

Official Administrator and Executive Expense Report

Name Penny Rae
Title Chief Information Officer
Location Calgary
 Expenses submitted during the month of Aug 2014

Travel (1)										
Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Aug-14	P-Card	Meetings	949				949			
Aug-14	Expense Claim	Meetings		62			62			
Total			\$ 949	\$ 62	\$ -	\$ -	\$ 1,011	\$ -	\$ -	\$ -

Total for the Month \$ 1,011

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.

Car allowance and any other employment benefits reported in the annual financial statements are excluded from this report

Instruction:

- Attached ALL original detailed receipts and supporting documents in the same order as it appears on this statement
- Cardholder AND Approver's signatures required where indicated below

RAE, PENELOPE Cardholder's Name	CHIEF INFORMATION OFFICER Cardholder's Position/Title	Billing Reporting Period:	20/08/2014
INFORMATION TECHNOLOGY Cardholder's Dept	QUARRY PARK Cardholder's Site/Location	Total Statement Amount:	\$949.37
PENNY.RAE@ALBERTAHEALTHSERVICES.CA Cardholder's e-mail address		Last 6 digits of the P-Card #: XXXXXXXXXX	

Statement of Transactions

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
06/08/2014	360308282	DELTA 0082366280394 DELTA	711.94	CAD	711.94	00	00	Airfare fr Cgy to Madson. Wt on Sept 14
19/08/2014	361512119	WESTJET 838061601866Z, Westjet Airlines	5.25	CAD	5.25	00	00	Seat selection for flight on August 20 from Edmonton to Calgary
19/08/2014	361512120	WESTJET 8382100736016, Westjet Airlines	232.18	CAD	232.18	00	00	Flight from Edmonton to Calgary on August 20

✓
✓
✓

1
2
3

OK

Signatures		
Cardholder Designate (if Applicable) By signing this statement <ul style="list-style-type: none"> I hereby certify that I have reviewed and reconciled this statement in BMO Online to the best of my ability in accordance to AHS Corporate Policies Program User Guide and Training. I have allocated the transaction(s) to the proper cost centre. 		
<u>Downa Rand</u> Name of Cardholder Designate	<u>Executive Assistant</u> Cardholder Designate Position/Title	
<u>Downa Rand</u> Signature of Cardholder Designate	<u>August 22, 2014</u> Date of Signature	
Cardholder By signing this statement <ul style="list-style-type: none"> I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy. I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization. A personal cheque for any personal expenses inadvertently charged is attached. I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided. 		
<u>RAE, PENELOPE</u> Name of Cardholder	<u>CHIEF INFORMATION OFFICER</u> Cardholder Position/Title	
<u>[Signature]</u> Signature of Cardholder	<u>August 25, 2014</u> Date of Signature	
Approver Designate (if Applicable) By signing this statement <ul style="list-style-type: none"> I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy. I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization. A personal cheque for personal expenses inadvertently charged has been obtained. I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided. 		
<u>Susan Best</u> Name of Approver Designate	<u>Exec. Assistant</u> Approver Designate Position/Title	
<u>[Signature]</u> Signature of Approver Designate	<u>Aug. 27, 2014</u> Date of Signature	
Approver By signing this statement <ul style="list-style-type: none"> I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy. I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization. A personal cheque for personal expenses inadvertently charged has been obtained. I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided. 		
<u>Deborah Rhodes</u> Name of Approver	<u>VP Corporate Services + CFO (Acting)</u> Approver Position/Title	
<u>[Signature]</u> Signature of Approver	<u>Sept. 3/14</u> Date of Signature	
Submit approved statement with attachments to Accounts Payable:		
Attach: <ul style="list-style-type: none"> Original (or scanned) itemized receipts with documented business reasons including names of participants where required Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report) And where applicable: <ul style="list-style-type: none"> Copies of pre-approvals for travel Personal cheque payable to "Alberta Health Services" Return, refund and/or credit receipts Disputes letter Business reasons for travel require detailed descriptions – include where travelled to, who attended (if meal), why travel was necessary and detailed explanation of reason. 	Address: Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street Edmonton, AB T5J 3E4	
Accounts Payable only:		
Reference #: _____	Reviewed by: _____	Date: _____

Dawn Rand

From: Delta Air Lines [DeltaAirLines@e.delta.com]
Sent: August 06, 2014 2:16 PM
To: Penny Rae
Subject: PENELOPE J CALGARY 14SEP14



Airfare Calgary to Madison, Wisconsin on Sunday, September 14th to attend EPIC Executive Sessions and CIO Roundtable meetings (September 15 to Sept. 17/14)

YOUR ITINERARY AND RECEIPT

Please review before your trip:

Check in for your flight up to 24 hours prior to departure at delta.com or with the Fly Delta app - also check flights, change seats, reserve car and hotels, and much more.

