
as per cardholder or merchant
agreement. Retain this copy
for your records.

[REDACTED]

Book on line at
EDHPRESTIGE.COM
Thank you for being our guest
GST 962184769

[REDACTED]

DUPLICATE COPY

3

SSP to JEG
return to billg.

Sept. 02 / 2014
SSP > Ap.

PRESTIGE TRANSPORTATION
10135 31 Avenue NW
Edmonton AB T6H-1C2
780-463-5088
DUPLICATE

Term Id: 4502612509448
ILE# [REDACTED]
M/C PURCHASE
Or Id: 114885
Card # [REDACTED]

APPROVED

AMOUNT CAD \$72.00

BRENDA HUBAND

I agree to pay above total,
as per cardholder or merchant
agreement. Retain this copy
for your records.

[REDACTED]

Book on line at
EDMPRESTIGE.COM
Thank you for being our guest
GST 862184769

[REDACTED]

DUPLICATE COPY

6

BRENDA HUBAND
Sept 08/2010
Ap> SSP

PRESTIGE TRANSPORTATION
18135 31 Avenue NW
Edmonton AB T6N-1C2
780-463-5000

Term I 114502112509440
Item
M/C PURCHASE

APPROVED

AMOUNT CAD\$72.00

Book on line at
EDMPRESTIGE.COM
Thank you for being our guest
GST 862104769

Date: 2010/09/25 Time: 23:07:41

CUSTOMER COPY

7

BRENDA + SALIMAH
Sept. 23/2014
Apt 83P

PRESTIGE TRANSPORTATION
18135 31 Avenue NW
Edmonton AB T6N-1C2
780-463-5888

Term Id: 452241209440
Item #: [REDACTED]
M/C PURCHASE
Op Id: 114405
Card #: [REDACTED]

APPROVED
AMOUNT CAD\$72.00

[REDACTED]

Book on line at
ECPRESTIGE.COM
Thank you for being our guest
551-862184769

Date: 2014/09/25 Time: 22:00:44

CUSTOMER COPY

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.



Exec Comm
 (8)



Booking Information

Booking Reference: [REDACTED]
 Electronic Ticketing confirmed. This is your official itinerary/receipt.
 Main Contact:
 Mrs Brenda Huband
 brenda.huband@athabascahealthservices.ca
 Mobile: [REDACTED]
 Work: [REDACTED]

Customer Care
 Air Canada
 1-888-247-2262
 Flight Arrivals and Departures
 1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
ACB164	Calgary (YYC) Mon 29-Sep 2014 19:30	Edmonton, Edmonton Int'l (YEG) Mon 29-Sep 2014 20:22	0	0hr52	DH3	Flex, V	
ACB153	Edmonton, Edmonton Int'l (YEG) Tue 30-Sep 2014 18:00	Calgary (YYC) Tue 30-Sep 2014 18:50	0	0hr50	DH4	Flex, W	

Operated by:
 Air Canada Express - Jazz

Passenger Information

1: Mrs Brenda Huband : Adult (16+), Ticket Num [REDACTED]
 Air Canada - Aeroplan : [REDACTED]
 Payment Card : [REDACTED]
 Seat Selection : ACB164 7F, ACB153 12F
 Meal Preference: None
 Special Needs: None

Purchase Summary

Fare Summary	Adult
Passenger Type	
Air Transportation Charges	
Departing Flight - Flex	142.00
Return Flight - Flex	132.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	18.61
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	390.86
Number of passengers	x 1
Total airfare, taxes and options	390.86
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$390.86

Payment Information

Credit/Debit C [REDACTED] - Amount paid: \$390.86
 The following charges (tax inclusive) will appear on your credit or debit card statement:
 • Air Canada: \$390.86 (Airfare - per ticket)

Ticket number [REDACTED]

Fare Rules

Your booking is confirmed. Booking reference [redacted]

An email booking confirmation has been sent to: brenda.huband@albertahealthservices.ca

Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com.

*Electron
CKD + mfa
Rick*

Passengers Mrs Brenda Huband

Flight	From	To	Departure	Arrival
AC8172	Calgary (YYC)	Edmonton (YEG)	17:30 Mon 06-Oct 2014	18:22 Mon 06-Oct 2014
AC8153	Edmonton (YEG)	Calgary (YYC)	18:00 Tue 07-Oct 2014	18:50 Tue 07-Oct 2014

Airfare	278.00
Options	0.00
Taxes, fees and charges	91.86
Travel Insurance	Purchase travel insurance
Grand Total	\$369.86
Canadian dollars	

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.



