

## Official Administrator and Executive Expense Report

**Name:** Deb Gordon  
**Title:** VP & Chief Health Operations Officer Northern Alberta And VP Collaborative Practice, Nursing and Health Professions(Acting)  
**Location:** Edmonton  
 Expenses submitted during the month of October 2014

Travel (1)										
Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Oct-14	P-Card	Meeting	401				401			
<b>Total</b>			\$ 401	\$ -	\$ -	\$ -	\$ 401	\$ -	\$ -	\$ -

**Total for the Month**    \$        401

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

Car allowance and any other employment benefits reported in the annual financial statements are excluded from this report

**Instruction:**

- Attached ALL original detailed receipts and supporting documents in the same order as it appears on this statement
- Cardholder AND Approver's signatures required where indicated below

GORDON, DEB Cardholder's Name	VICE PRESIDENT & CHIEF Cardholder's Position/Title	Billing Reporting Period:	20/10/2014
HEALTH OPERATIONS Cardholder's Dept	SEVENTH STREET PLAZA Cardholder's Site/Location	Total Statement Amount:	\$401.36
DEB.GORDON@ALBERTAHEALTHSERVICES.CA Cardholder's e-mail address		Last 6 digits of the P-Card #: [REDACTED]	

**Statement of Transactions**

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
14/10/2014	367814868	AIR CA [REDACTED] CANADA	401.36	CAD	401.36	.00	.00	Flight to Calgary for presentation at CAPHC Conference in Calgary - Panel Guest Speaker

Signatures		
<p><b>Cardholder Designate (if Applicable)</b> By signing this statement</p> <ul style="list-style-type: none"> <li>• I hereby certify that I have reviewed and reconciled this statement in BMO Online to the best of my ability in accordance to AHS Corporate Policies, Program User Guide and Training. I have allocated the transaction(s) to the proper cost centre.</li> </ul> <p>_____ Name of Cardholder Designate</p> <p>_____ Cardholder Designate Position/Title</p> <p>_____ Signature of Cardholder Designate</p> <p>_____ Date of Signature</p>		
<p><b>Cardholder</b> By signing this statement</p> <ul style="list-style-type: none"> <li>• I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy.</li> <li>• I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization. A personal cheque for any personal expenses inadvertently charged is attached.</li> <li>• I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.</li> </ul> <p>GORDON, DEB Name of Cardholder</p> <p><i>[Signature]</i> Signature of Cardholder</p> <p>VICE PRESIDENT &amp; CHIEF Cardholder Position/Title</p> <p><i>09 FEB 15</i> Date of Signature</p>		
<p><b>Approver Designate (if Applicable)</b> By signing this statement</p> <ul style="list-style-type: none"> <li>• I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy.</li> <li>• I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization. A personal cheque for personal expenses inadvertently charged has been obtained.</li> <li>• I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.</li> </ul> <p><i>Susan Best</i> Name of Approver Designate</p> <p><i>[Signature]</i> Signature of Approver Designate</p> <p>Exec. Assistant Approver Designate Position/Title</p> <p><i>Feb. 9/15</i> Date of Signature</p>		
<p><b>Approver</b> By signing this statement</p> <ul style="list-style-type: none"> <li>• I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy.</li> <li>• I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization. A personal cheque for personal expenses inadvertently charged has been obtained.</li> <li>• I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.</li> </ul> <p><i>Deborah Rhodes</i> Name of Approver</p> <p><i>[Signature]</i> Signature of Approver</p> <p>JPCorporate Services + CFO Approver Position/Title</p> <p><i>Feb. 10/15</i> Date of Signature</p>		
<b>Submit approved statement with attachments to Accounts Payable:</b>		
<p><b>Attach:</b></p> <ul style="list-style-type: none"> <li>• Original (or scanned) itemized receipts with documented business reasons including names of participants where required</li> <li>• Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report)</li> </ul> <p>And where applicable:</p> <ul style="list-style-type: none"> <li>• Copies of pre-approvals for travel</li> <li>• Personal cheque payable to "Alberta Health Services"</li> <li>• Return, refund and/or credit receipts</li> <li>• Disputes letter</li> <li>• Business reasons for travel require detailed descriptions – include where travelled to, who attended (if meal), why travel was necessary and detailed explanation of reason.</li> </ul>	<p><b>Address:</b></p> <p>Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street Edmonton, AB T5J 3E4</p>	
<b>Accounts Payable only:</b>		
Reference #: _____	Reviewed by: _____	Date: _____

Kim Belrose

**From:** Air Canada <confirmation@aircanada.ca>  
**Sent:** Tuesday, October 14, 2014 12:19 PM  
**To:** Deb Gordon  
**Subject:** Air Canada - 20-Oct: Edmonton - Calgary (booking ref: [REDACTED])

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*



## Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check-in kiosk.



### Booking Information

**Booking Reference:** [REDACTED]

**Customer Care**  
Air Canada  
1-888-247-2262  
**Flight Arrivals and Departures**  
1-888-422-7533

Electronic Ticketing confirmed. This is your official itinerary/receipt.

**Main Contact:**

Ms Deborah Ann Gordon  
deb.gordon@albertahealthservices.ca  
Mobil: [REDACTED]  
Home: [REDACTED]  
Work: [REDACTED]  
At destination: [REDACTED]

**Online Services**

[Manage](#) my booking online (view/change my booking; select seats\*).

[Select Seats](#)

[Maple Leaf Lounge | Meal Vouchers | On My Way](#)

[Alert me](#) of flight status changes directly to my mobile phone or email.

[Flight Arrivals & Departures](#) - check online if my flight is on time.

[Check-in online](#) and print my boarding pass.

\* Can my booking be changed online?

### Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8133 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Mon 20-Oct 2014 07:00	Calgary (YYC) Mon 20-Oct 2014 07:47	0	0hr47	CRJ	Flex, W	
AC8154 <sup>1</sup>	Calgary (YYC) Mon 20-Oct 2014 17:00	Edmonton, Edmonton Int'l (YEG) Mon 20-Oct 2014 17:52	0	0hr52	DH3	Flex, W	

Operated by:

<sup>1</sup> Air Canada Express - Jazz

## Passenger Information

1: Ms Deborah Ann Gordon : Adult (16+), Ticket Number [REDACTED]  
Air Canada - [REDACTED] Meal Preference : None  
Acroplan : [REDACTED]  
Payment Card: [REDACTED] Special Needs: None  
Seat Selection: None

## Purchase Summary

### Fare Summary

Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - Flex	142.00
Return Flight - Flex	142.00
Surcharges	24.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	19.11
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	401.36
Number of passengers	x 1
Total airfare, taxes and options	401.36
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$401.36</b>

### Payment Information

Credit/Debit Card [REDACTED] Amount paid: \$401.36  
The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$401.36 (Airfare - per ticket)

Ticket number(s) [REDACTED]

## enRoute City Guide

### Calgary

Calgary grew up fast through successive energy booms, so it still feels a lot like a small prairie town - albeit a small prairie town with more than a million people that's now Western Canada's engine of commerce...



[Read the complete guide](#)

### Fare Rules

Departing Flight Edmonton (YEG) To Calgary (YYC) - Flex  
Return Flight Calgary (YYC) To Edmonton (YEG) - Flex

- Changes: