

Official Administrator and Executive Expense Report

Name Colleen Turner
Title VP, Community Engagement & Communications (Acting)
Location Calgary
 Expenses submitted during the month of August 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)
Aug-14	P-Card	Meetings	1,989				1,989			105
Aug-14	Expense Claim	Meetings		104	149	291	544			50
Total			\$ 1,989	\$ 104	\$ 149	\$ 291	\$ 2,533	\$ -	\$ -	\$ 155

Total for the Month \$ 2,688

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

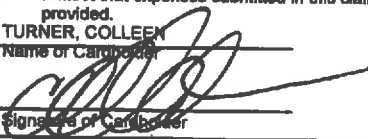


Instruction:

- 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

<u>TURNER, COLLEEN</u> Cardholder's Name	<u>VICE PRESIDENT (ACTING)</u> Cardholder's Position/Title	Billing Reporting Period:	<u>20/08/2014</u>
<u>COMMUNITY ENGAGEMENT &</u> Cardholder's Dept	<u>SOUTHPORT TOWER</u> Cardholder's Site/Location	Total Statement Amount:	<u>\$2,094.22</u>
<u>COLLEEN.TURNER@ALBERTAHEALTHSERVICES.CA</u> Cardholder's e-mail address		Last 6 digits of the P-Card	<u>[REDACTED]</u>

Statement of Transactions

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
23/07/2014	359151512	AIR CAN 0142137007292, AIR CANADA	457.01	CAD	457.01	.00	.00	2014-07-29 ELT meeting
26/07/2014	359288054	PRESS, BOOKS, PERIODICALS AND NEWSPAPERS	104.48	CAD	104.48	4.98	.00	One year subscription to Calgary Herald digital edition for Don Stewart, Media Relations Manager
31/07/2014	359830201	WESTJET 8380615838775, Westjet Airlines	5.25	CAD	5.25	.00	.00	Aug 5 ELT; Aug 6 meeting with V. Kaminski - seat selection
31/07/2014	359830202	WESTJET 8382100296686, Westjet Airlines	222.73	CAD	222.73	.00	.00	Aug 5 ELT; Aug 6 meeting with V.Kaminski - travel to Edmonton
01/08/2014	360105211	AIR CAN 0142137344576, AIR CANADA	222.73	CAD	222.73	.00	.00	Aug 6 return flight from Edmonton
05/08/2014	360308248	AIR CAN 0142137455541, AIR CANADA	11.55	CAD	11.55	.00	.00	2014-08-05 Additional fare fee - flight changed due to cancellation of meeting with V. Kaminski scheduled for Aug.6
05/08/2014	360308249	AIR CAN 0142137455541, AIR CANADA	52.50	CAD	52.50	.00	.00	2014-08-05 Change fee - flight changed due to cancellation of meeting with V. Kaminski scheduled for Aug 6
08/08/2014	360633703	WESTJET 8380615917424, Westjet Airlines	5.25	CAD	5.25	.00	.00	2014-08-12 Travel to Edmonton for ELT - seat selection
08/08/2014	360633704	WESTJET 8382100490817, Westjet Airlines	232.18	CAD	232.18	.00	.00	2014-08-12 Travel to Edmonton for ELT and meeting with V. Kaminski
08/08/2014	360746852	AIR CAN 0142137587572, AIR CANADA	222.73	CAD	222.73	.00	.00	2014-03-13 return from Edmonton ELT meeting and meeting with V. Kaminski
15/08/2014	361306163	WESTJET 8380615990909, Westjet Airlines	5.25	CAD	5.25	.00	.00	2014-08-19 ELT in Edmonton - seat selection for YYC to YEG
15/08/2014	361306164	WESTJET 8382100673042, Westjet Airlines	232.18	CAD	232.18	.00	.00	2014-08-19 ELT in Edmonton travel from YYC to YEG
15/08/2014	361416588	AIR CAN 0142137831376, AIR CANADA	320.38	CAD	320.38	.00	.00	2014-08-19 ELT in Edmonton - return travel

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 (ACTING) Cardholder Position/Title	
 Signature of Cardholder	Aug 20, 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	Exec Assistant Approver Designate Position/Title	
 Signature of Approver Designate	Aug 27, 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	JPCorp Services & CFO (Acting) Approver Position/Title	
 Signature of Approver	Sept. 3/14 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: _____

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.



