

Official Administrator and Executive Expense Report

Name Colleen Turner
Title VP, Community Engagement & Communications (Acting)
Location Calgary
 Expenses submitted during the month of September 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)
Sep-14	P-Card	Meetings	1,652			80	1,732			
Sep-14	Expense Claim	Meetings		107		1,211	1,318			
Total			\$ 1,652	\$ 107	\$ -	\$ 1,291	\$ 3,050	\$ -	\$ -	\$ -

Total for the Month \$ 3,050

Maximum daily single meal expense claimed in the month \$ 21
 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

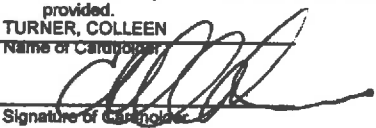


Instruction:

- 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 Cardholder's Name	VICE PRESIDENT (ACTING) Cardholder's Position/Title	Billing Reporting Period:	20/09/2014
COMMUNITY ENGAGEMENT & Cardholder's Dept	SOUTHPORT TOWER Cardholder's Site/Location	Total Statement Amount:	\$ 1731.51
COLLEEN.TURNER@ALBERTAHEALTHSERVICES.CA Cardholder's e-mail address		Last 6 digits of the P-Card #: XXXXXXXXXX	

Statement of Transactions

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount \$ USD / CC	GST	Freight	Description
26/09/2014	382556261	PRESTIGE TRANSPORTATIO, LIMOUSINES AND TAXICABS	5.71	CAD	5.71	0.00	0.00	0.00 Cab fare from DT Edm to Edm Airport.
03/09/2014	33221538	AIR CAN 0142136487311, AIR CANADA	210.13	CAD	210.13	0.00	0.00	0.00 2014-09-16 Edm to Calgary return for ELT Meeting. After booking, ELT meeting was cancelled.
03/09/2014	33221537	WESTJET 83806161182203, Westjet Airlines	5.28	CAD	5.28	0.00	0.00	0.00 2014-09-23 Calgary to Edmonton, West Jet Seat booking. Flight rescheduled due to ELT Meeting being cancelled.
03/09/2014	33221536	WESTJET 8382101136723, Westjet Airlines	134.53	CAD	134.53	0.00	0.00	0.00 2014-09-16 Flight to Edm for ELT Mtg cancelled due to ELT being cancelled.
06/09/2014	33333828	WESTJET 8380616213887, Westjet Airlines	5.28	CAD	5.28	0.00	0.00	0.00 2014-09-23 Flight to Edm for ELT seat selection (rescheduled from 2014-09-16)
05/09/2014	33333829	WESTJET 8382101206703, Westjet Airlines	232.18	CAD	232.18	0.00	0.00	0.00 2014-09-09 Flight to Edm for ELT Mtg.
05/09/2014	333504776	AIR CAN 0142136606603, AIR CANADA	234.26	CAD	234.26	0.00	0.00	0.00 2014-09-09 Return from Edm to Calgary re ELT Mtg
06/09/2014	333788226	AIR CAN 0142136719501, AIR CANADA	62.50	CAD	62.50	0.00	0.00	0.00 2014-09-11 - Change Fee - rescheduled using credit from June 6, 2014
09/09/2014	333788230	AIR CAN 0142136719501, AIR CANADA	241.83	CAD	241.83	0.00	0.00	0.00 2014-09-11 Travel to Edmonton Re 1:1 with CEO, video recording and PFAG Mtg.
12/09/2014	384164037	WESTJET 8380616296684, Westjet Airlines	5.28	CAD	5.28	0.00	0.00	0.00 2014-09-23 - Seat Selection Re ELT Mtg
12/09/2014	384164038	WESTJET 8382101368277, Westjet Airlines	129.15	CAD	129.15	0.00	0.00	0.00 2014-09-23 Travel to Edmonton re ELT Mtg
16/09/2014	384566187	AIR CAN 0142136606540, AIR CANADA	200.68	CAD	200.68	0.00	0.00	0.00 2014-09-17 Calgary to Edmonton Mtg with CEO
16/09/2014	384766401	AIR CAN 0142136606676, AIR CANADA	200.68	CAD	200.68	0.00	0.00	0.00 2014-09-17 Edm to Calgary return re Mtg with CEO

