

## Official Administrator and Executive Expense Report

**Name** Rick Trimp  
**Title** Vice President Province-Wide Clinical Supports, Programs & Services  
**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	595		486	1,182	2,263			659
Sep-14	Expense	Meetings		183		36	219			
<b>Total</b>			\$ 595	\$ 183	\$ 486	\$ 1,218	\$ 2,482	\$ -	\$ -	\$ 659

**Total for the Month** \$ 3,141

Maximum daily single meal expense claimed in the month \$ 21  
 Maximum daily base hotel rate claimed in the month \$ 144  
 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

TRIMP, RICK	VICE PRESIDENT	Billing Reporting Period	20/09/2014
Cardholder's Name	Cardholder's Position/Title	Total Statement Amount	\$2,921.90
PROVINCE-WIDE CLINICAL	CALGARY SOUTHPORT TOWER		
Cardholder's Dept	Cardholder's Site/Location		
RICK.TRIMP@ALBERTAHEALTHSERVICES.CA		Last 6 digits of the P-Card #	[REDACTED]
Cardholder's e-mail address			

Statement of Transactions								
Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
21/08/2014	361986214	THE CALGARY AIRPORT AU AUTOMOBILE PARKING LOTS AND	27.30	CAD	27.30	1.30		00 Calgary Airport Parking - Deputy Minister's Integrated Housing Mtg
28/08/2014	362556431	PRESTIGE TRANSPORTATIO LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43		00 Aug 11 Taxi - YEG Airport to SSP - Mtg with Vickie Karinski, AIMCo/AHS Mtg
28/08/2014	362556432	PRESTIGE TRANSPORTATIO LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43		00 Aug 12 Taxi - SSP to YEG Airport - Executive Leadership Team Meeting
28/08/2014	362556433	PRESTIGE TRANSPORTATIO LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43		00 Aug 13 Taxi - YEG Airport to Coast Plaza Hotel - Edm Zone EMS mtg, CCP Exec Steering Committee Mtg next day
28/08/2014	362556434	PRESTIGE TRANSPORTATIO LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43		00 Aug 14 Taxi - SSP to YEG Airport - Edm Zone EMS Mtg, CCP Exec Steering Committee Mtg
28/08/2014	362556435	PRESTIGE TRANSPORTATIO LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43		00 Aug 19 Taxi - SSP to YEG Airport Executive Leadership Team Mtg, Mtg with Jocelyn Andrews FNHB
28/08/2014	362556436	PRESTIGE TRANSPORTATIO LIMOUSINES AND TAXICABS	76.00	CAD	76.00	3.62		00 Aug 18 Taxi - YEG Airport to Court House to SSP - Primary Care Meeting
28/08/2014	362556437	PRESTIGE TRANSPORTATIO LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43		00 Aug 21 Taxi - YEG Airport to Stirling Place - Deputy Minister's Integrated Housing Mtg
28/08/2014	362556438	PRESTIGE TRANSPORTATIO LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43		00 Aug 21 Taxi - Stirling House to YEG Airport - Deputy Minister's Integrated Housing Mtg
29/08/2014	362556439	PRESTIGE TRANSPORTATIO LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43		00 July 22 Taxi - SSP to YEG Airport - Mtg with Vickie Karinski, Exec Leadership Team mtg <b>July 22</b>
03/09/2014	363221731	AIR CAN 0142138505843 AIR CANADA	467.51	CAD	467.51	00		00 Flight Sep 8-10 - Edmonton Mtgs, CFO Interviews, Exec Leadership Team Mtg
05/09/2014	363221730	1104316 ALBERTA LTD LIMOUSINES AND TAXICABS	490.00	CAD	490.00	23.33		Taxi Aug 11, 12, 13, 19 - Edm Meetings - Vickie Karinski, AIMCo, ELT, EMS, Primary Care
05/09/2014	363221732	AIR CAN 0142138505643 AIR CANADA	467.51	CAD	467.51	00		Flight Sep 8-10 cancelled/refunded (as booked within 24 hours) Travel to Edm was by vehicle
10/09/2014	363997950	AIR CAN 0142138814171 AIR CANADA	457.01	CAD	457.01	00		00 Flight Sep 14-15 - Edm Mtgs, Capital Projects Sr Exec Committee Mtg, Exec Leadership Team Mtg
11/09/2014	363997949	COAST EDMONTON PLAZA H. LODGING HOTELS MOTELS RESORTS	485.01	CAD	485.01	00		00 Hotel 3 nights Sep 8-10 - Edm Mtgs, CFO Interviews, Exec Leadership Team Mtg, RAD Negotiations Update
11/09/2014	364280603	AIR CAN 0142138872470 AIR CANADA	85.10	CAD	85.10	00		00 Additional Fare - Sep 14 departing flight changed to Sep 15 due to Cap Projects Sr Exec Comm cancelled. Flight cancelled Sep 15
11/09/2014	364280604	AIR CAN 0142138872470 AIR CANADA	52.50	CAD	52.50	00		00 Change Fee - Departing Flight changed fr Sep 14 to Sep 15. Flight cancelled on Sep 12. Credit issued.
12/09/2014	364164102	AHS FMC PARKING I ZEAG AUTOMOBILE PARKING LOTS AND GARAGES	13.25	CAD	13.25	63		Aug 12 FMC Parking - TBCC Executive Committee Mtg, Mtg with Teresa Davidson.
18/09/2014	364765615	OCAPT BUSINESS BOOKS BOOKS PERIODICALS AND NEWSPAPERS	658.73	CAD	658.73	31.37		00 Professional Development - "Managing to Learn" for distribution to staff <b>10 Books</b>