ELT - July 29

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	Flight Arrivals and Departures 1-888-422-7533
Mobile: [REDACTED]	
Home: [REDACTED]	
Work: [REDACTED]	

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8130 ¹	Calgary (YYC) Tue 29-Jul 2014 06:00	Edmonton, Edmonton Int'l (YEG) Tue 29-Jul 2014 06:51	0	0hr51	DH3	Flex, W	
AC8151 ¹	Edmonton, Edmonton Int'l (YEG) Tue 29-Jul 2014 16:00	Calgary (YYC) Tue 29-Jul 2014 16:49	0	0hr49	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: AC8130 6C, AC8151 12C	

Purchase Summary

Fare Summary	Adult
Passenger Type	
Air Transportation Charges	
Departing Flight - Flex	163.00
Return Flight - Flex	174.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	21.76
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	457.01
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$457.01



Payment Information

Credit/Debit Card [REDACTED] Amount paid: **\$457.01**
The following charges (tax inclusive) will appear on your credit or debit card statement:
• Air Canada: \$457.01 (Airfare - per ticket)

Ticket number(s): [REDACTED]

Fare Rules

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

• Changes:

Account Information

- Account Summary
- Account Settings
- Update Payment Information
- Update Print Address

My Subscriptions

- Modify Subscriptions

Help

- Contact Customer Care

Account Summary

Name: Don Stewart

Account number: [REDACTED]

Email Address: don.stewart@albertahealthservices.ca

Password: [REDACTED]

cardholder name: Colleen Turner

card ending in: [REDACTED]

Payment Method: Mastercard

Expires: [REDACTED]

Active Subscription

Subscription

Purchase Date



Transaction History

Date	Amount	
Jul 26, 2014	\$104.48	Renewal: Annual Digital Access Subscription





Itinerary confirmation

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

Your reservation code is [REDACTED]

ELT - Aug 5th
Meeting w J. Kaminski - Aug 6

Guest details

Ms Colleen Turner

Flight

Calgary (YYC)-Edmonton (YEG)

Ticket number [REDACTED]
Seat YYC-YEG
8B

Air itinerary details

Calgary (YYC)
Tue Aug 5 2014, 7:45 AM
De Havilland Dash 8-400 Turboprop

Edmonton (YEG)
Tue Aug 5 2014, 8:34 AM

WS 3270
Operated by WESTJET ENCORE

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 3270 YYC-YEG Seat 8B Ms Colleen Turner

\$5.00 CAD + \$0.25 CAD tax

Total seats: **\$5.25 CAD**

Charged to [REDACTED] ✓ **\$222.73 CAD**
Charged to [REDACTED] ✓ **\$5.25 CAD**

Total: **\$227.98 CAD**

④
③

LouAnn Williams

Return - ELT Aug 5
1:1 w UK Aug 6

From: Air Canada [confirmation@aircanada.ca]
Sent: August 01, 2014 11:46 AM
To: LouAnn Williams
Subject: COLLEEN TURNER is sending you the itinerary for your next trip from Edmonton to Calgary.

Cancelled & Rescheduled
1:1 w UK Aug 6th Rescheduled.

