

AHS Board and Executive Expense Report

Name David Carpenter
Title AHS Board Member
Location Edmonton

Expenses submitted during the month of April 2017

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)
Apr-17	Expense Claim	Meetings	728	95	374	659	1,856			
Apr-17	Direct Billing	Meetings			180		180			
Total			\$ 728	\$ 95	\$ 554	\$ 659	\$ 2,036	\$ -	\$ -	\$ -

Total for the Month \$ 2,036

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 189
 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:	
T4A/NR Applicable? - If yes, indicate line & amt	

BOARD MEMBER EXPENSE CLAIM FORM

SECTION 1: PAYEE INFORMATION					
Name:	David Carpenter			Expense Period Month:	Apr-17
Address:	[Redacted]	City:	[Redacted]		
Province:	[Redacted]	Postal Code:	[Redacted]	Country:	Canada
Reason for Expense	Attendance at ICD Course - Crown Director Effectiveness on April 10, 2017. Attendance at Audit & Risk Committee Meeting on April 12, 2017 in Edmonton and Finance Committee Meeting and Board Meetings on April 27, 2017 in Calgary.				

SECTION 2: FINANCE CODING & TOTAL CLAIM					
Description	Corn/BU/Org	Location (if applicable)	Functional Centre/Primary	Expense/Secondary Acct	Total (Note: This column will auto fill)
Meals (A)	101	0005	71110300000	45000000	\$94.60 ✓
Travel Exp (B+C+E)	101	0005	71110300000	62212000	\$1,781.17 ✓
Other (D)	101	0005	71110300000	41090000	\$0.00
TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE					\$1,855.77 ✓

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)	Signature: I, by signing this form, attest that I am compliant to all the above statements	Date	Phone#
David Carpenter	<i>David Carpenter</i>	May 4, 2017	[Redacted]

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
<i>Linda Hughes</i>	May 10/17

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

Deborah Rhodes May 8/17
Deborah Rhodes, VP Corporate Services & CFO

For payment please submit Position #: [Redacted] DOFA Level: [Redacted]

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:	Apr-17
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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

The Board Members follow the Government of Alberta (GOA) Travel, Meal and Hospitality Expenses Policy

Note: For meal allowances outside Canada, the GOA policy redirects to the National Joint Council (NJC) travel directive for rates (Appendix C for USA, Appendix D for International).

Date	Description: (include purpose of trip, mode of travel, starting point, details of expenditure)	Cost Effective method used?	Meal (Allowance OR Receipt)(A)				Accommodation (B)	Transportation (Flight, Car Rental, Fuel, Parking, Taxi) (C)	Other (Itemize) (D)	Mileage km (E)
			Allowance Within Canada		With Receipt or Allowance Outside Canada					
			Meal Type	Allowance	Meal Type	Amount				
9-Apr-2017	Mileage from residence to Calgary to attend ICD Course (UofC Haskayne School of Business) and return on April 10, 2017.	Yes							450	
9-Apr-2017	One night accommodation and overnight parking at hotel to attend ICD Course on April 10, 2017.	Yes	D-\$20.75	\$20.75	✓	\$207.28	✓			
10-Apr-2017	Parking to attend ICD Course.	Yes					\$15.75	✓		
11-Apr-2017	Mileage from residence to YQL to attend Audit & Risk Committee Meeting in Edmonton on April 12, 2017.	Yes							20	
11-Apr-2017	Flight from YQL to YEG and return to attend Audit & Risk Committee Meeting on April 12, 2017 (booked on March 14, 2017).	Yes					\$541.01	✓		
11-Apr-2017	Change fee as meeting dates changed from when the original flight was booked.	Yes					\$186.90	✓		
11-Apr-2017	Taxi from YEG to hotel and return on April 12, 2017.	Yes					\$145.20	✓		
11-Apr-2017	One night accommodation to attend Audit & Risk Committee Meeting on April 12, 2017.	Yes	D-\$20.75	\$20.75	✓	\$167.28	✓			
12-Apr-2017	ETS Fare to travel from hotel to SSP.	Yes	LD-\$32.35	\$32.35	✓		\$3.25	✓		
13-Apr-2017	Taxi from YQL to residence.	Yes					\$40.00	✓		
Total: (amount auto fills to page 1)			\$73.85	✓	\$0.00	\$374.56	\$932.11	\$0.00	470.00	

