

## AHS Board and Executive Expense Report

**Name** David Carpenter  
**Title** AHS Board Member  
**Location** Edmonton

Expenses submitted during the month of December 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)
Dec-16	Expense Claim	Meetings	532	48	335	198	1,113			
<b>Total</b>			\$ 532	\$ 48	\$ 335	\$ 198	\$ 1,113	\$ -	\$ -	\$ -

**Total for the Month**      \$      1,113

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#



<b>AHS - AP Processing - Internal Use Only</b>
Voucher #
Naming Convention:
T4A/NR Applicable? - If yes, indicate line & amt

## BOARD MEMBER EXPENSE CLAIM FORM

<b>SECTION 1: PAYEE INFORMATION</b>					
Name:	David Carpenter			Expense Period Month:	Dec-16
Address:			City:		
Province:		Postal Code:		Country:	Canada
Reason for Expense	Attendance at Finance Committee Meeting on December 7th and Private Board Meeting on December 8, 2016.				

<b>SECTION 2: FINANCE CODING &amp; TOTAL CLAIM</b>					
Description	Corp/BU/O	Location (if applicable)	Functional Centre/Primary	Expense/Secondary Acct	Total (Note: This column will auto fill)
Meals (A)	101	0005	71110300000	45000000	\$48.00 ✓
Travel Exp (B+C+E)	101	0005	71110300000	62212000	\$1,065.27 ✓
Other (D)	101	0005	71110300000	41090000	\$0.00
<b>TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE</b>					<b>\$1,113.27 ✓</b>

<b>SECTION 3: AUTHORIZATION</b>			
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)	Signature: I, by signing this form, attest that I am compliant to all the above statements	Date	Phone#
David Carpenter		Dec 28/16	

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)	Position Title/Program Group
Linda Hughes	Board Chair
Signature: I, by signing this form, attest that I am compliant with all the above statements	Date
	Jan 5/17

Health and Personal information on this form is collected by AHS under the authority of section 20(b) of Privacy (FOIP) Act, respectively, for the purp

For payment: Deborah Rhodes, VP Corporate Services & CFO  
 14<sup>th</sup> Floor, North Tower, Seventh Street Plaza, 10030 - 1 Position #: DOFA Level: Date: Jan 4, 2017

**Carry forward from Section 1**

<b>Name:</b>	David Carpenter	<b>Expense Period Month:</b>	42705
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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					
6-Dec-16	Mileage from residence to YQL and return on December 8, 2016.	Yes							40		
6-Dec-16	Parking at YQL.	Yes					\$24.00	✓			
6-Dec-16	Flight from YQL to Edmonton to attend Board Meetings and return on December 8, 2016.	Yes	D-\$24.00	\$24.00	✓		\$531.56	✓			
6-Dec-16	Taxi from YEG to hotel and return on December 8, 2016.	Yes					\$145.20	✓			
6-Dec-16	2 nights accommodation to attend Finance Committee Meeting on December 7th and Board Meeting on December 8, 2016.	Yes				\$334.56	✓				
7-Dec-16	ETS fare from hotel to SSP to attend Finance Committee Meeting.	Yes					\$3.25	✓			
7-Dec-16	ETS fare from SSP to hotel.	Yes	D-\$24.00	\$24.00	✓		\$3.25	✓			
8-Dec-16	ETS fare from hotel to SSP to attend Board Meeting.	Yes					\$3.25	✓			
<b>Total: (amount auto fills to page 1)</b>			\$48.00	✓	\$0.00	\$334.56	✓	\$710.51	✓	\$0.00	40.00

<b>BOARD MEMBER Mileage Rate</b>	0.505	<b>Total Mileage</b>	\$ 20.20
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For payment please submit to:

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

County of Lethbridge

Airport Parking

GST #106989023

Space #: 86

Transaction #:

Date: DEC/6/16

Time: 02:36 PM

Amount: \$24.00

Card:

Parking Expires At:

DEC/9/16

02:36 PM

Please Retain Ticket.

Lock your vehicle and

secure all valuables.

RECEIPT PARKING RECEIPT PARKING RECEIPT PARKING RECEIPT

①

ATS GROUP  
4608 101 ST NW  
7809897099  
EDMONTON AB

CARD [REDACTED]  
CARD TYPE AMEX  
DATE 2016/12/06  
TIME 3427 20:29:12  
INVOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

PURCHASE  
AMOUNT \$132.00  
TIP \$13.20  
TOTAL

\$145.20

AMERICAN EXPRESS

APPROVED

AUTH# [REDACTED]

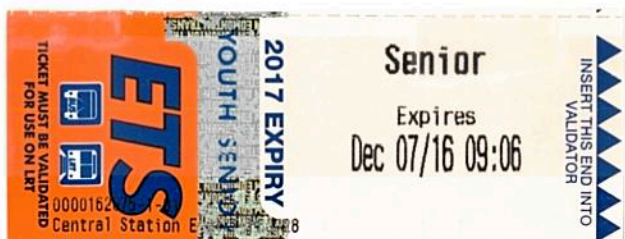
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