Booking Information

Booking Reference: [redacted]
Electronic Ticketing confirmed. This is your official itinerary/receipt.
Main Contact: Mrs Brenda Huband
[redacted]@ces.ca

Customer Care
Air Canada
1-888-247-2762
Flight Arrivals and Departures
1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8172	Calgary (YYC) Mon 06-Oct 2014 17:30	Edmonton, Edmonton Int'l (YEG) Mon 06-Oct 2014 18:22	0	0hr52	DH3	Flex, G	
AC8153	Edmonton, Edmonton Int'l (YEG) Tue 07-Oct 2014 18:00	Calgary (YYC) Tue 07-Oct 2014 18:50	0	0hr50	DH4	Flex, G	

Operated by:
* Air Canada Express* Jazz

Passenger Information

1: Mrs Brenda Huband : Adult (16+), Ticket Number: [redacted]
Air Canada #: [redacted] Meal preference: None
Aeroplane: [redacted] Special Needs: None
Payment Card: [redacted]
Seat Selection: AC8172 11F, AC8153 12F

Purchase Summary

Fare Summary	Adult
Passenger Type	
Air Transportation Charges	
Departing Flight - Flex	132.00
Return Flight - Flex	122.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	60.00

Canada Goods and Services Tax (GST/HST #10009-2287 HT0001)	17.61
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	369.86
Number of passengers	x 1
Total airfare, taxes and options	369.86
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$369.86
Grand Total	1 adult
Total including travel options, taxes, fees and charges	\$369.86 CAD

Fare Rules

Departing Flight Calgary (YYC) To Edmonton (YEG) - Flex

Return Flight Edmonton (YEG) To Calgary (YYC) - Flex

● **Changes:**

- Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- **Same-day standby** is available **only** to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- Flights can only be used in sequence from the place of departure specified on the itinerary.

● **Cancellations:**

- Tickets are **non-refundable** and **non-transferable**.
- **Cancellations** can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Customers who **no-show** their flight will forfeit the fare paid.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Up to 24 hours after the purchase of a **new ticket**, Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)
- Read complete fare rules applicable to this fare.

 **Fly Carbon Neutral.** Offset your portion of this flight's CO₂ emissions.
[Offset now](#) | [Learn more](#)

10



STRATHMORE STATION REST
& PUB
380 RIDGE ROAD
STRATHMORE AB

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2014/09/29
TIME 5064 13:37:07
INVOICE # [REDACTED]
RECEIPT NUMBER [REDACTED]

PURCHASE AMOUNT \$170.10
TIP \$25.52
TOTAL **\$195.62**

MasterCard
A0000000041010
39E61AFDE2293F4D
0000008000 E300
2BF7D7BABF21DC71

APPROVED
[REDACTED]

CARE: ORDER COPY

IMPORTANT RETAIN THIS
COPY FOR YOUR RECORDS

PUB: DIANNE

ITEMS ORDERED	AMOUNT
1 CHICKEN	13.50
1 STATION BURGER	14.50
1 COMBO BURGER	14.50
2 BBQ RANCH CHICKEN	32.00
1 CAJUN SPINACH SALAD	16.00
1 CROISSANT SPECIAL	16.00
1 FISH TACOS	14.50
1 BURRITO	3.00
5 Tax	17.50

SUBTOTAL 161.99
GST PLUS 8.11
TOTAL DUE 170.10

OF GUESTS

*****Please Pay server*****
Plan your Birthday, Anniversary, Wedding
or Staff Party with "The Station" for
20-300 guests.
403-934-0000

Thank You for your Patronage!
The Strathmore Station Restaurant & Pub
380 Ridge Road Strathmore AB T1P 1B5
*****GST # 87325853810001*****

I attest there was no alcohol at this
luncheon!
B Husband



Working Session Pre-Approval Request

In accordance with the Travel, Hospitality & Working Session Expense Claim Policy #1122 this form must be pre-approved for all working sessions, in accordance with the Delegation of Authority for Financial Commitments table.

Details of Working Session Request			
Describe the purpose of the working session. To meet with staff at Strathmore Hospital for debrief after fire.			
Name of Event Fire debrief			
Date of Request (yyyy-Mon-dd)	First Name of Event Lead	Last Name of Event Lead	
2014-09-26	Brenda	Huband	
Title	Department		
VP & CHOO Central & Southern AB	Admin		
Location of Venue	Event Date(s) (yyyy-Mon-dd)	Number of Attendees	
Strathmore Station	2014-09-29	10	
Guest Speaker(s)/Facilitators	Title/Role	Organization	
N/A			
Venue Cost N/A			
Speaker/Facilitator Costs N/A			
Travel (mileage, accommodations, rentals) costs \$58.00			
Meals \$195.62			
Non-Alcoholic Beverages N/A			
Other N/A Specify nature of expense FIRE DEBRIEF			
GST (if applicable)			
Total Planned Event Budget \$ 253.62			
Authorization			
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not approved	Name	Position Title	DOFA Level
	Signature		Date (yyyy-Mon-dd)
	Deborah Rhodes	CFO	[Redacted]
	Deborah Rhodes		2014-Sep-19

#10



11 11-11

Brenda Hubbard	Brenda Hubbard
Julie Kerr	Julie Kerr
Marilyn McGregor	Marilyn McGregor
Dave Shaten	Dave Shaten
Kerry Farrell	Kerry Farrell
Kerry Tedrick	Kerry Tedrick
Maie Hanson	Maie Hanson
Garrett Fawdry	Garrett Fawdry
Garnie Forget	Garnie Forget
Ann McKinnon	Ann McKinnon

\$438.11

Oct 9+10 Service Planning & AB Health

Your booking is confirmed. Booking reference: [REDACTED]

An email booking confirmation has been sent to: brenda.huband@albertahealthservices.ca.

Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com.

