

Official Administrator and Executive Expense Report

Name Colleen Turner
Title VP, Community Engagement & Communications (acting)
Location Calgary
 Expenses submitted during the month of June 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)
Jun-14	P-Card	Meetings	1,804				1,804			
Jun-14	Expense Claim	Meetings		83	149	752	984			
Total			\$ 1,804	\$ 83	\$ 149	\$ 752	\$ 2,788	\$ -	\$ -	\$ -

Total for the Month \$ 2,788

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 139
 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

Instruction:

- Attached ALL original detailed receipts and supporting documents in the same order as it appears on this statement
- Cardholder AND Approver's signatures required where indicated below

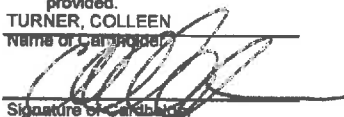


TURNER, COLLEEN	VICE PRESIDENT,	Billing Reporting Period: 20/06/2014
Cardholder's Name	Cardholder's Position/Title	
COMMUNICATIONS	SOUTHPORT TOWER	Total Statement Amount: [REDACTED]
Cardholder's Dept	Cardholder's Site/Location	
COLLEEN.TURNER@ALBERTAHEALTHSERVICES.CA		Last 6 digits of the P-Card #: [REDACTED]
Cardholder's e-mail address		

Statement of Transactions

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
30/05/2014	353726424	WESTJET 8380615240601, Westjet Airlines	5.25	CAD	5.25	.00	.00	2014-06-05 ELT meeting - Edmonton - Seat Selection
30/05/2014	353726425	WESTJET 8382198821622, Westjet Airlines	222.73	CAD	222.73	.00	.00	2014-06-05 ELT meeting - Calgary to Edmonton
30/05/2014	353885010	AIR CAN 0142135065782, AIR CANADA	459.11	CAD	459.11	.00	.00	2014-06-03 Edmonton Staff meeting
30/05/2014	353885011	AIR CAN 0142135069996, AIR CANADA	226.93	CAD	226.93	.00	.00	2014-06-10 ELT meeting - Edmonton to Calgary
05/06/2014	354361406	WESTJET 8380615297868, Westjet Airlines	5.25	CAD	5.25	.00	.00	2014-06-10 seat selection
06/06/2014	354361407	WESTJET 8382198759756, Westjet Airlines	210.13	CAD	210.13	.00	.00	2014-06-10 ELT Meeting - Calgary to Edmonton
06/06/2014	354646186	AIR CAN 0142135329675, AIR CANADA	226.93	CAD	226.93	.00	.00	2014-06-06 Meeting with CEO - Edmonton to Calgary - later cancelled
11/06/2014	355093987	AIR CAN 0142135488669, AIR CANADA	232.18	CAD	232.18	.00	.00	2014-06-13 Travel to YEG for meetings with staff
[REDACTED]								
12/06/2014	355093988	WESTJET 8380615365765, Westjet Airlines	5.25	CAD	5.25	.00	.00	2014-06-17 seat selection
12/06/2014	355093989	WESTJET 8382198923262, Westjet Airlines	210.13	CAD	210.13	.00	.00	2014-06-17 travel to ELT in Edmonton

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Signatures		
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. 		
_____ Name of Cardholder Designate	_____ Cardholder Designate Position/Title	
_____ Signature of Cardholder Designate	_____ 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. 		
TURNER, COLLEEN Name of Cardholder	VICE PRESIDENT, Cardholder Position/Title	
 Signature of Cardholder	June 27, 2014 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. 		
Susan Best Name of Approver Designate	Executive Assistant Approver Designate Position/Title	
 Signature of Approver Designate	June 26, 2014 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. 		
Deborah Rhodes Name of Approver	VP Corp Services + CFO (Acting) Approver Position/Title	
 Signature of Approver	July 8 /14 Date of Signature	
Submit approved statement with attachments to Accounts Payable:		
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	
Accounts Payable only:		
Reference #: _____	Reviewed by: _____	Date: _____

Friday -> CEO Coffee Chats



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Itinerary confirmation

Thank you for choosing WestJet. You can find details about your booking below.

