

AHS Board and Executive Expense Report

Name Jitendra Prasad
Title Chief Program Officer, Contracting, Procurement & Supply Management
Location Edmonton
 Expenses submitted during the month of April 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)
Apr-17	Expense Claim	Meetings		72	223	45	340			
Apr-17	Direct Billing	Meetings	329				329			
Total			\$ 329	\$ 72	\$ 223	\$ 45	\$ 669	\$ -	\$ -	\$ -

Total for the Month \$ 669

Maximum daily single meal expense claimed in the month \$ 24
 Maximum daily base hotel rate claimed in the month \$ 199
 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.

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total
PRASAD, JITENDRA	Chief Program Officer, Contracting, Procurement & Supply Management	Edmonton	\$ 339.92

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
4/12/2017	Attended CPSM Vax Conversion meeting in Calgary	AB - Other Zones	Parking - Lot or Parkade	\$ 45.00				1			
4/12/2017	Attended CPSM Vax Conversion Meeting in Calgary	AB - Other Zones	Meals Per Diem	\$ 24.00			Dinner \$24.00	1			
4/12/2017	Attended CPSM Vax Conversion Meeting in Calgary	AB - Other Zones	Accommodations	\$ 223.42				2			
4/13/2017	Attended CPSM Vax Conversion Meeting in Calgary	AB - Other Zones	Meals Per Diem	\$ 47.50			Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			

Approver(s) for the claim	Approval Status	Approval Date
RHODES, DEBORAH	Approve	17-May-17

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax Code CA5%

P3 South E 13/04/17 17:15
Receipt [REDACTED]

Nested Parking
Short-term parking tkt
DL/EP - No. [REDACTED]
12/04/17 15:23
13/04/17 17:15
Period 1d2h1'
(Tax)

\$45.00

Total

\$45.00

Payment Received

[REDACTED] \$45.00

Auth: [REDACTED]
Type: Swiped

Sub Total

\$42.86

Tax 5%

\$2.14

68029502 - 1/1



MARRIOTT
CALGARY AIRPORT
IN-TERMINAL HOTEL

Mr Jitendra Prasad
Canada

Room Number: [REDACTED]
Arrival Date: 04-12-17
Departure Date: 04-13-17
CRS Number: [REDACTED]
Rewards No: [REDACTED]
Page No: 1 of 1

INVOICE

Folio No: [REDACTED]

04-13-17

Date	Description	Charges	Credits
04-12-17	Room Charge	199.00	
04-12-17	Rooms Destination Market Fee	5.97	
04-12-17	Rooms Tourism Levy	8.20	
04-12-17	Room GST	10.25	
04-13-17	Visa Card [REDACTED]		223.42
Total		223.42	223.42
Balance		0.00	

Your Marriott Rewards Points/Frequent Flyer Miles earned will be credited to your account and will appear on your next statement.

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 : Jitendra Prasad	Reporting Period for the Month of : March 21 to April 20, 2017
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
31-Mar-2017	Direct Billing	Airline Ticket	CPSM Operational Alignment Meeting - Flight cancelled	Marlin Travel	179.20
12-Apr-2017	Direct Billing	Airline Ticket	Attended CPSM Vax Conversion Meeting in Calgary	Marlin Travel	\$150.00
					-
Total Paid in the Month					\$ 329.20



Invoice

ALBERTA HEALTH SERVICES
 ALBERTA HEALTH SERVICES
 10030 - 107 STREET
 EDMONTON AB
 T5J 3E4

Trip #: [REDACTED]
 Booking Date: 27 Mar 17
 Client: [REDACTED]
 Agent: [REDACTED]

File Locator: [REDACTED]

PASSENGERS: MR JITENDRA PRASAD

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
AIR CANADA ONLINE Confirmation # [REDACTED]	29.20	0.00	\$0.00	0.00	0.00	29.20 CAD
AIR CANADA ONLINE Confirmation # [REDACTED]	150.00	0.00	\$0.00	0.00	0.00	150.00 CAD
Total:	179.20	0.00	0.00	0.00	0.00	179.20 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	03/27/2017	[REDACTED]	[REDACTED]	150.00 CAD
	[REDACTED]	03/27/2017	[REDACTED]	[REDACTED]	150.00 CAD
Total Payment:					300.00 CAD

