

Official Administrator and Executive Expense Report

Name Penny Rae
Title Chief Information Officer
Location Edmonton

Expenses submitted during the month of September 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)
Sep-14	P-Card	Meetings	851		1,013	334	2,198			26
Sep-14	Expense	Meetings		213			213		664	
Total			\$ 851	\$ 213	\$ 1,013	\$ 334	\$ 2,412	\$ -	\$ 664	\$ 26

Total for the Month \$ 3,102

Maximum daily single meal expense claimed in the month \$ -
 Maximum daily base hotel rate claimed in the month \$ 139
 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	CHIEF INFORMATION OFFICER	Billing Reporting Period	<u>20/09/2014</u>
Cardholder's Name	Cardholder's Position/Title	Total Statement Amount:	<u>\$2,224.37</u>
INFORMATION TECHNOLOGY	QUARRY PARK	Last 6 digits of the P-Card #:	<u> </u>
Cardholder's Dept	Cardholder's Site/Location		
PENNY RAE@ALBERTAHEALTHSERVICES.CA			
Cardholder's e-mail address			

Statement of Transactions								
Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
20/08/2014	361639892	COAST EDMONTON PLAZA H. LODGING HOTELS, MOTELS, RESORTS	144.82	CAD	144.82	00	00	Edmonton Hotel the night of August 19th
20/08/2014	361823797	AIR CAN 0142138005775, AIR CANADA	234.28	CAD	234.28	00	00	Air fare - Carried to Edm on Aug 19 and then flew back to Cgy on Aug 20th
26/09/2014	362352042	ASSOCIATED CABALLIED, LIMOUSINES AND TAXICABS	48.10	CAD	48.10	2.29	00	Taxi on Aug 20 from CIA to residence after Edm meetings
28/08/2014	362556328	AIR CAN 0142138273354, AIR CANADA	381.41	CAD	381.41	00	00	Airfare Cgy-Edm return from Sept 8-Sept 9
28/08/2014	362556329	WESTJET 8380616125341, Westjet Airlines	5.29	CAD	5.29	00	00	Seat selection on airfare Cgy/Edm return: Sept 3-5
28/08/2014	302558330	WESTJET 8382101006607, Westjet Airlines	442.31	CAD	442.31	00	00	Airfare Cgy/Edm return Sept 3-5
03/09/2014	363221602	247 TAXI, LIMOUSINES AND TAXICABS	60.50	CAD	60.50	2.88	00	Taxi on Sept 3 from EIA to Matrix Hotel
05/09/2014	363221601	CO OP TAXI LINE LTD, LIMOUSINES AND TAXICABS	61.40	CAD	61.40	2.92		Taxi on Sept 5 from SSP to EIA
05/09/2014	363393855	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	54.60	CAD	54.60	2.60	00	Parking at CIA Sept 3-5 to attend mtgs in Edm.
06/09/2014	363393854	MATRIX HOTEL, LODGING HOTELS, MOTELS, RESORTS	297.80	CAD	297.80	14.18		Edm Hotel Sept 3 & Sept 4
09/09/2014	363997803	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	54.50	CAD	54.50	2.60	00	Parking at the CIA to attend meetings in Edm Sept 8-Sept 9
10/09/2014	363782283	MATRIX HOTEL, LODGING HOTELS, MOTELS, RESORTS	148.90	CAD	148.90	7.09		Edm Hotel the evening of Sept 8
12/09/2014	363997802	PRECISE PARKLINK INC, AUTOMOBILE PARKING LOTS AND GARAGES	8.50	CAD	8.50	40		Parking on Sept 12 at Red Deer Regional Hospital
13/09/2014	364164063	Amazon Marketplace CA, COMPUTER NETWORK/INFORMATION SERVICES	26.25	CAD	26.25	00	00	Book purchase for IT Leadership Team to read
14/09/2014	364164062	DELTA 0068250564303, DELTA	25.00	CAD	25.00	00	00	Baggage Fee on flight from Cgy to Madison WI
14/09/2014	364280538	CHECKER CABS LTD, LIMOUSINES AND TAXICABS	46.11	CAD	46.11	2.20		Taxi on Sept 14 from residence to CIA to fly to Madison, WI
17/09/2014	364765488	KALAHARI RESORTS, LODGING HOTELS, MOTELS, RESORTS	373.95	USD	421.92	00	00	Hotel in Madison, WI Sept 14-Sept 17

- 1
- 2
- 3
- 4
- 5a
- 5b
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16

Transactions without Receipts or supporting documentation								
Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
21/08/2014	361823798	WESTJET 8380616018665, Westjet Airlines	-5.25	CAD	-5.25	00	00	Credit for seat selection on Aug 20 flight which was cancelled due to mechanical difficulties
21/08/2014	361823799	WESTJET 8382100738016, Westjet Airlines	-232.18	CAD	-232.18	00	00	Credit for Aug 20 flight as flight cancelled due to mechanical difficulties

- 17
- 18

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>Down A Rand</u> Name of Cardholder Designate	<u>Executive Assistant</u> Cardholder Designate Position/Title	
<u>Down A Rand</u> Signature of Cardholder Designate	<u>Sept 25, 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>Rae</u> Signature of Cardholder	<u>Sept. 26, 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>Susan Best</u> Signature of Approver Designate	<u>Sept. 26, 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 Corp Services & CFO</u> Approver Position/Title	
<u>Deborah Rhodes</u> Signature of Approver	<u>Sept. 29/14</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:



10155 105th Street,
Edmonton, AB T5J 1E2
Tel: (780) 423 4811 Fax: (780) 423 3204

1016

Hotel in Edm. the night of August 19 in order to attend the following meetings on August 20th: (1) Quarterly Business Review meeting between AHS and Oracle, and (2) IT Direct Reports / Managers meeting

Mrs Penny Rae

Invoice

Invoice date 8/20/2014
Invoice number [REDACTED]
Our reference [REDACTED]
Client Number [REDACTED]
GST Number [REDACTED]

Guest	Mrs Penny Rae	Arrival	8/19/2014	Departure	8/20/2014	Room	[REDACTED]
Date	Description	Quantity	Unit Price			Total ()	
8/19/2014	Room Charge	1	129.00			129.00	
8/19/2014	GST Taxes	1	6.64			6.64	
8/19/2014	Tourism Levy	1	5.31			5.31	
8/19/2014	Destination Market Fee	1	3.87			3.87	
						Total Invoice	144.82
							-144.82
						Total Paid	-144.82
						Total Due	0.00

Total GST 6.64

I agree that my liability for any charges incurred by me 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 of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X _____

For reservations: www.coasthotels.com or 1-800-663-1144

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.
Please bring your itinerary-receipt to the airport.