Your reservation code is: [REDACTED]

Guest details

Ms Colleen Turner Flight Calgary (YYC)-Edmonton (YEG) Ticket number [REDACTED] Seat YYC-YEG 6D

Air itinerary details

Calgary (YYC) Thu Jun 5 2014, 10:00 AM Boeing 737-700 Edmonton (YEG) Thu Jun 5 2014, 10:48 AM WS 349 WestJet Fare type: Flex Non-stop

Pricing breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
Adult	\$163.00	\$12.00	\$47.73	\$222.73	x 1	\$222.73 CAD

YYC-YEG: Flex fare type benefits One complimentary checked bag * Fully refundable if cancelled within 24 hours of booking ** Advanced seat selection - \$5-34.50 * \$50-57.50 itinerary change fee + applicable fare difference \$50-57.50 name change fee \$50-57.50 cancellation fee, balance credited toward future WestJet flight purchases **

* Not applicable on flights operated by our airline partners ** Excluding flights departing within 24 hours of booking Non-refundable to original form of payment

Total airfare: \$222.73 CAD

Seats

Regular seat WS 0349 YYC-YEG Seat 6D Ms Colleen Turner \$5.00 CAD + \$0.25 CAD tax

Total seats: \$5.25 CAD



\$222.73 CAD ✓ (2)

\$5.25 CAD ✓ (1)

Total: \$227.98 CAD

Staff Meetings

Your booking is confirmed. Booking reference: [REDACTED]

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

Passengers Ms Colleen A Turner						
Flight	From	To	Departure	Arrival	Airfare	368.00
AC8134	Calgary (YYC)	Edmonton (YEG)	08:30 Tue 03-Jun 2014	09:20 Tue 03-Jun 2014	Options	0.00
AC8149	Edmonton (YEG)	Calgary (YYC)	15:00 Tue 03-Jun 2014	15:51 Tue 03-Jun 2014	Taxes, fees and charges	91.11
					Travel Insurance	Purchase Travel Insurance
					Grand Total	\$459.11
					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]

Customer Care

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

Air Canada
1-888-247-2262

Main Contact:
Ms Colleen A Turner
colleen.turner@albertahealthservices.ca
Mobile: [REDACTED]
Home: [REDACTED]
Work: [REDACTED]

Flight Arrivals and Departures
1-888-422-7533

Flight Itinerary

Meetings in Edmonton.

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8134 ¹	Calgary (YYC) Tue 03-Jun 2014 08:30	Edmonton, Edmonton Int'l (YEG) Tue 03-Jun 2014 09:20	0	0hr50	DH4	Flex, V	
AC8149 ¹	Edmonton, Edmonton Int'l (YEG) Tue 03-Jun 2014 15:00	Calgary (YYC) Tue 03-Jun 2014 15:51	0	0hr51	DH3	Flex, V	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

1: Ms Colleen A Turner : Adult (16+), Ticket Number: [REDACTED]

Air Canada - Aeroplan: [REDACTED] Meal Preference: None
Payment Card: [REDACTED] Special Needs: None
Seat Selection: AC8134 11D, AC8149 11D

Purchase Summary

Fare Summary	
Total charge for 1 adult	
Air Transportation Charges	
Departing Flight (Flex) (including surcharges)	184.00
Return Flight (Flex) (including surcharges)	184.00
Options	0.00
Taxes, Fees and Charges	91.11
Total Airfare Charge	459.11

✓ (3)

charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

View Air Canada's additional checked baggage policy.

View the additional checked baggage policy of Air Canada's codeshare and Interline partners.

Important Information

Please review this Itinerary/receipt and, should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Before You Go: A 'To-Do' List

All passengers are advised to view the Travel documentation page for important information on identification required for travel.