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



Itinerary/Receipt

From: COLLEEN TURNER

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

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



Booking Information

Booking Reference: [REDACTED]

Customer Care

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

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

Main Contact:

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

Online Services

Manage my booking online (view/change my booking; select seats*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Check-in online and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8151 ¹	Edmonton, Edmonton Int'l (YEG) Wed 06-Aug 2014 16:00	Calgary (YYC) Wed 06-Aug 2014 16:49	0	0hr49	DH4	Flex, W	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

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

Air Canada -
Aeroplan :

Meal Preference : None

Payment Card: [REDACTED]

Special Needs: None

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	163.00
Surcharges	12.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	10.61
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	222.73
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$222.73

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Payment Information

Credit/Debit Card [REDACTED] Amount paid: \$222.73
The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$222.73 (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.
 - 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)

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.



Change fee to move flight from Aug 6th to 5th Mtg w V. Kaminski originally scheduled for Aug 6th cancelled by V.K.

+ additional fare of \$11.55

Booking Information

Booking Reference: [REDACTED]

Customer Care

Air Canada
1-888-247-2262

Flight Arrivals and Departures
1-888-422-7533

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

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

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8153 ¹	Edmonton, Edmonton Int'l (YEG) Tue 05-Aug 2014 18:00	Calgary (YYC) Tue 05-Aug 2014 18:49	0	0hr49	DH4	Flex, V	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

1: Ms Colleen Turner : Adult (16+), Ticket Number [REDACTED]
Air Canada - Aeroplan : [REDACTED] Meal Preference: Regular
Payment Card: [REDACTED] Special Needs: None
Seat Selection: AC8153 7D

Additional charges and/or refund summary

Passenger Type	Additional charges	
	Adult	
Air Transportation Charges		
Airfare (Includes Surcharges)	11.00	
Taxes, Fees and Charges		
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	0.55	
Total Additional Fare	11.55 ✓ (6)	
Extra Charges (Change Fee)		
Change Fee	50.00	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	2.50	
Total Extra Charge (Change Fee)	52.50 ✓ (7)	
Number of passengers	1	
Grand Total - Canadian dollars	\$64.05	

Payment Information
Credit/Debit Card [REDACTED] Amount paid: \$64.05
The following charges (tax inclusive) will appear on your credit or debit card statement:
• Air Canada: \$11.55 (Airfare)
• Air Canada: \$52.50 (Change Fee 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.



Itinerary confirmation

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

Your reservation code is: [REDACTED]

*Travel to Edmonton for
ELT Meeting Aug 12
Foundation Mtg w V. Kamenski, V. Yu,
D. Gordon Aug 13*

Guest details

Colleen Turner Flight Calgary (YYC)-Edmonton (YEG)
WestJet FF [REDACTED]
Ticket number [REDACTED]
Seat YYC-YEG 6B

Air itinerary details

Calgary (YYC) Tue Aug 12 2014, 7:45 AM De Havilland Dash 8-400 Turboprop
Edmonton (YEG) Tue Aug 12 2014, 8:34 AM
WS 3270 Operated by WESTJET ENCORE
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	\$172.00	\$12.00	\$48.18	\$232.18	x 1	\$232.18 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: **\$232.18 CAD**

Seats

Regular seat WS 3270 YYC-YEG Seat 6B Colleen Turner \$5.00 CAD + \$0.25 CAD tax
Total seats: **\$5.25 CAD**

Charged to [REDACTED] **\$232.18 CAD** ✓
Charged to [REDACTED] **\$5.25 CAD** ✓

Total: **\$237.43 CAD**

⑨
⑧

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/Foundation Mtg

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
AC8149 ¹	Edmonton, Edmonton Int'l (YEG) Wed 13-Aug 2014 15:00	Calgary (YYC) Wed 13-Aug 2014 15:52	0	0hr52	DH3	Flex, W	

Operated by:
¹ Air Canada Express - Jazz

Passenger Information

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

Air Canada - Aeroplane [REDACTED] Meal Preference: None
Payment Card: [REDACTED] Special Needs: None
Seat Selection: AC8149 5D

Purchase Summary

Fare Summary	Adult
Passenger Type	
Air Transportation Charges	
Departing Flight - Flex	163.00
Surcharges	12.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	10.61
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	222.73
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$222.73

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Payment Information

Credit/Debit Card [REDACTED] - Amount paid: \$222.73
The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$222.73 (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.



