

## Official Administrator and Executive Expense Report

**Name** Doug Tupper  
**Title** Chair, Quality Assurance & Patient Safety Advisory Committee  
**Location** Calgary  
 Expenses submitted during the month of February 2015

Month-Year	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
<b>Travel (1)</b>										
Feb-15	Expense	Meetings	786	42		386	1,214			
<b>Total</b>			\$ 786	\$ 42	\$ -	\$ 386	\$ 1,214	\$ -	\$ -	\$ -

**Total for the Month** \$ 1,214

Maximum daily single meal expense claimed in the month \$ 21  
 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



AHS - AP Processing - Internal Use Only	
Voucher #	
Naming Convention:	
T4A/NR Applicable? - If yes, indicate line & amt	

## OFFICIAL ADMINISTRATOR AND COMMITTEE MEMBER REMUNERATION AND EXPENSE CLAIM FORM

### SECTION 1: PAYEE INFORMATION

Name:	Doug Tupper	Vendor# (if known)		Expense Period Month:	Jan-Feb 2015
Address:	[REDACTED]	City:	Edmonton	Province:	AB
Postal Code:	[REDACTED]	Country:		Phone #:	[REDACTED]
Reason for Expense &/or Business Case					

### 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	\$41.55
Travel Exp (B+C+E)	101	0005	71110300000	62212000	\$1,171.95
Other (D)	101	0005	71110300000	41090000	\$0.00
<b>TOTAL PAYMENT</b>					<b>\$1,213.50</b>

**Rationale is Required for expenses that are not Cost Effective:** (supporting analysis and documentation must be attached to this form)

### SECTION 3: AUTHORIZATION

I attest that I have read and understand all applicable policies of Alberta Health Services 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 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 above.

Claimant (Print Name)	Signature: I, by signing this form, attest that I am compliant to all the above statements	Date	Phone#
Doug Tupper	<i>Doug Tupper</i>	March 10/15	[REDACTED]

I attest that I have read and understand all applicable policies of Alberta Health Services 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 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 above.

Approved by (Print Name)	Position Title/Program Group	Date	Phone#
Dr. Carl Amrhein	Official Administrator	Apr 02	[REDACTED]
Signature: I, by signing this form, attest that I am compliant with all the above statements	DOFA Level	Position#	[REDACTED]

- 1) All cheques and attachments will be mailed out by Accounts Payable. Cheques will NOT be pulled and returned to departments for mailing.
- 2) Non-compliant and incomplete/improperly authorized payment requisitions will be returned without processing.

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(e) 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 more information, questions or concern about the collection, use or disclosure of your health personal information, please contact Mark Palka, Director Accounts Payable at 780-735-0506 or email: Mark.Palka@albertahealthservices.ca

*Deborah Rhodes*  
 Deborah Rhodes  
 AP Quality VP Corporate Services & Chief Financial Officer

Date: March 31/15 Phone Number: [REDACTED]  
 Position Number: [REDACTED] DOFA Level: [REDACTED]

For payment please submit to the Official Administrator office:  
 14<sup>th</sup> Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmonton AB T5J 3E4, Attention: Von Whiting

Carry forward from Section 1

Name: **Doug Tupper** Vendor# (if known) Expense Period Month: **Jan-Feb 2015**

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 above

**SECTION 4A: OFFICIAL ADMINISTRATOR & COMMITTEE MEMBER - TRAVEL EXPENSE CLAIM**

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		With Receipt					
			Meal Type	Allowance	Meal Type	With Receipt				
7-Jan-15	Meeting with Verna Ylu regarding the QSAC agenda for February 26, 2015	Yes					\$12.50	✓	17	
19-Feb-15	Attended the Finance Advisory Committee Meeting and Audit & the Risk Advisory Committee Meeting on February 19, 2015.									
24-Feb-15	Airfare from Tuscon, AZ to Edm and Return to attend HRAC Meeting and Chair QSAC Meeting on February 26, 2015.	Yes					\$785.63	✓		
24-Feb-15	Taxi from Oro Valley House to Tuscon, AZ Airport	Yes	BL-\$20.80	\$20.80	✓		\$97.31	✓		
24-Feb-15	Taxi from Edmonton Airport to Residence.	Yes					\$68.00	✓		
26-Feb-15	Mileage from Residence to SSP and parking to attend HRAC Meeting and Chair QSAC Meeting	Yes					\$30.00	✓	17	
26-Feb-15	Attended the Human Resources Advisory Committee Meeting.									
26-Feb-15	Chaired the Quality & Safety Advisory Committee Meeting.									
27-Feb-15	Taxi from residence to Edmonton Airport.	Yes	D-\$20.75	\$20.75	✓		\$65.00	✓		
27-Feb-15	Taxi from Tuscon Airport to Oro Valley House.	Yes					\$96.34	✓		
<b>Total: (amount auto fills to page 1)</b>			\$41.55		\$0.00	\$0.00	\$1,154.78	\$0.00	34.00	

