

Official Administrator and Executive Expense Report

Name Dr. John Cowell
Title Official Administrator
Location Calgary

Expenses submitted during the month of October 2013

Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Travel (1)										
Oct-2013	Expense Claim	Mobility Charges					-			263
Total			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	263

Total for the Month \$ 263

Maximum meal expense claimed in the month \$ -
 Maximum daily 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



TRAVEL, HOSPITALITY & WORKING SESSION EXPENSE CLAIM

SECTION A: EMPLOYEE DETAILS (for AHS Staff ONLY)

* Enter employee # (old) and Employee # (E-People) if your payroll has migrated to the New E-People payroll system
 * Indicate N/A in the Employee # (E-People) if your payroll has not migrated to the New E-People payroll system
 * If you are a new employee and your payroll is E-People you will only have an Employee # (E-People)

Expense Date From: 1-Sep-13 To: 10-Oct-13
 Travel Period from: _____ to _____
 Out-of-Province Travel: _____

Name: Dr. John Cowell Position (Title): Official Administrator
 Location: [Redacted] Dept: OA Office DOFA Level: _____ (if applicable) Union: _____ Business Phone #: [Redacted] Ext: _____
 Employee # (E-People): N/A

SECTION E: FINANCE CODING & TOTAL CLAIM

CAPITAL PROJECT CODING ONLY → Project Number: _____ Project Task Number: _____
 Expenditure Organization: _____ Expenditure Type: _____

Total - Section B: Travel - Pg 2					Total - Section C&D: Other & Foreign Expenses - Pg 3					TOTAL REIMBURSEMENT	
Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense	Bal Unit	Location	Functional Centre (FC)	Secondary/ Expense	Total Expense	Total Section B	Total Section C&D
2A					101	0005	71110300004	64020000	\$262.92		\$262.92
2B											
2C											
2D											
									**User to enter Coding & \$ Amounts	\$262.92	
NOTE: This section auto fills from page 2A, 2B, 2C & 2D										NOTE: These fields do not automatically fill for Section C & D	
										Total Section B	
										Total Section C&D	\$262.92
										Less Cash Advance	
										TOTAL CLAIM	\$262.92

SECTION F: AUTHORIZATION

Employee Signature: _____ Date: Oct 24, 2013

Approved By (PRINT ONLY): Deborah Rhodes DOFA Level: [Redacted] Position #: [Redacted] Phone #: [Redacted] Ext: _____
 Signature: Deborah Rhodes Title: Allie Date: Nov 14/13

Approved By (PRINT ONLY): _____ DOFA Level: _____ Position #: _____ Phone #: _____ Ext: _____
 Signature: _____ Title: _____ Date: _____

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EXPENSE CLAIM DETAILS

if NOT claiming any expenses in Sections C or D, this page does NOT have to be submitted.

SECTION C: OTHER EXPENSES					Emp # (E-People)	N/A	Page 3			
<p>• Expenses to be claimed in this section include but are not limited to: Hospitality, Hosting, Working Sessions, Relocation, Continuing Education, Business Insurance, and miscellaneous expenses. → If expenses are for <u>travel, gas, etc.</u>, go to Section B on pg 2. • ALL "OTHER" expenses listed below MUST have a secondary/expense code indicated!</p> <p align="center">***Subtotal "Other Expenses" for each functional centre separately and enter each subtotal into column "Section C Total" on page 1 Section E***</p>										
Date dd-mmm-yy	Business Reason for Expense - Detailed Description Required (include who attended-(if meal/Hospitality), why expense was required, what expense was and pertaining to and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	Finance Coding			Completion of the "Cost Effective Method Used" Column is REQUIRED. If you select "No" in this column or the amount being claimed exceeds the Policy limit stated in "Appendix A", Further Explanation is REQUIRED in the "Rationale is Required" section on this page					
		Bal Unit	Location	Functional Centre	Secondary/ Expense eg. 41000000 (8 characters)	Cost Effective Method Used? Y/N	Continuing Education Select type from dropdown menu (if applicable)	GST is ON bill slip/receipt, enter total amount in this column WITH GST	GST is NOT on bill slip/receipt, enter total amount in this column	TOTAL OTHER \$
10-Oct-13	Rogers Phone bill for cell phone use to do AHS business. AHS phone was not accessible at the commencement of appointment with AHS, therefore personal phone was used.	101	0005	71110300004	64020000	Yes		\$262.92		\$262.92