Signatures		
<p>Cardholder Designate (if Applicable) By signing this statement</p> <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. 		
<p>_____ Name of Cardholder Designate</p>	<p>_____ Cardholder Designate Position/Title</p>	
<p>_____ Signature of Cardholder Designate</p>	<p>_____ Date of Signature</p>	
<p>Cardholder By signing this statement</p> <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. 		
<p>TURNER, COLLEEN Name of Cardholder</p>	<p>VICE PRESIDENT (ACTING) Cardholder Position/Title</p>	
<p> Signature of Cardholder</p>	<p>Sept 24, 2014 Date of Signature</p>	
<p>Approver Designate (if Applicable) By signing this statement</p> <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. 		
<p>Susan Best Name of Approver Designate</p>	<p>Exec Assistant Approver Designate Position/Title</p>	
<p> Signature of Approver Designate</p>	<p>Sept. 25/14 Date of Signature</p>	
<p>Approver By signing this statement</p> <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. 		
<p>Deborah Rhodes Name of Approver</p>	<p>VP Corp Serv & CFO Approver Position/Title</p>	
<p> Signature of Approver</p>	<p>Sept. 29/14 Date of Signature</p>	
Submit approved statement with attachments to Accounts Payable:		
<p>Attach:</p> <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: <ul style="list-style-type: none"> • Copies of pre-approvals for travel • Personal cheques payable to "Alberta Health Services" • Return, refund and/or credit receipts • Disputes letter • Business reasons for travel require detailed descriptions – include where traveled to, who attended (if meal), why travel was necessary and detailed explanation of reason. 	<p>Address:</p> <p>Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street Edmonton, AB T5J 3E4</p>	
Accounts Payable only:		
Reference #: _____	Reviewed by: _____	Date: _____

①

COLLEEN TURNER.
ROYAL ALER TERA
AUG 05 2014.
PRESTIGE TRANSPORTATION
10125 31 Avenue NW
Edmonton AB T6N-1C2
780-463-5000

Term Id:4502412509440
Item #:0670
A/C PURCHASE
Op Id:110995
Card # [REDACTED]

APPROVED

AMOUNT CAD\$120.00 ✓

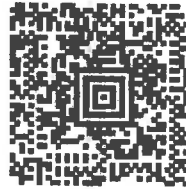
only \$80 claimed

Ref. # [REDACTED]
Auth. # [REDACTED]
Book on line at
EDMPRESTIGE.COM
Thank you for being our guest
GST 862184769

Date: 2014/08/25 Time: 07:56:35
Response: AUTH [REDACTED]

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.



Return to Calgary from ELT meeting
Cancelled:
ELT Cancelled

Booking Information

Booking Reference: [Redacted]

Customer Care

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

Air Canada
1-888-247-2262

2

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

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8151 ¹	Edmonton, Edmonton Int'l (YEG) Tue 16-Sep 2014 16:00	Calgary (YYC) Tue 16-Sep 2014 16:50	0	0hr50	DH4	Flex, G	

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

Fare Summary	Adult
Passenger Type	
Air Transportation Charges	
Departing Flight - Flex	151.00
Surcharges	12.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	10.01
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	210.13
Number of passengers	x 1
Total airfare, taxes and options	210.13
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$210.13

Payment Information

Credit/Debit Card [Redacted] Amount paid: \$210.13
The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$210.13 (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)
 - Read complete fare rules applicable to this fare.
-



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Booking Cancellation

You have successfully cancelled your flight reservation. Visit aircanada.com again for more travel deals and great savings.

Retain any balance for use as a future travel credit

- **NO REFUND WILL BE ISSUED beyond 24 hours of purchase*.**
- Please print this page for future reference and keep your booking reference number. You will need to contact Air Canada Reservations to use an outstanding travel credit toward the purchase of a new ticket. (Fares available online are not necessarily available through Air Canada Reservations.)
- The value of one unused ticket can be applied to the value of one new ticket provided **outbound travel commences** within one year of original ticket issuance.
- Non transferable: the original booking passenger(s) must use their respective amount(s).
- Any amount remaining unused after booking a new flight is forfeited.
- Non refundable travel options, such as assigned seat selection, Maple Leaf Lounge access, and Onboard Café snack or meal vouchers may be used on future flights, subject to availability.
- Any eUpgrade Credits used to upgrade the cancelled flight will be returned to your account.
- Your reservation will be subject to the change fees applicable to the ticket submitted as a credit. Please refer to your Itinerary/receipt for the rules that apply to your ticket.