(17.17)

<b>Total: (amount auto fills to page 1)</b>	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
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<b>OA &amp; COMMITTEE MEMBER Mileage Rate</b>	0.505	<b>Total Mileage</b>	\$ 17.17
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For payment please submit to the Official Administrator office:  
 14<sup>th</sup> Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmonton AB T5J 3E4, Attention: Von Whiting

DETACH THIS PORTION FOR VALIDATION



RECEIPT OR VALIDATION  
IMPERIAL PARKING  
CANADA CORPORATION  
10230 - 107TH STREET  
EDMONTON, ALBERTA T2B 1R7

LIC. NO.:

AMOUNT:

12.50



TAXES INCLUDED (G.S.T. REG. #88731 5638 FT0001)  
VISIT OUR WEBSITE AT www.Impark.com

Co-op Taxi Line  
(780) 425-2525  
www.co-optaxi.com

AIRPORT TAXI SERVICE  
4600 101 ST. (780) 9967076  
EDMONTON, AB  
T6E-5G3

Term ID: 05047586

Terminal 698/66234874  
Driver 3493  
15/02/27 13:37:51

Purchase

Entry Method: C

Invoice #: 919

Amount: \$ 62.00

Tip: \$ 6.00

Total: \$ 68.00

2015/02/24

15:49:06

Seq #:

Appr Code:

Resp Code: 01/027

VISA CREDIT  
A0000000031010  
E2 #0 0C 11 90 54 4F A2  
00 00 00 00 00  
F3 00  
06 12 #6 E3 02 EB AC 4A

FARE : \$ 65.00  
TOTAL : \$ 65.00

APPROVED - THANK YOU  
(01-027)

IMPORTANT: Retain a  
copy for your records

Customer Copy

APPROVED  
Thank You

Customer Copy

- IMPORTANT -  
retain this copy for your records

14643 546 R10031

DATE 2/24/15 TIME

AMOUNT 75.00 CAB#

DRIVER

FROM #

TO = 97.31 CAN

No. WWW.YELLOWCABAZ.COM  
COMMENTS@YELLOWCABAZ.COM

DATE 2/27/15 TIME

AMOUNT 75.00 CAB#

DRIVER

FROM = \$96.34 CAN

TO

No. WWW.YELLOWCABAZ.COM  
COMMENT@YELLOWCABAZ.COM

RECEIPT  
IMPARK LOT 256  
NO IN AND OUT PRIVILEGES

License Plate Number

Expiration Date/Time

06:00 PM  
FEB 26, 2015

Purchase Date/Time: 09:20am Feb 26, 2015

Total Parking: \$20.57

Total gst: \$1.43

Total Due: \$30.00

Total Paid: \$30.00

Ticket #

S/N #: 5000245104

Setting: Lot 256

Mach Name: Meter 1

Rate: \$30 - All Day  
Payment Type: Card

Auth #  
GST #807315630RT0001

# U.S AIRWAYS

[Print](#)

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You've confirmed

Original date issued: Saturday, January 24, 2015

US Airways



Scan at any US Airways kiosk to check in.

## Trip details

### DEPART

## TUS → YEG

Tucson, AZ to Edmonton, Canada  
Tuesday, February 24, 2015

Status: Flown

Flight # / Carrier	Depart	Arrive	Travel time	Meal	Aircraft	Cabin	Seats
5582 <small>Operated by Mesa Airlines</small>	9:05 AM TUS	11:07 AM PHX	1h2m	None	CRJ 900	Coach (27)	—
<small>Stop/Change plane</small>							
584 <small>Operated by Mesa Airlines</small>	11:05 AM PHX	2:42 PM YEG	3h37m	None	A319	Coach (17)	—

### RETURN

## YEG → TUS

Edmonton, Canada to Tucson, AZ  
Friday, February 27, 2015

Status: Flown

Flight # / Carrier	Depart	Arrive	Travel time	Meal	Aircraft	Cabin	Seats
509 <small>Operated by Mesa Airlines</small>	3:25 PM YEG	6:43 PM PHX	3h18m	None	A319	Coach (16)	—
<small>Stop/Change plane</small>							
5542 <small>Operated by Mesa Airlines</small>	7:50 PM PHX	8:38 PM TUS	0h48m	None	CRJ 900	Coach (27)	—

US Airways

Operated by Mesa Airlines via US Airways Express

## Passenger summary

Passenger name

Douglas Alfred Topper

Tag of departure plane

## Bags

Pay for your checked bags when you check in online or at the airport! Read more about bags.