Contact us Help

Flights Vacations Deals Travel Info My WestJet Rewards

Travel to Edmonton for ELT Mtg
Aug 19

Itinerary confirmation

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

Your reservation code is [REDACTED]

Guest details

Colleen Turner	Flight	Calgary (YYC)-Edmonton (YEG)
		WestJet FF [REDACTED]
		Ticket number [REDACTED]
		Seat YYC-YEG 7B

Air itinerary details

Calgary (YYC) Tue Aug 19 2014, 7:45 AM De Havilland Dash 8-400 Turboprop	Edmonton (YEG) Tue Aug 19 2014, 8:34 AM	WS 3270 Operated by WESTJET ENCORE	Fare type: Flex Non-stop
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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	\$172.00	\$12.00	\$48.18	\$232.18	x 1	\$232.18 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: **\$232.18 CAD** ✓ (12)

Seats

Regular seat	WS 3270 YYC-YEG Seat 7B Colleen Turner	\$5.00 CAD + \$0.25 CAD tax
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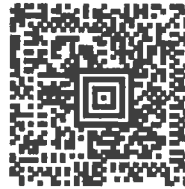
Total seats: **\$5.25 CAD** ✓ (11)

Earn WestJet dollars. Pay when you pick up your car. Book now.

Reserve now and pay when you pick up your vehicle.
All displayed quotes include taxes and fees. Click on the arrows to see other options.

Pick-up from: Edmonton (YEG) Tue Aug 19 2014, 8:34 AM
Drop-off to: Edmonton (YEG) Wed Aug 20 2014, 8:34 AM

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 Edmonton ELT

Booking Information

Booking Reference: [REDACTED]
Electronic Ticketing confirmed. This is your official itinerary/receipt.
Main Contact:
 Ms Colleen A Turner
 colleen.turner@aircanada.com
 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
AC8151 ¹	Edmonton, Edmonton Int'l (YEG) Tue 19-Aug 2014 16:00	Calgary (YYC) Tue 19-Aug 2014 16:49	0	0hr49	DH4	Flex, U	

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 12C**

Purchase Summary

Fare Summary	
Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	256.00
Surcharges	12.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	15.26
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	320.38
Number of passengers	x 1
Total airfare, taxes and options	320.38
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$320.38

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Payment Information

Credit/Debit Card [REDACTED] Amount paid: **\$320.38**
 The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$320.38 (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.

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-Jul-14 To 22-Aug-14
 Travel Period from: _____ To _____ (if applicable)
 Out-of-Province Travel

Name: Colleen Turner Position (Title): VP Community Engagement & Communications
 Location: Calgary Dept: _____ DOFA Level: _____ (if applicable) Union: _____ Business Phone #: _____ Ext: _____
 Employee # (E-People): _____

SECTION E: FINANCE CODING & TOTAL CLAIM

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

Total - Section B: Travel - Pg 2					Total - Section C&D: Other & Foreign Expenses - Pg 3				
Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense	Bal Unit	Location	Functional Centre (FC)	Secondary/Expense	Total Expense
2A	101	0005	71130000000	\$543.94	101	0005	71130000000	69500000	\$10.49
2B					101	0005	71130000000	64500000	39.99
2C									
2D									
				\$543.94					50.48

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

**User to enter Coding & \$ Amounts

NOTE: These fields do not automatically fill for Section C & D

TOTAL REIMBURSEMENT	
Total Section B	\$543.94
Total Section C&D	50.48
Less Cash Advance	
TOTAL CLAIM	\$594.42

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 included 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. Travel, Hospitality and Working Session Expenses Policy - Document# 1122

I, by signing this form, attest that I am compliant to all the above statements
 Employee Signature: [Signature] Date: Sept 12, 2014

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 included 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 to Accounts Payable for processing.

