

AHS Board and Executive Expense Report

Name David Carpenter
Title AHS Board Member
Location Edmonton

Expenses submitted during the month of June 2019

			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-19	Expense Claim	Meetings	374	62	170	264	870			
Jun-19	Direct Billing	Meetings			190		190			
Total			\$ 374	\$ 62	\$ 360	\$ 264	\$ 1,060	\$ -	\$ -	\$ -

Total for the Month \$ 1,060

Maximum daily single meal expense claimed in the month \$ 21
Maximum daily base hotel rate claimed in the month \$ 169
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:	Jun-19
Address:	[REDACTED]	City:	[REDACTED]		
Province:	[REDACTED]	Postal Code:	[REDACTED]	Country:	Canada
Reason for Expense	All the below costs are based on: Attended Elevate Your Mind Conference, CPA Course, on June 7, 2019 in Calgary. Attended Private and Public Board Meetings on June 17, 2019 in Edmonton.				

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	\$62.25
Travel Exp (B+C+E)	101	0005	71110300000	62212000	\$807.83
Other (D)	101	0005	71110300000	41090000	\$0.00
TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE					\$870.08

SECTION 3: AUTHORIZATION			
I attest that I have read and understand the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and confirm expenses being claimed are in compliance with such policy to the best of my understanding and belief.			
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>	June 17/19	[REDACTED]

I attest that I have read and understand the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and confirm expenses being claimed are in compliance with such policy to the best of my understanding and belief.	
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>	July 10, 2019

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.

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

Deborah Rhodes

Carry forward from Section 1

Name:	David Carpenter	Expense Period Month:	Jun-19
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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				
6-Jun-2019	Mileage from residence to Westin Hotel in Calgary and return (225 km one way) to attend Elevate your Mind Conference on June 7, 2019.	Yes	D-\$20.75	\$20.75					450 ✓	
16-Jun-2019	Mileage from residence to YQL and return to attend Private and Public Board Meetings on June 17, 2019 in Edmonton.	Yes							40 ✓	
16-Jun-2019	Parking at YQL to attend above meetings in Edmonton.	Yes					\$16.00			
16-Jun-2019	Flight from YQL to YEG and return on June 17, 2019 to attend above meetings.	Yes					\$374.06			
16-Jun-2019	One night accommodation to attend above meetings.	Yes	D-\$20.75	\$20.75		\$170.32				
17-Jun-2019	Dinner per diem.	Yes	D-\$20.75	\$20.75						
Total: (amount auto fills to page 1)				\$62.25		\$0.00	\$170.32	\$390.06	\$0.00	490.00 ✓

BOARD MEMBER Mileage Rate	0.505	Total Mileage	\$ 247.45 ✓
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County of Lethbridge

Airport Parking

GST #106989023

Space # : 86

Transaction #:

[REDACTED]

Date : JUN/16/19

Time : 03:10 PM

Paid : \$16.00

Card :

[REDACTED]

Parking Expires At:

JUN/18/19

03:10 PM

Please Retain Ticket.

Lock your vehicle and

secure all valuables.

PARKING

PARKING RECEIPT

PARKING RECEIPT

IPT

Itinerary / Receipt

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

Main Contact Information

Booking reference: XXXXXXXXXX

Name: Mr David Carpenter
E-mail: XXXXXXXXXX
Payment: 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](#)

Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC7988	Lethbridge (YQL)	Calgary (YYC)	DH3	Economy Flex (A)	Confirmed
<i>Operated by:</i>	Sun 16-Jun 2019	Sun 16-Jun 2019			
<i>Air Canada Express-Jazz</i>	11:55	12:50			
Seat number(s) requested:	1C				
AC8148	Calgary (YYC)	Edmonton International (YEG)	DH4	Economy Flex (A)	Confirmed
<i>Operated by:</i>	Sun 16-Jun 2019	Sun 16-Jun 2019			
<i>Air Canada Express-Jazz</i>	14:00	14:50			
Seat number(s) requested:	1C				