Check-in and boarding times

Links

Manage my booking online:

<http://www.aircanada.com/mybookings>

Flight Departure & Arrivals:

<http://www.aircanada.com/flightstatus>

General conditions of carriage:

<http://www.aircanada.com/conditionsofcarriage>

Information and Services

<http://www.aircanada.com/travelinfo>



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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.



Return from ELT

Booking Information

Booking Reference: [Redacted]
Electronic Ticketing confirmed. This is your official itinerary/receipt.
Main Contact: Ms Colleen A Turner
colleen.turner@albertahealthservices.ca
Mobile: [Redacted]
Home: [Redacted]
Work: [Redacted]

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

Flight Itinerary

Table with columns: Flight, From, To, Stops, Duration, Aircraft, Fare Type, Meal. Row 1: AC8151, Edmonton, Edmonton Int'l (YEG), Calgary (YYC), 0, 0hr50, DH4, Flex, V.

Operated by:
1 Air Canada Express - Jazz

Passenger Information

1: Ms Colleen A Turner : Adult (16+), Ticket Number: [Redacted]
Air Canada - Aeroplan [Redacted] Meal Preference: None
Payment Card: [Redacted] Special Needs: None
Seat Selection: AC8151 11C

Purchase Summary

Table with columns: Description, Amount. Includes Fare Summary, Air Transportation Charges, Taxes, Fees and Charges, and Grand Total - Canadian dollars: \$226.93.

4 (circled)

Payment Information

Credit/Debit Card [Redacted] - Amount paid: \$226.93
The following charges (tax inclusive) will appear on your credit or debit card statement:
• Air Canada: \$226.93 (Airfare - per ticket)

Ticket number(s) [Redacted]

Fare Rules

Departing 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.
• 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 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.



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Itinerary confirmation

Thank you for choosing WestJet. You can find details about your booking below.

Your reservation code is [REDACTED]

Guest details

Ms Colleen Turner Flight Calgary (YYC)-Edmonton (YEG)
 Ticket number 8382198759756
 Seat YYC-YEG 9C

Air itinerary details

Calgary (YYC) Tue Jun 10 2014, 7:45 AM Dehavilland Dash 8-400 Turboprop
 Edmonton (YEG) Tue Jun 10 2014, 8:34 AM
 WS 3270 Operated by WESTJET ENCORE
 Fare type: Econo Non-stop

Pricing breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
Adult	\$151.00	\$12.00	\$47.13	\$210.13	x 1	\$210.13 CAD

- YYC-YEG: Econo fare type benefits
- One complimentary checked bag *
- Fully refundable if cancelled within 24 hours of booking **
- Advanced seat selection - \$5-34.50 *
- \$75-86.25 itinerary change fee + applicable fare difference
- \$75-86.25 name change fee
- \$75-86.25 cancellation fee, balance credited toward future WestJet flight purchases -
- * Not applicable on flights operated by our airline partners
- ** Excluding flights departing within 24 hours of booking
- Non-refundable to original form of payment

Total airfare: **\$210.13 CAD**

Seats

Regular seat WS 3270 YYC-YEG Seat 9C Ms Colleen Turner \$5.00 CAD + \$0.25 CAD tax
 Total seats: **\$5.25 CAD**



\$210.13 CAD
\$5.25 CAD

Total: **\$215.38 CAD**

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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.