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

[Close my session](#)

Booking Information

[Print this page](#)

[Email this page](#)

Booking Reference: [REDACTED]

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

Passenger Information

Passenger 1: Adult

Name: Ms COLLEEN TURNER
 Ticket Number: [REDACTED]

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Itinerary confirmation

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

Your reservation code is [REDACTED]

To Edmonton for ELT Meeting
Flight rescheduled to Following week
- ELT Cancelled

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 Sep 16 2014, 7:45 AM Dehavilland Dash 8-400 Turboprop
Edmonton (YEG) Tue Sep 16 2014, 8:37 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	\$79.00	\$12.00	\$43.53	\$134.53	x 1	\$134.53 CAD

- YYC-YEG: Econo fare type benefits
 - One complimentary checked bag ¹
 - Fully refundable if cancelled within 24 hours of booking ²
 - Advanced seat selection - \$5-24.50 ¹
 - \$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 ³
- ¹ Not applicable on flights operated by our airline partners
² Excluding flights departing within 24 hours of booking
³ Non-refundable to original form of payment

Total airfare: **\$134.53 CAD** ✓ (4)

Seats

Regular seat WS 3270 YYC-YEG Seat 7B Colleen Turner \$5.00 CAD + \$0.25 CAD tax

Total seats: **\$5.25 CAD** ✓ (3)

Charged to [REDACTED] \$134.53 CAD
Charged to [REDACTED] \$5.25 CAD
Total: \$139.78 CAD

Important details

WestJet permits one piece of carry-on baggage and one personal item on board. If you are on a flight operated by one of our partners, your allowance may be different - learn more. All carry-on baggage must pass through security. Make sure your carry-on complies and avoid having to surrender your personal items. Review what you can - and can't - take on your flight by visiting our restricted items info page or catsa.gc.ca.



Your checked baggage allowance depends on the aircraft you are travelling on, the fare option purchased and the destination you are travelling to or from. You may be permitted additional items, or items that are overweight or oversized in checked baggage. For more details, please see Checked and excess baggage.



Use web check in to print your boarding pass and select your seat for free. This service is available as early as 24 hours (and up to 60 minutes) before your scheduled flight. Selecting some seats requires a fee.



Identification and travel documents required vary based on where you are travelling and may change based on your nationality. Visit our ID requirements section for more information.



Do you have a special need? For information on travelling with oxygen, assistive devices, or a service animal see [Guests with special needs](#).



We know how valuable your time is. To ensure we are able to depart and arrive as scheduled, please be sure you are through security and at your departure gate 30 minutes prior to your flight's scheduled departure time. If you arrive at the gate less than 10 minutes prior to departure and the aircraft is already boarded you will be denied boarding.

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LouAnn Williams

From: noreply@itinerary.westjet.com on behalf of WestJet Airlines
[noreply@itinerary.westjet.com]
Sent: September 05, 2014 1:18 PM
To: LouAnn Williams
Subject: Reservation Confirmation

To Edmonton For ELT Mtg



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](#). Please ensure that if your travel plans include a flight on a WestJet Encore turboprop aircraft that you review the [following details](#) as there are some differences in allowances and amenities from flights on our larger WestJet Boeing 737 aircraft. If you are flying to Dublin, there are also some [specific regulations](#) you should be aware of before you leave.

Guest

Colleen Turner Flight
WestJet FF Calgary (YYC)-Edmonton (YEG)
Ticket Number [REDACTED]
Seat YYC-YEG: 8C

Air Itinerary Details

WS3270 Calgary, CA Edmonton, CA Fare type: Flex
Operated by WESTJET Tue 09 Sep, 2014 07:45 AM Tue 09 Sep, 2014 08:37 AM Non-stop
ENCORE

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 172.00	CAD 12.00	CAD 48.18	CAD 232.18	x 1	CAD 232.18
						Total airfare: CAD 232.18

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 11.06
CA	Air Travellers Security Charge (ATSC)	CAD 7.12
SQ	Airport Improvement Fee (AIF)	CAD 30.00
		Total taxes: CAD 48.18

Fare family benefits

YYC-YEG: Flex Seat Sale Benefits

- One complimentary checked bag ¹
- Fully refundable if cancelled within 24 hours of booking ²
- Advanced seat selection - \$5-34.50 ¹
- \$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 ³

- ¹ Not applicable on flights operated by our airline partners
- ² Excluding flights departing within 24 hours of booking
- ³ Non-refundable to original form of payment

Seats

Regular seat WS 3270 YYC - YEG Seat 8C Colleen Turner

CAD 5.00 + CAD 0.25 Tax

Total Seats: CAD 5.25

Total

Charged to MASTERCARD

CAD 232.18

Charged to MASTERCARD

CAD 5.25

Total

CAD 237.43

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)
 - [Inflight services](#) (Buy on board, up! magazine and more)
 - [Inflight 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.

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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.

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 to Calgary from ELT Mtg

①

Booking Information

Booking Reference: [redacted]
Electronic Ticketing confirmed. This is your official Itinerary/receipt.
Main Contact: Ms Colleen A Turner, colleen.turner@bertahealthservices.ca

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 - Aeroplane [redacted] Meal Preference: None
Payment Card: [redacted] Special Needs: None
Seat Selection: AC8151 13D

Purchase Summary

Fare Summary table with columns: Passenger Type, Air Transportation Charges, Taxes, Fees and Charges, Grand Total - Canadian dollars. Total: \$234.28

Payment Information

Credit/Debit Card [redacted] Amount paid: \$234.28
The following charges (tax inclusive) will appear on your credit or debit card statement:
• Air Canada: \$234.28 (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.
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 - 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

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: 

Name: Ms Colleen Turner
E-mail: COLLEEN.TURNER@ALBERTAHEALTHSERVICES.CA
Form of payment: 

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
AC8130	Calgary (YYC)	Edmonton International (YEG)	DH3	V	Confirmed
<i>Operated by:</i>	Thu 11-Sept 2014	Thu 11-Sept 2014			
<i>Air Canada Express-Jazz</i>	06:00	06:52			
AC8149	Edmonton International (YEG)	Calgary (YYC)	DH3	V	Confirmed
<i>Operated by:</i>	Thu 11-Sept 2014	Thu 11-Sept 2014			
<i>Air Canada Express-Jazz</i>	15:00	15:52			

Passenger Information

Name: Ms Colleen Turner
Frequent Flyer Pgm: Air Canada Aeroplan

Passenger 1

Ticket number: 
Program number: 

Purchase Summary

Passenger: 1 Ticket number XXXXXXXXXX

Date of Issue	08-Sept 2014
Fare Amount in Canadian dollars:	372.00
<i>(including navigational & other charges)</i>	
Taxes, Fees & Charges	
Canada Security Charge (CA)	7.13
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	11.50
Canada Airport Improvement Fee (SQ)	35.00

Total Fare in Canadian dollars: 241.63A (9) ✓

Options	
Change fee in Canadian dollars	
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	50.00 (6)
Ticket particularities:	2.50
AC ONLY/NON-REF/CHGE FEE	52.50 ✓

**Fare calculation:*
 11SEP14YYC AC YEA Q12.00R174.00AC YYC Q12.00R174.00CAD372.00
 END ROE1.00 PD7.12CA10.81XG25.00SQ
Canadian tax registration numbers:
 XG Canada Goods and Service Tax (GST) #10009-2287
 RC Canada Harmonized Sales Tax (HST) #10009-2287
 XQ Quebec Sales Tax (QST) #1000-043-172

Fare Rules Summary

- Voluntary changes to your Itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable and name changes are not permitted.
- Advance seat assignments are not guaranteed and may be changed without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable refundable fees.

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Important Information & Conditions

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](#) and [US Secure Flight Program](#) US Secure Flight Program for important information on documents and identification required for travel.

Travel Insurance

Canadian Residents - RBC Travel Insurance Company offers Canadian travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of Canada can purchase travel insurance from RBC Travel Insurance Company via www.aircanada.com/insurance or by calling 1-866-530-6021. To make sure you get the best possible protection, purchase insurance prior to your departure.

U.S. Residents - CSA Travel Protection offers American travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation

LouAnn Williams

From: LouAnn Williams on behalf of Colleen Turner
Sent: September 22, 2014 3:18 PM
To: LouAnn Williams
Subject: FW: Reservation Confirmation

- Minister announcement scheduled
Consort, AB
- flight rescheduled for
ELT - Sept 30.

From: noreply@itinerary.westjet.com [mailto:noreply@itinerary.westjet.com]
Sent: September 12, 2014 10:47
To: Colleen Turner
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](#). Please ensure that if your travel plans include a flight on a WestJet Encore turboprop aircraft that you review the [following details](#) as there are some differences in allowances and amenities from flights on our larger WestJet Boeing 737 aircraft. If you are flying to Dublin, there are also some [specific regulations](#) you should be aware of before you leave.

Guest

Colleen Turner Flight Calgary (YYC)-Edmonton (YEG)
WestJet FF
Ticket Number [REDACTED]
Seat YYC-YEG: 7C

Air Itinerary Details

WS3270 Calgary, CA Edmonton, CA Fare type: Econo
Operated by WESTJET Tue 23 Sep, 2014 07:45 AM Tue 23 Sep, 2014 08:37 AM Non-stop
ENCORE

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 127.00	CAD 12.00	CAD 45.93	CAD 184.93	x 1	CAD 184.93
						Total airfare: CAD 184.93

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 8.81
CA	Air Travellers Security Charge (ATSC)	CAD 7.12
SQ	Airport Improvement Fee (AIF)	CAD 30.00
		Total taxes: CAD 45.93

Fare family benefits

YYC-YEG: Econo Seat Sale Benefits

- One complimentary checked bag ¹
- Fully refundable if cancelled within 24 hours of booking ²
- Advanced seat selection - \$5-34.50 ¹
- \$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 ³

¹ Not applicable on flights operated by our airline partners

² Excluding flights departing within 24 hours of booking

³ Non-refundable to original form of payment

Seats

Regular seat	WS 3270 YYC - YEG Seat 7B Colleen Turner The services you have purchased cannot be transferred, exchanged or refunded online. Please call WESTJET 1-888-9378538 (1-888-WESTJET).	CAD 5.00 + CAD 0.25 Tax
Regular seat	WS 3270 YYC - YEG Seat 7C Colleen Turner	CAD 5.00 + CAD 0.25 Tax
		Total Seats: CAD 10.50

Change Fee

Calgary - Edmonton	75.00 CAD + 3.75 CAD tax
Total Change Fee: 75.00 CAD + 3.75 CAD tax	

Total

Charged to MASTERCARD	CAD 134.53
Charged to MASTERCARD	CAD 5.25
Charged to MASTERCARD	CAD 129.15
Charged to MASTERCARD	CAD 5.25
Total	CAD 274.18

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)
 - [Inflight services](#) (Buy on board, up! magazine and more)
 - [Inflight 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



English
12 hrs display

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*Flight rescheduled from 2014-09-16
Due to Ministers
announcements in Olds re
rural hospitals. Flight cancelled
and rebooked for following week*

My Profile MyTrips

eTicket Receipt

Prepared For
TURNER/COLLEEN

[TICKET EXCHANGED]

WESTJET RESERVATION CODE	[REDACTED]
ISSUE DATE	12Sep2014
TICKET NUMBER	[REDACTED]
ISSUING AIRLINE	WESTJET
ISSUING AGENT	[REDACTED]
FREQUENT FLYER NUMBER	[REDACTED]

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
23Sep	WESTJET WS 3270	CALGARY INTL AB, CANADA Time 7:45am	EDMONTON INTL AB, CANADA Time 8:37am	Class ECONOMY Seat Number CHECK-IN REQUIRED Booking Status EXCHANGED Fare Basis MAR07 Not Valid Before 23 SEP Not Valid After 23 SEP

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD [REDACTED]
Endorsement / Restrictions	NONE
Fare Calculation Line	YYC WS YEA127.00MAR07 127.00END
Exchanged Ticket	[REDACTED]
Fare	CAD 127.00
Change Fee	CAD 75.00
Taxes/Fees/Carrier-Imposed Charges	CAD 8.81 XG (GOODS AND SERVICES TAX (GST)) CAD 30.00 SQ (AIRPORT IMPROVEMENT FEE (AIF)) CAD 12.00 YQ (OTHER AIR TRANSPORTATION CHARGES) CAD 7.12 CA (AIR TRAVELLERS SECURITY CHARGE)
Total Fare	CAD 184.93
Total Additional Collection	CAD 129.15

(12)