BOARD MEMBER Mileage Rate	0.505	Total Mileage	\$ 237.35
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Carry forward from Section 1

Name:	David Carpenter	Expense Period Month:	Apr-17
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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 4B: BOARD MEMBER - TRAVEL EXPENSE CLAIM

The Board Members follow the Government of Alberta (GOA) Travel, Meal and Hospitality Expenses Policy

Note: For meal allowances outside Canada, the GOA policy redirects to the National Joint Council (NJC) travel directive for rates (Appendix C for USA, Appendix D for International).

Date	Description: (include purpose of trip, mode of travel, starting point, details of expenditure)	Cost Effective method used?	Meal (Allowance OR Receipt)(A)				Accommodation (B)	Transportation (Flight, Car Rental, Fuel, Parking, Taxi) (C)	Other (Itemize) (D)	Mileage km (E)
			Allowance Within Canada		With Receipt or Allowance Outside Canada					
			Meal Type	Allowance	Meal Type	Amount				
26-Apr-2017	Mileage from residence to hotel in Calgary (Delta South) and return to attend Finance Committee and Board Meetings on April 27, 2017.	Yes							430	
27-Apr-2017	Per diem.	Yes	D-\$20.75	\$20.75	✓					
Total: (amount auto fills to page 1)			\$20.75	✓	\$0.00	\$0.00	\$0.00	\$0.00	430.00	

BOARD MEMBER Mileage Rate	0.505	Total Mileage	\$ 217.15
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133 9th Avenue SW,
 Calgary, AB, Canada T2P 2M3
 T (403) 262-1234 F (403) 260-1260
 G.S.T. Registration # 846543619

Room : [REDACTED]
 Folio # : [REDACTED]
 Cashier # : [REDACTED]
 Page # : 1 of 1

①

Mr David Carpenter



Arrival : 04-09-17
 Departure : 04-10-17
 Fairmont President's Club



Date	Description	Additional Information	Charges	Credits
04-09-17	Deposit Transferred at C/I			167.28
04-09-17	Package Charge		189.00	
04-09-17	Calgary Destination Marketing F		4.47	
04-09-17	Alberta Tourism Levy (4%)		6.14	
04-09-17	Room GST		7.67	
04-09-17	American Express			40.00
Total			207.28	207.28
Balance Due			0.00	

GST Summary

Room	7.67
F&B	0.00
Other	1.90
Total	9.57

Thank you for choosing Fairmont Hotels & Resorts.
 To provide feedback about your stay, please contact Don Fennerty, General Manager, at Don.Fennerty@fairmont.com.
 We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

Merci d'avoir choisi Hôtels Fairmont.
 Vous pouvez nous faire part de vos commentaires au sujet de votre séjour en écrivant au Directeur général, Don Fennerty à Don.Fennerty@fairmont.com.
 Nous vous invitons également à partager vos observations ou photos sur notre forum communautaire www.everyonesanoriginal.com (anglais seulement).

For information or reservations, visit us at
www.fairmont.com or call Fairmont Hotels & Resorts from:
 United States or Canada 1 800 441 1414
 Pour information et réservations visitez notre web au
www.fairmont.com ou téléphoner au Hôtels Fairmont de:
 États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after the first month. (18.00% per annum.) I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1.5% par mois après un mois. (18,00% par année) J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1,00\$ par jour (du Lundi au Vendredi) et de 2,00\$ le Samedi. (Dans les hôtels participants.)

Thank you for choosing to stay with Fairmont Hotels & Resorts
Merci d'avoir choisi les Hôtels Fairmont

PARKING RECEIPT

DISPLAY TICKET ON DASH

Expiration Date/Time

07:00 PM APR 10, 2017

Purchase Date/Time: 07:38am Apr 10, 2017
 Total Parking: \$15.00
 Total FEDERAL: \$0.75
 Total Due: \$15.75
 Total Paid: \$15.75
 Rate: EARLY BIRD
 Payment Type: Card
 Ticket #: [REDACTED]
 Setting: Lot 274
 Match Name: Lot 274-2

American Express Auth # [REDACTED]

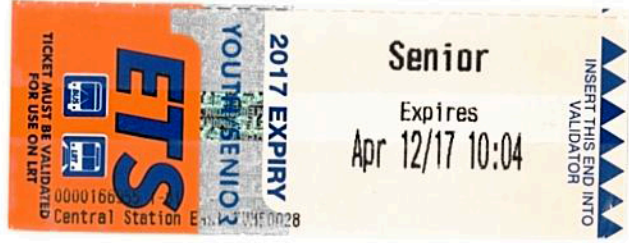
GST REG #R102466000

RECEIPT

Expiration Date/Time*: 07:00pm Apr 10, 2017
 Purchase Date/Time: 07:38am Apr 10, 2017
 Total Parking: \$15.00
 Total FEDERAL: \$0.75
 Total Due: \$15.75
 Total Paid: \$15.75
 Rate: EARLY BIRD
 Payment Type: Card
 Ticket #: [REDACTED]
 Setting: Lot 274
 Match Name: Lot 274-2

American Express Auth # [REDACTED]

(2)



#3.25

(7)

(8)

Charge / Receipt _____
 Amount 40.00 \$ ✓
 Driver 289 Date April 13, 2017
 From Airport
 To _____
 Signature [Signature]
Fifth Avenue CABS 403-381-1111

Notice of Change in Itinerary

****PLEASE CONTACT US IMMEDIATELY AT THE RESERVATIONS NUMBER BELOW IF YOU HAVE ANY QUESTIONS CONCERNING THIS SCHEDULE CHANGE NOTICE.****

Thank you for choosing Air Canada.

(3)

Please print this new itinerary and keep your original for your reference.

Main Contact Information

Booking reference: XXXXXXXXXX

Name: Mr David Carpenter

E-mail: XXXXXXXXXX

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

Updated Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC7216	Lethbridge (YQL)	Calgary (YYC)	BEH	Economy (G)	Confirmed
<i>Operated by:</i>	Tue 11-Apr 2017	Tue 11-Apr 2017			
<i>Air Canada Express- Air Georgian</i>	13:05	13:54			
Seat number(s) requested:	1A				
AC8152	Calgary (YYC)	Edmonton International (YEG)	DH4	Economy (G)	Confirmed
<i>Operated by:</i>	Tue 11-Apr 2017	Tue 11-Apr 2017			
<i>Air Canada Express- Jazz</i>	15:15	16:05			
Seat number(s) requested:	1C				
AC8151	Edmonton International (YEG)	Calgary (YYC)	DH4	Economy (G)	Confirmed
<i>Operated by:</i>	Wed 12-Apr 2017	Wed 12-Apr 2017			
<i>Air Canada Express- Jazz</i>	15:30	16:22			
Seat number(s) requested:	1C				

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC7221	Calgary (YYC)	Lethbridge (YQL)	BEH	Economy (G)	Confirmed
<i>Operated by:</i>	Wed 12-Apr 2017	Thu 13-Apr 2017			
<i>Air Canada Express- Air Georgian</i>	23:30	00:18			
Seat number(s) requested:	<i>4A IB changed Mon 9 phone call</i>				

Previous Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8152	Calgary (YYC)	Edmonton International (YEG)	DH4	Economy (G)	Confirmed
<i>Operated by:</i>	Tue 14-Mar 2017	Tue 14-Mar 2017			
<i>Air Canada Express- Jazz</i>	15:15	16:07			
AC7216	Lethbridge (YQL) Tue 14-Mar 2017	Calgary (YYC) Tue 14-Mar 2017	BEH	Economy (G)	Confirmed
	13:05	13:56			

Passenger Information

Passenger: 1 Mr David Carpenter

Ticket number: [REDACTED]

Frequent Flyer Pgm: Air Canada Aeroplan

Program number: [REDACTED]

If the flight for which you have a confirmed upgrade has been cancelled and we were not able to rebook you in the Business Class cabin, any eUpgrade Credits or frequent flyer miles/points that were used for the initial upgrade will be returned to your account.

