

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 December 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)
Dec-14	P-Card	Meeting	404				404			
Total			\$ 404	\$ -	\$ -	\$ -	\$ 404	\$ -	\$ -	\$ -

Total for the Month \$ 404

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:	20/12/2014
HEALTH OPERATIONS Cardholder's Dept	SEVENTH STREET PLAZA Cardholder's Site/Location	Total Statement Amount:	\$403.46
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
28/11/2014	372800761	AIR CAN [REDACTED] AIR CANADA	403.46	CAD	403.46	.00	.00	Attendance at AB Clinical Pathways Steering Committee Meeting (Executive Lead/Co-chair)

Signatures
Cardholder Designate (if Applicable)

By signing this statement

- 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.

Kim Belore
Name of Cardholder Designate

Executive Assistant
Cardholder Designate Position/Title

KBelore
Signature of Cardholder Designate

22 JAN 2015
Date of Signature

Cardholder

By signing this statement

- 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.
- 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.
- I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.

GORDON, DEB

Name of Cardholder

VICE PRESIDENT & CHIEF HEALTH OPERATIONS OFFICER,
NORTHERN AB
Cardholder Position/Title

[Signature]
Signature of Cardholder

22 JAN 2015
Date of Signature

Approver Designate (if Applicable)

By signing this statement

- 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.
- 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.
- I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.

Susan Best
Name of Approver Designate

Exec Assistant
Approver Designate Position/Title

[Signature]
Signature of Approver Designate

Jan. 23/15
Date of Signature

Approver

By signing this statement

- 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.
- 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.
- I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.

Deborah Rhodes
Name of Approver

VP Corp. Services & CFO
Approver Position/Title

[Signature]
Signature of Approver

Jan. 27/15
Date of Signature

Submit approved statement with attachments to Accounts Payable:
Attach:

- Original (or scanned) itemized receipts with documented business reasons including names of participants where required
- Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report)
- And where applicable:
 - Copies of pre-approvals for travel
 - Personal cheque payable to "Alberta Health Services"
 - Return, refund and/or credit receipts
 - Disputes letter
 - Business reasons for travel require detailed descriptions – include where travelled to, who attended (if meal), why travel was necessary and detailed explanation of reason.

Address:

Alberta Health Services
Accounts Payable
7th Street Plaza
10th Floor, North Tower, 10030-107 Street
Edmonton, AB T5J 3E4

Accounts Payable only:

Reference #: _____

Reviewed by: _____

Date: _____

Your booking is confirmed. Booking reference: [REDACTED]

An email booking confirmation has been sent to: deb.gordon@albertahealthservices.ca.

Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com.

Passengers Ms Deborah Ann Gordon

Airfare	310.00
Options	0.00
Taxes, fees and charges	93.46
Travel Insurance	Purchase travel insurance
Grand Total	\$403.46
Canadian dollars	

Flight	From	To	Departure	Arrival
AC8133	Edmonton (YEG)	Calgary (YYC)	07:00 Wed 03-Dec 2014	07:53 Wed 03-Dec 2014
AC8172	Calgary (YYC)	Edmonton (YEG)	18:30 Wed 03-Dec 2014	19:25 Wed 03-Dec 2014

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.



Attendance @
AB Clinical Pathways
Steering committee
mtg
AIR CANADA
↳ co-chair /
exec. lead.

Booking Information

Booking Reference: [REDACTED]

Customer Care

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

Air Canada
1-888-247-2262

Main Contact:
Ms Deborah Ann Gordon
deb.gordon@albertahealthservices.ca
Mob [REDACTED]
Home [REDACTED]
Work [REDACTED]

Flight Arrivals and Departures
1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8133 ¹	Edmonton, Edmonton Int'l (YEG) Wed 03-Dec 2014 07:00	Calgary (YYC) Wed 03-Dec 2014 07:53	0	0hr53	DH4	Flex, W	
AC8172 ¹	Calgary (YYC) Wed 03-Dec 2014 18:30	Edmonton, Edmonton Int'l (YEG) Wed 03-Dec 2014 19:25	0	0hr55	DH3	Flex, V	

Operated by:
1 Air Canada Express - Jazz

Passenger Information

1: Ms Deborah Ann Gordon : Adult (16+), Ticket Number: [REDACTED]

Air Canada - Aeroplan [REDACTED] Meal Preference: **None**
Payment Card: [REDACTED] Special Needs: **None**
Seat Selection: AC8133 9C, AC8172 7D

Purchase Summary

Fare Summary

Total charge for 1 adult	
Air Transportation Charges	
Departing Flight (Flex) (including surcharges)	144.00
Return Flight (Flex)	166.00

(including surcharges)	
Options	0.00
Taxes, Fees and Charges	93.46
Total Airfare Charge	403.46
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$403.46

Payment Information

Credit/Debit Card amount paid: \$403.46
The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$403.46 (Airfare - per ticket)

Ticket number(s):

Fare Rules

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

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

• **Changes:**

- o Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- o **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- o **Same-day standby** is available **only** to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- o Flights can only be used in sequence from the place of departure specified on the itinerary.

• **Cancellations:**

- o Tickets are **non-refundable** and **non-transferable**.
- o **Cancellations** can be made up to 45 minutes prior to departure.
- o Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- o Customers who **no-show** their flight will forfeit the fare paid.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Up to 24 hours after the purchase of a **new ticket**, Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)
- Read complete fare rules applicable to this fare.

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our Baggage Guide .

Carry-on Baggage

On your Air Canada, Air Canada Express, or Air Canada rouge-operated flight, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15,5 x 21,5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details.

Checked Baggage

Please see below for details on the bags you plan to check in at the baggage counter.

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

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

Regular Baggage Allowance	1st bag:	2nd bag:
	Complimentary	\$25.00 CAD
		+ taxes* per direction
	Max. weight per bag: 23 kg (50 lb)	
	Max. linear dimensions per bag: 158 cm (62 in)	

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South