Positive Identification required for airport check in

Notice:

Thank you for choosing WestJet

QST # 1202807956TQ0001 GST # 866112535

- We look forward to welcoming you on board your upcoming WestJet flight.
- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airline 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; ensure the name on the reservation matches the guest's identification before departing for the airport. Make sure you have the proper identification and travel documents for each country on your itinerary as the documents you use on your departure may not be sufficient upon your return. The law is the law, and we'd hate it if you were unable to board your flight.
- 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.
- Should you miss the first flight on your booking, or fail to show up for another flight on a multi-segment booking, you'll lose your seat on remaining flights and the fare, fees, charges and taxes will not be refunded.
- For more information on your flight with WestJet visit [travel info](#) or go directly to the most common searches:
 - [Fares, taxes and fees](#) ([Change/cancel guidelines](#), [baggage fees](#), [service fees](#) and other [taxes and fees](#))
 - [Baggage allowances](#) (Carry-on, checked, sporting goods , restricted items)
 - [ID requirements](#) (For adults, children and infants on domestic, transborder and international flights)
 - [Seat selection](#) (How it works, changing your seat and more)
 - [Inflight services](#) ([Buy on board](#), [up! magazine](#) and more)
 - [Inflight entertainment](#) (Channel line-up, and pay-per-view movies and TV programs)
- 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.



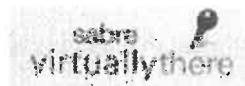
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Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.



Meeting w Vickie K
B

AIR CANADA

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) Wed 17-Sep 2014 10:30	Edmonton, Edmonton Int'l (YEG) Wed 17-Sep 2014 11:19	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: AC8138 7B

Purchase Summary

Fare Summary	Adult
Passenger Type	
Air Transportation Charges	
Departing Flight - Flex	142.00
Surcharges	12.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	9.56
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	200.68
Number of passengers	x 1
Total airfare, taxes and options	200.68
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$200.68

Payment Information

Credit/Debit Card xxxxx-xxxx-xxxx-0756 - Amount paid: \$200.68
The following charges (tax inclusive) will appear on your credit or debit card statement:
• Air Canada: \$200.68 (Airfare - per ticket)

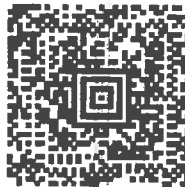
Ticket number(s) [REDACTED]

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.

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
Edmon - Calgary
Sept 17/14
meeting w Vickie k PCAC

Booking Information

AIR CANADA

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.	(14)
Main Contact: Ms Colleen A 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) Wed 17-Sep 2014 18:00	Calgary (YYC) Wed 17-Sep 2014 18:50	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: AC8153 9D	

Purchase Summary

Fare Summary	Adult
Passenger Type	
Air Transportation Charges	
Departing Flight - Flex	142.00
Surcharges	12.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	9.56
Air Travellers Security Charge (ATSC)	7.12
Total airfare and taxes before options (per passenger)	200.68
Number of passengers	x 1
Total airfare, taxes and options	200.68
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$200.68



Payment Information

Credit/Debit Card [REDACTED] Amount paid: \$200.68
The following charges (tax inclusive) will appear on your credit or debit card statement:
• Air Canada: \$200.68 (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.

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-Nov-13 To 30-Nov-13
 Travel Period from: _____ To _____ (if applicable)
 Out-of-Province Travel

Name: Colleen Turner Position (Title): VP Community Engagement & Communications
 Location: _____ Dept: CE & Communications DOFA Level: _____ 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					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	0005	7113000000	\$941.72 ✓						\$1,317.96		
2B	101	0005	7113000000	\$376.24 ✓								
2C												
2D												
				\$1,317.96								

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

SECTION F: AUTHORIZATION

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.
 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 24, 2014

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.
 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: _____ Position #: _____ Phone: _____
 Signature: Deborah Rhodes Title: VP Corp Serv + CFO Date: Sept. 29/14

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.
 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: _____
 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.

