

## Official Administrator and Executive Expense Report

**Name** Penny Rae  
**Title** Chief Information Officer  
**Location** Calgary

Expenses submitted during the month of November 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)
Nov-14	P-Card	Meetings	1,188			338	1,526			
Nov-14	Expense Claim	Meetings		53			53	305		
<b>Total</b>			\$ 1,188	\$ 53	\$ -	\$ 338	\$ 1,579	\$ 305	\$ -	\$ -

**Total for the Month** \$ 1,884

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,	20/11/2014
INFORMATION TECHNOLOGY Cardholder's Dept	QUARRY PARK Cardholder's Site/Location	Total Statement Amount	\$1,525.94
PENNY.RAE@ALBERTAHEALTHSERVICES.CA Cardholder's e-mail address		Last 6 digits of the P-Card # <span style="background-color: black; color: black;">XXXXXXXXXX</span>	

Statement of Transactions									
Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description	
21/10/2014	36838948	AIR CAN 0142140114875, AIR CANADA	404.51	CAD	404.51	✓	0.00	00 Airfare Cgy/Edm Return on Oct 28 to attend AHS Senior Leaders meeting	1
28/10/2014	300163947	AIR CAN 0142140710353, AIR CANADA	390.88	CAD	390.88	✓	0.00	00 Airfare Cgy/Edm return on Nov 3 to attend meetings	2
29/10/2014	969375879	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	27.30	CAD	27.30	✓	1.30	00 Parking at CIA on Oct 29 while attending AHS Senior Leaders Meeting in Nisku	3
30/11/2014	369713779	247 TAXI LIMOUSINES AND TAXICABS	72.40	CAD	72.40	✓	3.40	00 Taxi from EIA to Glenrose to attend tour / meeting	4
03/11/2014	369631623	YELLOW CAB, LIMOUSINES AND TAXICABS	62.26	CAD	62.26	✓	0.00	00 Taxi on Nov 3 from the Glenrose to EIA	5
03/11/2014	369627571	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	27.30	CAD	27.30	✓	1.30	00 Parking at CIA on November 3rd while attending meetings in Edm	6
05/11/2014	070246379	AIR CAN 0142141008274, AIR CANADA	391.96	CAD	391.96	✓	0.00	00 Airfare Cgy/Edm return on Nov 12 to attend Executive Education Alumni Event	7
12/11/2014	370972791	YELLOW CAB, LIMOUSINES AND TAXICABS	60.50	CAD	60.50	✓	2.00	00 Taxi on Nov 12 from EIA to Whispere Centre	8
12/11/2014	370972752	YELLOW CAB, LIMOUSINES AND TAXICABS	60.50	CAD	60.50	✓	2.00	00 Taxi on Nov 12 from Whispere Centre to EIA	9
12/11/2014	070027793	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	27.30	CAD	27.30	✓	1.30	00 Parking at CIA on Nov 12 while attending Executive Education Alumni & Stakeholders Events	10

Signatures		
<b>Cardholder Designate (If Applicable)</b> By signing this statement <ul style="list-style-type: none"> <li>• 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.</li> </ul>		
<u>Donna A Rand</u> <small>Name of Cardholder Designate</small>	<u>Executive Assistant</u> <small>Cardholder Designate Position/Title</small>	
<u>Donna A Rand</u> <small>Signature of Cardholder Designate</small>	<u>November 25, 2014</u> <small>Date of Signature</small>	
<b>Cardholder</b> By signing this statement <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.</li> </ul>		
<u>RAE, PENELOPE</u> <small>Name of Cardholder</small>	<u>CHIEF INFORMATION OFFICER</u> <small>Cardholder Position/Title</small>	
<u>[Signature]</u> <small>Signature of Cardholder</small>	<u>November 25, 2014</u> <small>Date of Signature</small>	
<b>Approver Designate (If Applicable)</b> By signing this statement <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.</li> </ul>		
<u>Susan Best</u> <small>Name of Approver Designate</small>	<u>Exec Assistant</u> <small>Approver Designate Position/Title</small>	
<u>[Signature]</u> <small>Signature of Approver Designate</small>	<u>Nov. 27, 2014</u> <small>Date of Signature</small>	
<b>Approver</b> By signing this statement <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.</li> </ul>		
<u>Deborah Rhodes</u> <small>Name of Approver</small>	<u>VP Corp Services + CFO</u> <small>Approver Position/Title</small>	
<u>[Signature]</u> <small>Signature of Approver</small>	<u>Dec. 11/14</u> <small>Date of Signature</small>	
<b>Submit approved statement with attachments to Accounts Payable:</b>		
<b>Attach:</b> <ul style="list-style-type: none"> <li>• Original (or scanned) itemized receipts with documented business reasons including names of participants where required</li> <li>• Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report) And where applicable.</li> <li>• Copies of pre-approvals for travel</li> <li>• Personal cheque payable to "Alberta Health Services"</li> <li>• Return, refund and/or credit receipts</li> <li>• Disputes letter</li> <li>• Business reasons for travel require detailed descriptions – include where travelled to, who attended (if male), why travel was necessary and detailed explanation of reason</li> </ul>	<b>Address:</b> Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street Edmonton, AB T5J 3E4	
<b>Accounts Payable only</b>		
Reference #: _____	Reviewed by: _____	Date: _____