Coffee Chats w CEO
4:00 pm Mtg w CEO

Cancelled - Drive back.
Credit on file

Booking Information

Booking Reference: [Redacted]

Customer Care

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

Air Canada
1-888-247-2262

Main Contact:
Ms Colleen A Turner
colleen.turner@aircanada.com
[Redacted]
[Redacted]
[Redacted]

Flight Arrivals and Departures
1-888-422-7533

Return Trip

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8157 ¹	Edmonton, Edmonton Int'l (YEG) Fri 06-Jun 2014 21:00	Calgary (YYC) Fri 06-Jun 2014 21:51	0	0hr51	DH3	Flex, V	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

1: Ms Colleen A Turner : Adult (16+), Ticket Number: [Redacted]

Air Canada - Aeroplan: [Redacted] Meal Preference: None
Payment Card: [Redacted] Special Needs: None
Seat Selection: AC8157 5C

Purchase Summary

Fare Summary	Adult
Passenger Type	
Air Transportation Charges	
Departing Flight - Flex	172.00
Surcharges	12.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	25.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	10.81
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	226.93
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$226.93

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\$226.93 ✓

Payment Information

Credit/Debit Card: [Redacted] Amount paid: \$226.93
The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$226.93 (Airfare - per ticket)

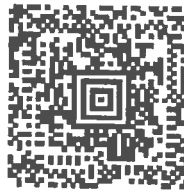
Ticket number(s): [Redacted]

Fare Rules

Departing 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.

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.



① Staff performance appraisals
 ② Mtg w V. Kermenski

Booking Information

Booking Reference: [REDACTED]
Electronic Ticketing confirmed. This is your official itinerary/receipt.
Main Contact:
 Ms Colleen A Turner
 colleen.turner@albertahealthservices.ca
 Mobile: [REDACTED]
 Home: [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
AC8138 ¹	Calgary (YYC) Fri 13-Jun 2014 10:30	Edmonton, Edmonton Int'l (YEG) Fri 13-Jun 2014 11:20	0	0hr50	DH4	Flex, V	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

1: Ms Colleen A Turner : Adult (16+), Ticket Number: [REDACTED]
 Air Canada - Aeroplan [REDACTED] Meal Preference: **None**
 Payment Card: [REDACTED] Special Needs: **None**
 Seat Selection: AC8138 7D

Purchase Summary

Fare Summary	Adult
Passenger Type	
Air Transportation Charges	
Departing Flight - Flex	172.00
Surcharges	12.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	11.06
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	232.18
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$232.18

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Payment Information

Credit/Debit Card [REDACTED] - Amount paid: **\$232.18**
 The following charges (tax inclusive) will appear on your credit or debit card statement:
 • Air Canada: \$232.18 (Airfare - per ticket)
 Ticket number(s) [REDACTED]

Fare Rules

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

Travel to Exec Leadership Team

LouAnn Williams

From: noreply@itinerary.westjet.com on behalf of WestJet Airlines
[noreply@itinerary.westjet.com]
Sent: June 12, 2014 3:00 PM
To: LouAnn Williams
Subject: Reservation Confirmation



WestJet
22 Aerial Place N.E.
Calgary, Alberta,
Canada
Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary. Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight. This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

Booking Confirmation

Your reservation code is [REDACTED] Main contact: Colleen Turner
E-mail: colleen.turner@albertahealthservices.ca
Phone Number: [REDACTED]

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#)

Guest

Colleen Turner Flight [REDACTED] on (YEG)
WestJet FF
Ticket Number [REDACTED]
Seat [REDACTED]

Air Itinerary Details

WS3270 Calgary, CA Edmonton, CA Fare type: Econo
Operated by WESTJET Tue 17 Jun, 2014 07:45 AM Tue 17 Jun, 2014 08:34 AM Non-stop
ENCOFF

Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 151.00	CAD 12.00	CAD 47.13	CAD 210.13	x 1	CAD 210.13
						Total airfare: CAD 210.13

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 10.01
CA	Air Travellers Security Charge (ATSC)	CAD 7.12
SQ	Airport Improvement Fee (AIF)	CAD 30.00
		Total taxes: CAD 47.13

Fare family benefits

YYC-YEG: Econo Seat Sale Benefits

- One complimentary checked bag *
- Fully refundable if cancelled within 24 hours of booking **
- Advanced seat selection - \$5-34.50 *
- \$75-86.25 itinerary change fee + applicable fare difference
- \$75-86.25 name change fee
- \$75-86.25 cancellation fee, balance credited toward future WestJet flight purchases -
- * Not applicable on flights operated by our airline partners
- ** Excluding flights departing within 24 hours of booking