Air fare from Edmonton to Calgary on August 20th after attending the following meetings: (1) Quarterly Business Review meeting between AHS and Oracle, and (2) IT Direct Reports / Managers meeting

Main Contact Information

Name: Mrs Penelope Rae
E-mail: [REDACTED]
Form of payment: [REDACTED]

Please note: I carpooled with a colleague from Red Deer to Edmonton the afternoon of August 19th.

1-888-422-7533

[International Reservations](#)

[Alert me of flight changes](#)

[Flight notification](#)

Flight Itinerary

Flight	From	To	Aircraft	Booking class	Status
[REDACTED]	Edmonton International (YEG)	Calgary (YYC)	[REDACTED]	[REDACTED]	Confirmed
<i>Operated by:</i>	Wed 20-Aug 2014	Wed 20-Aug 2014			
<i>Air Canada Express-Jazz</i>	18:00	18:49			

Passenger Information

Name: Mrs Penelope Rae
Frequent Flyer Pgm: [REDACTED]

Passenger [REDACTED]

Ticket number: [REDACTED]
Program number: [REDACTED]

Purchase Summary

Passenger [REDACTED] Ticket number [REDACTED]

Date of issue
Fare Amount in Canadian dollars:
(including navigational & other charges)
Taxes, Fees & Charges

20-Aug 2014
186.00

Canada Security Charge (CA)	7.12
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	11.16
Canada Airport Improvement Fee (SQ)	30.00

Total Fare in Canadian dollars:

234.28 ✓

Ticket particularities:
AC ONLY/NON-REF/CHGE FEE

***Fare calculation:**

20AUG14YEA AC YYC Q12.00R174.00CAD186.00 END ROE1.00

Canadian tax registration numbers:

XG Canada Goods and Service Tax (GST) #10009-2287

RC Canada Harmonized Sales Tax (HST) #10009-2287

XQ Quebec Sales Tax (QST) #1000-043-172

Fare Rules Summary

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable and name changes are not permitted.
- Advance seat assignments are not guaranteed and may be changed without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable refundable fees.

Please read Important Information and notices regarding Air Canada's general conditions of carriage.

Important Information & Conditions

Please review this itinerary/receipt and should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Before You Go: A 'To-Do' List

All passengers are advised to view the Travel documentation and US Secure Flight Program US Secure Flight Program for important information on documents and identification required for travel.

Travel Insurance

Canadian Residents - RBC Travel Insurance Company offers Canadian travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of Canada can purchase travel insurance from RBC Travel Insurance Company via www.aircanada.com/insurance or by calling 1-866-530-6021. To make sure you get the best possible protection, purchase insurance prior to your departure.

U.S. Residents - CSA Travel Protection offers American travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of the United States can purchase travel insurance from CSA Travel Protection via www.aircanada.com/us/en/insurance or by calling 1-866-473-3315. To make sure you get the best possible protection, purchase insurance prior to your departure.

Comments, Compliments and Complaints

Would you like to comment on a past travel experience? Your comments, compliments and complaints will help us improve the services we offer. Send us an e-mail (aircanada.com/customerrelations) or write to us at: Air Canada - Customer Relations, PO Box 64239, RPO Thorncliffe, Calgary, AB, Canada T2K 6J7.

Schedules and Timetables

Time and aircraft type shown in timetables or elsewhere are approximate and not guaranteed, and form no part of the contract. Schedules are subject to change without notice and carrier assumes no responsibility for passenger making connections not included as part of the itinerary set out in the ticket. Carrier is not responsible for changes, errors or omissions either in timetables or other representations of schedules.

3

INSIST ON THE PROFESSIONALS

Taxi on September 20th from Calgary International Airport to residence after attending the following meetings in Edmonton: (1) Quarterly Business Review Meeting between AHS and Oracle, and (2) IT Direct Reports / Managers Meeting

DATE: 2014/08/28
PICK-UP TIME: 19:01
DROP-OFF TIME: 19:25
TRIP ID: [REDACTED]
LOCATION: [REDACTED]
CAR NUMBER: [REDACTED]
DRIVER: [REDACTED]
CARD TYPE: [REDACTED]
CARD: [REDACTED]
EXPIRY: [REDACTED]
AUTH: [REDACTED]

FARE (\$) : 43.18
EXTRA (\$) : 8.00
SUBTTL (\$) : 43.18

TIP (\$) : 5.00

TOTAL (\$) : 48.18 ✓

SIGNATURE: [Signature]

FOR ONLINE TAXI BOOKINGS VISIT OUR WEBSITE@WWW.ASSOCIATEDCAB.CA

CUSTOMER'S COPY

RAE PENELOPE

RAE P

[REDACTED]

Frequent Flyer/Voyageur assidu

Cabin/Cabine

Flight/Vol [REDACTED]
Date [REDACTED]

From/De
CALGARY



Destination
EDMONTON-YEG

Flight/Vol [REDACTED]
EDMONTON-YEG

Boarding Time/Heure d'embarquement 05:25 Gate/Porte [REDACTED] Seat/Place 08A

Seat/Place
08A WINDOW/HUBLLOT
Remarks/Observations

Departure Time/Heure de depart 06:00

Airline Use/A usage interne 0013 KYC410



Boarding Pass | Carte d'accès à bord

AIR CANADA

A STAR ALLIANCE MEMBER
MEMBRE CL. RESEAU STAR ALLIANCE

4

Dawn Rand

From: Air Canada [confirmation@aircanada.ca]
Sent: August 28, 2014 8:42 AM
To: Penny Rae
Subject: Air Canada - 08-Sep: Calgary - Edmonton [REDACTED]

Airfare Calgary/Edmonton return Sept. 8/9 to attend the following meetings in Edm.:
(1) Alberta Clinician Council; Weekly IT Exec mtg.; AH/AHS Joint Executive Planning meeting

***** PLEASE DO NOT REPLY TO *****



Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check in kiosk.



Booking Information

Booking Reference: [REDACTED]

Customer Care
Air Canada
1-888-247-2262
Flight Arrivals and Departures
1-888-422-7533

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:

Mrs Penelope J Rae

penny. [REDACTED]

Mobile: [REDACTED]

Home: [REDACTED]

Work: [REDACTED]

At dest: [REDACTED]

Online Services

Manage my booking online (view/change my booking, select seats*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Check-in online and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
[REDACTED]	Calgary (YYC) Mon 08-Sep 2014 06:00	Edmonton, Edmonton Int'l (YEG) Mon 08-Sep 2014 06:52	0	0hr52	[REDACTED]	Tango, S	
[REDACTED]	Edmonton, Edmonton Int'l (YEG) Tue 09-Sep 2014 18:00	Calgary (YYC) Tue 09-Sep 2014 18:50	0	0hr50	[REDACTED]	Tango, S	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mrs Penelope J Rae : Adult (16+), Ticket Number [REDACTED]
Air Canada - [REDACTED] Meal Preference : None
Aeroplan : [REDACTED]
Payment Card: [REDACTED] Special Needs: None
Seat Selection: None

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Tango	138.00
Return Flight - Tango	127.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	18.16
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	381.41
Number of passengers	x 1
Total airfare, taxes and options	381.41
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$381.41

Payment Information

[REDACTED] - Amount paid: \$381.41
The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$381.41 (Airfare - per ticket)

Ticket number(s): [REDACTED]

enRoute City Guide

Edmonton

Sitting on the 53rd parallel, Edmonton is the most northern city in the Americas with a population of over one million. Though it does feel northerly, it doesn't feel particularly crowded, maybe because it straddles the North Saskatchewan River to create the largest urban green space in North America...



Read the complete guide

Fare Rules

Departing Flight Calgary (YYC) To Edmonton (YEG) - Tango
Return Flight Edmonton (YEG) To Calgary (YYC) - Tango

5

Dawn Rand

From: noreply@itinerary.westjet.com on b
Sent: August 28, 2014 8:06 AM
To: Penny Rae
Subject: Reservation Confirmation

Airfare Calgary/Edmonton return Sept. 3- Sept 5 to attend the following mtgs.: (1) IM/IT Strategy Develop. & Engagement Working Session; (2) AHS / Lexmark; (3) Q&HI Sr Leadership Team Meeting; (4) Major Contracts Oversight Committee

[x] _____

Seat selection on flight Calgary/Edmonton return Sept. 3- Sept 5 to attend the following mtgs.: (1) IM/IT Strategy Develop. & Engagement Working Session; (2) AHS / Lexmark; (3) Q&HI Sr Leadership Team Meeting; (4) Major Contracts Oversight Committee

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 [REDACTED]

Main contact: Mrs Penelope Rae
E-mail: [REDACTED]
Phone Number: [REDACTED]

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

Guest

Mrs. Penelope Rae Flight Calgary (YYC)-Edmonton (YEG), Edmonton (YEG)-Calgary (YYC)
WestJet FF
Ticket Number [REDACTED]
Seat YYC-YEG: 5F; YEG-YYC: *

Air Itinerary Details

[REDACTED]	Calgary, CA Wed 03 Sep, 2014 08:00 PM	Edmonton, CA Wed 03 Sep, 2014 08:50 PM	Fare type: Econo Non-stop
[REDACTED]	Edmonton, CA Fri 05 Sep, 2014 04:35 PM	Calgary, CA Fri 05 Sep, 2014 05:25 PM	Fare type: Flex Non-stop

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 323.00	CAD 24.00	CAD 95.31	CAD 442.31	x 1	CAD 442.31

56

Total airfare: CAD 442.31

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 21.06
CA	Air Travellers Security Charge (ATSC)	CAD 14.25
SQ	Airport Improvement Fee (AIF)	CAD 60.00
Total taxes:		CAD 95.31

Fare family benefits

YYC-YEG: Econo Seat Sale Benefits

- One complimentary checked bag *
- Fully refundable if cancelled within 24 hours of booking **
- Advanced seat selection - \$5-34.50 *

- \$75-86.25 itinerary change fee + applicable fare difference
- \$75-86.25 name change fee
- \$75-86.25 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

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

YEG Seat 5F Mrs Penelope Rae

CAD 5.00 + CAD 0.25 Tax

Total Seats: CAD 5.25

Total

Charged to MASTERCARD

CAD 442.31 ✓

Charged to MASTERCARD

CAD 5.25 ✓

Total

CAD 447.56

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.

