

## AHS Board and Executive Expense Report

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

Expenses submitted during the month of November 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)
Nov-17	Expense Claim	Meetings	938	42	223	363	1,566			
Nov-17	Direct Billing	Meetings			164		164			
<b>Total</b>			\$ 938	\$ 42	\$ 387	\$ 363	\$ 1,730	\$ -	\$ -	\$ -

**Total for the Month**      \$      1,730

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.

## BOARD MEMBER EXPENSE CLAIM FORM

SECTION 1: PAYEE INFORMATION					
Name:	David Carpenter	Expense Period Month:	Nov-17		
Address:	[Redacted]	City:	[Redacted]		
Province:	[Redacted]	Postal Code:	[Redacted]	Country:	Canada
Reason for Expense	Attendance at Finance and Audit & Risk Committee Meetings in Edmonton on November 23, 2017. Attendance at Community Engagement and Governance Committee Meetings in Calgary on November 29, 2017.				

SECTION 2: FINANCE CODING & TOTAL CLAIM					
Description	Corp/BU/Org	Location (If applicable)	Functional Centre/Primary	Expense/Secondary Acct	Total (Note: This column will auto fill)
Meals (A)	101	0005	71110300000	45000000	<b>\$41.50</b> ✓
Travel Exp (B+C+E)	101	0005	71110300000	62212000	<b>\$1,524.84</b> ✓
Other (D)	101	0005	71110300000	41090000	<b>\$0.00</b>
<b>TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE</b>					<b>\$1,566.34</b> ✓

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>	Dec 6, 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>	Dec 13/17

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

*Deborah Rhodes* Dec 11/17  
Deborah Rhodes, VP Corporate Services & CFO  
Position #: [Redacted] DOFA Level [Redacted]

**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**

**Carry forward from Section 1**

<b>Name:</b>	David Carpenter	<b>Expense Period Month:</b>	Nov-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				
22-Nov-2017	Mileage from residence to YQL to attend Finance and Audit & Risk Committee Meetings in Edmonton on November 23, 2017 and return.	Yes							40	
22-Nov-2017	Parking at YQL to attend Finance and Audit & Risk Committee Meetings in Edmonton on November 23, 2017.	Yes					\$16.00	✓		
22-Nov-2017	Flight from YQL to YEG and return to attend Finance and Audit & Risk Committee Meetings on November 23, 2017.	Yes					\$576.71	✓		
22-Nov-2017	Taxi from YEG to hotel and return on November 23, 2017.	Yes					\$145.20	✓		
22-Nov-2017	One night accommodation to attend Finance and Audit & Risk Committee Meetings on November 23, 2017	Yes	D-\$20.75	\$20.75	✓	\$223.42	✓			
23-Nov-2017	ETS Fare to travel from hotel to SSP to attend meetings.	Yes					\$3.25	✓		
28-Nov-2017	Mileage from residence to YQL to attend Community Engagement and Governance Committee Meetings on November 29, 2017.	Yes							20	
28-Nov-2017	Flight from YQL to YYC to attend Board Committee Meetings on November 29, 2017.	Yes					\$361.33	✓		
28-Nov-2017	Taxi from YYC to Delta South Hotel.	Yes	D-\$20.75	\$20.75	✓		\$55.00	✓		
29-Nov-2017	Mileage from Calgary to residence.	Yes							225	
<b>Total: (amount auto fills to page 1)</b>			\$41.50		\$0.00	\$223.42	\$1,157.49	\$0.00	285.00	

<b>BOARD MEMBER Mileage Rate</b>	0.505	<b>Total Mileage</b>	\$ 143.93
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County of Lethbridge

Airport Parking

GST #106989023

Space # : 89

Transaction #:

Time : 09:06 AM

Fee : \$16.00 ✓

Card #:

Parking Expires At:

**NOV/24/17**

**09:06 AM**

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

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PRESTIGE TRANSPORTATION  
10135 31 AVE NW  
EDMONTON AB

CARD [REDACTED]  
CARD TYPE VISA  
DATE 2017/11/22  
TIME 4253 13:29:15  
INVOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

PURCHASE  
AMOUNT \$132.00  
TIP \$13.20  
TOTAL

**\$145.20** ✓

VISA

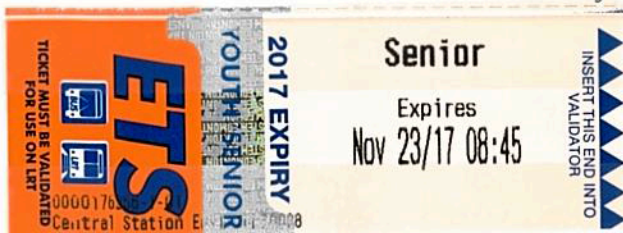
**APPROVED**

AUTH# [REDACTED]  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

PRESTIGE 780.463.5000  
GOPRESTIGE.CA  
GST 862184769



**\$3.25** ✓



**AIR CANADA**  
YOUR BOOKING IS  
CONFIRMED



Booking Reference:

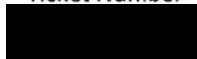
Travel booked/ticket issued on: 13 May 2017