①

**Dawn Rand**

**From:** Penny Rae  
**Sent:** October 21, 2014 12:35 PM  
**To:** Dawn Rand  
**Subject:** FW: Air Canada - 29-Oct: Calgary - Edmonton (booking ref [REDACTED]) - seat selected

**Airfare Calgary / Edmonton return on October 29th to attend all day AHS Senior Leaders Meeting in Nisku**

**From:** Air Canada [mailto:confirmation@aircanada.ca]  
**Sent:** October 21, 2014 12:33 PM  
**To:** Penny Rae  
**Subject:** Air Canada - 29-Oct: Calgary - Edmonton (booking ref [REDACTED]) - seat selected

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*

AIR CANADA 

## 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.

AIR CANADA 

AIR CANADA 

### 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.rae@albertahealthservices.ca  
Mobile: [REDACTED]  
Home: [REDACTED]  
Work: [REDACTED]  
At des: [REDACTED]

**Online**

**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
AC8130 <sup>1</sup>	Calgary (YYC) Wed 29-Oct 2014 06:00	Edmonton, Edmonton Int'l (YEG) Wed 29-Oct 2014 06:52	0	0hr52	DH3	Tango, S	
AC8161 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Wed 29-Oct 2014 18:30	Calgary (YYC) Wed 29-Oct 2014 19:22	0	0hr52	DH3	Flex, Q	

Operated by:  
<sup>1</sup> Air Canada Express - Jazz

**Passenger Information**

<b>1: Mrs Penelope J Rae : Adult (16+), Ticket Number:</b> [REDACTED]	
Air Canada - [REDACTED]	Meal Preference : <b>None</b>
Aeroplan : [REDACTED]	
Payment Card: [REDACTED]	Special Needs: <b>None</b>
Seat Selection: [REDACTED] 4D	

**Purchase Summary**

**Fare Summary**

Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - Tango	<b>122.00</b>
Return Flight - Flex	<b>165.00</b>
Surcharges	24.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	19.26
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	<b>404.51</b>
Number of passengers	x 1
Total airfare, taxes and options	<b>404.51</b>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$404.51</b> ✓

**Payment Information**

**Credit/Debit Card** [REDACTED] Amount paid: **\$404.51**  
 The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$404.51 (Airfare - per ticket)

Ticket number(s) [REDACTED]

**enRoute City Guide**

**Edmonton**

EXIT No. A103  
IN: 10/29/14 04:56  
OUT: 10/29/14 19:14  
DURATION: 0 14: 18  
PAID: \$ 27.90  
(GST INCLUDED)

✓ (3)



THANK YOU FOR  
YOUR VISIT

**Parking at the Calgary International  
Airport on October 29th while attending  
all day AHS Senior Leaders Meeting  
in Nisku**

Dawn Rand

From: Air Canada [confirmation@aircanada.ca]  
Sent: October 28, 2014 12:24 PM  
To: Penny Rae  
Subject: Air Canada - 03-Nov: Calgary - Edmonton (booking re [REDACTED])



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

**Airfare Calgary / Edmonton return on November 3 to attend the following meetings: (1) Tour of the Glenrose (2) IT Managers Meeting (3) Corporate Services and HR Executive Committee**



## 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.rae@albertahealthservices.ca

Mobile [REDACTED]

Home [REDACTED]

Work [REDACTED]

