

## AHS Board and Executive Expense Report

**Name** Hugh D. Sommerville  
**Title** AHS Board Member  
**Location** Drumheller

Expenses submitted during the month of January 2020

			Travel (1)					Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel			
Jan-20	Expense Claim	Meetings		42		327	369			
<b>Total</b>			\$ -	\$ 42	\$ -	\$ 327	\$ 369	\$ -	\$ -	\$ -

**Total for the Month** \$ 369

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.

### 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.



Employee# [Redacted]

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

### BOARD MEMBER EXPENSE CLAIM FORM

**SECTION 1: PAYEE INFORMATION**

Name: Hugh D. Sommerville Expense Period Month: Jan-20

Address: [Redacted] City: [Redacted]

Province: [Redacted] Postal Code: [Redacted] Country: Canada

Reason for Expense: Attended Strategic Planning Board Meeting on January 29 and Board Meeting on January 30, 2020.

**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	\$41.50
Travel Exp (B+C+E)	101	0005	71110300000	62212000	\$327.25
Other (D)	101	0005	71110300000	41090000	\$0.00
<b>TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE</b>					<b>\$368.75</b>

**SECTION 3: AUTHORIZATION**

I attest that I have read and understand the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and confirm expenses being claimed are in compliance with such policy to the best of my understanding and belief.

I attest the expenses included 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): Hugh D. Sommerville Signature: [Signature] Date: Feb 19/20 Phone#: [Redacted]

I attest that I have read and understand the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and confirm expenses being claimed are in compliance with such policy to the best of my understanding and belief.

I attest the expenses included in this claim are for valid business purposes for Alberta Health Services Board and that this claim has not been previously claimed by the University 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): David Weyant, Q.C. Position Title/Program Group: Board Chair

Signature: [Signature] Date: Feb 12, 2020

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(c) 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 payment please submit to:  
14<sup>th</sup> Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmonton AB T5J 3E4, Attention: Jennifer Hamstra

Deborah Rhodes Feb. 11/20  
Deborah Rhodes, VP Corporate Services & CFO  
Position # [Redacted] DOFA Level [Redacted]

**Carry forward from Section 1**

<b>Name:</b>	Hugh D. Sommerville	<b>Expense Period Month:</b>	Jan-20
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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).

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 Within Canada		With Receipt or Allowance Outside Canada					
			Meal Type	Allowance	Meal Type	Amount				
29-Jan-2020	Mileage from Drumheller to Calgary and return to attend Strategic Planning Board Meeting.	Yes							300	
29-Jan-2020	Parking and dinner per diem. Attended Strategic Planning Board Meeting in Calgary on January 29, 2020	Yes	D-\$20.75	\$20.75			\$10.00			
30-Jan-2020	Mileage from Drumheller to Calgary and return to attend Board Meeting.	Yes							300	
30-Jan-2020	Parking and dinner per diem. Attended Board Meeting in Calgary on January 30, 2020	Yes	D-\$20.75	\$20.75			\$14.25			
<b>Total: (amount auto fills to page 1)</b>			\$41.50		\$0.00	\$0.00	\$24.25	\$0.00	600.00	

<b>BOARD MEMBER Mileage Rate</b>	0.505	<b>Total Mileage</b>	\$ 303.00
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THANK YOU

THANK YOU

THANK YOU

INDIGO  
LOT 150

PARKING PERMIT

Meter: [REDACTED]  
Trans: [REDACTED]  
Paid: \$10.00  
Purchase Time:  
7:55AM JAN 29, 2020

License Plate:  
[REDACTED]

Base Price: \$9.52  
GST: \$0.48  
Total Price: \$10.00  
Card: [REDACTED]  
Auth: [REDACTED]

Expires:  
**JAN29 2020**  
**7:00PM**

THANK YOU

GST 120996095RT0004

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PAR

RECEIPT  
Southport

License Plate Number

[REDACTED]

Expiration Date/Time

**08:08 AM**  
**JAN 31, 2020**

Purchase Date/Time: 08:08am Jan 30, 2020  
Total Due: \$14.25      Rate: \$14.25 - 24 Hours  
Total Paid: \$14.25      Pmt Type: CC (Swipe)  
Ticket [REDACTED]  
S/N #: [REDACTED]  
Setting: SPT Wireless  
Mach Name: CA-SPT-001

[REDACTED] MasterCard      Auth #: [REDACTED]

www.ahs.ca  
Do Not Place On Dash