EXPENSE CLAIM DETAILS

Enter Finance Coding 101 0005 7113000000	Emp # (E-People) [REDACTED]	Page 2A
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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'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-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	Prov, US, or Out of N.Amer where expenses incurred?	What is travel related to?	Cost Effective Method Used? Y/N	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						
8-Sep-14	Mileage to airport - return for trip to Edmonton - ELT meeting Cab from Airport to downtown Edmonton	AB	Meeting	Yes	L-\$11.60	\$11.60					\$59.00	\$27.30		66.00
9-Sep-14	Cab from downtown Edmonton to airport	AB	Meeting	Yes							\$59.00			
11-Sep-14	Mileage to airport - return for trip to Edmonton - Meeting with V. Kaminski; 1:1 with V. Kaminski	AB	Meeting	Yes	L-\$11.60	\$11.60					\$59.00	\$27.30		66.00
11-Sep-14	Cab from downtown Edmonton to airport	AB	Meeting	Yes							\$59.00			
17-Sep-14	Mileage to airport - return for trip to Edmonton. Meeting with V. Kaminski	AB	Meeting	Yes	L-\$11.60	\$11.60					\$70.00	\$25.20		66.00
17-Sep-14	Cab from downtown Edmonton to airport	AB	Meeting	Yes							\$70.00			
18-Sep-14	Travel to Staff meeting - Accolam Hotel, Calgary	AB	Meeting	Yes										66.00
19-Sep-14	Travel to Nisku Inn for HAC Council of Chairs Meeting	AB	Meeting	Yes	BD-\$29.95	\$29.95								570.00
SUBTOTALS						\$64.75					\$376.00	\$79.80		Total Kms 834.00

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
	Mileage \$ \$421.17
	Travel \$ Subtotal \$520.55
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 \$ \$941.72

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 0005 7113000000** Emp # (E-People) XXXXXXXXXX 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.

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? Y/N	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						
23-Sep-14	Travel to Otds for Premier's announcement on rural health care and on to Edmonton for meetings with Minister of Health + Return	AB	Meeting	Yes	A-\$41.55	\$41.55	✓					\$12.50	✓	638.00
SUBTOTALS							\$41.55					\$12.50		Total Kms 638.00

<p>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>Enter \$0.505 km, \$0.47 km OR rate per Union Agreement (see Mileage details to the left) \$0.505</p>
<p style="text-align: right;">Mileage \$ \$322.19</p>	
<p style="text-align: right;">Travel \$ Subtotal \$54.05</p>	
<p style="text-align: right;">Auto fills on page 1 - TOTAL TRAVEL \$ \$376.24</p>	

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)



RBC Royal Bank®

September 12, 2014

Credit Card Account Details

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- [Add Authorized User\(s\)](#)
- [Features & Benefits](#)
- [Add Travel Insurance](#)
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CAD Visa

Current Balance: Minimum Payment:

Available Credit ? : Limit Last Payment:

Last Statement Balance: Previous Statements: [View](#)
2014

Pay Now: [Select Payment Option](#) [Continue](#)

RBC Rewards® Points Balance:

Authorized Transactions ? : \$838.13 as of September 12, 2014 at 12:59 p.m.

Date	Description	Pending Debits	Pending Credits
Sep 12, 2014			
Sep 11, 2014			
Sep 11, 2014			
Sep 11, 2014			
Sep 11, 2014			
Sep 11, 2014			
Sep 09, 2014			
Sep 09, 2014			

Posted Transactions ?

Date	Description	Debits	Credits
Sep 11, 2014			
Sep 10, 2014			
Sep 09, 2014			
Sep 09, 2014	AIRPORT TAXI SERVICE EDMONTON AB	59.00	
Sep 09, 2014			
Sep 08, 2014			
Sep 07, 2014			
Sep 07, 2014			

Taxi - Airport to SSP - Edm.
(missing receipt)

RECEIPT
GST NO. R122556194

EXIT No. A1
IN: 09/09/14 06:46
OUT: 09/09/14 17:25
DURATION: 0 10: 39
PAID: \$ 27.30
(GST INCLUDED)
VISA

THANK YOU FOR
YOUR VISIT

ELT-in Edm

Parking@
Calgary International Airport Parkade

AIRPORT TAXI SERVICE
4608 101 ST. (7806907070)
EDMONTON, AB
T6E-5G9

Term ID: 05074107

Purchase

9
Entry Method
Invoice #: 123
Amount: \$ 55.
Tip: \$ 4.
Total: \$ 59.
09/09
Invoice #: [Redacted]
Pr Code: [Redacted]
Code: 01/027

000031010
05 27 F3 38 9A 1F
00 00 00
78 10 00 B2 B8 C2

APPROVED

Thank You

(ELT)