To access your boarding pass at the airport, print email now and scan at a Delta self-service kiosk.

Make changes to eligible electronic tickets through My Trips at delta.com.

If you need to contact Delta for assistance please call 1-800-221-1212 or visit delta.com/help.

Thanks for choosing Delta.

Flight Confirmation #: [REDACTED] Ticket #: [REDACTED]

Your Flight Information

Date	Time	Origin	Time	Destination	Airline	Class	Notes
Sun 14SEP	2:30pm	CALGARY	6:06pm	MPLS-ST PAUL	DELTA 1227	ECONOMY (M)	Snacks For Sale
	7:35pm	MPLS-ST PAUL	8:33pm	MADISON	DELTA 864	ECONOMY (M)	

Offset your Carbon Emissions

We have partnered with The Nature Conservancy to allow you to offset your carbon emissions for this trip. Go to delta.com/CO2 to calculate your CO2 emissions and learn more about offsetting.

Your Flight Details [Manage Trip >](#)

Passenger Details	Flights	Seats
PENELOPE JANE RAE Add SkyMiles #	DELTA 1227 DELTA 864	17F 21E

>Join SkyMiles

[x]

***Visit delta.com or use the Fly Delta app to view, select or change your seat

If you purchased an Economy Comfort seat or a Trip Extra, please visit My Trips to access a receipt of your purchase.

[x]

Receipt Information

Billing Details

Passenger:

PENELOPE JANE RAE

Payment Method:

[REDACTED]

Ticket Number:

FARE:

592.50 CAD

Taxes/Carrier-imposed Fees:

119.44

Ticket Amount:

711.94 CAD

/NONREFUNDABLE/CHANGE FEE MAY APPLY

This ticket is non-refundable unless issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply and are displayed in the sections below.

[x]

Details - Taxes/Carrier-imposed Fees

Total:

119.44

Itemized:

5.60 XA 6.20 YC 12.10 CA 31.74 XG 6.30 AY 30.00 SQ 7.90 XY 19.60
US

[x]

Fare Details

YYC DL X/MSP DL MSN Q7.50 585.00MA00A0NQ CAD592.50END

[x]

Ticketing Details

Passenger:

PENELOPE JANE RAE

Ticket #:

[REDACTED]

Place of Issue:

YVRWEB

Issue Date:

06AUG14

Expiration Date:

06AUG15

[x]

Baggage Fees

Thank you for being a valued customer. The fees below are based on your original ticket purchase information. If you qualify for free or discounted checked baggage, this will be taken into account when you check in.

Airline Rule Applied	Origin	Destination	Baggage	Tax	Total

Sun 14 Sep 2014							
DELTA	YYC	MSP	FREE ¹	\$25	\$35	\$0.00	\$60.00
			CARRY ON	FIRST	SECOND		
DELTA	MSP	MSN	FREE ¹	FREE	FREE	\$0.00	\$0.00
			CARRY ON	FIRST	SECOND		
Visit delta.com for details on baggage embargos that may apply to your itinerary.							\$60.00

1: On Delta-operated flights, you may carry on one bag and a small personal item free of charge. Carry-on allowances may differ and fees may apply for flights operated by carriers other than Delta. Contact the operating carrier for detailed carry-on limitations and charges.

BusinessElite/First/Business Class weight allowance reverts to 50 lbs for all checked bags beyond the regular free allowance. Travelers to/from Key West, Florida are limited to one checked bag.










At the time of check in with Delta for Delta-marketed and Delta-operated flight(s) (including Delta connection), SkyMiles Medallion® members, SkyTeam Elite & Elite Plus and active US Military personnel are eligible for fee waivers and other benefits. For more details, visit delta.com/baggage.

At the time of check in with Delta for Delta-marketed and Delta-operated flight(s) (including Delta connection), Basic Cardmembers with a Gold, Platinum, or Reserve Delta SkyMiles Credit Card from American Express are eligible for the first bag fee waiver. Waiver is only for normal bag fee, if any, for the first checked bag that is not overweight or oversize under Delta's applicable rules as set forth in Delta's contract of carriage. See delta.com/firstbagfree for more details.

A standard checked bag with Delta may be up to 50 lbs and 62 linear inches (per piece). Additional fees apply for oversize, overweight, and/or additional pieces of checked baggage. Please review Delta's baggage guidelines for details. Weight and size restrictions may vary when checking baggage on carriers other than Delta. Contact the operating carrier for detailed checked baggage allowances. You must be checked in at the gate by the applicable check-in deadlines or your reservation may be cancelled. Please review Delta's check-in requirement guidelines for details. Check-in requirements vary by airline, so if your ticket includes travel on other airlines, please check with the operating carrier on your ticket.

Do you have comments about our service? Please email us to share them.

Questions regarding your upcoming flight? Please contact us at the following:
Delta 1-800-221-1212 | Air France 1-800-237-2747 | Alitalia 1-800-223-5730 | KLM 1-800-618-0104

  NEED MORE MILES? > Buy and transfer miles on delta.com.	  DELTA ASSIST. > Take advantage of customer support on Twitter with @DeltaAssist (also offered in Spanish, Portuguese and Japanese).	  HILTON HHONORS. > Earn 1 mile per eligible dollar spent with Hilton HHonors.	  SHOP AND EARN. > Earn 1 mile per dollar spent on designer deals at Gilt.com. Shop now.
			

Terms & Conditions

Conditions of Carriage

Air transportation on Delta and the Delta Connection® carriers is subject to Delta's conditions of carriage. They include terms governing for example:

- Limits on our liability for personal injury or death of passengers, and for loss, damage or delay of goods and baggage.
- Claim restrictions including time periods within which you must file a claim or bring action against us.
- Our right to change terms of the contract.
- Check-in requirements and other rules established when we may refuse carriage.
- Our rights and limits of our liability for delay of failure to perform service, including schedule change,

Flight Confirmation Number: [REDACTED]

YOUR PURCHASE IS COMPLETE. THANKS FOR CHOOSING DELTA.

WHAT'S NEXT

Now that you've finished booking your trip:

- Your e-Tickets, confirmations, receipts, and flight notifications will be emailed to you at penny.rae@albertahealthservices.ca.
- Obtain your receipt for Trip Extras purchased by selecting Email Receipts below. If you purchased a Delta 24 Hour Wi-Fi Pass your receipt will be sent from Gogo®.
- Visit My Trips to access your itinerary, manage your flight online and purchase Trip Extras.
- Add Trip Protector to protect against trip cancellations and interruptions with Allianz Global Assistance.
- If you have a smartphone, get the Fly Delta app to check in, get alerts on flight and gate changes, and more.

UPGRADE TO ECONOMY COMFORT™

Enjoy more legroom and priority boarding for as low as \$9

- Complimentary beer, wine and spirits and up to 50% more recline are also available on select international flights.
- Medallion® members receive free or discounted Economy Comfort seats

[GET IT NOW](#)

[Email Receipts](#) [Get Notifications](#) [Add to Calendar](#)

[PRINT CONFIRMATION](#)

OUTBOUND	Sun, 14 Sep 2014 2:30PM YYC to 8:33PM MSN 1-Stop DL 1227, DL 864	Show Details			
2:30PM YYC	8:33PM MSN	1-Stop	5 hr 03 min	DL 1227	Economy (M)
		MSP	1h 29m Layover	DL 864	Economy (M)

[Complete Delta Air Lines Baggage Information](#)

In-Flight services and amenities may vary and are subject to change.

PASSENGER DETAILS

Passenger	From	To	Seat Assignment	Special Services (e.g. Wheelchair)	Trip Extras
Mrs. Penelope Jane Rae	Calgary, AB (YYC)	Minneapolis/St Paul, MN (MSP)	17F Change Seats	Add/Edit	
	Minneapolis/St Paul, MN (MSP)	Madison, WI (MSN)	21E Change Seats	Add/Edit	

Baggage Information

25	C	35	C
FIRST	A	SECOND	A
	D		B


Visit delta.com for details on baggage embargoes that may apply to your itinerary.

1 On Delta operated flights, you may carry on one bag and a small personal item at no charge. Carry-on allowances may differ and fees may apply for flights operated by carriers other than Delta. Contact the operating carrier for detailed carry-on limitations and charges.

ADD CAR

MADISON, WI

PICK-UP: SUN, 14 SEP 2014 8:33PM
 DROP-OFF: MON, 15 SEP 2014 8:33PM



DANE COUNTY REGIONAL (MSN) FIND CAR

Hertz

BOOK + EARN
Book on delta.com and you'll save up to 40% and earn miles. [Learn More](#) Shop Cars

 **ADD HOTEL**



MADISON, WI

CHECK-IN: SUN, 14 SEP 2014
CHECK-OUT: MON, 15 SEP 2014

ROOMS : 1

 **BEST PRICE GUARANTEE** FIND HOTEL

WHY BOOK HERE? IT'S ALL ABOUT THE MILES.
Earn miles every time you book a hotel at delta.com Shop Hotels

PAYMENT INFORMATION

Contact	Billing Information	Payee
Telephone numbers [REDACTED]	Payment Type [REDACTED]	Mrs. Penelope Rae [REDACTED]

▼ COST DETAILS PER PASSENGER

Passenger	Total Fare	Trip Extras	Total
Mrs. Penelope Jane Rae	C\$711.94 (CAD)	\$0.0 (USD)	C\$711.94 (CAD)+ \$0.0 (USD)

[View fare rules](#) | [View Detailed Charges](#) | [View Extras Terms & Conditions](#)

TOTAL AMOUNTS CHARGED

Flight:	C\$711.94 (CAD)
Trip Extras:	\$0.00 (USD) ¹
Trip Protection:	C\$0.00 (CAD)

Total amount charged: **C\$711.94 (CAD) + \$0.00 (USD)¹**

[Currency Calculator](#)

¹You will automatically be billed in USD for your trip additions.

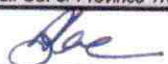



↑ ↓
[Log in To My Delta](#) | [Sign Up Now](#)
 | [Not Me](#)
 SkyMiles#, Email or Username

 Password or PIN

Out of Province Travel Approval

- All travel expenses must be approved in accordance to "Appendix A" of the Alberta Health Services [Travel Policy](#)
- Pre-Approval form MUST be attached to the actual expense claim

Employee Information					
First Name Penny		Last Name Rae		Employee Number [REDACTED]	
Phone Number [REDACTED]		Reports To [REDACTED]			
Department Information Technology			Office Location Quarry Park, Calgary		
Travel Details					
Purpose of Trip Attendance at the annual EPIC User Group meetings in Madison, Wisconsin (September 14th to September 17th)					
Destination Madison, Wisconsin		From 14-Sep-2014	To 17-Sep-2014		
Finance Coding / Accounting Distribution					
Corp/BU/Org	Location / Site		Functional Centre / Primary		
Project Coding					
Project [REDACTED]	Task 10.1.06.03	Expense Type Out of Province Travel		Expense Org 101.0005.71125000127	
Estimate of Expenses					
Category	Description				Amount
Accommodation Charge	\$128.07 x 3 nights x (1.0970) exchange rate				\$421.48
Meals	\$41.55 x 4				\$166.20
Registration	\$600 (1.0970) exchange rate				\$658.20
Airfare					\$711.94
Taxi/Rental Car/Fuel/Parking/Bus/LRT					\$200.00
Other Expenses (please specify)	Airport Parking, baggage charges, etc.				\$150.00
Currency <input type="checkbox"/> CDN <input type="checkbox"/> USD <input type="checkbox"/> OTHER					\$2,307.82
Total Estimated Travel Costs		*Bank of Canada Currency Converter	Exchange Rate	\$0.00 Cdn\$	\$2,307.82
*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					
Approvals (Pre-approvals for all Out-of-Province Travel must be per DOFA table) authorization table					
Employee Signature 		Date (dd-Mon-yyyy) 6 - AUGUST - 14	Phone Number [REDACTED]		
Approved by (Print Name) Deborah Rhodes	Signature 	Date (dd-Mon-yyyy) 11 - 08 - 14	Phone Number [REDACTED]		
Title		Position Number	DOFA Level		
Acting CFO					
Approved by (Print Name)		Signature	Date (dd-Mon-yyyy)	Phone Number	
Title		Position Number	DOFA Level		

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.

2 and 3

Dawn Rand

From: noreply@itinerary.westjet.com on behalf of WestJet Airlines [noreply@itinerary.westjet.com]
Sent: August 18, 2014 1:04 PM
To: Penny Rae
Subject: Reservation Confirmation

Seat Selection on Flight from Edmonton to Calgary on August 20th after attending (1) Quarterly Business Review with Oracle (2) IT Direct Reports / Managers Meeting



Flight from Edmonton to Calgary on August 20th after attending (1) Quarterly Business Review with Oracle (2) IT Direct Reports / Managers Meeting

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary. Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight. This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

Booking Confirmation

Your reservation code is



Main contact: Mrs Penelope Rae
E-mail: penny.rae@albertahealthservices.ca
Phone Number

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#)

Guest

Mrs. Penelope Rae

Flight
WestJet FF
Ticket Number
Seat

Edmonton (YEG)-Calgary (YYC)



Air Itinerary Details

WS3207 Edmonton, CA Calgary, CA Fare type: Flex
Operated by WESTJET Wed 20 Aug, 2014 04:35 PM Wed 20 Aug, 2014 05:28 PM Non-stop
ENCORE

Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 172.00	CAD 12.00	CAD 48.18	CAD 232.18	x 1	CAD 232.18
						Total airfare: CAD 232.18

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 11.06
CA	Air Travellers Security Charge (ATSC)	CAD 7.12
SQ	Airport Improvement Fee (AIF)	CAD 30.00
		Total taxes: CAD 48.18

Fare family benefits

YEG-YYC: Flex Seat Sale Benefits

- One complimentary checked bag *
- Fully refundable if cancelled within 24 hours of booking **
- Advanced seat selection - \$5-34.50 *
- \$50-57.50 itinerary change fee + applicable fare difference
- \$50-57.50 name change fee
- \$50-57.50 cancellation fee, balance credited toward future WestJet flight purchases ~

- * Not applicable on flights operated by our airline partners
- ** Excluding flights departing within 24 hours of booking
- ~ Non-refundable to original form of payment

Seats

Regular seat	WS 3207 YEG - YYC Seat 6A Mrs Penelope Rae	CAD 5.00 + CAD 0.25 Tax
		Total Seats: CAD 5.25

Total

Charged to MASTERCARD		CAD 232.18
Charged to MASTERCARD		CAD 5.25
Total		CAD 237.43

WestJet offers

Get travel insurance

Don't forget to include travel insurance as part of your trip. WestJet has partnered with RBC Insurance® to provide you with the right coverage for your travel experience. [Get a quote](#)

Important Information

Thank you for choosing WestJet
 QST # 1202807956TQ0001 GST # 866112535

- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airlines partners](#) ; it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage](#) info page.
- [Positive identification](#) is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
- For detailed information on your flight visit:
 - [Fares, taxes and fees](#) (For [change/cancel guidelines](#), [baggage fees](#), [service fees](#) and other [taxes and fees](#))
 - [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
 - [Seat selection](#) (How it works, changing your seat and more)
 - [Inflight services](#) (Buy on board, [up! magazine](#) and more)
 - [Inflight entertainment](#) for information on our live seatback television.
- Carbonzero and WestJet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the [purchase of carbon offsets](#).
- We appreciate hearing about your experience with us. If you would like to provide us with feedback, please see our [contact us](#) page and select the give feedback tab. You may also send us a letter at: WestJet Campus, Attention Guest Relations, 22 Aerial Place N.E. Calgary, Alberta Canada T2E 3J1.

[Important Legal Notice](#)

[Terms and Conditions](#)

Contact Information

If you have questions about your reservation, call WestJet at 1-888-937-8538 (1-888-WESTJET) and have the itinerary number ready. Thank you for choosing WestJet.