At de [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
AC8130 <sup>1</sup>	Calgary (YYC) Mon 03-Nov 2014 06:00	Edmonton, Edmonton Int'l (YEG) Mon 03-Nov 2014 06:52	0	0hr52	DH3	Flex, W	
AC8147 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Mon 03-Nov 2014 14:00	Calgary (YYC) Mon 03-Nov 2014 14:50	0	0hr50	DH4	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 - Flex **142.00**  
Return Flight - Tango **132.00**  
Surcharges 24.00

### Taxes, Fees and Charges

Canada Airport Improvement Fee 60.00  
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) 18.61  
Air Travellers Security Charge (ATSC) 14.25  
Total airfare and taxes before options (per passenger) **390.86**  
Number of passengers x 1  
Total airfare, taxes and options **390.86**  
Travel Insurance (declined) 0.00

**Grand Total - Canadian dollars \$390.86** ✓

### Payment Information

Credit/Debit Card [REDACTED] Amount paid: **\$390.86**  
The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$390.86 (Airfare - per ticket)

Ticket number [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) - **Flex**



**RECEIPT**  
**GST NO. R122556194**

EXIT No. A5  
IN: 11/03/14 04:58  
OUT: 11/03/14 15:14  
DURATION: 0 10: 16  
PAID: \$ 27.00  
(GST INCLUDED)  
MASTERCARD  
[REDACTED]

6

Parking at the Calgary International Airport  
on November 3 while attending the following  
meetings: (1) Tour of the Glenrose (2)  
IT Managers Meeting (3) Corporate  
Services and HR Executive Committee

THANK YOU FOR  
YOUR VISIT

Taxi on November 3rd from Edmonton International Airport to the Glenrose to attend the following (1) Tour of the Glenrose (2) IT Managers Meeting

10577 109 ST #201  
EDMONTON, AB, T6H3B1  
MID: 97112250011  
GST#: 00000000000000

TIP: 013

4

11/03/2014 07:45:30  
Records#: 540008 Batch  
Receipt#: [REDACTED]

00000000041010 Master Card  
TVR 0000000000 TSI E000

Amount: 563.00  
Tip: 59.45  
Total: \$72.45 ✓

Auth [REDACTED]

Customer copy

YELLOW CAB  
10135 51 AVENUE NW  
EDMONTON AB T6H-1C2  
780-462-3456

Term Id: 45024124782300  
I Len: N: 0924  
Master Card  
PURCHASE

Taxi on November 3rd from the Glenrose to the Edmonton International Airport after attending the following meetings (1) Tour of the Glenrose (2) IT Managers Meeting and (3) dialing into the Corporate Services and HR Executive Committee

APPROVED

AMOUNT CAD\$56.60  
TIP CAD\$5.66  
=====  
TOTAL CAD\$62.26 ✓

5

BOOK ON LINE AT EDMTAXI.COM  
THANK YOU FOR BEING OUR GUEST

GST 180401070

\*

7

Dawn Rand

From: Air Canada [confirmation@aircanada.ca]  
Sent: November 05, 2014 7:20 AM  
To: Penny Rae  
Subject: Air Canada - 12-Nov: Calgary - Edmonton (booking re [redacted] elected)

\*\*\*\*\* PLEASE DO NOT REPLY TO TH **Airfare Calgary / Edmonton Return on November 12th to attend the Executive Education Alumni Event and the Executive Education Stakeholders Event**



### 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.



Access your personalized Air Canada travel information



### Booking Information

<b>Booking Reference:</b> [redacted]	<b>Customer Care</b> Air Canada 1-888-247-2262 <b>Flight Arrivals and Departures</b> 1-888-422-7533
<b>Electronic Ticketing confirmed. This is your official itinerary/receipt.</b> <b>Main Contact:</b> Mrs Penelope J Rae penny.rae@albertahealthservices.ca Mobile: [redacted] Home: [redacted] Work: [redacted] At de: [redacted]	
<b>Online Services</b> <a href="#">Manage</a> my booking online (view/change my booking; select seats*). <a href="#">Select Seats</a> <a href="#">Maple Leaf Lounge   Meal Vouchers   On My Way</a> <a href="#">Alert me</a> of flight status changes directly to my mobile phone or email. <a href="#">Flight Arrivals &amp; Departures</a> - check online if my flight is on time. <a href="#">Check-in online</a> and print my boarding pass.	
* Can my booking be changed online?	

### Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8132 <sup>1</sup>	Calgary (YYC) Wed 12-Nov 2014 07:30	Edmonton, Edmonton Int'l (YEG) Wed 12-Nov 2014 08:22	0	0hr52	DH3	Tango, S	
AC8151 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Wed 12-Nov 2014 16:00	Calgary (YYC) Wed 12-Nov 2014 16:50	0	0hr50	DH4	Flex, V	



Operated by:  
1 Air Canada Express - Jazz

### Passenger Information

1: Mrs Penelope J Ban - Adult (16+), Ticket Number [REDACTED]	
Air Canada - Aeroplan :	[REDACTED]
Meal Preference :	None
Payment Card:	[REDACTED]
Special Needs:	None
Seat Selection:	AC8151 6D

### Purchase Summary

#### Fare Summary

Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - Tango	122.00
Return Flight - Flex	154.00
Surcharges	24.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	60.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	18.71
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	392.96
Number of passengers	x 1
Total airfare, taxes and options	392.96
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$392.96</b> ✓

#### Payment Information

Credit/Debit Card [REDACTED] Amount paid: **\$392.96**  
The following charges will appear on your credit or debit card statement:

Air Canada: \$392.96 (Airfare - per ticket)

Ticket number(s): [REDACTED]

enRoute City [REDACTED]

## 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

**RECEIPT**  
**GST NO. R122556194**

EXIT No. 41  
IN: 11/12/14 06:17  
OUT: 11/12/14 17:00  
DURATION: 0 10: 43  
PAID: \$ 17.30  
GST INCLUDED: /

**Parking at the Calgary International  
Airport on November 12th while attending  
the Executive Education Alumni Event and the  
Executive Education Stakeholders Event**



THANK YOU FOR  
YOUR VISIT

10

YELLOW CAB  
10135 71 AVENUE NW  
EDMONTON AB T6H-1C7  
780-462-3456

Term Id:45024.4782491  
Item #:1576  
MasterCard



AID:A000000041010

APPROVED

AMOUNT CAD\$55.00  
TIP CAD\$5.50  
TOTAL CAD\$60.50



Taxi from the Edmonton International  
Airport on November 12th to the Winspear  
Centre to attend the Executive Education  
Alumni Event and the Executive Education  
Stakeholders Event



BOOK ON LINE AT EDIMAXI.COM  
THANK YOU FOR BEING OUR GUEST

GST 100403070

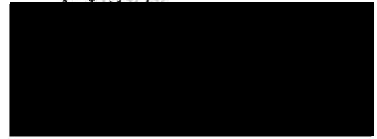
Date: 2014/11/12 Term: 4502491  
Response: AUTH

\*\*\*CUSTOMER COPY\*\*\*

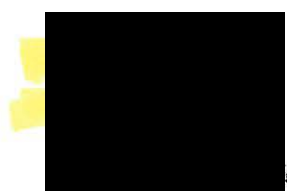
Taxi from the Winspear Centre on November 12th  
to the Edmonton International Airport  
after attending the Executive Education  
Alumni Event and the Executive Education  
Stakeholders Event

YELLOW CAB  
10135 71 AVENUE NW  
EDMONTON AB T6H-1C7  
780-462-3456

Term Id:45024.4782491  
Item #:1580  
MasterCard  
PURCHASE



AMOUNT CAD\$55.00  
TIP CAD\$5.50  
TOTAL CAD\$60.50



THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2014/11/12 Term: 4502491  
Response: AUTH

\*\*\*CUSTOMER COPY\*\*\*



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

Name: Penny Rae Position (Title): Chief Information Officer

Location:

Employee #:

SECTION B:

CAPITAL PROJECT CODING ONLY ->

Project Number

Project Task Number

Expenditure Organization

Expenditure Type

Total - Section B: Travel - Pg 2

Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense
2A	101	0005	71125000069	\$63.15
2B				
2C				
2D				
				\$53.15

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

Total - Section C&D: Other & Foreign Expenses - Pg 3

Bal Unit	Location	Functional Centre (FC)	Secondary/ Expense	Total Expense
101	0005	71125000069	69600000	\$304.50
				\$304.50

\*\*User to enter Coding & \$ Amounts

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

TOTAL REIMBURSEMENT

Total Section B	\$53.15
Total Section C&D	\$304.50
Less Cash Advance	
<b>TOTAL CLAIM</b>	<b>\$357.65</b>

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 same are being claimed 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-Nov-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 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 claim form with receipts should be sent by the appropriate person to: Accounts Payable by email

Approved By (PRINT ONLY): Deborah Rhodes

DOFA Level

I, by signing this form, attest that I am compliant to all the above statements

Signature:

*[Signature]*

Title

Vice President Corporate Services & CFO

Date

Dec 11/14

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 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):

DOFA Level

Position #

Phone #

Ext

I, by signing this form, attest that I am compliant to all 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(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.