Customer Copy

- IMPORTANT -

retain this copy for your records

02700770001

Taxi - SSP to
Edm Airport

RECEIPT
GST NO. R122556194

EXIT No. A5
IN: 09/11/14 05:04
OUT: 09/11/14 15:01
DURATION: 0 09: 57
PAID: \$ 27.30
(GST INCLUDED)
VISA

THANK YOU FOR
YOUR VISIT

1:1 w VK

Video shoot w VK in Edm

Calgary International Airport Parkade

AIRPORT TAXI SERVICE
4608 101 ST. (7806907070)
EDMONTON, AB
T6E-5G9

ID: 05273121

Purchase

134
Entry Method
Invoice #: 134
Amount: \$ 55.
Tip: \$ 4.
Total: \$ 59.
09/11
Invoice #: [Redacted]
Pr Code: [Redacted]
Code: 01/027

0000031010
4 FF B9 62 A5 68 A3
00 00 00 00 00
F8 00
FF 59 28 09 77 00 09 96

APPROVED

Thank You

Customer Copy

- IMPORTANT -

retain this copy for your records

Taxi - Airport
to SSP
mtgs with CED

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

Term Id: 4502412470252
Item #: 0750
VISA
PURCHASE
Pr Id: 426746
Card #: [Redacted]

ATD: A0000000031010

APPROVED

AMOUNT CAD: 29.00

Ref. #: [Redacted]
Auth. #: [Redacted]
Resp. Code: 00
TUR: 0000000000
TSI: F800

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

GST 100403070

Date: 2014/09/11 Time: 12:13:16
Response: AUTH [Redacted]

Taxi - SSP to
Airport

RECEIPT
GST NO. R122556194

EXIT No. A2
 IN: 09/17/14 09:24
 OUT: 09/17/14 19:05
 DURATION: 0 09: 41
 PAID: \$ 25.20 ✓
 (GST INCLUDED)
 VISA

THANK YOU FOR
 YOUR VISIT

Mtg in Edm.

Parking @
Calgary International Airport Parkade

ATS GROUP
 4600 101 ST NW T6E 9S9
 EDMONTON, AB
 T6E-5G9

Term ID: 05437094

Purchase

VISA Entry Method: C

Invoice # [REDACTED]

Amount: \$ 66.00

Tip: \$ 4.00

Total: \$ 70.00 ✓

2014/09/17 16:31:31

Seq #: [REDACTED]

Appr Code: [REDACTED]

Resp Code: 01/027

VISA
 A0000000031010
 68 ED 8C DF 20 C3 B9 AC
 00 00 00 00 00
 F8 00
 40 TA 70 E2 F2 3E 14 65

APPROVED
Thank You
Verified By Pin

Merchant Copy

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 retain this copy for your records

GST R19813700 RT0001

Taxi - SSP
to Edm Airport
Mtgs @ CEO

ATS GROUP
 4600 101 ST NW T6E 9S9
 EDMONTON, AB
 T6E-5G9

Term ID: 05437094

Purchase

VISA Entry Method: C

Invoice # [REDACTED]

Amount: \$ 66.00

Tip: \$ 4.00

Total: \$ 70.00 ✓

2014/09/17 12:18:40

Seq #: [REDACTED]

Appr Code: [REDACTED]

Resp Code: 01/027

VISA
 A0000000031010
 F2 67 7C D7 13 D5 53 8F
 00 00 00 00 00
 F8 00
 1D 3A DF 7C 9C 96 C3 B3

APPROVED
Thank You

Customer Copy

- IMPORTANT -
 retain this copy for your records

GST R19813700 RT0001

Taxi - Edm
Airport to
SSP
Mtgs @ CEO

TICKET VOID IF RE-SOLD

TICKET VOID IF RE-SOLD



HOURLY PARKER
 Meter : LOT 383
 no in and out privileges
 Time: 2:09P SEP 23

Price: \$12.50 ✓
 Card: [REDACTED]
 Exp.: [REDACTED]
 Expire: [REDACTED]

4:39PM TUE
 SEP 23 14

GST NO. R122556194
 INSTRUCTIONS ON BACK

Parking @ SSP
Attend ELT mtg.

THIS SIDE UP ON DASH

THIS SIDE UP ON DASH