

## AHS Board and Executive Expense Report

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

Expenses submitted during the month of September 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)
Sep-19	P-Card	Meetings				66	66			
Sep-19	Expense Claim	Meetings		62	495	119	676			
Sep-19	Direct Billing	Meetings			341		341			
<b>Total</b>			\$ -	\$ 62	\$ 836	\$ 185	\$ 1,083	\$ -	\$ -	\$ -

**Total for the Month**      \$      1,083

Maximum daily single meal expense claimed in the month      \$      21  
Maximum daily base hotel rate claimed in the month      \$      159  
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.

### AHS Public Disclosure P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total
David Carpenter	AHS Board Member	Lethbridge	\$ 66.00

  

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
9/12/2019	Edmonton - Taxi from SSP to YEG - Attended Finance Committee Meeting and Audit & Risk Committee Meeting in Edmonton - Glenda Yeates accompanied	AB - Other Zones	Taxi	\$ 66.00	SSP	EIA	Items charged to Executive Assistant's October 2019 P-Card on behalf of David Carpenter	1			

  

Approver(s) for the claim	Approval Status	Approval Date
Signature kept on file	Approve	

ATS GROUP  
4608 101 ST NW  
7809897099  
EDMONTON AB

CARD [REDACTED]  
CARD TYPE MASTERCARD  
DATE 2019/09/24  
TIME 9746 14:55:59  
INVOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

-----  
PURCHASE  
TOTAL

**\$132.00**  
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MasterCard  
[REDACTED]

**APPROVED**

AUTH# [REDACTED]  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

①

Taxi: Board members - travel to  
airport - attended Board mtgs  
in Edmonton

From \_\_\_\_\_

To \_\_\_\_\_

① [REDACTED]  
② Date Sep 12 - David & Glenda Yates \$66

Trip Amount \_\_\_\_\_

Driver Name \_\_\_\_\_

Car Number Total = \$132

GST \_\_\_\_\_



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:	Sep-19
Address:	[redacted]	City:	[redacted]
Province:	[redacted]	Postal Code:	[redacted]
		Country:	Canada
Reason for Expense	Attended the Human Resources Committee and Quality & Safety Committee meetings on September 11, 2019; Finance and Audit & Risk Committee Meetings on September 12, 2019 in Edmonton.		

SECTION 2: FINANCE CODING & TOTAL CLAIM					
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	\$62.25
Travel Exp (B+C+E)	101	0005	71110300000	62212000	\$613.76
Other (D)	101	0005	71110300000	41090000	\$0.00
<b>TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE</b>					<b>\$676.01</b> ✓ <i>all</i>

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>	Apr 25 / 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		
David Weyant	Board Chair		
Signature: I, by signing this form, attest that I am compliant with all the above statements		Date	
<i>[Signature]</i>		Oct 9, 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:

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

Sept. 26/19

C/O Deborah Rhodes  
F Deborah Rhodes, VP Corporate Services & CFO

**Carry forward from Section 1**

<b>Name:</b>	David Carpenter	<b>Expense Period Month:</b>	Sep-19
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			
<b>Rationale is Required for expenses that are not Cost Effective:</b> (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				
10-Sep-2019	Mileage from residence to YQL and return to attend Board Committee Meetings on September 11 and 12, 2019 in Edmonton.	Yes							40	
10-Sep-2019	Parking at YQL to attend Board Committee meetings in Edmonton.	Yes					\$38.75			
10-Sep-2019	Flight YQL to YEG & return on Sept 12 to attend above meetings (includes change fee cancelled flight on Feb 5/6 due to a medical reason).	Yes					\$494.81			
10-Sep-2019	Taxi from YEG to hotel. Attended Human Resources Committee and Q & S Committee meeting in Edmonton	Yes	D-\$20.75	\$20.75			\$60.00			
11-Sep-2019	Dinner per diem. Attended Human Resources Committee and Q & S Committee meeting in Edmonton	Yes	D-\$20.75	\$20.75						
12-Sep-2019	Dinner per diem. Attended Finance Committee Meeting and Audit & Risk Committee Meeting in Edmonton	Yes	D-\$20.75	\$20.75						
<b>Total: (amount auto fills to page 1)</b>			\$62.25		\$0.00	\$0.00	\$593.56	\$0.00	40.00	

<b>BOARD MEMBER Mileage Rate</b>	0.505	<b>Total Mileage</b>	\$ 20.20
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LETHBRIDGE AIRPORT

EXPIRE TIME

09/14/2019

12:01 AM

Entry 03:16 PM

09/10/2019

Approved Visa

Plate No.

Receipt No.

Fee Paid

\$ 38.75

YQL

Co-op Taxi Line

(780) 425-2525

www.co-optaxi.com

TRANSACTION RECORD

Terminal

Driver

19/09/10

19:39:17

Card :

AMERICAN EXPRESS

CHIP CARD

VERIFIED BY PIN

Order #

Ref #

Auth #

PURCHASE

FARE : \$ 55.00

TIP : \$ 5.00

TOTAL : \$ 60.00

APPROVED - THANK YOU

(00-025)

IMPORTANT: Retain this  
copy for your records

Merchant Copy

Thank you for choosing  
Co-op taxi



Original Air Fare Feb 5/16

31986

Change fees to re-book  
(Medical issue as per)