WESTJET

RAE/PENELOPE
20AUG14

20AUG14

FLT:
VOL:

WS 3207

GATE:
PORTE:

49I

FL
VO

RAE/PENELOPE

PNR

SE

EDMONTON, AB

4:35PM

KS YEGSS083

DEP: YEG

ARR:

CALGARY, AB

5:28PM

ARR: YYC

BOARDING TIME
HEURE D'EMBARQUEMENT

SEAT/PLACE

SEAT/PLACE

3:55PM

6A

6A

OPERATED BY/OPERE PAR: WESTJET ENCORE Q400

BOARDING PASS

ELECTRONIC/ELECTRONIQUE

WESTJET REWARDS

CARTE D'EMBARQUEMENT

Westjet flight was cancelled due to mechanical difficulties. Credit to be issued by Westjet which will show on next P-Card Statement

New flight booked with Air Canada which will be shown on next P-Card Statement.

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-Aug-14 To 20-Aug-14
 Travel Period from: 19-Aug-14 To 20-Aug-14 (if applicable)
 Out-of-Province Travel No

Name: Penny Rae Position (Title): Chief Information Officer
 Location: Quarry Park Dept: Information Technology DOFA Level: [Redacted] (if applicable) Union: Business Phone: [Redacted] Ext: [Redacted]
 Employee # (E-People): [Redacted]

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	71125000089	\$62.30						\$62.30		
2B												
2C												
2D												
				\$62.30								

NOTE: This section auto fills from page 2A, 2B, 2C & 2D

**User to enter Coding & \$ Amounts

NOTE: These fields do not automatically fill for Section C & D

TOTAL CLAIM \$62.30 ✓

SECTION F: AUTHORIZATION

I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy.
 I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services 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 above.

Travel, Hospitality and Working Session Expenses Policy - Document# 1122

I, by signing this form, attest that I am compliant to all the above statements
 Employee Signature: [Signature] Date: 25-Aug-14

I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy.
 I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services 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 above.

Approved By (PRINT ONLY): Deborah Rhodes DOFA Level: [Redacted]
 Signature: [Signature] Title: VP Corp Services + CFO (Acting) Date: Sept-3/14

I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy.
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 I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided above.

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

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

sk [Signature]

EXPENSE CLAIM DETAILS

Enter Finance Coding **101 0005 71125000069**

Emp # (E-People) [REDACTED]

Page **2A**

*If expenses incurred are for multiple FC's please use pages 2B,2C,2D (after pg3) as there should be one FC per page OR if more lines are required for the same FC use these additional pages. Enter total \$ amount on slip, **DO NOT** separate any taxes (eg. GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.*

SECTION B: TRAVEL EXPENSES

NOTE: If expenses do not fall into these categories such as Hospitality, Working Session, Relocation, Continuing Education, Business Insurance go to SECTION C

Select from dropdown (column Prov) where expenses were incurred (Out of N.America = Inter'l)
Ensure separate lines are used for claim items that differ in Province, US and Out of North America.

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 on this page

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	Prov, US, or Out of N.Amer where expenses incurred?	What is travel related to?	Cost Effective Method Used? Y/N	Meal (Allowance OR Receipt)				If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)	
					Meal Allowance		Meal with Receipt		Airfare	Hotel	Taxi				
					Meal Type with value	Allowance	Meal Type	with receipt							
19-Aug-14	Carpool to Edmonton after all day meeting in Red Deer in order to attend Quarterly Business Review Mtg and IT DR/Mgrs Meeting in Edm.	AB	Meeting	Yes	D-\$20.75	\$20.75		<input checked="" type="checkbox"/>							
20-Aug-14	Meals in Edmonton on August 20th while attending Quarterly Business Review Meeting with Oracle and IT Direct Reports/Managers Meeting	AB	Meeting	Yes	A-\$41.55	\$41.55		<input checked="" type="checkbox"/>							
SUBTOTALS						\$62.30									Total Kms

MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle
→ details of travel location to & from must be included above under the purpose of travel column
Rates applicable \$0.605 per km for under 5,000km/yr or \$0.47 per km for over 5,000km/yr or per Union Agreement

Enter \$0.605 km, \$0.47 km OR rate per Union Agreement
(see Mileage details to the left) \$0.505

Note: Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3

Mileage \$	
Travel \$ Subtotal	\$62.30
Auto fills on page 1 - TOTAL TRAVEL \$	\$62.30

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)
When not carpooling, flying is a better option when considering productivity. I am able to work at the airport using either my Blackberry, iPad or laptop or just catching up on my reading (e-mails / documentation) prior to the flight, during the flight and in taxis to and from the airport.