

AHS Board and Executive Expense Report

Name Hugh D. Sommerville
Title AHS Board Member
Location Drumheller

Expenses submitted during the month of February 2016

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)
Feb-16	Expense Claim	Meetings		32		308	340			
Feb-16	Direct Billing	Meetings			155		155			
Total			\$ -	\$ 32	\$ 155	\$ 308	\$ 495	\$ -	\$ -	\$ -

Total for the Month \$ 495

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 145
 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.

BOARD MEMBER EXPENSE CLAIM FORM

SECTION 1: PAYEE INFORMATION

Name:	Hugh D. Sommerville, Q.C.		Expense Period Month:	Feb-16	
Address:	[REDACTED]	City:	Drumheller		
Province:	Alberta	Postal Code:	[REDACTED]	Country:	Canada
Reason for Expense	Travel to Edmonton for AHS Board Meeting				

SECTION 2: FINANCE CODING & TOTAL CLAIM

Description	Corp/BU/Or g	Location (if applicable)	Functional Centre/Primary	Expense/ Secondary Acct	Total (Note: This column will auto fill)
Meals (A)	101	0005	71110300000	45000000	\$32.35 ✓
Travel Exp (B+C+E)	101	0005	71110300000	62212000	\$308.05 ✓
Other (D)	101	0005	71110300000	41000000	\$0.00
TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE					\$340.40 ✓

SECTION 3: AUTHORIZATION

I attest that I have read and understand all applicable policies 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 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>Hugh Sommerville</i>	Date	Phone#
Hugh D. Sommerville, Q.C.		7-Mar-16	[REDACTED]

I attest that I have read and understand all applicable policies of 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 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>Linda Hughes</i>	Date
	Mar - 13/16

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 32(1) 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

14th Floor, North Tower, Seventh S

Deborah Rhodes
Deborah Rhodes, VP Corporate Services & CFO
Position # [REDACTED] DOFA Level: [REDACTED]

amstra

Carry forward from Section 1

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

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				
24-Feb-16	Travel to Edmonton from Drumheller for AHS Board Meeting.	yes	L-\$11.60	\$11.60					305	
25-Feb-16	Return to Drumheller from Edmonton Board Meeting.	yes	D-\$20.75	\$20.75					305	
Total: (amount auto fills to page 1)				\$32.35	✓	\$0.00	\$0.00	\$0.00	\$0.00	610.00

BOARD MEMBER Mileage Rate	0.505	Total Mileage	\$ 308.05
----------------------------------	--------------	----------------------	------------------

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

Carry forward from Section 1

Name:	Hugh D. Sommerville, Q.C.	Expense Period Month:	42401
-------	---------------------------	-----------------------	-------

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)

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 : Hugh Sommerville	Reporting Period for the Month of : Feb-16
--------------------------------	---------------------------------------------------

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
24-Feb-2016	Direct Billing	Hotel	1 night accommodation to attend Board Meeting on February 25, 2016.	Other	155.32
	Direct Billing				
Total Paid in the Month					\$ 155.32



Alberta Health Services



Room Number: [Redacted]

Arrival Date: 02-24-16

Departure Date: 02-25-16

Page No: 1 of 1

Guest Name: Sommerville, Hugh

COPY OF INVOICE

Folio No [Redacted]

02-26-16

Date	Description	Charges	Credits
02-24-16	Room Revenue	145.00	
02-24-16	Destination Marketing Fee - 3%	4.35	
02-24-16	Tourism Levy - 4%	5.97	
Total		155.32	0.00
Balance		155.32	

Signature: _____

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #866344302 RT 0001

Coded March 02, 2016
101 0005 7110300000
62312000