### Passengers



Mr. David B Carpenter

Ticket Number



Aeroplan



Depart	Travel Options	Seats
	Yq n	AC7216
	o	1A
	n	AC8146
	e	1C

Return	Travel Options	Seats
	Yq n	AC8149
	o	1C
	n	AC7219
	e	1A

Depart

**Economy Flex**

Wednesday  
22 Nov, 2017

(YQL), Canada



Calgary Intl. (YYC), Canada

 **0 hr 51**  
AC7216 Economy (G)  
flight\_details.operated\_by.text 1900D

Calgary Intl. (YYC), Canada  Edmonton Intl. (YEG), Canada

 **0 hr 52**  
AC8146 Economy (G)  
flight\_details.operated\_by.text Q400

 Return

Economy Flex

Thursday  
23 Nov, 2017

Edmonton Intl. (YEG), Canada  Calgary Intl. (YYC), Canada

 **0 hr 54**  
AC8149 Economy (G)  
flight\_details.operated\_by.text Q400

Calgary Intl. (YYC), Canada  (YQL), Canada

 **0 hr 50**  
AC7219 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) **576<sup>71</sup>**

Number of passengers **x1**

**Total** **576<sup>71</sup>**

GRAND TOTAL - Canadian dollars **\$576<sup>71</sup>**



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



**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 : 11-22-17  
 Departure : 11-23-17  
 Fairmont President's Club  
 [REDACTED]

Date	Description	Additional Information	Charges	Credits
11-22-17	Government Rate		199.00	
11-22-17	Room - DMF		5.97	
11-22-17	Room - AB Tourism Levy		8.20	
11-22-17	Room - GST		10.25	
11-22-17	American Express			223.42
<b>Total</b>			<b>223.42</b>	<b>223.42</b>
<b>Balance Due</b>			<b>0.00</b>	

**GST Summary**

Room	10.25
F&B	0.00
Other	0.00
<b>Total</b>	<b>10.25</b>

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay, please contact Garrett Turta, General Manager, at [Garrett.Turta@fairmont.com](mailto:Garrett.Turta@fairmont.com).  
 We also invite you to share memories of your experience on our community forum - visit [www.everyonesanoriginal.com](http://www.everyonesanoriginal.com).

For information or reservations, visit us at  
[www.fairmont.com](http://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](http://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 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.)

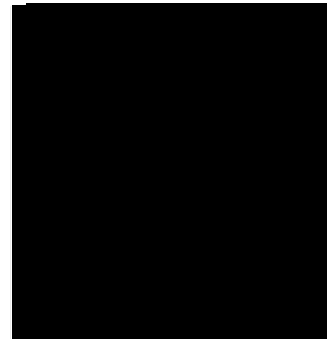
Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1.5% par mois après un mois. (18.00% par année)  
 J'ai accepté la livraison du journal 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**





**AIR CANADA**  
YOUR BOOKING IS  
CONFIRMED



Booking Reference

Travel booked/ticket issued on: 25 November 2017

### Passengers

Mr. David B  
Carpenter

Seats  
AC7218 1A

Ticket Number

Aeroplan

### Depart

**Economy Flex**

Tuesday  
28 Nov, 2017

15:25  
**Lethbridge**  
(YQL), Canada



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


**0 hr 51**  
 AC7218 Economy (V)  
 Operated by Air Canada Express - Air Georgian 1900D

## Purchase summary

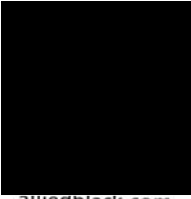
<b>AMERICAN EXPRESS</b>		<b>1 Adult</b>
		
Amount paid: \$361.33	 Air Transportation Charges	322.00
Full details can be found in your attached Itinerary/Receipt	 Taxes, fees and charges	39.33
<b>Tax information</b>	<b>GRAND TOTAL</b>	<b>\$361<sup>33</sup></b>
Goods and Services Tax - Canada no. 100092287 RT0001: \$17.21	Canadian dollars	

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

 **AIR CANADA**  
 A STAR ALLIANCE MEMBER 

**ALLIED  
BLACK**  
LIMO & TAXI

Try our **ON-DEMAND** Taxi app  
Connecting you Directly with your Driver



alliedblack.com

Driver AS Date Nov-28-2017  
Car # [REDACTED] Amount \$ 55.00  
GST Included # 808762932



## 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**

<b>Name :</b> David Carpenter	<b>Reporting Period for the Month of :</b> Nov-17
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
28-Nov-2017	Direct Billing	Hotel	One night accommodation to attend the Community Engagement Committee and Governance Committee Meetings in Calgary on November 29, 2017.	Marlin Travel	163.54
	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	-
<b>Total Paid in the Month</b>					<b>\$ 163.54</b>



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

Alberta Health Services  
 PO BOX 1600  
 EDMONTON AB T5J 2N9  
 Canada

Room: [REDACTED]  
 Folio: [REDACTED]  
 Cashier: [REDACTED]  
 Arrival: 11-28-17  
 Departure: 11-29-17

Carpenter, David

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

Date	Description	Additional Information	Charges	Credits
11-28-17	Room Charge	101 0005 711 10300000 [REDACTED]	154.00	
11-28-17	DMF		4.02	
11-28-17	Tourism Levy		5.52	
11-28-17	Rooms - GST		7.90	
12-01-17	GST Exempt- [REDACTED]		-7.90	

<b>GST Summary</b>	
Registration No:	<b>895126332</b>
Room	7.90
F&B	0.00
Other	9.54
<b>Total</b>	<b>17.44</b>

<b>Total</b>	<b>163.54</b>	<b>0.00</b>
<b>Balance Due</b>	<b>163.54</b>	<b>CDN</b>

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.