

AHS Board and Executive Expense Report

Name Hugh D. Sommerville AHS Board Member Title Drumheller Location Expenses submitted during the month of December 2017

							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)
Dec-17 Dec-17	Expense Claim Direct Billing	Meetings Meetings				42		533	82 3		871 563					
Total			\$	-	\$	42	\$	533	\$ 85	9 \$	1,434	\$	-	\$	-	\$
Total for the Month	\$ 1,434															
Maximum da	ily single meal expens ily base hotel rate clai y air travel in the mon		\$ \$ \$	21 189 -												

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.



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AHS - AP Processing - Internal Use Univ

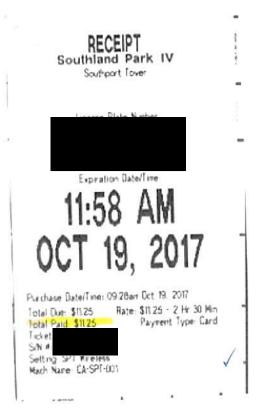
Voucher # Naming Convention

T4A/NR Applicable? - If yes, indicate line & ant

BOARD MEMBER EXPENSE CLAIM FORM

	Sommervil	le			Expen	se Period	Oct-Dec 20	17
Address:				City:				
Province:		P	ostal Code:		Country:	Canada		
Reason for Expense	Edmonton	; and attendance at l	ary regarding Governa Edmonton; Governar Private and Public Boa		er 19, 2017 in (Calgary; at		Board
SECTION 2: FINA	NCE CODI	NG & TOTAL CLAI	M					
Description	Corp/BU/Q IS	Location (If applicable)	Eunctional Centre/Prima	м	Expensel Secondary Acct	(Note: Th	<u>Totaj</u> is column wili	l auto fill
Meals (A)	101	0005	7111030000	00	45000000		\$41.50	1
ravel Exp (B+C+E)	101	0005	7111030000	0	62212000		\$829.00	1
other (D)	101	0005	7111030000	0	41090000		\$0.00	
		TOT	AL AMOUNT PAYABL	E BY ACCOUN	TS PAYARI F		\$870.50	/
y behalf from Alberta He. (Iest that expenses subm aimant (Print Name)	ed in this clam oth Services or inted in this clai	SI Lapplicable policies that pe are for valid business purp any other Organization im have been incurred by u	Itan to these expenses, and toses for Alberta Health Serve same a cost effective method, og mis togener han tan compare	ZATION confirm expenses b ces Board and that otherwise rational	Wing claimed are in this claim has not l e and supporting a	been previou nalysis is pro	with such police sly claimed by m	es.
when the expenses endor y behalf from Alberta He. (Inst that expenses subm aimant (Print Name) ugh D. Sommerville Unst that I have read and litest the expenses enclose	ed in this claim lith Services or itted in this claim understand all od in this claim	SI Lapplicable policies that per are for valid bosiness purp any other Organization im have been incurred by u Signature 1 Signature Applicable policies of that p are for valid bosiness purp	ECTION 3: AUTHOR Itan to these expenses, and poses for Alberta Health Serec same a cost effective method, ing his to Part for that an compar- pertain to these expenses, an	ZATION confirm expenses b ces Board and that otherwise fational meta-ative store store d confirm expenses	wing claimed are in this claim has not I e and supporting a errores Date Dec. 2:	been previou nalysis is pro 2/17	with such policy sky claimed by m inded below. Phone#	et or on
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when the expenses enclo- y behall from Alberta He. (Lest that expenses subm aimant (Print Name) ugh D. Sommerville litest that I have read and litest that I have read and litest the expenses encloss imant or on their behall f test that expenses subm	ed in this claim olth Services or atted in this claim understand all od in this claim form Alberta He cted in this claim	I applicable policies that pe i are for valid business purg any other Organization. Im have been incurred by u Signature 1 Kupv Applicable policies of that p are for valid business purp with Services or any other (ECTION 3: AUTHOR itan to these expenses, and toses for Alberta Health Services is a cost effective method, or the tornarian compar- pertain to these expenses, an oses for Alberta Health Services Organization.	ZATION confirm expenses b ces Board and that otherwise rational religion relationses d confirm expenses es Board and that t otherwise rationale	whing claimed are in this claim has not to e and supporting a enoise Date Dec. 2 being claimed are his (Claim has not b and supporting ar	nulysis is pro <u> <u> </u> </u>	with such policy sly claimed by m rided below. Phone# Te with such policy aly claimed by th	et or on