WESTJET
05SEP14

FIT/VR

BOARDING PASS/ CARTE D EMBARQUEMENT

RAE/PENELOPE MRS

GATE /PRT

05SEP14

RAE/PENELOPE MRS

FLT/YOL

DEP: EDMONTON INTL AB 4:35PM

ARR: CALGARY INTL AB 5:25PM

**DEP: YEG
ARR: YYC**

**BOARDING TIME/
HEURE D EMBARQUEMENT**

SEAT/PLACE

SEAT/PLACE

3:55PM

4C

4C

OPERATED BY WESTJET ENCORE 0400

ELECTRONIC/ELECTRONIQUE

Co-op Taxi Line
(780) 425-2525
www.co-optaxi.com

Taxi on Sept 5 from Seventh Street Plaza to Edm.
International Airport after attending the following mtgs:
(1) IM/IT Strategy Develop. & Engagement Working
Session; (2) AHS / Lexmark; (3) Q&HI Sr Leadership
Team Meeting; (4) Major Contracts Oversight Committee

Terminal [REDACTED]
Driver [REDACTED]
14/09/05 15:32:33

7

AID : A0000000041010
TVR : 0000008000

		PURCHASE	
FARE	: \$	56.40	
TIP	: \$	5.00	

TOTAL	: \$	61.40	✓

APPROVED - THANK YOU
(01-027)

IMPORTANT: Retain this
copy for your records

Customer Copy

10577 109 ST #201
EDMONTON, AB, T5H3B1
MID: 97112250014
GST#: 000000000000000

Taxi on the evening of Sept 3 from Edm. International Airport to Matrix Hotel to attend the following meetings on Sept 4-5: (1) IM/IT Strategy Develop. & Engagement Working Session; (2) AHS / Lexmark; (3) Q&HI Sr Leadership Team Meeting; (4) Major Contracts Oversight Committee

SALE

09/03/2014 21:31:03

6

Amount: \$55.00
Tip: \$5.50
Total: \$60.50 ✓

APPROVED

Customer copy

RECEIPT
GST NO. R122556194

EXIT No. [REDACTED]
IN: 09/03/14 18:52
OUT: 09/05/14 17:38
DURATION: 1 22: 46
PAID: \$ 54.62 ✓

Parking at Cgy. International Airport Sept 3 - Sept 5 in order to attend the following meetings on Sept 4-5: (1) IM/IT Strategy Develop. & Engagement Working Session; (2) AHS / Lexmark; (3) Q&HI Sr Leadership Team Meeting; (4) Major Contracts Oversight Committee

8

THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade

Miss Penny Rac



Room Number: [Redacted]
 Arrival Date: 09-03-14
 Departure Date: 09-05-14
 Page No: 1 of 1
 Confirmation No: [Redacted]

INVOICE

Folio No: [Redacted]

Date	Description	Charges	Credits
09-03-14	Room Revenue	139.00	
09-03-14	Destination Marketing Fee - 3%	4.17	
09-03-14	Tourism Levy - 4%	5.73	
09-04-14	Room Revenue	139.00	
09-04-14	Destination Marketing Fee - 3%	4.17	
09-04-14	Tourism Levy - 4%	5.73	
09-05-14	[Redacted]		297.80
Total		297.80	297.80
Balance		0.00	

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. #86634 4302 RT 0001

Edmonton Hotel the nights of Sept 3 and Sept 4 in order to attend the following meetings on Sept 4-5:
 (1) IM/IT Strategy Develop. & Engagement Working Session;
 (2) AHS / Lexmark; (3) Q&H Sr Leadership Team Meeting; (4) Major Contracts Oversight Committee



Miss Penny Rac



Room Number: [REDACTED]
 Arrival Date: 09-08-14
 Departure Date: 09-09-14
 Page No: 1 of 1
 Confirmation No: [REDACTED]

INFORMATION INVOICE

Folio No: [REDACTED]

Date	Description	Charges	Credits
09-08-14	Room Revenue	139.00	
09-08-14	Destination Marketing Fee - 3%	4.17	
09-08-14	Tourism Levy - 4%	5.73	
09-09-14	[REDACTED]		148.90
Total		148.90	148.90
Balance		0.00	

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. #86634 4302 RT 0001

Hotel in Edmonton the night of Sept 8 after attending / to attend the following meetings:
 (1) Alberta Clinician Council; (2) Weekly IT Exec mtg.; (3) AH / AHS Joint Executive Planning meeting

LEAVE ON DASH - THIS SIDE UP

EXPIRATION DATE

EXPIRATION TIME

13/09/14 08:12 AM

DETACH RECEIPT FROM TICKET

DATE ISSUED

TIME ISSUED

AMOUNT PAID

12/09/14 08:12 AM \$ 8.50 ✓

12

AMOUNT PAID

\$ 8.50

12 AM

CREDIT CARD NUMBER

CC

Alberta Health Services
CHARGES ARE FOR USE OF PARKING SPACE ONLY. ALBERTA HEALTH SERVICES EMPLOYEES TO PROTECT THE PROPERTY OF ITS PATRONS BUT WILL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE TO CAR OR CONTENTS
NON TRANSFERABLE

Alberta Health Services

Alberta Health Services

RECEIPT

Parking on September 12th at the Red Deer Regional Hospital in order to attend the all day Information Technology Leadership meeting

RECEIPT

GST NO. R122556194

EXIT No. [redacted]
IN: 09/08/14 05:01
OUT: 09/09/14 19:02
DURATION: 1 14: 01
PAID: \$ 54.60 ✓
(GST INCLUDED):

10

Parking at the Calgary International Airport from Sept. 8-Sept. 9 to attend the following mtgs. in Edmonton: (1) Alta. Clinician Council; (2) Weekly IT Exec mtg.; (3) AH / AHS Joint Executive Planning mtg.

THANK YOU FOR YOUR VISIT

Calgary International Airport Parkade



PASSENGER RECEIPT 00
 14SEP14 [REDACTED] CA
 DL/SV YYC FTO

EXCESS BAGGAGE
 TICKET

RAE/PENELOPEJANE
 NOT VALID FOR
 TRANSPORTATION

THIS IS YOUR RECEIPT

YYC DL MSP DL MSN
 PIECE 25.00
 EBC 25.00

PSGR TICKET [REDACTED]

14

NON REFUNDABLE/
 NO CHANGES/NON TR
 ANSFERABLE/NOT
 VALID FOR TRAVEL

CAD 25.00

NOT VALID FOR TRAVEL

CAD25.00

Delta Airlines baggage fee on Sept. 14
 for flight from Calgary to Madison
 Wisconsin.



Attending the EPIC Executive Session and CIO
 Roundtables at UGM 2014 "Down on the Farm"
 in Madison, WI

BOARDING PASS

RAE/PENELOPE JANE

MA00A0N0 [REDACTED] DATE 14SEP CLASS M ORIGIN CALGARY
 OPERATED BY DELTA AIR LINES INC COACH DESTINATION MPLS-ST PAUL
 [REDACTED] DEPARTS [REDACTED] SEAT 17F
 BRD TIME [REDACTED]

FLIGHT DATE 14SEP SEAT 17F
 ORIGIN [REDACTED]
 CALGARY
 DESTINATION
 MPLS-ST PAUL
 OPERATED BY DELTA AIR LINES INC

DOCS-OK

BCN [REDACTED]



BCN [REDACTED]



BOARDING PASS

RAE/PENELOPE JANE

MA00A0N0 [REDACTED] DATE 14SEP CLASS M ORIGIN MPLS-ST PAUL
 OPERATED BY DELTA AIR LINES INC COACH DESTINATION MADISON
 DEPARTS [REDACTED] SEAT 21E
 BRD TIME [REDACTED]

FLIGHT DATE 14SEP SEAT 21E
 ORIGIN [REDACTED]
 MPLS-ST PAUL
 DESTINATION
 MADISON
 OPERATED BY DELTA AIR LINES INC

DEPARTURE GATE - SEE AIRPORT MONITORS



13

Dawn Rand

From: Amazon.ca [ship-confirm@amazon.ca]
Sent: September 13, 2014 1:45 PM
To: Dawn Rand
Subject: Your Amazon.ca order of "Bringing the Social Media..." has shipped!

(Vous trouverez la version française de ce courriel au bas de la page)

Purchase of book for IT Leadership team and staff to read entitled "Bringing the Social Media Revolution to Health Care".



Shipping Confirmation

Hello Dawn Rand,

Thank you for shopping with us. We thought you'd like to know that your item has shipped, and that this completes your order. Your order is on its way, and can no longer be changed. If you need to return an item from this shipment or manage other orders, please visit [Your Orders](#) on Amazon.ca.

Your estimated delivery date is
Wednesday, September 17, 2014
Thursday, October 2, 2014

Your order was sent to
Penny Rae

[Why tracking information may not be available?](#)

This shipment does not have an associated tracking or delivery confirmation number.

Shipment Details



Bringing the Social Media Revolution to Health Care

CDN\$ 19.76

Sold by langton_distribution
Condition: New



Item Subtotal:	CDN\$ 19.76
Shipping and handling:	CDN\$ 6.49
Tax Calculated (GST/HST):	CDN\$ 0.00
Tax Calculated (PST/QST):	CDN\$ 0.00
Total:	CDN\$ 26.25

Paid by Mastercard: **CDN\$ 26.25**



Returns are easy. Visit our [Online Return Centre](#).

If you need further assistance with your order, please [contact the seller](#).

We hope to see you again soon!

Amazon.ca

Please note: This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Please do not reply to this message.



[Vos commandes](#) | [Votre compte](#) | [Amazon.ca](#)

Confirmation de l'envoi

Bonjour Dawn Rand,

Merci de magasiner avec nous. Nous avons pensé que vous aimeriez savoir que votre article a été expédié. Votre commande est ainsi complète. Votre commande est en route et n'est plus modifiable. Si vous devez retourner un article dans cet envoi ou gérer d'autres commandes, veuillez visiter [Vos commandes](#) sur Amazon.ca. ☐

• Votre date de livraison prévue est
Mercredi 17 septembre 2014
Jeudi 2 octobre 2014

• Votre commande a été envoyée à
Penny Rae

[Pourquoi les informations de suivi ne sont-elles pas disponibles?](#)

Cet envoi n'a pas de numéro de suivi ou de confirmation de livraison associés.

Détails de l'envoi



Bringing the Social Media Revolution to
Health Care

Vendu par langton_distribution
Condition: New



CDN\$ 19.76

Sous-total de la commande (article(s)) :	CDN\$ 19.76
Expédition et manutention :	CDN\$ 6.49
Estimation de la TPS/TVH :	CDN\$ 0.00
Estimation de la TVP/TVD/TVQ :	CDN\$ 0.00



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		Last Name		Employee Number	
Penny		Rae		[REDACTED]	
Phone Number			Reports To		
[REDACTED]			Deborah Rhodes		
Department			Office Location		
[REDACTED]			[REDACTED]		
Travel Details					
Purpose of Trip					
Attendance at the annual EPIC User Group meetings in Madison, Wisconsin (September 14th to September 17th)					
Destination		From		To	
Madison, Wisconsin		14-Sep-2014		17-Sep-2014	
Finance Coding / Accounting Distribution					
Corp/BU/Org		Location / Site		Functional Centre / Primary	
[REDACTED]		[REDACTED]		[REDACTED]	
Project Coding					
Project		Task		Expense Org	
[REDACTED]		[REDACTED]		101.0005.71125000127	
Expense Type		Out of Province Travel			
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)		Phone Number
[Signature]			6 - AUGUST - 14		[REDACTED]
Approved by (Print Name)		Signature		Date (dd-Mon-yyyy)	
Deborah Rhodes		Deborah Rhodes		11 - 08 - 14	
Title			Position Number		DOFA Level
Acting CFO			[REDACTED]		[REDACTED]
Approved by (Print Name)		Signature		Date (dd-Mon-yyyy)	
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.

15

000000 00 000000
000000 00 000000
000000 00 000000
000000 00 000000
000000 00 000000

000000 00 000000
000000 00 000000
000000 00 000000

000000 00 000000

000000 00 000000

000000 00 46 11

000000 00 000000

000000 00 000000

PASSENGER COPY

0000 00
000000000000
000000000000
000000000000



Taxi on September 14th from residence to Calgary International Airport to attend EPIC Executive Session and CIO Roundtables at UGM 2014 "Down on the Farm" in Madison, WI.



After attending the EPIC Executive Session and CIO Roundtables at UGM 2014 "Down on the Farm" in Madison, WI, I flew out of Madison, WI late on September 17th to a vacation destination at my own expense. This flight was NOT charged to Alberta Health Services.





Guest Name: Penny Rae
Epic
Epic Systems Corporation

Room #: [Redacted]
Conf #: [Redacted]
Group #: [Redacted]
Guests: [Redacted]
C/O Clerk: [Redacted]

16

Arrived: 09/14/14 Arrival Time: 10:00 PM Depart Date: 09/17/14 Printed 05:57:56 Status: [Redacted]

Date	Description	Reference	Comment	Charges	Credits
09/14/2014	ROOM REVENUE	[Redacted]			
09/14/2014	ROOM TAX	[Redacted]	ROOM TAX	\$109.00	
09/14/2014	STATE TAX	[Redacted]	STATE TAX	\$5.45	
09/14/2014	PREMIER RESORT TAX	[Redacted]	PREMIER RESORT TAX	\$6.00	
09/15/2014	[Redacted]	[Redacted]	[Redacted]	\$1.36	
09/15/2014	ROOM REVENUE	[Redacted]		\$1.33	
09/15/2014	ROOM TAX	[Redacted]	ROOM TAX	\$109.00	
09/15/2014	STATE TAX	[Redacted]	STATE TAX	\$5.45	
09/15/2014	PREMIER RESORT TAX	[Redacted]	PREMIER RESORT TAX	\$6.00	
09/16/2014	[Redacted]	[Redacted]	[Redacted]	\$1.36	
09/16/2014	ROOM REVENUE	[Redacted]		\$7.19	
09/16/2014	ROOM TAX	[Redacted]	ROOM TAX	\$109.00	
09/16/2014	STATE TAX	[Redacted]	STATE TAX	\$5.45	
09/16/2014	PREMIER RESORT TAX	[Redacted]	PREMIER RESORT TAX	\$6.00	
09/17/2014	[Redacted]	[Redacted]	[Redacted]	\$1.36	
					(\$373.95)

Personal

Personal

Folio Balance: \$0.00

Hotel in Madison, WI from September 14 to September 17th while attending EPIC Executive Session and CIO Round tables at UGM 2014 "Down on the Farm"

is account and if the person, company or association indicated does not settle within a point and several with such person, company or association. 09/17/2014

\$373.95 ✓
less 8.52
\$365.43 US

\$ 8.52 US x 1.1284 = \$9.61 Cdn.

Penny Rae to attach personal cheque totalling \$9.61

Thank you for choosing Kalahari Resort Wisconsin Dells! We hope to see you again in the near future. The charges on this statement are as of the printed date and time listed above. Any charges not posted to your account as of this time will be charged to your method of payment on file on your day of departure.

1305 Kalahari Dr. - PO Box 590
Wisconsin Dells, WI 53965
Telephone 608-253-5466
Fax 608-254-6116

September 23rd, 2014

TO WHOM IT MAY CONCERN:

Re: Credit Note from Westjet for Airfare and Seat Selection August 20th

On Wednesday, August 20th I boarded Westjet Flight to fly from Edmonton to Calgary. Unfortunately the plane experienced mechanical issues and the flight was cancelled. As there were no Westjet flights scheduled for several hours I booked and boarded an Air Canada Flight for the return to Calgary.

Westjet fully refunded my airfare and seat selection fee by crediting my credit card in the following amounts but did not provide a formal credit note.

1. Airfare - \$232.18 ✓
2. Seat Selection - \$5.25 ✓

I can attest as follows:

1. The expense was incurred and related to Alberta Health Services business;
2. The expense was not claimed previously; and,
3. A formal credit invoice was not issued to me.

Sincerely,
Alberta Health Services



Penny Rae, P.Eng.
Chief Information Officer

17c'18

Dawn Rand

Flight from Edm. to Calgary on August 20 which was cancelled due to mechanical difficulties. Credit issued on credit card but no documentation issued by Westjet.

From: Dawn Rand on behalf of Penny Rae
Sent: August 18, 2014 1:08 PM
To: Dawn Rand
Subject: FW: Reservation Confirmation

Seat selection on flight from Edm. to Calgary on August 20 which was cancelled due to mechanical difficulties. Credit issued on credit card but no documentation issued by Westjet.

From: noreply@itinerary.westjet.com [mailto:noreply@itinerary.westjet.com]
Sent: August 18, 2014 13:04
To: Penny Rae
Subject: Reservation Confirmation



WestJet
22 Aerial Place N.E.
Calgary, Alberta,
Canada
Tel: 1-888-9378538

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 [redacted] Main contact: Mrs Penelope Rae
E-mail: [redacted]
Phone Number: [redacted]

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

Guest

Mrs. Penelope Rae Flight Edmonton (YEG)-Calgary (YYC)
WestJet FF
Ticket Number [redacted]
Seat [redacted]

Air Itinerary Details

[redacted] Edmonton, CA Wed 20 Aug, 2014 04:35 PM Calgary, CA Wed 20 Aug, 2014 05:28 PM Fare type: Flex Non-stop

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

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

(17) Total Seats: CAD 5.25

Total

Charged to [REDACTED]

(18) CAD 232.18

Charged to [REDACTED]

(17) 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.

PENELOPE		WESTJET REWARDS			
RAE		[REDACTED]			
PNR	SE0	Electronic / Électronique			
Dep 8:00 PM		Arr 8:50 PM		Departure date / Date de départ	
CALGARY (YYC)			EDMONTON (YEG)		Boarding time / Heure d'embarquement
				03 SEP 14	
				7:20 PM	
Flight / Vol		Gate / Porte		Seat / Siège	
[REDACTED]		[REDACTED]		5F	

Departure information:

- If you have baggage to check at the airport, please proceed to a kiosk to print your bag tags before continuing to Bag drop.