SECTION D: FOREIGN CURRENCY										
<p>ONLY ENTER IN THIS SECTION IF AMOUNT NOT CONVERTED INTO CDN \$ (conversion not indicated on receipt/statement) If foreign currency has been converted to CDN \$ on your receipt, enter expense in CDN \$ in either Section B or C as applicable</p>										
<p>Please click on the following link for the Bank of Canada exchange rate using the date of expense</p>			<p>Bank of Canada Currency Converter →</p>				<p>Select foreign country in 'From cell', and Canadian Dollar in 'To cell'; Enter date of expense in both date cells then select convert which will give the exchange rate - enter this amount in exchange rate column</p>			
Date dd-mmm-yy	Business Reason for Travel - Detailed Description Required (include destination, who attended-(if meal), why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	Finance Coding			Secondary/ Expense eg. 41000000 (8 characters)	Cost Effective Method Used? Y/N	Completion of the "Cost Effective Method Used" Column is REQUIRED. If you select "No" in this column or the amount being claimed exceeds the Policy limit stated in "Appendix A", Further Explanation is REQUIRED in the "Rationale is Required" section on this page			
		Bal Unit	Location	Functional Centre			Foreign Currency Amount	Currency Type	Exchange Rate	Canadian Value

Rationale is Required for expenses that are not Cost Effective
 (Any analysis supporting the method to assess cost effectiveness should be attached to the claim form)

Expenses Paid (Retain a copy for your records)
 Do not include amounts paid by Alberta Health Services or reimbursed / reimbursable by another organization
 3 of 3-

Wireless Services for [REDACTED]
DR JOHN COWELL

Account Number: [REDACTED]
 Invoice Number: [REDACTED]
 Invoice Date: Oct 10, 2013

Regular charges

Ending Oct 10	Wireless usage	145.00
Oct 11 - Nov 10	Shared Plan w/Double Min*	65.00
	LTE 6GB Data Share Plan	30.00
	Canadian LD Anytime Option	5.00
	6pm Early Eve & Wknd Calling	0.00
	Value Pack*	12.79
	Call Waiting	2.00
	100 Bonus Business Minutes	0.00
	Gov't Regulatory Recovery Fee	2.13
	Call Forwarding/Call Transfer	3.00
	Savings: Call Forwarding/ Call Transfer	-3.00
Total before taxes:		\$262.92
Total for Wireless:		\$262.92

Savings
 You saved **\$3.00** on your Wireless services

Your services include:
***Shared Plan w/Double Min**
 -1300 Shared Weekday Minutes (Shared Between All Subscribers)
 - Unlimited Eve/Wknd Mins (Starting at 9pm)
 - Unlimited Sent & Received Messages Text, IM, Email, Picture & Video (Device Dependent)
 - Unlimited Canada-wide Between Us Calling
 - 2500 Call Forwarding Mins
 - Conference Calling
 - Call Waiting

***Value Pack**
 - Call Display with Name Display
 - Enhanced Voicemail

This Value Pack saves you \$8/mth (40%) vs. individual pricing at time of subscription.

Wireless usage summary ending Oct 10/13

Type of usage	Usage Description	You used	Unit of measure	Total cost (\$)
Voice	Other Minutes	3:00	Min:Sec	0.00
Voice (S)	100 Bonus Business Minutes	200:00	Min:Sec	0.00
Voice (S)	650+650 Shared Weekday Min	1300:00	Min:Sec	0.00
Voice	6pm Early Eve & Wknd Calling	514:00	Min:Sec	0.00
Voice	Weekday	365:00	Min:Sec	146.00
Data (S)	LTE 6GB Data Share Plan - Included	162.79	MB	0.00
Msg (S)	Messaging Bundle - Received	33	Msgs	0.00
Msg (S)	Messaging Bundle - Sent	35	Msgs	0.00
Total Wireless Usage:				\$146.00

(S) Shared Services

LEGEND
 LD = Long Distance
 MMS = Multimedia Msg
 KB = Kilobyte
 MB = Megabyte
 GB = Gigabyte

DATA GUIDE
 1 MB = 1024 KB
 1 GB = 1048576 KB
 1 GB = 1024 MB
 Visit rogers.com/dataguide for more information