Carry forward from Section 1 Expense Period Oct-Dec 2017 Name: Hugh D. Sommerville Month: 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 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). Meal (Allowance OR Receipt)(A) Cost With Receipt or Transportation Description: (include purpose Allowance Other Accom-Effective Allowance Outside Mileage km (Flight, Car Rental, Date of trip, mode of travel, starting Within Canada modation (Itemize) Fuel, Parking, Taxi) method Canada (E) point, details of expenditure) (D) (B) (C) used? Meal Allow-Meal Amount Type Type ance Mileage from Drumheller to Calgary and return to meet with Corporate 19-Oct-2017 Yes 330 Secretary regarding Governance Committee. Parking to attend above meeting in 19-Oct-2017 \$11.25 Yes Calgary. \checkmark Mileage from Drumheller to Edmonton and return to attend Board Meeting on 26-Oct-2017 Yes 610 October 26, 2017 in Edmonton. Parking in Edmonton (travel paid by another Board) to attend Governance \$35.00 29-Nov-2017 Yes Committee Meeting in Edmonton. Mileage from Drumheller to Edmonton and return to attend Private and 5-Dec-2017 Yes D-\$20.75 \$20.75 610 Public Board Meetings on December 1 06, 2017 6-Dec-2017 Per diem. D-\$20.75 \$20.75 Yes 1 \$0.00 \$46.25 \$0.00 Total: (amount auto fills to page 1) \$41.50 \$0.00 V 1.550.00 **BOARD MEMBER Mileage Rate** 0.505 **Total Mileage** 782.75 S







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:

Hugh Sommerville	Reporting Period for the Month of : Oct-17
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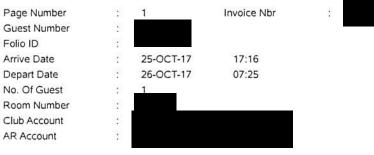
YES

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
25-Oct-2017	Direct Billing	Hotel	One night accommodation and parking to attend Private Board Meeting on October 26, 2017 in Edmonton.	Other	243.69
	Direct Billing			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	Э
Total Paid in the	Month				\$ 243.69

The Westin Edmonton 10135 100 St Edmonton, AB T5J 0N7 Canada Tel: 780-426-3636 Fax: 780-428-1454

Hugh Sommerville





Copy

Tax ID : 815461330RT0001 The Westin Edmonton_OCT-27-2017_08:40

Date Reference	Description	Charges (CAD)	Credits (CAD)
25-OCT-17	Room Charge	189.00	
5-OCT-17	GST	9.73	
5-OCT-17	Destination Marketing Fee	5.67	
5-OCT-17	Tourism Levy	7.79	
5-OCT-17	Parking Self	30.00	
5-OCT-17	GST	1.50	
26-OCT-17	Transfer to A/R		-243.69
	** Total	243.69	-243.69

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Continued on the next page

*** Balance

Accommodations	\$213.69
Parking	30.00

-0.00



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- 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:

Name : Hugh So	mmerville Reporting Per	riod for the Month of :	Dec-17
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YES

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
5-Dec-2017	Direct Billing	Hotel	Two nights accommodation to attend Private and Public Board Meetings on December 06, 2017 in Edmonton.	Other	319.22
	Direct Billing			Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	Π.
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	. .
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	5
Fotal Paid in the	Month				\$ 319.22

MATRIX

Alberta Health Services 14th Floor North Tower 10030 107 St Edmonton, AB T5J 3E4

Guest Name: Sommerville, Hugh

COPY OF INVOICE

Folio No:

Room Number:	
Arrival Date:	12-05-17
Departure Date:	12-07-17
Page No:	1 of 1

12-08-17

Date	Description		Charges	Credits
12-05-17	Room Revenue		149.00	
12-05-17	Destination Marketing Fee - 3%		4.47	
12-05-17	Tourism Levy - 4%		6.14	
12-05-17	Room GST - 5%		7.67	
12-06-17	Room Revenue		149.00	
12-06-17	Destination Marketing Fee - 3%		4.47	
12-06-17	Tourism Levy - 4%		6.14	
12-06-17	Room GST - 5%		7.67	
12-08-17	Adj - Room GST - 5%		-15.34	
		Total	319.22	0.00
		Balance	319.22	

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. #721109924 RT 0001