Passengers: Mrs Brenda Huband

Flight	From	To	Departure	Arrival
AC8164	Calgary (YYC)	Edmonton (YEG)	19:30 Wed 08-Oct 2014	20:22 Wed 08-Oct 2014
AC8151	Edmonton (YEG)	Calgary (YYC)	16:00 Fri 10-Oct 2014	16:50 Fri 10-Oct 2014

Airfare	343.00
Options	0.00
Taxes, fees and charges	95.11
Travel Insurance	Purchase travel insurance
Grand Total	\$438.11
Canadian dollars	

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.



11

Booking Information

Booking Reference: [REDACTED]

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

Main Contact:
Mrs Brenda Huband

Customer Care

Air Canada
1-888-247-2262

Flight Arrivals and Departures
1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8164 ¹	Calgary (YYC) Wed 08-Oct 2014 19:30	Edmonton, Edmonton Int'l (YEG) Wed 08-Oct 2014 20:22	0	0hr52	DH3	Flex, V	
AC8151 ¹	Edmonton, Edmonton Int'l (YEG) Fri 10-Oct 2014 16:00	Calgary (YYC) Fri 10-Oct 2014 16:50	0	0hr50	DH4	Flex, Q	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

1: Mrs Brenda Huband : Adult (16+), Ticket Number: [REDACTED]
 Air Canada - [REDACTED]
 Aeroplan: [REDACTED]
 Payment Card: [REDACTED]
 Seat Selection: AC8164 9F, AC8151 12F
 Meal Preference: None
 Special Needs: None

Purchase Summary

Fare Summary	Adult
Passenger Type	
Air Transportation Charges	
Departing Flight - Flex	154.00
Return Flight - Flex	165.00
Surcharges	21.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	60.00

Goods and Services Tax (GST/HST #10009-2287 R10001)	20.85
Jewellers Security Charge (ATSC)	14.25
Airfare and taxes before options (per passenger)	438.11
Number of passengers	x 1
Total airfare, taxes and options	438.11
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$438.11
Grand Total	1 adult
Total including travel options, taxes, fees and charges	\$438.11 CAD

Fare Rules

Departing Flight Calgary (YYC) To Edmonton (YEG) - Flex

Return Flight Edmonton (YEG) To Calgary (YYC) - Flex

Changes:

- Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- **Same-day standby** is available **only** to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- Flights can only be used in sequence from the place of departure specified on the itinerary.

Cancellations:

- Tickets are **non-refundable** and **non-transferable**.
- **Cancellations** can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Customers who **no-show** their flight will forfeit the fare paid.

Complimentary advance standard seat selection on Air Canada and Air Canada Express (operated by Jazz), subject to availability.

Up to 74 hours after the purchase of a **new ticket**, Air Canada will cancel your ticket and provide a full refund without penalty.

Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)

Read complete fare rules applicable to this fare.

Fly Carbon Neutral. Offset your portion of this flight's CO₂ emissions.
[Offset now](#) | [Learn more](#)

The Westin Edmonton
10135 100 St
Edmonton, AB T5J 0N7
780-426-3636
<http://www.westin.com/edmonton>

12



Huband, Brenda
Page Number
Guest Number
Folio ID
No. Of Guest
Room Number

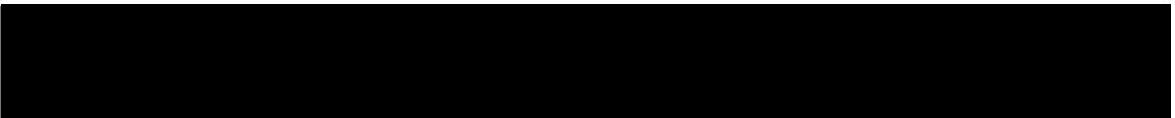
Invoice Nbr
Arrive Date 09-29-2014 20:58
Depart Date 09-30-2014 07:13
Agent

Invoice

Date	Reference	Description	Charges	Credits
09-29-2014		Room Charge	\$149.00	
09-29-2014		GST	\$7.67	
09-29-2014		DMF	\$4.47	
09-29-2014		Tourism Levy	\$6.14	
09-30-2014	MC	Mastercard		\$-167.28
		** Total	\$167.28	\$-167.28
		** Balance	\$-0.00	

EXPENSE SUMMARY REPORT
Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
09-29-2014	\$149.00	\$7.67	\$6.14	\$0.00	\$0.00	\$4.47	\$167.28	\$0.00
09-30-2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-167.28
Total	\$149.00	\$7.67	\$6.14	\$0.00	\$0.00	\$4.47	\$167.28	\$-167.28



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Tell us about your stay. www.westin.com/reviews

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- Exec Room.
- CCA/ALC Strategic

13

Parking

RECEIPT
GST NO. R122556194

TKT NO: [REDACTED]
POF: [REDACTED]
IN: 09/29/14 17:15
OUT: 09/30/14 19:10
PAID: \$ 48.30
(GST INCLUDED)
MASTERCARD
[REDACTED]

YOU HAVE 15 MIN.
TO EXIT

Calgary International Airport Parkade

E. Huband
 14

Your booking is confirmed. Booking reference [REDACTED]

An email booking confirmation has been sent to: brenda.huband@albertahealthservices.ca.
 Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com.

Passengers Mrs Brenda Huband

Flight	From	To	Departure	Arrival
AC8164	Calgary (YYC)	Edmonton (YEG)	19:30 Mon 13-Oct 2014	20:22 Mon 13-Oct 2014
AC8151	Edmonton (YEG)	Calgary (YYC)	16:00 Tue 14-Oct 2014	16:50 Tue 14-Oct 2014

Airfare	343.00
Options	0.00
Taxes, fees and charges	95.11
Travel Insurance	Purchase travel insurance
Grand Total	438.11
Canadian dollars	

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.



Booking Information

Booking Reference: [REDACTED]
 Electronic Ticketing confirmed. This is your official itinerary/receipt.
 Main Contact:
 Mrs Brenda Huband
brenda.huband@albertahealthservices.ca

Customer Care
Air Canada
 1-888-247-2262
Flight Arrivals and Departures
 1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8164	Calgary (YYC) Mon 13-Oct 2014 19:30	Edmonton, Edmonton Int'l (YEG) Mon 13-Oct 2014 20:22	0	0hr52	DH3	Flex, Q	
AC8151	Edmonton, Edmonton Int'l (YEG) Tue 14-Oct 2014 16:00	Calgary (YYC) Tue 14-Oct 2014 16:50	0	0hr50	DH4	Flex, V	

Operated by:
 Air Canada Express - Jazz

Passenger Information

1: Mrs Brenda Huband : Adult (16+), Ticket Number: [REDACTED]
 Air Canada : [REDACTED] Meal Preference: None
 Aeroplan : [REDACTED]
 Payment Card: [REDACTED] Special Needs: None
 Seat Selection: AC8164 9F, AC8151 12F

Purchase Summary

Fare Summary	Adult
Passenger Type	
Air Transportation Charges	
Departing Flight - Flex	165.00
Return Flight - Flex	154.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	60.00

Goods and Services Tax (GST/HST #10009-2287 RT0001)	20.86
Passengers Security Charge (ATSC)	14.25
Fare and taxes before options (per passenger)	438.11
Number of passengers	x 1
Airfare, taxes and options	438.11
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$438.11

Grand Total 1 adult
 Total including travel options, taxes, fees and charges \$438.11 CAD

Fare Rules

Outgoing Flight Calgary (YYC) To Edmonton (YEG) - Flex

Return Flight Edmonton (YEG) To Calgary (YYC) - Flex

Changes:

- Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- **Same-day standby** is available **only** to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- Flights can only be used in sequence from the place of departure specified on the itinerary.

Cancellations:

- Tickets are **non-refundable and non-transferable**.
- **Cancellations** can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Customers who **no-show** their flight will forfeit the fare paid.

Complimentary advance standard seat selection on Air Canada and Air Canada Express (operated by Jazz), subject to availability.

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

Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)

Read complete fare rules applicable to this fare.

Fly Carbon Neutral. Offset your portion of this flight's CO₂ emissions.
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15

*YEG to Westin
to see room*

BRENDA HUBAND

Sept. 29/2016

APT WESTIN

PRESTIGE TRANSPORTATION
18135 31 Avenue NW
Edmonton AB T6H-1C2
780-463-5000

Term Id: 4502412509440

Item

M/C PURCHASE

Op Id: 11/095

Card #:

APPROVED

AMOUNT CAD\$72.00

[Redacted]

Book on line at
EDMPRESTIGE.COM
Thank you for being our guest
651 862184769

[Redacted]

CUSTOMER COPY

On behalf of CKD, did
presentation to Fac. of Reg

16

PLACE ON DASH FACE UP

University Of Calgary
Lot 1B
Expires

06 Oct 14
15:22

Paid
\$ 8.00C

Expires

06 Oct 14
15:22
Paid
\$ 8.00C

RECEIPT

06 Oct 14 13:21

909*1574

00606088

*\$52.50
fkr modified +
account mtg gain
Edm*

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.

Passengers Mrs Brenda Huband

Flight	From	To	Departure	Arrival
AC8164	Calgary (YYC)	Edmonton (YEG)	19:30 Mon 13-Oct 2014	20:22 Mon 13-Oct 2014
AC8153	Edmonton (YEG)	Calgary (YYC)	18:00 Tue 14-Oct 2014	18:50 Tue 14-Oct 2014

Airfare	0.00
Options	0.00
Taxes, fees and charges	0.00
Extra Charges (Change Fee)	52.50
Grand Total	\$52.50
Canadian dollars	

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.



17

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:
Mrs Brenda Huband
bri...@aircanada.com
Mo: [Redacted]
Wo: [Redacted]

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8164F	Calgary (YYC) Mon 13-Oct 2014 19:30	Edmonton, Edmonton Int'l (YEG) Mon 13-Oct 2014 20:22	0	0hr52	DH3	Flex, Q	
AC8153F	Edmonton, Edmonton Int'l (YEG) Tue 14-Oct 2014 18:00	Calgary (YYC) Tue 14-Oct 2014 18:50	0	0hr50	DH3	Flex, W	

Operated by:
1 Air Canada Express - Jazz

Passenger Information

1: Mrs Brenda Huband : Adult (16+), Ticket Number [Redacted]
Air Canada - [Redacted] Meal Preference: Regular
Aeroplane: [Redacted]
Payment Card: [Redacted] Special Needs: None
Seat Selection: AC8164 9F, AC8153 12F

