

AHS Board and Executive Expense Report

Name David Carpenter
Title AHS Board Member
Location Edmonton

Expenses submitted during the month of June 2016

Travel (1)										
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Jun-16	Expense Claim	Meetings	511	61	335	197	1,103			
Total			\$ 511	\$ 61	\$ 335	\$ 197	\$ 1,103	\$ -	\$ -	\$ -

Total for the Month \$ 1,103

Maximum daily single meal expense claimed in the month \$ 24
 Maximum daily base hotel rate claimed in the month \$ 149
 Non economy air travel in the month \$ -

1) Travel expenses

Includes local and out of province/country travel expenses. Other travel includes items such as taxis, parking mileage, car rental and other expenses related to travel.

2) Professional Development

Includes conference, seminar and course registration fees and material

3) Hosting and Hospitality expenses

Hospitality and Hosting expenses may be incurred to advance AHS' mission, vision and values. For example, may include working lunches with staff and prospective employees meetings with government officials, dignitaries, public interest groups, donors other public or private organizations.

4) Other

Other expenses include expenses incurred in the normal course of business that are required for work purposes. May include small item technology purchases, books, etc.

5) Remuneration, Allowances Reported in the Financial Statements

Car allowance, honoraria, meeting fees, and any other employment benefits reported in the annual financial statements are excluded from this report.



Employee # [REDACTED]

AHS - AP Processing - Internal Use Only	
Voucher #	
Naming Convention:	
T4/ANR Applicable? - If yes, indicate line & amt	

BOARD MEMBER EXPENSE CLAIM FORM

SECTION 1: PAYEE INFORMATION

Name: David Carpenter		Expense Period Month: Jun-16	
Address: [REDACTED]		City: [REDACTED]	
Province: Alberta	Postal Code: [REDACTED]	Country: Canada	
Reason for Expense: Chair Audit & Risk Committee Meeting on June 2, 2016 and attend Board Meetings on June 2-3, 2016.			

SECTION 2: FINANCE CODING & TOTAL CLAIM

Description	Corp/BU/O ID	Location (If applicable)	Functional Centre/Primary	Expense/ Secondary Acct	Total (Note: This column will auto fill)
Meals (A)	101	0005	71110300000	45000000	\$61.00
Travel Exp (B+C+E)	101	0005	71110300000	62212000	\$1,041.82
Other (D)	101	0005	71110300000	41090000	\$0.00
TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE					\$1,102.82

SECTION 3: AUTHORIZATION

I attest that I have read and understand all applicable policies that pertain to these expenses, and confirm expenses being claimed are in compliance with such policies.

I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services Board 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 below.

Claimant (Print Name) David Carpenter	Signature: I, by signing this form, attest that I am compliant to all the above statements <i>[Signature]</i>	Date	Phone# [REDACTED]
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I attest that I have read and understand all applicable policies of that pertain to these expenses, and confirm expenses being claimed are in compliance with such policies.

I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services Board 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 below.

Approved by (Print Name) Linda Hughes	Position Title/Program Group Board Chair	Date Jun 23/16
Signature: I, by signing this form, attest that I am compliant with all the above statements <i>[Signature]</i>		

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.

Deborah Rhodes
For payment please submit to: Deborah Rhodes, VP Corp. Serv. & CFO

14th Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmonton AB T5J 3E4, Attention: Jennifer Hamstra

Carry forward from Section 1

Name: **David Carpenter** Expense Period Month: **42522**

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 below

Rationale is Required for expenses that are not Cost Effective: (supporting analysis and documentation must be attached to this form)

SECTION 4A: BOARD MEMBER - TRAVEL EXPENSE CLAIM

Date	Description: (include purpose of trip, mode of travel, starting point, details of expenditure)	Cost Effective method used?	Meal Allowance				Accommodation (B)	Transportation (Flight, Car Rental, Fuel, Parking, Taxi) (C)	Other (Itemize) (D)	Mileage km (E)
			Within Canada		Outside Canada					
			Meal Type	Allowance	Meal Type	Allowance				
1-Jun-16	Mileage from residence to YQL and parking at YQL to attend Board Meeting in Edmonton (June 2-3, 2016).	Yes					\$24.00	✓	40	
1-Jun-16	Flight from YQL to YEG and retrun on June 03, 2016.	Yes					\$510.56	✓		
1-Jun-16	Taxi from YEG to hotel and return to YEG on June 3, 2016. (Dr. Brenda Hemmelgarn and Glenda Yeates joined to return to Airport).	Yes					\$146.00	✓		
1-Jun-16	2 nights accommodation to attend Board Meetings.	Yes	D-\$24.00	\$24.00	✓		\$334.56	✓		
2-Jun-16	ETS Fare from hotel to SSP to attend meetings.	Yes	D-\$24.00	\$24.00	✓		\$3.25	✓		
3-Jun-16	ETS Fare from hotel to SSP to attend meetings.	Yes	L-\$13.00	\$13.00	✓		\$3.25	✓		
Total: (amount auto fills to page 1)			\$61.00		\$0.00		\$0.00	\$1,021.62	\$0.00	40.00

BOARD MEMBER Mileage Rate 0.505 **Total Mileage** \$ 20.20

For payment please submit to:
 14th Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmonton AB T5J 3E4, Attention: Jennifer Hamstra

3

ATS GROUP
4608 101 ST NW
7809897099
EDMONTON AB

CARD [REDACTED]
CARD TYPE AMEX
DATE 2016/06/01
TIME 0954 16:40:55
INVOICE # [REDACTED]
RECEIPT NUMBER [REDACTED]

PURCHASE
TOTAL
\$146.00

AMERICAN EXPRESS
A000000025010801
BD63A23EDCDF8B11
0000008000-E800
B73AF11A5FCFE643
0000008000-F800

APPROVED

AUTH# [REDACTED]
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

1

THIS IS YOUR RECEIPT

County of Lethbridge
Airport Parking
GST #106989023

Space # : 86
Transaction #:

Date : JUN/1/16
Time : 12:29 PM
Paid : \$24.00
Card : [REDACTED]

Parking Expires At:
JUN/4/16
12:29 PM

Please Retain Ticket.
Lock your vehicle and
secure all valuables.