Help us help you get there on time.

At WestJet, we're proud of our on-time performance and need your help to make sure we meet your schedule.

You can help by following a few easy steps:

- Make sure you bring this boarding pass with you to the airport along with government-issued identification for guests 18 years and older.
- Please have your photo ID available for presentation at the boarding gate.
- Arrive at the airport a minimum of 90 minutes prior to scheduled departure for domestic flights and a minimum of 120 minutes prior to departure for International and U.S. flights.
- Baggage drop cut-off is 45 minutes prior to scheduled departure for domestic flights and 60 minutes for non-domestic flights. Special items require more time.
- Proceed directly to security or customs if you are travelling without checked baggage.
- Arrive at your departure gate no less than 10 minutes prior to departure. There is a risk of losing your seat if you arrive at the gate less than 10 minutes prior to your flight's departure.

Arrival information:

Thank you for flying with WestJet.

- If this is your final destination, please proceed to the arrivals area and collect your checked bags.
- If you are connecting to a domestic or international flight, please proceed to your next departure gate.
- If you are connecting in Canada to a U.S. flight, please proceed to customs and immigration.
- If you are connecting to a U.S. flight and have already cleared customs and immigration, please proceed to your next departure gate.

Contact information:

If you require assistance at your departure city please contact us at 1 888-937-8538. You can also visit westjet.com or speak to one of our airport agents for help.

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
- Indicates 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: 3-Sep-14 To 21-Sep-14
 Travel Period from: 3-Sep-14 To 21-Sep-14 (if applicable)
 Out-of-Province Travel Yes

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

SECTION E: FINANCE CODING & TOTAL CLAIM

CAPITAL PROJECT CODING ONLY -> Project 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	71125000069	\$183.44	101	0005	71125000069	69500000	\$664.00	\$213.39	\$864.00
2B				\$29.95						Less Cash Advance	
2C										TOTAL CLAIM	\$877.39
2D											
				\$213.39					\$664.00		

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

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

SECTION F: AUTHORIZATION

I affirm 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 incurred in the claim are for valid business purposes for Alberta Health Services and that the claim has not been previously claimed by me or my partner from Alberta Health Services or any other Organization. I attest that expenses submitted in the claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided above.

Travel, Hospitality and Working Session Expense Policy: Document# J122

I, by signing this form, attest that I am compliant with the above statements.

Employee Signature: [Signature] Date: 26-Sep-14

I affirm 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 incurred in the claim are for valid business purposes for Alberta Health Services and that the claim has not been previously claimed by the employee or my partner from Alberta Health Services or any other Organization. I attest that expenses submitted in the claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided above.

Approved claim form with receipts should be sent by the approver directly to Accounts Payable for processing.

Approved By (PRINT ONLY): Deborah Rhodes DOFA Level: Position #: Phone #: Ext:

I, by signing this form, attest that I am compliant with the above statements.

Signature: Deborah Rhodes Title: VP-Corp Services + CFO Date: Sept-29/14

I affirm 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 incurred in the claim are for valid business purposes for Alberta Health Services and that the claim has not been previously claimed by the employee or my partner from Alberta Health Services or any other Organization. I attest that expenses submitted in the 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:

I, by signing this form, attest that I am compliant with the above statements.

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(1) and 34(2) of the Freedom of Information and Protection of Privacy (FOIP) Act, respectively, for the purpose of administering AHS Procedure to Pay program.

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?)
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						
4-Sep-14	IT Strategy Dinner with Consultant, Dr. Myrna Francis	AB	Meeting	Yes			L	\$38.04	<input checked="" type="checkbox"/>					
4-Sep-14	Dinner following IMAT Strategy Development & Engagement Session and IT Strategy Working Session with Consultant, Dr. Myrna Francis	AB	Meeting	Yes	D-\$20.75	\$20.75	<input checked="" type="checkbox"/>							
5-Sep-14	Various mtgs in Edm. Including (1) Lexmark (2) IT Exec (3) Q&HSr Leadership Team (4) Major Contracts Oversight Committee	AB	Meeting	Yes	L-\$11.60	\$11.60	<input checked="" type="checkbox"/>							
8-Sep-14	Attendance at all day Alberta Clinician Council Meeting	AB	Meeting	Yes	BD-\$29.95	\$29.95	<input checked="" type="checkbox"/>							
9-Sep-14	Various meetings in Edmonton including half day Alberta Health / Alberta Health Services Joint Executive Planning Meeting	AB	Meeting	Yes	L-\$11.60	\$11.60	<input checked="" type="checkbox"/>							
14-Sep-14	Travel to Madison Wisconsin to attend EPIC Executive Session and CIO Roundtables at UGM 2014 "Down on the Farm"	US	Educ	Yes	LD-\$32.35	\$32.35	<input checked="" type="checkbox"/>							
15-Sep-14	EPIC Executive Session and CIO Roundtable at UGM 2014 "Down on the Farm" in Madison, WI	US	Educ	Yes	BD-\$29.95	\$29.95	<input checked="" type="checkbox"/>							
16-Sep-14	EPIC Executive Session and CIO Roundtable at UGM 2014 "Down on the Farm" in Madison, WI	US	Educ	Yes	B-\$9.20	\$9.20	<input checked="" type="checkbox"/>							
SUBTOTALS						\$145.40		\$38.04						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 \$0.505 per km for under 5,000km/yr or \$0.47 per km for over 5,000km/yr or per Union Agreement

Enter \$0.505 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	\$183.44
Auto fills on page 1 - TOTAL TRAVEL \$	\$183.44

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.