Additional charges and/or refund summary

Passenger Type	Additional charges
	Adult
Air Transportation Charges	
Airfare (includes Surcharges)	0.00
Extra Charges (Change Fee)	
Change Fee	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	2.50

Extra Charge (Change Fee)	\$2.50
Number of passengers	x 1
Total airfare, taxes and options	\$2.50
Grand Total - Canadian dollars	\$52.50

Grand Total	1 adult
Total including travel options, taxes, fees and charges	\$52.50 CAD

Payment Information
 Credit/Debit Card [redacted] paid: \$52.50
 The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$52.50 (Change Fee per ticket)


Ticket number [redacted]

Fare Rules

Departing Flight Calgary (YYC) To Edmonton (YEG) - Flex

Return Flight Edmonton (YEG) To Calgary (YYC) - Flex

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
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 - **Same-day standby** is available **only** to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
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 - Customers who **no-show** their flight will forfeit the fare paid.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Up to 24 hours after the purchase of a **new ticket**, Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)
- Read complete fare rules applicable to this fare.

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 Offset now! Learn more

- Mtgs all week in Edm 10
- Exec Comm
- NP Telehealth
- M&A Rick Jansen + CEO V. Kaminicki
- COACT
- EMD
- COEC
- AB Health Planning Session + 2 days

RECEIPT
GST NO. R122556194

TKT NO [REDACTED]
POF: CS
IN: 10/06/14 15:47
OUT: 10/10/14 18:04
PAID: \$ 124.95
(GST INCLUDED)
MASTERCARD
[REDACTED]

YOU HAVE 15 MIN.
TO EXIT

Calgary International Airport Parkade |

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 780-426-3636
<http://www.westin.com/edmonton>

14
- Workforce Adjustment
- Toxic Team
- 111 Freeman
- M&A Risk from
- CB

- 2MS
- "CCBC"
- "Financial Planning"
MS. H. Smith
+ 2

- BC mtg.



Huband, Brenda Page Number [Redacted] Invoice Nbr [Redacted]
 [Redacted] Est Number [Redacted] Arrive Date 10-06-2014 19:11
 [Redacted] Lio ID [Redacted] Depart Date 10-10-2014 06:09
 [Redacted] NO. Of Guest [Redacted] Agent [Redacted]
 [Redacted] Room Number [Redacted]

Duplicate Invoice

19

Date	Reference	Description	Charges	Credits
10-06-2014	[Redacted]	Room Charge	\$149.00	
10-06-2014	[Redacted]	GST	\$7.67	
10-06-2014	[Redacted]	DMF	\$4.47	
10-06-2014	[Redacted]	Tourism Levy	\$6.14	
10-07-2014	[Redacted]	Room Charge	\$149.00	
10-07-2014	[Redacted]	GST	\$7.67	
10-07-2014	[Redacted]	DMF	\$4.47	
10-07-2014	[Redacted]	Tourism Levy	\$6.14	
10-08-2014	[Redacted]	Room Charge	\$149.00	
10-08-2014	[Redacted]	GST	\$7.67	
10-08-2014	[Redacted]	DMF	\$4.47	
10-08-2014	[Redacted]	Tourism Levy	\$6.14	
10-09-2014	[Redacted]	Room Charge	\$149.00	
10-09-2014	[Redacted]	GST	\$7.67	
10-09-2014	[Redacted]	DMF	\$4.47	
10-09-2014	[Redacted]	Tourism Levy	\$6.14	
10-10-2014	MC	Mastercard		\$-669.12
		** Total	\$669.12	\$-669.12
		** Balance	\$0.00	

EXPENSE SUMMARY REPORT
 Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
10-06-2014	\$149.00	\$7.67	\$6.14	\$0.00	\$0.00	\$4.47	\$167.28	\$0.00
10-07-2014	\$149.00	\$7.67	\$6.14	\$0.00	\$0.00	\$4.47	\$167.28	\$0.00
10-08-2014	\$149.00	\$7.67	\$6.14	\$0.00	\$0.00	\$4.47	\$167.28	\$0.00
10-09-2014	\$149.00	\$7.67	\$6.14	\$0.00	\$0.00	\$4.47	\$167.28	\$0.00
10-10-2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-669.12
Total	\$596.00	\$30.68	\$24.56	\$0.00	\$0.00	\$17.88	\$669.12	\$-669.12

Continued on the next page

20

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.
 Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: [REDACTED]

Name: Mrs Brenda Huband
E-mail: BRENDA.HUBAND@ALBERTAHEALTHSERVICES.CA
Form of payment: [REDACTED]

Customer Care
Air Canada Reservations
 1-888-247-2262
Air Canada Flight Information
 1-888-422-7533

International Reservations

Alert me of flight changes
Flight notification


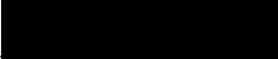
Flight Itinerary

Flight	From	To	Aircraft	Booking class	Status
AC8148	Calgary (YYC)	Edmonton International (YEG)	DH4	W	Confirmed
<i>Operated by:</i>		Mon 20-Oct 2014	Mon 20-Oct 2014		
<i>Air Canada Express-Jazz</i>		14:30	15:19		
Seat number(s) requested:		12F			
AC8171	Edmonton International (YEG)	Calgary (YYC)	DH3	G	Confirmed
<i>Operated by:</i>		Fri 24-Oct 2014	Fri 24-Oct 2014		
<i>Air Canada Express-Jazz</i>		19:00	19:52		
Seat number(s) requested:		11F			