THIS IS YOUR RECEIPT

✓

✓

5

ETS 2017 EXPIRY YOUTH/SENIOR
Senior
Expires Jun 02/16 09:28
TICKET MUST BE VALIDATED FOR USE ON LRT
0000154 Central Station E

#3.25

✓

6

ETS 2017 EXPIRY YOUTH/SENIOR
Senior
Expires Jun 03/16 09:06
TICKET MUST BE VALIDATED FOR USE ON LRT
0000154 Central Station E

#3.25

✓

2

Your booking is confirmed. Booking reference [REDACTED]
 An email booking confirmation has been sent to [REDACTED]
 Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com.

Passengers Mr David B Carpenter

Flight	From	To	Departure	Arrival		
AC7216	Lethbridge (YQL)	Edmonton (YEG)	13:00	15:20	Air Transp. Charges	427.00
AC8140	- Connection in Calgary -		Wed 01-Jun 2016	Wed 01-Jun 2016	Options	0.00
AC8149	Edmonton (YEG)	Lethbridge (YQL)	15:00	19:00	Taxes, fees and charges	83.56
AC7219	- Connection in Calgary -		Fri 03-Jun 2016	Fri 03-Jun 2016	Travel Insurance	Purchase travel insurance
Grand Total Canadian dollars						\$510.56

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



Booking Information

Booking Reference:	Customer Care Air Canada 1-888-247-2262
Electronic Ticketing confirmed. This is your official itinerary/receipt.	Flight Arrivals and Departures 1-888-422-7533
Main Contact: Mr David B Carpenter [REDACTED]	

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC7216 ¹	Lethbridge (YQL) Wed 01-Jun 2016 13:00	Calgary (YYC) Wed 01-Jun 2016 13:47	0	2hr20	BEH	Flex, G	
AC8140 ²	Calgary (YYC) Wed 01-Jun 2016 14:30	Edmonton, Edmonton Int'l (YEG) Wed 01-Jun 2016 15:20	0		CRJ	Flex, G	
AC8149 ²	Edmonton, Edmonton Int'l (YEG) Fri 03-Jun	Calgary (YYC) Fri 03-Jun	0	4hr00	DH3	Flex, G	

	2016 15:00	2016 15:52			
AC7219 ¹	Calgary (YYC) Fri 03-Jun 2016 18:15	Lethbridge (YQL) Fri 03-Jun 2016 19:00	0	BEH	Flex. G
Operated by: ¹ Air Canada Express - Air Georgian ² Air Canada Express - Jazz					

Passenger Information

1: Mr David B Carpenter : Adult (16+), Ticket Number:			
Air Canada - Aeroplan :	[REDACTED]	Meal Preference:	None
Payment Card:	[REDACTED]	Special Needs:	None
Seat Selection:	[REDACTED]		
Congratulations on your selection of a Preferred seat . Please read the Terms and conditions			

Purchase Summary

Fare Summary	
Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	199.00
Return Flight - Flex	204.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	45.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	24.31
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	510.56
Number of passengers	x 1
Total with options	510.56
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	510.56
Payment Information	
Credit/Debit Card [REDACTED]	Amount paid: \$510.56
The following amount (tax inclusive) will appear on your credit card or debit card statement:	
• Air Canada: \$510.56 (Air Transp. Charges - per ticket)	
Ticket number(s):	

Fare Rules

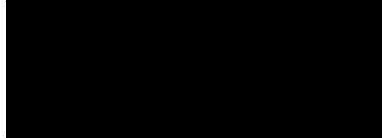
Departing Flight Lethbridge (YQL) To Edmonton (YEG) - Flex
Return Flight Edmonton (YEG) To Lethbridge (YQL) - Flex
• Changes:

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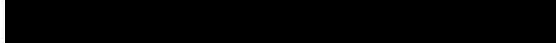
GUEST ACCOUNT

CARPENTER, DAVID



(4)

ALBERTA HEALTH SERVICES



Arrive 06/01/16 Depart 06/03/16

DATE	CLERK	DEPARTMENT	DESCRIPTION	AMOUNT
06/01/16	AO	2-Room Charge		149.00
06/01/16	AO	41-Tourism Le	On Room Charge	5.96
06/01/16	AO	42-DMF		4.47
06/01/16	AO	41-Tourism Le	On DMF	0.18
06/02/16	AO	2-Room Charge		149.00
06/02/16	AO	41-Tourism Le	On Room Charge	5.96
06/02/16	AO	42-DMF		4.47
06/02/16	AO	41-Tourism Le	On DMF	0.18
06/03/16	NB	93-Amex. Expr		-334.56 ✓
			GST On DMF	0.44
			GST On Room Charge	14.90
			Tax Reg. # R897343794	

BILLING INSTRUCTIONS

BALANCE DUE

0.00

COMPANY

I agree that my liability for this bill 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.

SIGNATURE

ATTENTION

X _____

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10053 Jasper Avenue, Edmonton, AB, Canada T5J 1S5

Phone: 780.423.3600 • Fax: 780.423.4623

E-mail: info@unionbankinn.com • Web: unionbankinn.com