EXPENSE CLAIM DETAILS

Enter Finance Coding

Emp # (E-People)

Page 2B

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 times 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)
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-mm-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						
17-Sep-14	EPIC Executive Session and CIO Roundtable at UGM 2014 "Down on the Farm" in Madison, WI	US	Educ	ye	BD-\$29.95	\$29.95	<input checked="" type="checkbox"/>							
SUBTOTALS						\$29.95								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)

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	\$29.95
Auto fills on page 1 - TOTAL TRAVEL \$	\$29.95

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)

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) [REDACTED]		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					TOTAL OTHER \$
		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	
10-Sep-14	eFacilities Wrap-up meeting and Celebration Dinner (32 x \$20.75 = \$664.00	101	0005	7112500069	69600000	Yes		\$664.00		\$664.00

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>										
Please click on the following link for the Bank of Canada exchange rate using the date of expense		Bank of Canada Currency Converter →		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						
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

I LOVE SUSHI
10101 - 105 St NW
Edmonton, AB
Canada T5J 3N1

DATE/TIME: 04/09/2014 1 34 PM

Item Count: 7
1 POP \$1.95
1 B' RENTO \$11.50
 CHICKEN \$0.00
1 B' RENTO \$11.50
 BEEF \$0.00
1 EDAMAME & SOY SAUCE \$5.25
1 ROUNDING -\$0.01

Subtotal \$30.19
Tax \$1.51
GRAND TOTAL \$31.70

Opened: 04/09/2014 1:00:34 PM
x

Thank you!
Please come again!

I LOVE SUSHI
10101 105TH STREET NW
EDMONTON, AB T5J 1G3

Phone: 780-442-8888
Fax: 780-442-8888
Email: info@ilovesushi.ca

Purchase

Entry Method: Chip

Batch#: [REDACTED]

09/04/14

13:33:37

Amount: \$ 31.70
Tip: \$ 6.34

Total: \$ 38.04 ✓

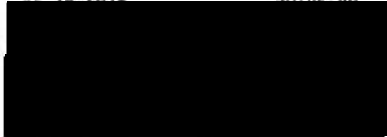
Customer Code:

**Lunch for Penny Rae and Dr. Myrna Francis
after half day IM/IT Strategy Development and
Engagement Working Session**

TANGO
6920 MCLEOD TRAIL T2HGL3
CALGARY AB
20358101

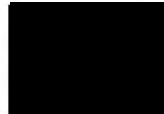
1211 PURCHASE 1111

CH-10-2814 2014-09-10



Tango
BISTRO
6920 Macleod TR SE

Invoice # [REDACTED]
Order # [REDACTED]
Table # [REDACTED]



09/10/2014
8:21 PM
110013

Total \$1,000.00

(00) APPROVED-THANK YOU

Retain this copy for your records
Customer copy

FOOD	952.38
Subtotal	952.38
GST Exclusive Tax	47.62
Total	1000.00
Balance Due	\$ 1000.00

GST# R106197330
Please pay your server
Bring in your brunch receipt
to Tango Bistro after 4:00 pm
& receive a free Bits & Bites
Monday - Thursday

**eFacilities Wrap-up Meeting and Celebration
Dinner on Sept. 10th. Working Session pre-approval
attached with list of attendees. Cost \$1,000 but
only charging for 32 individuals x \$20.75
dinner allowance = \$664.00**





Working Session Pre-Approval Request

In accordance with the Travel, Hospitality & Working Session Expense Claim Policy #1122 this form must be pre-approved for all working sessions. Requests below \$1500 may be approved according to the Delegation of Authority for Financial Commitments table; requests in excess of \$1500 must be approved by the respective Executive Committee member before being submitted to the President & CEO.

Details of Working Session Request			
Describe the purpose of the working session The e-Facilities project has now been completed. We are hosting a wrap up meeting and celebration for the eFacilities Team on Wednesday, September 10th, 2014 at a local restaurant			
Name of Event eFacilities Wrap-Up Meeting & Celebration Dinner		Date of Request (yyyy-Mon-dd) 2014-Sept-09	
Event Lead (Name, Position, Department) Penny Rae, Chief Information Officer, Information Technology			
Location of Venue Southport Atrium / Tango Restaurant		Event Date(s) 10-Sep-14	Number of Attendees 32
Guest Speaker(s)/Facilitators	Title/Role	Organization	
Proposed Budget (requests over \$1500 MUST include an event agenda and be approved by the President & CEO)	Venue cost n/a		
	Speaker/facilitator fees n/a Prior approval of the President & CEO is required for any speakers or facilitators that will be billing AHS for their services.		
	Meals \$664.00 (420.75 x 32)		
	Non- Alcoholic Beverages		
	Other Specify nature of expense		
	GST (if applicable)		
Total planned event budget \$ \$664.00			
Authorization for events under \$1,500			
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not approved	Name Deborah Rhodes	Position Title Acting CFO	DOFA [Redacted]
	Signature <i>Deborah Rhodes</i>		Date Sept 9/14
Authorization for events OVER \$1,500 (submit agenda with request)			
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	Signature of Executive Committee Member		Date
	Signature of President & CEO		Date

e-Facilities Wrap Up Meeting and Celebration
Wednesday, September 10th, 2014

Invited Guests:

Tracie Filuk
Penny Rae
Brian Stevenson
Steve Rees
Hugo Leiva
Kristin Bakker
Henry Du
Lisa Patrick
Kevin Chow
Rachel Vincent
Aaron Holmes
Richard Barnard
Oleksiy Skoblo
Christopher George
Kim Le
Pamela Van Den Camp
Karlee Hohn
Janet Pigot
Shira Feldman
Tim Holliday
Chantha Hem
Grant Blain
Lisa Duncan
Chantelle Nichol
Maja Markovic
Dave Eckert
Lonny Petersen
Bud Haycock
Denny Mellott
Beth Davis (Oracle)
Brad Knudtson (PricewaterhouseCoopers)
Helen Wong (PricewaterhouseCoopers)