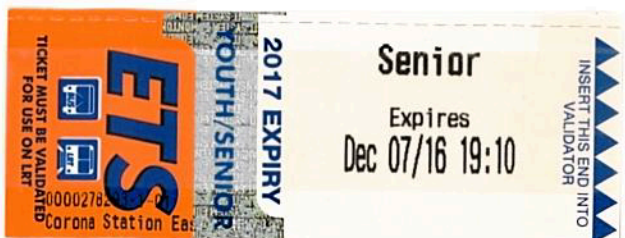
GST 83096 3245 RT0001

③



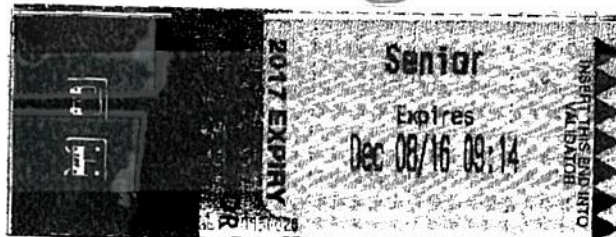
⑤

\$3.25



⑥

\$3.25



⑦

\$3.25

# Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.  
**Please bring your itinerary-receipt to the airport.**

②

## Main Contact Information

Booking reference 

**Name:** Mr David Carpenter  
**E-mail:**   
**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	Cabin (Booking class)	Status
AC7218	Lethbridge (YQL)	Calgary (YYC)	BEH	Economy (G)	Confirmed
<i>Operated by:</i>	Tue 06-Dec 2016	Tue 06-Dec 2016			
<i>Air Canada Express- Air Georgian</i>	15:35	16:26			
Seat number(s) requested:	1A				
AC8225	Calgary (YYC)	Edmonton International (YEG)	DH4	Economy (G)	Confirmed
<i>Operated by:</i>	Tue 06-Dec 2016	Tue 06-Dec 2016			
<i>Air Canada Express- Jazz</i>	18:00	18:52			
Seat number(s) requested:	2D <i>preferred</i>				
AC8149	Edmonton International (YEG)	Calgary (YYC)	DH4	Economy (G)	Confirmed
<i>Operated by:</i>	Thu 08-Dec 2016	Thu 08-Dec 2016			
<i>Air Canada Express- Jazz</i>	13:35	14:29			
Seat number(s) requested:	2D <i>10 preferred</i>				

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC7217	Calgary (YYC)	Lethbridge (YQL)	BEH	Economy (G)	Confirmed
<i>Operated by:</i>	Thu 08-Dec 2016	Thu 08-Dec 2016			
<i>Air Canada Express- Air Georgian</i>	16:15	17:05			
Seat number(s) requested: 1A					

## Passenger Information

**Passenger:** 1 Mr David Carpenter

Ticket number: [REDACTED]

Frequent Flyer Pgm: Air Canada Aeroplan

Program number: [REDACTED]

## Purchase Summary

**Passenger: 1 Ticket number** [REDACTED]

<b>Date of issue</b>	25-Jul 2016
<b>Fare Amount in Canadian dollars:</b> <i>(including navigational &amp; other charges)</i>	447.00
<b>Taxes, Fees &amp; Charges</b>	
Canada Security Charge (CA)	14.25
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	25.31
Canada Airport Improvement Fee (SQ)	45.00
<b>Total Fare in Canadian dollars:</b>	531.56 <span style="float: right;">✓</span>

Ticket particularities:  
AC ONLY/NON-REF/CHGE FEE  
-BG:AC

*\*Fare calculation:*  
06DEC16YQL AC X/YYC AC YEA Q12.00R209.00AC X/YYC Q12.00AC YQL  
R214.00CAD447.00 END ROE1.00

*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

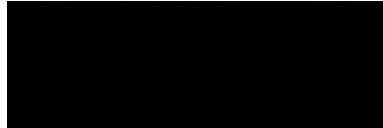
- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable.

# UNION BANK INN

A CENTURY OF HISTORY · MODERN RENAISSANCE STYLE

GUEST ACCOUNT

CARPENTER DAVID



4

ALBERTA HEALTH SERVICES

Room # [REDACTED] Invoice # [REDACTED]

Arrive 12/06/16 Depart 12/08/16

DATE	CLERK	DEPARTMENT	DESCRIPTION	AMOUNT
12/06/16	MN	2-Room Charg		149.00
12/06/16	MN	41-Tourism Le	On Room Charge	5.96
12/06/16	MN	42-DMF		4.47
12/06/16	MN	41-Tourism Le	On DMF	0.18
12/07/16	MN	2-Room Charg		149.00
12/07/16	MN	41-Tourism Le	On Room Charge	5.96
12/07/16	MN	42-DMF		4.47
12/07/16	MN	41-Tourism Le	On DMF	0.18
12/08/16	MN	93-Amex. Expr		-334.56
			GST On DMF	0.44
			GST On Room Charge	14.90
			<b>Tax Reg. # R897343794</b>	



**BILLING INSTRUCTIONS** **BALANCE DUE** → 0.00

COMPANY  
  
  
  
  
  
  
  
  
  
ATTENTION

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  
  
X \_\_\_\_\_

# UNION BANK INN

A CENTURY OF HISTORY · MODERN RENAISSANCE STYLE

10053 Jasper Avenue, Edmonton, AB, Canada T5J 1S5  
 Phone: 780.423.3600 • Fax: 780.423.4623  
 E-mail: info@unionbankinn.com • Web: unionbankinn.com