

AHS Board and Executive Expense Report

Name David Carpenter
Title AHS Board Member
Location Edmonton

Expenses submitted during the month of October 2017

		Travel (1)						Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel			
Oct-17	Expense Claim	Meetings	577	41	447	188	1,253			
Total			\$ 577	\$ 41	\$ 447	\$ 188	\$ 1,253	\$ -	\$ -	\$ -

Total for the Month \$ 1,253

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 199
 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:	Oct-17
Address:	[REDACTED]	City:	[REDACTED]
Province:	[REDACTED]	Postal Code:	[REDACTED]
		Country:	Canada
Reason for Expense	Attendance at Private Board Meeting on October 26, 2017 in Edmonton.		

SECTION 2: FINANCE CODING & TOTAL CLAIM					
Description	Corp/BU/IO ID	Location (if applicable)	Functional Centre/Primary	Expense/Secondary Acct	Total (Note: This column will auto fill)
Meals (A)	101	0005	71110300000	45000000	\$41.50 ✓
Travel Exp (B+C+E)	101	0005	71110300000	62212000	\$1,211.45 ✓
Other (D)	101	0005	71110300000	41090000	\$0.00
TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE					\$1,252.95 ✓ <i>DFB</i>

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>[Signature]</i>	Nov 1/17	[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>[Signature]</i>	Nov 20/17

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

Deborah Rhodes Nov 7/17

Deborah Rhodes, VP Corporate Services & CFO
Position #: [REDACTED] DOFA Level: [REDACTED]

For payment please submit
14th Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmor

Carry forward from Section 1

Name:	David Carpenter	Expense Period Month:	Oct-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				
25-Oct-2017	Mileage from residence to YQL to attend Private Board Meeting in Edmonton on October 26, 2017 and return on October 27, 2017.	Yes							40	
25-Oct-2017	Parking at YQL to attend Private Board Meeting in Edmonton on October 26, 2017.	Yes					\$16.00	✓		
25-Oct-2017	Flight from YQL to YEG and return to attend Private Board Meeting in Edmonton on October 26, 2017.	Yes					\$576.71	✓		
25-Oct-2017	Taxi from YEG to hotel and return on October 27, 2017.	Yes					\$145.20	✓		
25-Oct-2017	Two nights accommodation to attend Private Board Meeting on October 27, 2017.	Yes	D-\$20.75	\$20.75	✓	\$446.84	✓			
26-Oct-2017	ETS Fare to travel from hotel to SSP to attend Private Board Meeting.	Yes					\$3.25	✓		
26-Oct-2017	ETS Fare to travel from SSP to hotel.	Yes	D-\$20.75	\$20.75	✓		\$3.25	✓		
Total: (amount auto fills to page 1)			\$41.50	✓	\$0.00	\$446.84	✓	\$744.41	✓	40.00

BOARD MEMBER Mileage Rate	0.505	Total Mileage	\$ 20.20
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AIR CANADA
YOUR BOOKING IS
CONFIRMED



Booking Reference :

Travel booked/ticket issued on:13 May 2017

Passengers



Mr. David B Carpenter

Ticket Number



Aeroplan



Depart	Travel Options	Seats
	YQ n o n e	AC7216 1A AC8150 1C
Return	YQ n o n e	AC8139 1C AC7213 1A

Depart

Economy Flex

Wednesday
25 Oct, 2017

(YQL), Canada




Calgary Intl. (YYC), Canada

 **0 hr 49**
 AC7216 Economy (G)
 flight_details.operated_by.text 1900D

Calgary Intl. (YYC), Canada



Edmonton Intl. (YEG), Canada

 **0 hr 50**
 AC8150 Economy (G)
 flight_details.operated_by.text Q400

Return

Economy Flex

Friday
27 Oct, 2017

Edmonton Intl. (YEG),
Canada



Calgary Intl. (YYC), Canada

 **0 hr 53**
 AC8139 Economy (G)
 flight_details.operated_by.text Q400

Calgary Intl. (YYC), Canada



(YQL), Canada

 **0 hr 48**
 AC7213 Economy (G)
 flight_details.operated_by.text 1900D

Purchase summary

1 Adult



Air Transportation Charges

Base Fare

466.00

Surcharges 24.00



Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001 27.46

Air Travellers Security Charge 14.25

Airport Improvement Fee - Canada 45.00

Total before options (per passenger) **576⁷¹**

Number of passengers **x1**

Total **576⁷¹**

GRAND TOTAL - Canadian dollars **\$576⁷¹** ✓



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



County of Lethbridge
Airport Parking
GST #106989023

Space # : 88
Transaction #:

ate : OCT/25/17
ime : 11:45 AM
aid : \$16.00 ✓
ard :

Parking Expires At:
OCT/27/17
11:45 AM

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

ING RECEIPT PARKING RECEIPT PARKING RECEIPT PARKING

ATS GROUP
4608 101 ST NW
7809897099
EDMONTON AB

CARD [REDACTED]
CARD TYPE AMEX
DATE 2017/10/25
TIME 3771 17:06:43
INVOICE # [REDACTED]
RECEIPT NUMBER [REDACTED]

PURCHASE
AMOUNT \$132.00
TIP \$13.20
TOTAL

\$145.20 ✓

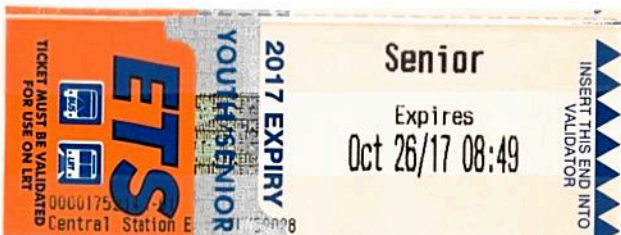
AMERICAN EXPRESS

APPROVED

AUTH: [REDACTED]
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS



THE Fairmont
HOTEL MACDONALD
 10065 - 100 Street NW
 Edmonton, AB, Canada T5J 0N6
 T (780) 424-5181 F (780) 429-6481
 G.S.T. Registration # 846543619

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

Mr David Carpenter
 [REDACTED]

Arrival : 10-25-17
 Departure : 10-27-17
Fairmont President's Club
 [REDACTED]

Date	Description	Additional Information	Charges	Credits
10-25-17	Government Rate		199.00	
10-25-17	Room - DMF		5.97	
10-25-17	Room - AB Tourism Levy		8.20	
10-25-17	Room - GST		10.25	
10-26-17	Government Rate		199.00	
10-26-17	Room - DMF		5.97	
10-26-17	Room - AB Tourism Levy		8.20	
10-26-17	Room - GST		10.25	
10-26-17	American Express			446.84
Total			446.84	446.84
Balance Due			0.00	

GST Summary

Room	20.50
F&B	0.00
Other	0.00
Total	20.50

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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. Overdue balance subject to a surcharge at the rate of 1.5% per month after one 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 ne 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.)

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