- 1995

- 10500

49481

## 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
AC7218	Lethbridge (YQL)	Calgary (YYC)	BEH	Economy Flex (L)	Confirmed
<i>Operated by:</i>	Tue 10-Sept 2019	Tue 10-Sept 2019			
<i>Air Canada Express- Air Georgian</i>	15:30	16:21			
AC8164	Calgary (YYC)	Edmonton International (YEG)	DH4	Economy Flex (L)	Confirmed
<i>Operated by:</i>	Tue 10-Sept 2019	Tue 10-Sept 2019			
<i>Air Canada Express- Jazz</i>	17:55	18:45			
AC8169	Edmonton International (YEG)	Calgary (YYC)	DH4	Economy Flex (S)	Confirmed
<i>Operated by:</i>	Thu 12-Sept 2019	Thu 12-Sept 2019			
<i>Air Canada Express- Jazz</i>	19:30	20:23			



Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC7221	Calgary (YYC)	Lethbridge (YQL)	BEH	Economy Flex (S)	Confirmed
<i>Operated by:</i>	Thu 12-Sept 2019	Fri 13-Sept 2019			
<i>Air Canada Express- Air Georgian</i>	23:45	00:36			

## 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**

05-Feb 2019

**Fare Amount in Canadian dollars:**

307.00

*(including navigational & other charges)*

**Taxes, Fees & Charges**

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)

0.95

**Total Fare in Canadian dollars:**

19.95A

**Options**

Change fee in Canadian dollars

100.00

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)

5.00

**Ticket particularities:**

CAD283.00 NONREF-BG:AC

**\*Fare calculation:**

10SEP19YQL AC X/YYC AC YEA Q12.00R132.00AC X/YYC Q12.00AC YQL  
R151.00CAD307.00 END ROE1.00 PD14.25CA17.61XG50.00SQ

**Canadian tax registration numbers:**

XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)

RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)

XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)

## 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.



# Booking Confirmation

Booking Reference: [REDACTED]

Date of issue: 17 Oct, 2018

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

**Data Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ('GDS'), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.

## - Depart

*Cancelled*

				Economy - Flex	
Tuesday 05 Feb, 2019	13:20 <b>Lethbridge</b> (YQL), AB		14:18 <b>Calgary</b> Calgary Int. (YYC), AB	 AC7216	<b>0hr58</b> Economy L Operated by: Air Canada Express - Air Georgian   1900D
				Layover in Calgary	1hr02
Tuesday 05 Feb, 2019	15:20 <b>Calgary</b> Calgary Int. (YYC), AB		16:13 <b>Edmonton</b> Edmonton Int. (YEG), AB	 AC8150	<b>0hr53</b> Economy L Operated by: Air Canada Express - Jazz   Q400
				Total duration	2hr53

## - Return

				Economy - Flex	
Wednesday 06 Feb, 2019	15:40 <b>Edmonton</b> Edmonton Int. (YEG), AB		16:35 <b>Calgary</b> Calgary Int. (YYC), AB	 AC8153	<b>0hr55</b> Economy S Operated by: Air Canada Express - Jazz   CRJ900   Wi-Fi
				Layover in Calgary	1hr25
Wednesday 06 Feb, 2019	18:00 <b>Calgary</b> Calgary Int. (YYC), AB		18:57 <b>Lethbridge</b> (YQL), AB	 AC7219	<b>0hr57</b> Economy S Operated by: Air Canada Express - Air Georgian   1900D
				Total duration	3hr17

## Passengers

David B Carpenter

Seats

Ticket Number

AC7216 1A

AC8150 1C

Air Canada - Aeroplan

AC8153 12C

AC7219 1A



## Purchase summary

**American Express**

Amount paid: \$369.86

**Tax information**

GST/HST no. 10009-2287 RT0001

\$17.61

1 adult

**Air Transportation Charges**

Base Fare - Depart - Economy - Flex

115.00

Base Fare - Return - Economy - Flex

149.00

Surcharges

24.00

**Taxes, fees and charges**

Goods and Services Tax - Canada no. 100092287 RT0001

17.61

Air Travellers Security Charge - Canada

14.25

Airport Improvement Fee - Canada

50.00

Total airfare and taxes before options

**\$369<sup>86</sup>**

GRAND TOTAL (Canadian dollars)

**\$369<sup>86</sup>**



## Check-in and boarding gate deadlines

Within Canada

**90**

minutes

**Recommended check-in time**

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

**45**

minutes<sup>1</sup>

**Check-in and baggage drop-off deadline**

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

**15**

minutes

**Boarding gate deadline**

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

## 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> Sep-19
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
10-Sep-19	Direct Billing	Hotel	Two nights accommodation to attend Board Committee Meetings: HR and Q&S on September 11th; Finance and Audit & Risk on September 12, 2019 in Edmonton.	Vision Travel	\$340.64
	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>\$340.64</b>



**AB Health Services**  
**Accounts Payable**  
**P.O. Box 1600**  
**Suite 300, 10030 - 107 Street NW**  
**Edmonton AB T5J 2N9**  
**Canada**

Room No. : [REDACTED]  
 Arrival : 09-10-19  
 Departure : 09-12-19  
 Folio No. : [REDACTED]

Guest Name: Carpenter, David  
 Cost Centre: 101.0005.71110300000  
 Approver: [REDACTED]  
**INVOICE**

Invoice No. : [REDACTED]  
 AR No. : [REDACTED]  
 Conf. No. : [REDACTED]

Date	Description	Charges	Credits
09-10-19	Room Revenue	159.00	
09-10-19	Destination Marketing Fee	4.77	
09-10-19	Tourism Levy	6.55	
09-11-19	Room Revenue	159.00	
09-11-19	Destination Marketing Fee	4.77	
09-11-19	Tourism Levy	6.55	
		<b>Total Charges</b>	
		340.64	
		<b>Total Credits</b>	0.00
		<b>Balance</b>	<b>340.64</b>