You can change your new seat assignment by going to the Manage My Bookings tab on aircanada.com. If you wish to change your new flight, please contact Air Canada Reservations.

You can check in for your flight within 24 hours of departure through our convenient Web check-in or Mobile check-in options, or within 12 hours at one of our self-service check-in kiosks located in most of the airports Air Canada serves.

You must obtain your boarding pass and check in any baggage by the check-in deadline shown below.

Additionally, you must be available for boarding at the boarding gate by the boarding gate deadline shown below. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.

Itinerary	When you should check-in	Check-in/bag drop ends	Boarding gate closes
Within Canada	90 minutes	45 minutes †	20 minutes
To/From the U.S.	120 minutes	60 minutes	20 minutes
International (incl. Mexico & the Caribbean)	120 minutes	60 minutes	30 minutes
From Casablanca, Morocco	180 minutes	60 minutes	30 minutes
From Tel-Aviv, Israel	180 minutes	60 minutes	60 minutes



Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	25.76
Air Travellers Security Charge	14.25
Airport Improvement Fee - Canada	45.00
Total before options (per passenger)	541⁰¹
Number of passengers	x1
Total	541⁰¹
GRAND TOTAL - Canadian dollars	\$541⁰¹



CANADA, U.S.: 1 (888) 247-2262



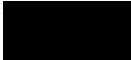


AIR CANADA

YOUR BOOKING IS
CONFIRMED



4

Booking Reference : 

Booking date:19 January 2017
Date of issue:04 March 2017

Passengers



Mr. David Carpenter

Ticket Number



Aeroplan



Depart	Travel Options	Seats
	YQ none	AC7216 1A AC8152 1C
Return	YQ none	AC8151 1C AC7219 1A

Depart

Economy Flex

Tuesday
11 Apr, 2017

13:05
Lethbridge
(YQL), Canada



13:54
Calgary
Calgary Intl. (YYC), Canada

 **0 hr 49**
 AC7216 Operated by Air Canada Express - Air Georgian 1900D | Flex, G

15:15
Calgary
 Calgary Intl. (YYC), Canada



16:05
Edmonton
 Edmonton Intl. (YEG), Canada


 **0 hr 50**
 AC8152 Operated by Air Canada Express - Jazz Q400 | Flex, G

 Return


Economy Flex

Wednesday
 12 Apr, 2017


15:30
Edmonton
 Edmonton Intl. (YEG), Canada




16:22
Calgary
 Calgary Intl. (YYC), Canada

 **0 hr 52**
 AC8151 Operated by Air Canada Express - Jazz Q400 | Flex, G

18:10
Calgary
 Calgary Intl. (YYC), Canada



18:58
Lethbridge
 (YQL), Canada

 **0 hr 48**
 AC7219 Operated by Air Canada Express - Air Georgian 1900D | Flex, G

Purchase summary

Additional Charges

Adult

Air Transportation Charges

Base Fare	28.00
Goods and Services Tax - Canada no. 100092287 RT0001	1.40
Total Additional Fare - per passenger	29.40

Extras (Change Fee)

Change Fee	150.00
Goods and Services Tax - Canada no. 100092287 RT0001	7.50
Total Extras (Change Fee) - per passenger	157.50

Total (per passenger)	186.90
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Number of passengers	x1
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Total	\$186.90
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GRAND TOTAL - Canadian dollars	\$186⁹⁰
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CANADA, U.S.: 1 (888) 247-2262

AIR CANADA

A STAR ALLIANCE MEMBER

continental corporate transport

\$145.20

Custom Amount \$132.00

(5)