*Request to use a credit from the cancelled trip to Vancouver in April 2014.
 Request to book these flights to get good value.*

Flight	From	To	Aircraft	Booking class	Status
AC8656	Calgary (YYC)	Edmonton International (YEG)	DH3	G	Confirmed
<i>Operated by:</i>	Mon 27-Oct 2014	Mon 27-Oct 2014			
<i>Air Canada Express-Jazz</i>	19:00	19:52			
Seat number(s) requested:	11F				
AC8155	Edmonton International (YEG)	Calgary (YYC)	DH3	G	Confirmed
<i>Operated by:</i>	Wed 29-Oct 2014	Wed 29-Oct 2014			
<i>Air Canada Express-Jazz</i>	19:30	20:22			
Seat number(s) requested:	11F				

Passenger Information

Passenger 1
 Name: **Mrs Brenda Huband** Ticket number: 
 Frequent Flyer Pgm: Air Canada Aeroplan Program number: 

Purchase Summary

Passenger: 1 Ticket number 

Date of issue 14-Oct 2014
Fare Amount in Canadian dollars: 748.00
(including navigational & other charges)
Taxes, Fees & Charges
 Canada Goods and Services Tax (GST/HST #10009-2287) (XG) 3.45
 Canada Airport Improvement Fee (SQ) 45.00
Total Fare in Canadian dollars: 72.45A
Options
 Change fee in Canadian dollars 100.00
 Canada Goods and Services Tax (GST/HST #10009-2287) (XG) 5.00
 Ticket particularities:
 AC ONLY/NON-REF/CHGE FEE

*Fare calculation:
 20OCT14YYC AC YEA Q12.00R160.00/-YYC AC YEA Q12.00R142.00AC
 YYC Q12.00R132.00AC YEA Q12.00R132.00AC YYC

Exec Comm.

22

Parking

RECEIPT
GST NO. R122556194

TKT NO [REDACTED]
POF: [REDACTED]
IN: 10/13/14 17:23
OUT: 10/14/14 19:06
PAID: \$ 48.30
(GST INCLUDED)
MASTERCARD [REDACTED]

YOU HAVE 15 MIN.
TO EXIT

Calgary International Airport Parkade

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 780-426-3636
 http://www.westin.com/edmonton

(23)



*www.westin.com
 Daryl - No. 5. Daryl*

Huband, Brenda Page Number Invoice Nbr [REDACTED]
 [REDACTED] Guest Number [REDACTED] Arrive Date 10-13-2014 21:03
 [REDACTED] Folio ID [REDACTED] Depart Date 10-14-2014 06:11
 [REDACTED] No. Of Guest [REDACTED] Agent [REDACTED]
 [REDACTED] Room Number [REDACTED]

Invoice

Date	Reference	Description	Charges	Credits
10-13-2014	[REDACTED]	Room Charge	\$149.00	
10-13-2014	[REDACTED]	GST	\$7.67	
10-13-2014	[REDACTED]	DMF	\$4.47	
10-13-2014	[REDACTED]	Tourism Levy	\$6.14	
10-14-2014	[REDACTED]	Mastercard		\$-167.28
		** Total	\$167.28	\$-167.28
		** Balance	\$-0.00	

EXPENSE SUMMARY REPORT
 Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
10-13-2014	\$149.00	\$7.67	\$6.14	\$0.00	\$0.00	\$4.47	\$167.28	\$0.00
10-14-2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-167.28
Total	\$149.00	\$7.67	\$6.14	\$0.00	\$0.00	\$4.47	\$167.28	\$-167.28



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Tell us about your stay. www.westin.com/reviews

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TRAVEL, HOSPITALITY & WORKING SESSION EXPENSE CLAIM

SECTION A: EMPLOYEE DETAILS (for AHS Staff ONLY)

- Enter employee # (old) and Employee # (E-People) if your payroll has migrated to the New E-People payroll system
- Indicate N/A in the Employee # (E-People) if your payroll has not migrated to the New E-People payroll system
- If you are a new employee and your payroll is E-People you will only have an Employee # (E-People)

Expense Date From: 1-Sep-14 To 30-Sep-14
 Travel Period from: 1-Sep-14 To 30-Sep-14 (if applicable)
 Out-of-Province Travel

Name: Brenda Hubard Position (Title): VP & Chief Health Ops Officer - Central & Southern AB
 Location: Dept: VP & CHOO DOFA Level: (if applicable) Union: Business Ph Ext:
 Employee # (E-People):

SECTION E: FINANCE CODING & TOTAL CLAIM

CAPITAL PROJECT CODING ONLY → Project Number Expenditure Organization Project Task Number Expenditure Type

Total - Section B: Travel - Pg 2					Total - Section C&D: Other & Foreign Expenses - Pg 3					TOTAL REIMBURSEMENT	
Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense	Bal Unit	Location	Functional Centre (FC)	Secondary/ Expense	Total Expense	Total Section B	Total Section C&D
2A	101	0767	71205000206	\$586.41	101	0767	71205000206	62310000		1020.71	
2B	101	0767	71205000206	278.26							
2C	101	0767	71205000206	\$156.05							
2D	101	0767	71205000206								
NOTE: This section auto fills from page 2A, 2B, 2C & 2D					NOTE: These fields do not automatically fill for Section C & D					TOTAL CLAIM 1020.71	

SECTION F: AUTHORIZATION

I attest that I have read and understand the Travel, Hospitality & Working Session Expense Policy (1127) of Alberta Health Services and confirm expenses being claimed are in compliance with the purposes and mandatory requirements of the policy.

I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization.

I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided above.

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

Employee Signature: Brenda Hubard Date: 2014 Oct 27

I attest that I have read and understand all applicable policies of Alberta Health Services that relate 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 claim form with receipts should be sent by the claimant directly to Accounts Payable for processing.

Approved By (PRINT ONLY): Deborah Rhodes DOFA Level: [redacted] Position #: [redacted] Phone #: [redacted]

Signature: Deborah Rhodes Title: CPA Date: Nov 3/14

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

Approved By (PRINT ONLY): DOFA Level: Position #: Phone #: Ext: Signature: Title: Date:

Health and Personal information on this form is collected by AHS under the authority of section 29(b) of the Health Information Act (HIA) and sections 37(c) and 34(2) of the Freedom of Information and Protection of Privacy (FOIP) Act, respectively for the purpose of administering AHS Procedure 10 Pay program.

Please send completed claim form (with receipts and other required backup) to: Alberta Health Services 10030-107 St, North Tower, 10th Floor, Accounts Payable, Edmonton, AB T5J 3E4

- 1 of 3 -

EXPENSE CLAIM DETAILS

Enter Finance Coding 101 0767 71205000206 Emp # (E-People) _____ Page **2A**

If expenses incurred are for **multiple FC's** please use pages 2B,2C,2D (after pg3) as there should be one FC per page OR if **more lines** are required for the same FC use these additional pages. Enter total \$ amount on slip, **DO NOT separate any taxes** (eg. GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.

SECTION B: TRAVEL EXPENSES NOTE: If expenses do not fall into these categories such as Hospitality, Working Session, Relocation, Continuing Education, Business Insurance go to SECTION C

Select from dropdown (column Prov) where expenses were incurred (Out of N America = Inter)
 Ensure separate lines are used for claim items that differ in Province, US and Out of North America.

Date dd-mmm-yy	Business Reason for Travel - Detailed Description Required (include destination, who attended-(if meal), why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	Prov, US, or Out of N.Amer where expenses incurred?	What is travel related to?	Cost Effective Method Used? Yes/No	Meal (Allowance OR Receipt)		If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)		
					Meal Allowance		Meal with Receipt		Airfare				Hotel	Taxi
					Meal Type with value	Allowance	Meal Type	with receipt						
1-Sep-14	On STAT day - Travel from Edm to YYC & return (Exec Comm)	AB - Local	Meeting	Yes								74.00		
2-Sep-14	Edm all day mtgs - Exec Comm-Debra N. Guibert-Cancer Project	AB - Local	Meeting	Yes	B-\$9.20	\$9.20								
4-Sep-14	Drive from Calgary to Edm - General Counsel Interviews - 1 way	AB - Local	Meeting	Yes	A-\$41.55	\$41.55						318.00		
5-Sep-14	Drive from Edm to Ft. Saskatchewan-AB Med Asson Golf Tournament at 4:00 - 1 way	AB - Local	Meeting	Yes	BL-\$20.80	\$20.80						23.00		
5-Sep-14	Drive from Ft Saskatchewan to Calgary - 1 way	AB - Local	Meeting	Yes								353.00		
8-Sep-14	Travel from SPTT to YYC & return (Mtg with V. Kaminski & FB)	AB - Local	Meeting	Yes	L-\$11.60	\$11.60						59.00		
9-Sep-14	Edm all day mtgs - PHC & Exec Comm & TCC Dr. Noseworthy, Dr. Mador, D. Gordon, Dr. Belanger	AB - Local	Meeting	Yes	A-\$41.55	\$41.55								
10-Sep-14	COEC- mtg D. Gordon, D. Reitz, Exec Educ, S. Syverson & EZ Pt Flow	AB - Local	Meeting	Yes	A-\$41.55	\$41.55								
SUBTOTALS						\$166.25						Total Kms 832.00		

<p>MILEAGE - Business Kilometre Rate for Personalty-Owned Vehicle --- details of travel location to & from must be included above under the purpose of travel column Rates applicable \$0.505 per km for under 5,000km/yr or \$0.47 per km for over 5,000km/yr or per Union Agreement</p> <p>Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3</p>	Enter \$0.505 km, \$0.47 km OR rate per Union Agreement (see Mileage details to the left)	\$0.505
	Mileage \$	\$420.18
	Travel \$ Subtotal	\$166.25
	Auto fills on page 1 - TOTAL TRAVEL \$	\$586.41

Rationale is Required for expenses that are not Cost Effective
 (Any analysis supporting the method to assess cost effectiveness should be attached to the claim form)

EXPENSE CLAIM DETAILS

Enter Finance Coding 101 0767 71205000206

Emp # (E-People) _____

Page 2B

If expenses incurred are for **multiple FC's** please use pages 2B, 2C, 2D (after pg3) as there should be one FC per page OR if **more lines** are required for the same FC use these additional pages Enter total \$ amount on slip, **DO NOT separate any taxes** (eg. GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.