Balance Due CAD Currency -120.80 CAD

Payment Due Date: 27 Mar 17

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101
 REASON FOR TRAVEL COSN OPP ALLIGNMENT MEETING

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL
 ***** AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0 ***** PLEASE REVIEW YOUR ITINERARY FOR ACCURACY***
 PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY -----
 -----WESTJET AIRLINE RULES----- TICKET IS NON REFUNDABLE CHANGES PERMITTED UP TO 2 HOURS PRIOR TO FLIGHT TIME CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY TICKET MUST BE CANCELLED AT LEAST 2 HOURS PRIOR OR NO CREDIT WILL APPLY 24 HOURS IN ADVANCE GO TO WWW.WESTJET.COM TO CHECK IN AND PRINT YOUR BOARDING PASS.

ALBERTA HEALTH SERVICES
ALBERTA HEALTH SERVICES
10030 - 107 STREET
EDMONTON AB
T5J 3E4

Trip #: [REDACTED]
Booking Date: 27 Mar 17
Client: [REDACTED]
Agent: [REDACTED]

File Locator: [REDACTED]

MY ITINERARY

Passengers **Citizenship** **Required Travel Documents**
JITENDRA PRASAD Not Specified Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



AIR

Passengers: JITENDRA PRASAD **Booking Date:** 03/27/2017
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	08133	EDMONTON INTL 03/31/2017 7:20AM		CALGARY INTL 03/31/2017 8:19AM	V		

Passengers: JITENDRA PRASAD **Booking Date:** 03/27/2017
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	08133	EDMONTON INTL 03/31/2017 7:20AM		CALGARY INTL 03/31/2017 8:19AM	V		

Passengers: JITENDRA PRASAD **Booking Date:** 03/27/2017
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	08225	CALGARY INTL 03/31/2017 6:00PM		EDMONTON INTL 03/31/2017 6:52PM	V		

Passengers: JITENDRA PRASAD **Booking Date:** 03/27/2017
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	08225	CALGARY INTL 03/31/2017 6:00PM		EDMONTON INTL 03/31/2017 6:52PM	V		



Invoice

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	Trip #: [REDACTED] Booking Date: 11 Apr 17 Client: [REDACTED] Agent: [REDACTED] File Locator: [REDACTED]
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PASSENGERS: MR JITENDRA PRASAD

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
AIR CANADA ONLINE Confirmation # [REDACTED]	150.00	0.00	\$0.00	0.00	0.00	150.00 CAD
Total:	150.00	0.00	0.00	0.00	0.00	150.00 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	04/10/2017		[REDACTED]	150.00 CAD
Total Payment:					150.00 CAD

Balance Due CAD Currency 0.00 CAD

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101
REASON FOR TRAVEL CPSM VAX CONVERSION

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL
 ***** AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0 *****
 *****PLEASE REVIEW YOUR ITINERARY FOR ACCURACY***
 PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY -----
 ----AIR CANADA RULES----- TICKET IS NON REFUNDABLE CHANGES PERMITTED UP TO 2 HOURS PRIOR TO FLIGHT TIME CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY 24HOURS IN ADVANCE GO TO WWW.AIRCANADA.COM TO CHECK IN AND PRINT YOUR BOARDING PASS.

ALBERTA HEALTH SERVICES
ALBERTA HEALTH SERVICES
10030 - 107 STREET
EDMONTON AB
T5J 3E4

Trip #: [REDACTED]
Booking Date: 11 Apr 17
Client: [REDACTED]
Agent: [REDACTED]
File Locator: [REDACTED]

MY ITINERARY

Passengers	Citizenship	Required Travel Documents
JITENDRA PRASAD	Not Specified	Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



AIR

Passengers: JITENDRA PRASAD

Booking Date: 04/10/2017
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	08169	EDMONTON INTL		CALGARY INTL	V		
		04/12/2017 4:55PM		04/12/2017 5:47PM			



AIR

Passengers: JITENDRA PRASAD

Booking Date: 04/10/2017
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	08225	CALGARY INTL		EDMONTON INTL	Q		
		04/13/2017 6:00PM		04/13/2017 6:50PM			