Subtotal \$132.00

Tip \$13.20

Total \$145.20 ✓

Mary

continental corporate transport

780-951-9390

Apr 11
2017 at
4:24
PM

AMEX [REDACTED] (Swipe)

DAVID B CARPENTER

Auth
code:

GST/HST: 893682658

UNION BANK INN

BOUTIQUE HOTEL

10053 Jasper Avenue
 Edmonton, AB T5J 1S5
 P.780.423.3600 F.780.423.4623
 reservations@unionbankinn.com

6

GST: 897343794RT0001

MR DAVID CARPENTER



Room	Folio	CheckIn	CheckOut	Balance
[REDACTED]	[REDACTED]	04/11/2017	04/12/2017	0.00
Master Folio				

Date	Room	Description / Voucher	Charges	Credits	Balance
04/11/2017	[REDACTED]	Room Taxable	149.00	0.00	149.00
04/11/2017	[REDACTED]	DMF - 3%	4.47	0.00	153.47
04/11/2017	[REDACTED]	Tourism Levy - 4%	6.14	0.00	159.61
04/11/2017	[REDACTED]	GST - 5%	7.67	0.00	167.28
04/12/2017	[REDACTED]	American Express [REDACTED] AP [REDACTED]	0.00	167.28	0.00
		Balance Due			0.00
Summary and Taxes					
		Taxable Sales	149.00		
		DMF - 3%	4.47		
		Tourism Levy - 4%	6.14		
		GST - 5%	7.67		

Customer Signature: _____
 Thank You for Joining us, The Union Bank Inn,
 Alberta's Original Boutique Hotel

Expense Report Direct Bill Summary

Purpose of This Form:

The purpose of this form is to report expenses incurred on behalf of a designated Executive or an AHS Board Member and paid for by a third party vendor. The information will be used for public disclosure reporting.

Expenses Paid Directly to Third Party Vendors:

AHS may have established accounts with certain vendors used to book travel and other expenses that are billed directly to AHS. Examples include but are not limited to hotels, travel agencies, car rental agencies, conferences, courses and expenses reimbursed from a petty cash fund. It is mandatory to include in monthly reports these expenses that pertain to each member. AHS is required to disclose expenses for all applicable receipts and back up must be attached.

Direct Bill Report

- Enter all items related to expenses incurred while conducting AHS business and paid for via a third party vendor (i.e. accommodations, airline tickets, car rentals, hosting events and working sessions)
- Enter all expenses pertaining to professional development such as conferences and courses, etc.
- Enter all expenses paid by AHS not mentioned above.
- Copies of invoices and other relevant back up must be attached, approvals for hosting events/working sessions that exceeds \$600 must be provided.
- Information will be used for reporting purposes only.
- A personal cheque must be attached to cover expenses deemed ineligible.
- Indicate whether you have expenses to report in this section for this reporting period: **YES**

Name : David Carpenter	Reporting Period for the Month of : Apr-17
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
26-Apr-2017	Direct Billing	Hotel	One night accommodation to attend Finance Committee Meeting and Board Meeting on April 27, 2017.	Marlin Travel	179.61
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
Total Paid in the Month					\$ 179.61



135 Southland Drive S.E Calgary, Alberta, T2J 5X5
Telephone: 403-278-5050 Fax: 403-225-5834

Alberta Health Services
Alberta Health Services

Room: [REDACTED]
Folio: [REDACTED]
Cashier: [REDACTED]
Arrival: 04-26-17
Departure: 04-27-17

Carpenter, David

A/R Invoice: [REDACTED]
A/R Account: [REDACTED]

Date	Description	Additional Information	Charges	Credits
04-26-17	Room Charge	APPROVER : JENNIFER HEMSTRA	169.00	
04-26-17	DMF		4.47	
04-26-17	Tourism Levy		6.14	
04-26-17	Rooms - GST		8.67	
05-03-17	GST Exempt- 120903		-8.67	

GST Summary	
Registration No:	895126332
Room	8.67
F&B	0.00
Other	10.61
Total	19.28

Total	179.61	0.00
Balance Due	179.61	CDN

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.