SECTION B: TRAVEL EXPENSES NOTE: If expenses do not fall into these categories such as Hospitality, Working Session, Relocation, Continuing Education, Business Insurance go to SECTION C

Select from dropdown (column Prov) where expenses were incurred (Out of N.America = Inter)
Ensure separate lines are used for claim items that differ in Province, US and Out of North America

Completion of the "Cost Effective Method Used" Column is REQUIRED.
If you select "No" in this column, Further Explanation is REQUIRED in the "Rationale is Required" section on this page

Date dd-mmm-yy	Business Reason for Travel - Detailed Description Required (include destination, who attended-(if meal), why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	Prov, US, or Out of N.Amer where expenses incurred?	What is travel related to?	Cost Effective Method Used? Yes/No	Meal (Allowance OR Receipt)				If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)
					Meal Allowance		Meal with Receipt		Airfare	Hotel	Taxi			
					Meal Type with value	Allowance	Meal Type	with receipt						
11-Sep-14	Travel from SPTT to RGH for Workforce Optimization mtg & return	AB - Local	Meeting	Yes										10.00
11-Sep-14	Travel from SPTT to Banff for SCH Connectors Conf & return	AB - Local	Meeting	Yes										275.00
15-Sep-14	Travel from SPTT to FMC for C/J Leadership Mtg - 1 way	AB - Local	Meeting	Yes										15.00
16-Sep-14	Travel from SPTT to Dabury HAC mtg & return	AB - Local	Meeting	Yes										182.00
18-Sep-14	Travel from RGH to SPTT - 1 way - CCHL - CEO Speaking	AB - Local	Meeting	Yes										5.00
23-Sep-14	Travel from SPTT to YYC & return - Exec Comm Mtg	AB - Local	Meeting	Yes										58.00
24-Sep-14	CHT Board Mtg from 11012 Macleod Trk to SPTT - 1 way	AB - Local	Meeting	Yes										5.00
														5.00
SUBTOTALS													Total Kms	556.00

MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle
 --> details of travel location to & from must be included above under the purpose of travel column
 Rates applicable \$0.505 per km for under 5,000km/yr or \$0.47 per km for over 5,000km/yr or per Union Agreement

Enter \$0.505 km, \$0.47 km OR rate per Union Agreement <i>(see Mileage details to the left)</i>	\$0.505
Mileage \$	\$280.78
Travel \$ Subtotal	
Auto fills on page 1 - TOTAL TRAVEL \$	\$280.78

Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3

Rationale is Required for expenses that are not Cost Effective
 (Any analysis supporting the method to assess cost effectiveness should be attached to the claim form)

EXPENSE CLAIM DETAILS

Enter Finance Coding 101 0767 71205000206	Emp # (E-People) _____	Page 2C
<i>If expenses incurred are for multiple FC's please use pages 2B, 2C, 2D (after pg3) as there should be one FC per page OR if more lines are required for the same FC use these additional pages. Enter total \$ amount on slip. DO NOT separate any taxes (eg. GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system</i>		

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Date dd-mmm-yy	Business Reason for Travel - Detailed Description Required (include destination, who attended-(if meal), why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	Prov, US, or Out of N.Amer where expenses incurred?	What is travel related to?	Cost Effective Method Used? Yes/No	Meal (Allowance OR Receipt)				If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)
					Meal Allowance		Meal with Receipt		Airfare	Hotel	Taxi			
					Meal Type with value	Allowance	Meal Type	with receipt						
25-Sep-14	CZ, Finance Ops Comm - RGH to SPTT - 1 way	AB - Local	Meeting	Yes										5.00
25-Sep-14	ACHF Board Mtg - SPTT to ACH - 1 way	AB - Local	Meeting	Yes										21.00
27-Sep-14	Saturday - Light up the night - Andrie Foundation - 45 Staples Pt SW to Andrie & Return	AB - Local	Meeting	Yes										111.00
29-Sep-14	FMC to Strathmore - 1 way	AB - Local	Meeting	Yes										54.00
29-Sep-14	Strathmore to RGH - 1 way	AB - Local	Meeting	Yes										61.00
29-Sep-14	RGH to Calgary Airport & return to SPTT	AB - Local	Meeting	Yes										57.00
SUBTOTALS													Total Kms	309.00

<p align="center">MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle → details of travel location to & from must be included above under the purpose of travel column Rates applicable \$0.505 per km for under 5,000km/yr or \$0.47 per km for over 5,000km/yr or per Union Agreement</p>	<p align="center">Enter \$0.505 km, \$0.47 km OR rate per Union Agreement <i>(see Mileage details to the left)</i></p> <p align="right">Mileage \$ \$0.505</p>
Travel \$ Subtotal	
Auto fills on page 1 - TOTAL TRAVEL \$ \$156.05	

Rationale is Required for expenses that are not Cost Effective
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09704 pos (Rev.2014-06)