Carry on*	Checked bag†	Personal item
All flights	1	1
Checked bags (with airport processing)	\$35	2nd bag
Domestic (U.S., Puerto Rico, USVI, Canada)	\$35	\$35
Mexico/Caribbean/Central America***	\$35	\$35
Brazil / South America / Transpacific	\$35	\$35

Transatlantic

\*You're allowed 1 carry-on bag up to 45 lb/115 cm or a soft-sided garment bag up to 61 lb/130 cm, and 1 personal item that's smaller than your carry-on item (for example a purse, small briefcase or laptop bag).

\*\*1st & 2nd checked bags can be up to 50 lbs and 62 inches except Brazil where you're allowed up to 70 lbs. Europe fees apply for travel to/from Asia through Europe. Baggage fees are non-refundable.

\*\*\*First bag fee waived for Leon/Guaymas, Guatemala; Mexico City and Monterrey, Mexico; Port Au Prince, Haiti; Port of Spain, Trinidad and Tobago; Santo Domingo and Santiago, Dominican Republic; Kingston, Jamaica; Guatemala City, Guatemala; Managua, Nicaragua; San Pedro Sula and Tegucigalpa, Honduras. First and second bag fees waived for Panama City, Panama; San Salvador, El Salvador.

1st, 2nd and 3rd checked bag fees waived

- (Overweight / oversize fees still apply)
- Confirmed First and Business Class customers
- Dividend Miles Chairman's Preferred (4th bag fee waived if confirmed in First/Business Class)
- AAdvantage Executive Platinum (4th bag fee waived if confirmed in First/Business Class)
- oneworld Emerald (4th bag fee waived if confirmed in First/Business Class)
- Active U.S. military with ID and dependents traveling with them on orders (1st - 5th bags free of charge)
- Active U.S. military with ID on personal travel

1st and 2nd checked bag fees waived

- (Overweight / oversize fees still apply)
- Dividend Miles Gold and Platinum Preferred
- AAdvantage Platinum
- oneworld Sapphire

1st checked bag fees waived

- (Overweight / oversize fees still apply)
- Dividend Miles Silver Preferred
- AAdvantage Gold
- oneworld Ruby
- Eligible US Airways MasterCard® and US Airways Visa® cardmembers

Other guidelines:

- Overweight/oversize fees and fees for 3 or more bags apply. Read all baggage policies.
- If you're traveling with an infant, the child is allowed 1 fully collapsible stroller or 1 child restraint device or car seat (no charge). If you're traveling outside the U.S., Puerto Rico or USVI with an infant in lap, your child is also allowed 1 checked bag (checked bag fees apply - max 62 in/157 cm and 50 lbs/23 kg).
- If one or more of your flights is on a partner airline, please check with the other airline for information on optional fees.

Terms & conditions

- Ticket is non-transferable.
- You must contact US Airways on or before your scheduled departure to cancel any or all of your flights. If you don't, your entire itinerary will be cancelled and there may be no remaining value to use toward another ticket.
- Any change to this reservation, including flights, dates, or cities, is subject to a fee per passenger (according to the rules of the original fare). The new itinerary will be priced at the lowest available published fare at the time of change, which may result in a fare increase.
- Checked baggage fees may apply.
- Air transportation on US Airways is subject to the US Airways Contract of Carriage. View this document in PDF format. Air transportation on a partner airline is subject to that carrier's Contract of Carriage.
- Security regulations may require us to disclose to government agencies the data you provide to us in connection with this reservation.
- Changes to the country of origin are not permitted, except for changes between the United States and U.S. territories.
- Send US your compliments and/or complaints.

Total travel cost (1 passenger)

1 passenger	501.00 USD
Taxes and fees	114.60 USD
<b>Total</b>	<b>615.60 USD</b>

↳ Charged to \*\*\*\*4067 (Visa)

**= 785.63 CAD** ✓