Approved By (PRINT ONLY): Deborah Rhodes DOFA Level: _____ Position #: _____ Phone #: _____ EXT: _____
 Signature: [Signature] Title: VP Corp. Services & CFO (Acting) Date: Sept-16/14

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 32(c) and 34(2) of the Freedom of Information and Protection of Privacy (FOIP) Act, respectively, for the purpose of administering AHS Procedure 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

- 1 of 3 -
EXPENSE CLAIM DETAILS

Enter Finance Coding 101 0005 7113000000	Emp # (E-People) _____	Page 2A
<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>		

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 = Int'l) 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							
5-Aug-14	Travel to NYC return - ELT meeting in Edmonton/ meeting with RAI Foundation	AB - Provinc	Meeting	Yes	BL-\$20.80	\$20.80						\$27.30	✓	66.00	✓
5-Aug-14	Cab from 7th Street Plaza to RAH	AB - Provinc	Meeting	Yes							\$12.60	✓			
12-Aug-14	Travel to YYC - ELT meeting in Edmonton.	AB - Provinc	Meeting	Yes	A-\$41.55	\$41.55			\$148.90	✓				33.00	✓
13-Aug-14	Meeting with V. Saminski re Foundations - Edmonton - return travel from Edmonton	AB - Provinc	Meeting	Yes	BL-\$20.80	\$20.80								33.00	✓
19-Aug-14	Travel to airport return for ELT meeting in Edmonton - cab from YEG to 7th street Plaza	AB - Provinc	Meeting	Yes	BL-\$20.80	\$20.80				✓	\$58.00	\$27.30	✓	66.00	✓
19-Aug-14	Travel from 7th Street Plaza to U of A Hospital for meeting										\$10.00	✓			
19-Aug-14	Travel from U of A Hospital to YEG										\$55.00	✓			
SUBTOTALS						\$103.95				\$148.90	\$136.50	\$51.60			Total Kms 198.00

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 \$ \$98.98
	Travel \$ Subtotal \$443.95
Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3	Auto fills on page 1 - TOTAL TRAVEL \$ \$543.93

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

*If **NOT** claiming any expenses in Sections C or D, this page does **NOT** have to be submitted.*

SECTION C: OTHER EXPENSES

Emp # (E-People)

- Expenses to be claimed in this section include but are not limited to: Hospitality & Hosting, Working Sessions, Recruitment, Relocation, Continuing Education, Business Insurance, and miscellaneous expenses.
→ If expenses are for travel, gas, etc., go to Section B on pg 2.
- ALL "OTHER" expenses listed below **MUST** have a secondary/expense code indicated!

*****Subtotal "Other Expenses" for each functional centre separately and enter each subtotal into column "Section C Total" on page 1 Section E*****

Date dd-mm-yy	Business Reason for Expense - Detailed Description Required (include who attended-(if meal/Hospitality), why expense was required, what expense was and pertaining to and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	Finance Coding			Completion of the "Cost Effective Method Used" Column is REQUIRED. If you select "No" in this column or the amount being claimed exceeds the Policy limit stated in "Appendix A", Further Explanation is REQUIRED in the "Rationale is Required" section on this page					
		Bal Unit	Location	Functional Centre	Secondary/ Expense eg. 41000000 (8 characters)	Cost Effective Method Used? Yes/No	Continuing Education Select type from dropdown menu (if applicable)	GST is ON till slip/receipt, enter total amount in this column WITH GST	GST is NOT on till slip/receipt, enter total amount in this column	TOTAL OTHER \$
9-Jul-14	i-tunes - download app as instructed by IT help desk to facilitate word document downloading on i-phone	101	0005	71130000000	69500000	Yes		\$10.49		\$10.49
4-Jul-14	i-phone case	101	0005	71130000000	69500000	Yes			\$39.99	\$39.99

SECTION D: FOREIGN CURRENCY

ONLY ENTER IN THIS SECTION IF AMOUNT NOT CONVERTED INTO CDN \$ (conversion not indicated on receipt/statement)
If foreign currency has been converted to CDN \$ on your receipt, enter expense in CDN \$ in either Section B or C as applicable.

Please click on the following link for the Bank of Canada exchange rate using the date of expense

[Bank of Canada Currency Converter](#)



Select foreign country in "From cell", and Canadian Dollar in "To cell"; Enter date of expense in both date cells then select convert which will give the exchange rate - enter this amount in exchange rate column

Date dd-mm-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	Finance Coding			Secondary/ Expense eg. 41000000 (8 characters)	Cost Effective Method Used? Yes/No	Completion of the "Cost Effective Method Used" Column is REQUIRED. If you select "No" in this column or the amount being claimed exceeds the Policy limit stated in "Appendix A", Further Explanation is REQUIRED in the "Rationale is Required" section on this page			
		Bal Unit	Location	Functional Centre			Foreign Currency Amount	Currency Type	Exchange Rate	Canadian Value

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)

Expenses Paid (Retain a copy for your records)

①

YELLOW CAB
10135 31 AVENUE NW
EDMONTON AB T6N-1C2
780-462-3456

Term Id: 45074124782251
Item [REDACTED]
VISA
PURCHASE
Op Id: 212438
Card # [REDACTED]

AID: A0000000031010

APPROVED

AMOUNT CAD\$10.60
TIP CAD\$2.00
=====
TOTAL CAD\$12.60 ✓

Ref. [REDACTED]
Auth. [REDACTED]
Resp. Code: 00
TUR: 0000000000
TSI: F000

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

GST 100403070

Date: 2014/08/05 Time: 14:56:22
Response: AUTH [REDACTED]

CUSTOMER COPY

②

RECEIPT
GST NO. R122556194

EXIT No. A5
IN: 08/05/14 06:40
OUT: 08/05/14 19:04
DURATION: 0 12: 24
PAID: \$ 27.30 ✓
(GST INCLUDED)
VISA

[REDACTED]

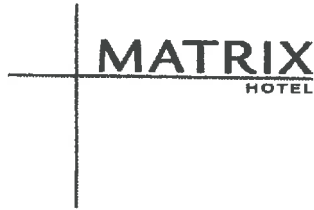
THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade

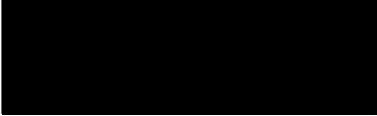
Airport Parking

Cab from 7th St. Plaza
to Royal Alex Foundation
offices.

4



N/A Colleen Turner



Room Number: [Redacted]
Arrival Date: 08-12-14
Departure Date: 08-13-14
Page No: 1 of 1
Confirmation No: [Redacted]

INFORMATION INVOICE

Folio No: [Redacted]

08-13-14

Date	Description	Charges	Credits
08-12-14	Room Revenue	139.00	
08-12-14	Destination Marketing Fee - 3%	4.17	
08-12-14	Tourism Levy - 4%	5.73	
08-13-14	Visa [Redacted]		148.90
Total		148.90	148.90 ✓
Balance		0.00	

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

5

Airport to SSP

ATS GROUP
4608 101 ST NW
EDMONTON, AB
T6E-5G9

Term ID: 05187817

Purchase

[Redacted]

VISA

Entry Method: C

Invoice # [Redacted]

Amount: \$ 55.00

Tip: \$ 3.00

Total: \$ 58.00 ✓

2014/08/19

08:59:26

Seq #: [Redacted]

Appr Code: [Redacted]

Resp Code: 01/027

VISA

A0003000031010

00 44 30 05 73 E0 55 D7

00 00 00 00 00

F8 00

F3 BC 74 28 73 00 61 4F

APPROVED
Thank You

Customer Copy

- IMPORTANT -
retain this copy for your records

GST B38371565 RT0001

7

SSP to UofA hosp.