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8163	Edmonton International (YEG)	Calgary (YYC)	DH3	Economy Flex (A)	Confirmed
<i>Operated by:</i>		Mon 17-Jun 2019		Mon 17-Jun 2019	
<i>Air Canada Express-Jazz</i>		18:15		19:14	
Seat number(s) requested:		1C			

AC7989	Calgary (YYC)	Lethbridge (YQL)	DH3	Economy Flex (A)	Confirmed
<i>Operated by:</i>		Mon 17-Jun 2019		Mon 17-Jun 2019	
<i>Air Canada Express-Jazz</i>		20:30		21:23	
Seat number(s) requested:		1C			

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]

Date of issue	06-Mar 2019
Fare Amount in Canadian dollars: <i>(including navigational & other charges)</i>	292.00
Taxes, Fees & Charges	
Air Travellers Security Charge (CA)	14.25
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	17.81
Airport Improvement Fee - Canada (SQ)	50.00
Total Fare in Canadian dollars:	374.06

Ticket particularities:
AC ONLY/NONREF/CHGE FEE
-BG:AC

**Fare calculation:*
16JUN19YQL AC X/YYC AC YEA Q12.00R134.00AC X/YYC Q12.00AC YQL
R134.00CAD292.00 END ROE1.00

Canadian tax registration numbers:



MR David Carpenter

Room No. : [REDACTED]
Arrival : 06-16-19
Departure Date : 06-17-19
Folio No. : [REDACTED]
Conf. No. : [REDACTED]
P.O. No. :

Company Name: AHS - Vision/Marlin Travel
Group Name:

INFORMATION INVOICE

Date	Description	Charges	Credits
06-16-19	Room Revenue	159.00	
06-16-19	Destination Marketing Fee	4.77	
06-16-19	Tourism Levy	6.55	
06-17-19	American Express		170.32
		Total Charges	170.32
		Total Credits	170.32
		Balance	0.00

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

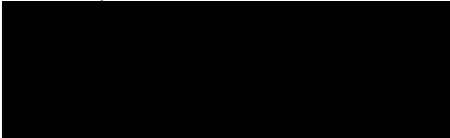
Name : David Carpenter	Reporting Period for the Month of : Jun-19
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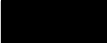
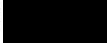

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
6-Jun-19	Direct Billing	Hotel	One night accommodation to attend Elevate Your Mind Conference, CPA Courses, on June 7, 2019 in Calgary.	Vision Travel	\$189.73
	Direct Billing	Choose from Drop-down List		Choose 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	\$
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	\$
Total Paid in the Month					\$ 189.73

The Westin Calgary Airport
 671 Aero Drive NE
 Calgary, AB T2E7Y5
 Canada
 Tel: 4034525406 Fax: 5873936128

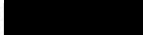


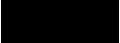
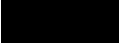
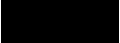
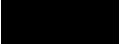


David Carpenter



Page Number : 1 Invoice Nbr : 
 Guest Number : 
 Folio ID : 
 Arrive Date : 06-JUN-19 18:46
 Depart Date : 07-JUN-19 10:07
 No. Of Guest : 1
 Room Number : 
 Marriott Bonvoy Number :

Copy Tax Invoice

Tax ID : GST 72406 3110 RT0001
 Westin YYC YYCWA JUL-05-2019 11:49 

Date	Time	Reference	Description	Charges (CAD)	Credits (CAD)
06-JUN-19	02:31		Room Chrg - Grp - Association	169.00	
06-JUN-19	02:31		GST	8.70	
06-JUN-19	02:31		Alberta Tax	6.96	
06-JUN-19	02:31		DMF	5.07	
07-JUN-19	10:07		MasterCard 		-189.73
** Total				189.73	-189.73
*** Balance				0.00	

Continued on the next page