Seats

Regular seat

WS 3270 YYC - YEG Seat 8B Colleen Turner

CAD 5.00 + CAD 0.25 Tax

Total Seats: CAD 5.25

Total

Charged to



CAD 210.13

Charged to

CAD 5.25

Total

CAD 215.38

✓ 11
✓ 10

WestJet offers

Get travel insurance

Don't forget to include travel insurance as part of your trip. WestJet has partnered with RBC Insurance® to provide you with the right coverage for your travel experience. [Get a quote](#)

Important Information

Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airlines partners](#); it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage](#) info page.
- [Positive identification](#) is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
- For detailed information on your flight visit:
 - [Fares, taxes and fees](#) (For [change/cancel guidelines](#), [baggage fees](#), [service fees](#) and other [taxes and fees](#))
 - [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
 - [Seat selection](#) (How it works, changing your seat and more)
 - [Infight services](#) (Buy on board, [upi magazine](#) and more)
 - [Infight entertainment](#) for information on our live seatback television.
- Carbonzero and WestJet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the [purchase of carbon offsets](#).
- We appreciate hearing about your experience with us. If you would like to provide us with feedback, please see our [contact us](#) page and select the give feedback tab. You may also send us a letter at: WestJet Campus, Attention Guest Relations, 22 Aerial Place N.E. Calgary, Alberta Canada T2E 3J1.

[Important Legal Notice](#)

[Terms and Conditions](#)

Contact Information

If you have questions about your reservation, call WestJet at 1-888-937-8538 (1-888-WESTJET) and have the itinerary number ready. Thank you for choosing WestJet.

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-Jun-14 To 30-Jun-14
 Travel Period from: _____ To _____ (if applicable)
 Out-of-Province Travel

Name: Colleen Turner Position (Title):
 Location: Calgary Dept: Communications DOFA Level: (if applicable) Union: Business Phone #: 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

Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense
2A	101	0005	7113000000	\$983.52
2B				
2C				
2D				
				\$983.52 ✓

NOTE: This section auto fills from page 2A, 2B, 2C & 2D

Total - Section C&D: Other & Foreign Expenses - Pg 3

Bal Unit	Location	Functional Centre (FC)	Secondary/Expense	Total Expense

**User to enter Coding & \$ Amounts
 NOTE: These fields do not automatically fill for Section C & D

TOTAL REIMBURSEMENT

Total Section B	\$983.52
Total Section C&D	
Less Cash Advance	
TOTAL CLAIM	\$983.52

✓ pb

SECTION F: AUTHORIZATION

I attest that I have read and understand the "Travel, Hospitality & Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with the principles and mandatory requirements of this 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: Colleen Turner Date June 27, 2014
 Travel, Hospitality and Working Session Expenses Policy - Document# 1122

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 ONLY): Deborah Rhodes DOFA Level [redacted] Position # [redacted] Phone # [redacted] Ext [redacted]
 I, by signing this form, attest that I am compliant to all the above statements
 Signature: Deborah Rhodes Title VP Corp Serv + CFO (Acting) Date July 3/14

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 ONLY): _____ DOFA Level _____ Position # _____ Phone # _____ Ext _____
 I, by signing this form, attest that I am compliant to all the above statements
 Signature: _____ Title _____ Date _____

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 administering AHS Procure to 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

EXPENSE CLAIM DETAILS

Enter Finance Coding 101 0005 7113000000 Emp # (E-People) [REDACTED] 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 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						
3-Jun-14	Mileage to airport return - staff meeting										\$107.60	\$27.30		66.00
5-Jun-14	Mileage to airport - News conference with CEO and Minister in Edmonton		Meeting	Yes	A-\$41.55	\$41.55					\$59.00			33.00
6-Jun-14	Meetings with CEO / Coffee Chats - mileage back to Calgary		Meeting	Yes	A-\$41.55	\$41.55			\$148.90			\$54.60		300.00
10-Jun-14	Mileage to airport return for ELT		Meeting	Yes								\$27.30		66.00
13-Jun-14	Mileage to airport return - staff evaluations in Edmonton		Meeting	Yes							\$59.00	\$27.30		66.00
17-Jun-14	Mileage to airport return - ELT meeting		Meeting	Yes								\$27.30		66.00
20-Jun-14	Mileage to airport return for HAC Council of Chairs Meeting		Meeting	Yes								\$27.30		66.00
SUBTOTALS						\$83.10			\$148.90	\$225.60	\$191.10			Total Kms 663.00

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
(see Mileage details to the left) **\$0.505**

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

Mileage \$	\$334.82
Travel \$ Subtotal	\$648.70
Auto fills on page 1 - TOTAL TRAVEL \$	\$983.52

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)

RECEIPT
GST NO. R122556194

EXIT No. A2
 IN: 06/03/14 07:29
 OUT: 06/03/14 16:08
 DURATION: 0 08: 39
 PAID: \$ 27.30 ✓
 (GST INCLUDED)
 VISA



THANK YOU FOR
 YOUR VISIT

Calgary International Airport Parkade

AIRPORT TAXI SERVICE
 4608-101-ST T6E5G9
 EDMONTON AB
 22295683
 GH229568344

**** PURCHASE ****



NAME: COLLEEN TURNER

A0000000031010

VISA

Trace Inv. Operator 623
 Auth RRN 001119003

Purchase \$55.00
 Tip \$4.00
Total \$59.00

(00) APPROVED-THANK YOU

Retain this copy for your records
 Customer copy

GST 843195835 RT0001
 780-890-7070

YELLOW CAB
 10135 31 AVENUE NW
 EDMONTON AB T6H-1C2
 780-462-3456

Term Id:45024124782421
 Item #:1358
 UTSA



AID:A0000000031010

APPROVED

AMOUNT CAD\$44.60
 TIP CAD\$4.00
 =====
 TOTAL CAD\$48.60

Ref. [Redacted]
 Auth. [Redacted]
 Resp. [Redacted]
 TOR: [Redacted]
 TSI: F800

BOOK ON LINE AT EDMTAXI.COM
 THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2014/06/03 Time: 13:24:47
 Response: [Redacted]

* [Redacted]

RECEIPT
GST NO. R122556194

EXIT No. A5
 IN: 06/05/14 09:03
 OUT: 06/07/14 16:44
 DURATION: 2 07: 41
 PAID: \$ 81.90
 (GST INCLUDED) 54.60
 VISA



THANK YOU FOR
 YOUR VISIT

Calgary International Airport Parkade

→ \$ 54.60 for 2 days parking
 1 day personal

Taxi 48.60
59.00
 107.60

Mrs Colleen Turner

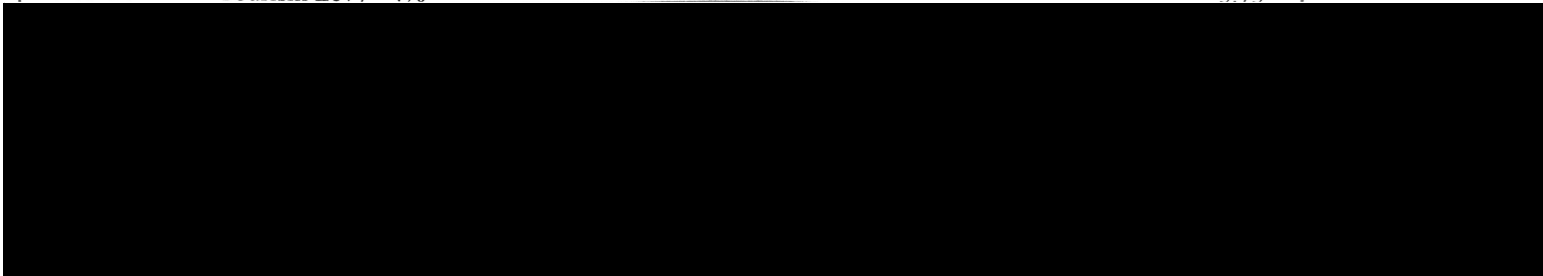
Room Number: [Redacted]
Arrival Date: 06-05-14
Departure Date: 06-07-14
Page No: 1 of 1
Confirmation No: [Redacted]