= TRANSACTION RECEIPT =

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

ACCT TYPE: CREDIT CARD
CARD NUMBER: [Redacted]

CARD TYPE: VISA

DATE/TIME:

14/08/19 12:36:21

AUTH#: [Redacted]

VEH/DRV: [Redacted]

GST#: [Redacted]

TXN ID: [Redacted]

FARE: \$ 8.95
FLAT: \$000.00
EXTRAS: \$000.00
TAX: \$ 0.45

FA+FL+EX+TAX: \$ 9.40
TIP: \$ 1.50
DISCOUNT: \$000.00

TOTAL: \$ 10.90 ✓

SIGNATURE:

6

RECEIPT
GST NO. R122556194

EXIT No. A5
IN: 08/19/14 06:46
OUT: 08/19/14 16:16
DURATION: 09:30
PAID: \$ 27.30 ✓
(GST INCLUDED)
VISA

[Redacted]

THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade ✓

8

UofA hosp to airport

= TRANSACTION RECEIPT =

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

ACCT TYPE: CREDIT CARD
CARD NUMBER: [Redacted]

CARD TYPE: VISA

DATE/TIME:

14/08/19 14:36:21

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: \$000.00
DISCOUNT: \$000.00

TOTAL: \$ 55.00 ✓

SIGNATURE:

9

LouAnn Williams

From: Colleen Turner
Sent: July 09, 2014 5:13 AM
To: LouAnn Williams
Subject: Fwd: Your receipt No. [REDACTED]

Follow Up Flag: Follow up
Flag Status: Flagged

To expense pls

Begin forwarded message:

From: iTunes Store <do_not_reply@itunes.com>
Date: July 9, 2014 at 1:10:44 AM MDT
To: Colleen Turner <Colleen.Turner@albertahealthservices.ca>
Subject: Your receipt No. [REDACTED]

App downloaded as instructed by IT to facilitate downloading and opening "word" documents



Receipt

Billed To:
colleen.turner@albertahealthservices.ca
Colleen Turner
[REDACTED]

Order ID: [REDACTED]
Receipt Date: 07/09/14
Order Total: \$10.49
Billed To: [REDACTED]

Item	Seller	Type	Unit Price
Documents To Go® Standard - Office Suite, v5.1.2 DATAVIZ, INC. (4+) Write a Review Report a Problem		iOS App	\$9.99
		Subtotal:	\$9.99
		G.S.T./H.S.T.:	\$0.50
		Order Total:	\$10.49 ✓

Please retain for your records
Please See Below For Terms And Conditions Pertaining To This Order.

Apple Canada, Inc.
You can find the iTunes Store Terms of Sale and Sales Policies by launching your iTunes application and clicking on Terms of Sale or

10



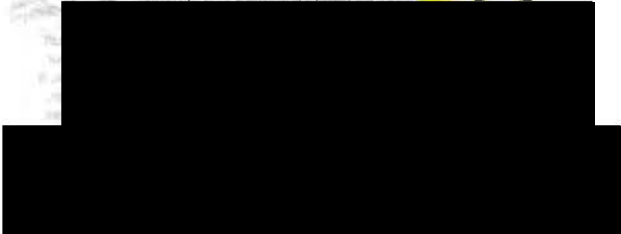
T3737 CALGARY SHAWNESSY - 403-770-5110
295 SHAWVILLE BLVD SE
Calgary, AB

2014/07/04 07:09 PM



COMPUTING
685387375356 SURVIVOR SLIM B F 39.99 ✓

I Phone Case



T8400042258
4000432
Inv [redacted]
Auth [redacted] RTN 001001304
(00) Approved-Thank You



Retain this copy for your record
Customer Copy

GST/HST # 66608