EXPENSE CLAIM DETAILS

Enter Finance Coding 101 0005 7112500069 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 <small>(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</small>	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						
3-Nov-14	EDMONTON - Tour of the Glenrose Rehabilitation Hospital and IT Managers Meeting	AB	Meeting	Yes	BL-\$20.80	\$20.80	✓							
19-Nov-14	EDMONTON - (1) Admin Staff Meeting & IBM / AHS Customer Satisfaction Meeting / IT Leadership mtg	AB	Meeting	Yes	LD-\$32.35	\$32.35	✓							
<b>SUBTOTALS</b>						\$53.15								Total Kms

	Enter \$0.505 km, \$0.47 km OR rate per Union Agreement <small>(see Mileage details to the left)</small>	\$0.505
<b>Mileage \$</b>		
<b>Travel \$ Subtotal</b>		\$53.15
<b>Auto fills on page 1 - TOTAL TRAVEL \$</b>		\$53.15

**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

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

**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**

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

<b>SECTION C: OTHER EXPENSES</b>					<b>Emp # (E-People)</b>		Page <b>3</b>			
<p>• Expenses to be claimed in this section include but are not limited to: <u>Hospitality &amp; Hosting</u>, <u>Working Sessions</u>, <u>Relocation</u>, <u>Continuing Education</u>, <u>Business Insurance</u>, and <u>miscellaneous expenses</u>                  → If expenses are for <u>travel, gas, etc.</u>, go to <u>Section B on pg 2</u>.                  • ALL "OTHER" expenses listed below MUST have a <u>secondary/expense code</u> indicated!</p> <p align="center"><b>***Subtotal "Other Expenses" for each functional centre separately and enter each subtotal into column "Section C Total" on page 1 Section E***</b></p>										
Date dd-mm-yy	Business Reason for Expense - Detailed Description Required (include who attended-(if meal/Hospitality), why expense was required, what expense was and pertaining to and detailed explanation of reason)  A description of just "Meeting" will be returned for clarification	Finance Coding			Completion of the "Cost Effective Method Used" Column is REQUIRED. If you select "No" in this column or the amount being claimed exceeds the Policy limit stated in "Appendix A", Further Explanation is REQUIRED in the "Rationale is Required" section on this page					
		Bal Unit	Location	Functional Centre	Secondary/ Expense eg. 41000000 (8 characters)	Cost Effective Method Used? Y/N	Continuing Education Select type from dropdown menu (if applicable)	GST is ON bill slip/receipt, enter total amount in this column WITH GST	GST is NOT on bill slip/receipt, enter total amount in this column	TOTAL OTHER \$
7-Oct-14	Association of Professional Engineers and Geoscientists of Alberta - Professional Ldues - September 1st, 2014 to August 31st, 2015	101	0005	71125000069	69600000	Yes		\$304.50		\$304.50

<b>SECTION D: FOREIGN CURRENCY</b>					<b>ONLY ENTER IN THIS SECTION IF AMOUNT NOT CONVERTED INTO CDN \$ (conversion not indicated on receipt/statement)</b> If foreign currency has been converted to CDN \$ on your receipt, enter expense in CDN \$ in either Section B or C as applicable.					
Please click on the following link for the Bank of Canada exchange rate using the date of expense		<a href="#">Bank of Canada Currency Converter</a> →		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-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	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



# OFFICIAL RECEIPT

For Membership Dues

Retain for Income Tax Purposes

GST# 106728803

For: **Penny Rae**

Member No: [REDACTED]

Receipt No: [REDACTED]

Receipt Date: **October 07, 2014**

Amount: **\$290.00**

Valid Dates: **September 01, 2014 to August 31, 2015**

GST: **\$14.50**

Total: **\$304.50**



The Association of Professional  
Engineers and Geoscientists of Alberta

Head Office | 1500 Scotia One | 10060 Jasper Avenue NW | Edmonton AB T5J 4A2  
PH 780-426-3990 TOLL FREE 1-800-661-7020 FAX 780-426-1877 www.apega.ca email@apega.ca

**Association of Professional Engineers and  
Geoscientists of Alberta Professional Dues  
for Penny Rae for the period September 1,  
2014 to August 31st, 2015**