INFORMATION INVOICE

Folio No:

06-07-14

Date	Description	Charges	Credits
06-05-14	Room Revenue	139.00	
06-05-14	Destination Marketing Fee - 3%	4.17	
06-05-14	Tourism Levv - 4%	5.73	
			<u>\$ 148.90</u>



1 day only = 148.90

Signature: _____

I agree that my liability for all charges 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. G.S.T. #86634 4302 RT 0001

YELLOW CAB
10135 31 AVENUE NW
EDMONTON AB T6H-1C2
780-462-3456

Term Id: 45024124782166
Item #: 0060
VISA
PURCHASE
Op Id
Card

AID: A0000000031010

APPROVED

AMOUNT	CAD\$55.00
TIP	CAD\$4.00
=====	
TOTAL	CAD\$59.00

Ref: #
Auth
Resp
TUR: 000000000
TSI: F000

BOOK ON LINE AT EDMTAXI.COM
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2014/06/05 Time: 11:24:04
Response: AUTH 021700

1/4G to Downtown

= TRANSACTION RECEIPT =

ALBERTA COOP TAXI
10538 - 114 ST
EDMONTON, AB T5H 3J7
(780) 425-2525

ACCT TYPE: CREDIT CARD
CARD NUMBER:

DATE/TIME:
14/06/13 12:00:08

AUTH#: [REDACTED]

VEH/DRV: [REDACTED]

GST#: [REDACTED]

TXN ID: [REDACTED]

FARE:	\$ 52.38
FLAT:	\$000.00
EXTRAS:	\$000.00
TAX:	\$ 2.62
FA+FL+EX+TAX:	\$ 55.00
TIP:	\$ 4.00
DISCOUNT:	\$000.00
TOTAL:	\$ 59.00

SIGNATURE:

RECEIPT
GST NO. R122556194

EXIT No. A5
IN: 06/10/14 06:43
OUT: 06/10/14 17:21
DURATION: 0 10: 38
PAID: \$ 27.30
(GST INCLUDED)

THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade

Parking - ELT in
YEG

RECEIPT
GST NO. R122556194

EXIT No. A5
IN: 06/13/14 08:55
OUT: 06/15/14 13:57
DURATION: 2 05: 02
PAID: \$ 81.00
(GST INCLUDED)

YOUR VISIT

1 day 27.30

Calgary International Airport Parkade

1 day parking
stuff PA in YEG

RECEIPT
GST NO. R122556194

EXIT No. A5
IN: 06/17/14 06:51
OUT: 06/17/14 18:07
DURATION: 0 11: 16
PAID: \$ 27.30
(GST INCLUDED)



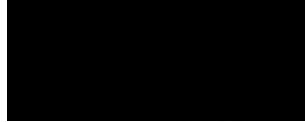
YOUR VISIT

Calgary International Airport Parkade

ELT in YEG

RECEIPT
GST NO. R122556194

EXIT No. A5
IN: 06/20/14 09:02
OUT: 06/20/14 14:43
DURATION: 0 05: 41
PAID: \$ 27.30
(GST INCLUDED)



YOUR VISIT

Calgary International Airport Parkade

HAC Council of
Chairs Mtg
at Calgary
Airport Delta