

## Official Administrator and Executive Expense Report

Name Brian Stevenson

Title Chief Program Officer Capital Management (Acting)

**Location** Calgary

Expenses submitted during the month of December 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)
De	c-14 Expense Claim Me	etings				226	226			
Total			\$ -	\$ -	- \$ -	\$ 226	\$ 226	\$ -	\$ -	\$ -

Total for

the Month \$ 226

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



# TRAVEL, HOSPITALITY & WORKING SESSION EXPENSE CLAIM

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Location:	Edmonton, SS		Dept: Capital Ma			Position (Title):	Chief Program Of	ficer, Capital Mana	gement	
Employee i	(E-People):		- Ochica Me	140 POLITORIE	DOFA Lev	ol: (if applicable)	Union:	Busine	es Phone #:	Ext:
		CODING & TO	TAL ALLES							<del></del>
CAPITAL	PROJECT C	ODING ONLY →	Project Nu Expenditure		on	·		Task Number Expenditure Type		
	Total - Sec	tion B: Travel -	Pg 2		Total - S	ection C&D: Other & Fore				
Pg Bei Unit	Location	Functional Centre (FC)	Total Expense	Bal Unit	Location	Functional Centre (FC)	Secondary/	Pg 3 Total	TOTAL REIMBU	RSEMENT
2A 101	0006	71110500053	\$225.74				Ехрепве	Expense	Total Section B	\$225.74
2B									Total Section C&D	
2C							<del> </del>		Less Cash Advance	
2D									TOTAL CLAIM	\$225.74
			\$225.74		<u>-</u>	er to enter Coding & \$ Amoun	<u></u>		IOTAL GLAIN	\$225.74
NOTE: T		o fills from page 2A	, 2B, 2C & 2D			hese fields do not automatical				
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Health and Personal Information on this form is collected by AHS under the authority of section 20(b) of the Health Information Act (HIA) and sections 33(c) and 34(2) of the Freedom of Information and Protection of Privacy (FOIP) Act, respectively, for the purpose of

Please send completed claim form (with receipts and other required backup) to: Alberta Health Services 10030-167 St, North Tower, 10th Floor, Accounts Payable, Edmonton, AB TSJ 3E4 -1 of 3-

## EXPENSE CLAIM DETAILS

ECTION	incurred are for multiple FC's please use pages 2B, in slip, DO NOT separate any taxes (eg. GST). Sect B: TRAVEL EXPENSES NOTE: If expense advant (column Prov) where expenses were incurred (Out of N. American United Province US and Out of the Province US and Out o	s do not fell erice = Interi	into these car	tegories such	as Hospitality,	Working Seas	UII, TABA	the "Cost E	flective Met	hod Used" (	Column is R				
elect from dropdown (column Prov) where expenses to be ordered to an Out of North America.  nsure separate lines are used for claim items that differ in Province, US and Out of North America.  Prov, US,					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 Resson for Travel - Detailed Description Required	or Out of N.Amer		Cost	Meal (Allowance OR Receipt)			If amount being claimed is above the policy limit stated in Appendix "A"			Rental Carl Bus/LRT/	Per Diem	Mileage		
	(include destination, who attended-(if meal), why travel was necessary and detailed explanation of reason) A description of just "Neeting" will be returned for clarification		travel related to?	Effective Method Used? Yes/No	Mest AX Mest Type with value	Allowance	Mesi Type	with Receipt	ration Airfare	Hotel	Taxi	Parking / Fuel	Allowance	(km)	
25-Nov-14	Edmonton to Red Deer - Present st the CHES Clarence White Conference	AB - Provinc	Meeting	Yes								-		340.00 👈	
26-Nov-14	SSP to Al Offices - round trip (Hosith Capital Senior Executive Committee Meeting)	AB - Local	Meeting	Yes										6.00	
27-Nov-14	SSP to GRH - round trip (ESCo Startup Meeting)	AB - Local	Meeting	Yes								<del> </del>		6.00	
2-Dec-14	SSP to Al Offices - round trip (Joint Capital Steering Committee mtg)	AB - Local	Meeting	Yes		ļ	_			ļ	<b></b>	ļ		6.00 V	
3-Dec-14	SSP to AHE - round trip (ESCo Startup Meeting)	AB - Local	Meeting	Yes		<u> </u>	_		ļ		<del></del>	<u> </u>			
15-Dec-14	SSP to Al Offices - one way (Major Capital Projects Meeting)	AB - Local	Meeting	Yes		ļ			ļ		<del> </del>	<del>-</del>		3.00 V	
16-Dec-14	SSP to AHE - round trip (Protective Services COE team retreat)	AB - Local	Meeting	Yes		<u> </u>	<u> </u>		<u> </u>		ļ	_			
18-Dec-14	SSP to Al Offices - round trip (CCP Executive Steering Committee mitg- mtg was concelled at lest minutes but trip had already been made)	AB - Local	Meeting	Yes								<u> </u>		Total Krne	
	SUBTOTALS											447.00			
200 5.4.05 Purples of Hometre Rate for Personality-Owned Vehicle									Enter \$0.605 km. \$0.47 km OR rate per Union Agreement (see Mileage details to the left)						
60		a ha ischud	ed above uni	dar the bullo	DBB DTUBIYOFG	olumn <u>nion Agreem</u>	eat	0					Mileage	\$225.74	
									7				vel \$ Subtota		
,	lote: Total will auto fill into pg 1, Section E, If form cor	mpleted e	ectronically	/ - Addition	al pg 2's car	be found a	fler Pa	ige 3			uto filis on	page 1 - TOT	AL TRAVEL	\$225.74	
Ration: (Any an	ale is Required for expenses that are not Cost alysis supporting the method to assess cost	Effective effective	ness sho	uld be att	ached to t	ne claim fo	<u>(m)</u>								