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 FHS Corporate Policies Program User Guide and Training   have allocated the transaction(s) to the proper cost centre</li> </ul>		
<u>Patricia Novotny</u> <small>Name of Cardholder Designate</small>	<u>Executive Administrative Assistant</u> <small>Cardholder Designate Position/Title</small>	
<u>Patricia Novotny</u> <small>Signature of Cardholder Designate</small>	<u>Sep 22, 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>TRIMP RICK</u> <small>Name of Cardholder</small>	<u>VICE PRESIDENT</u> <small>Cardholder Position/Title</small>	
<u>[Signature]</u> <small>Signature of Cardholder</small>	<u>9/24/14</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>Sept. 25/14</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 Sen. &amp; CFO</u> <small>Approver Position/Title</small>	
<u>Deborah Rhodes</u> <small>Signature of Approver</small>	<u>Sept - 29/14</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)</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 meal), 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 _____



Aug 21 - Calgary Airport Parking  
Deputy Minister's Integrated  
Housing Meeting

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

EXIT No. [REDACTED]  
IN: 08/21/14 11:34  
OUT: 08/21/14 18:18  
DURATION: 0 06: 44  
PAID: \$ 27.30  
(GST INCLUDED)

[REDACTED]  
THANK YOU FOR  
YOUR VISIT

Calgary International Airport Parkade

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Aug 13 - Taxi transportation  
Edmonton Airport to Coast Edm Plaza Hotel  
Edm Zone EMS Mtg, CCP Exec Steering  
Committee Mtg next day

RICK TRIMP  
Aug. 14/2014.  
1st floor structure bldg 7E14  
PRESTIGE TRANSPORTATION  
10135 31 Avenue NW  
Edmonton AB T6N-1C2  
780-463-5000

RICK TRIMP  
Aug. 13/2014.  
E1A7 Coast Edm Plaza  
PRESTIGE TRANSPORTATION  
10135 31 Avenue NW  
Edmonton AB T6N-1C2  
780-463-5000

RICK TRIMP + SALMAH  
SSP 7 E1A.  
Aug. 12/2014  
PRESTIGE TRANSPORTATION  
10135 31 Avenue NW  
Edmonton AB T6N-1C2  
780-463-5000

2

Aug 11 - Taxi transportation  
Edmonton Airport to 7th Street Plaza  
Mtg with President & CEO  
AIMCo/AHS Mtg

RICK TRIMP  
Aug. 11/2014.  
E1A7 SSP.  
PRESTIGE TRANSPORTATION  
10135 31 Avenue NW  
Edmonton AB T6N-1C2  
780-463-5000

[REDACTED]  
PURCHASE  
[REDACTED]

[REDACTED]  
PURCHASE  
[REDACTED]

[REDACTED]  
PURCHASE  
[REDACTED]

[REDACTED]  
PURCHASE  
[REDACTED]

APPROVED  
AMOUNT CAD\$72.00

APPROVED  
AMOUNT CAD\$72.00

APPROVED  
AMOUNT CAD\$72.00

APPROVED  
AMOUNT CAD\$72.00

Ref. #: [REDACTED]  
Auth. #: [REDACTED]  
Book on line at  
EDMPRESTIGE.COM  
Thank you for being our guest  
GST 862184769

Ref. #: [REDACTED]  
Auth. #: [REDACTED]  
Book on line at  
EDMPRESTIGE.COM  
Thank you for being our guest  
GST 862184769

Ref. #: [REDACTED]  
Auth. #: [REDACTED]  
Book on line at  
EDMPRESTIGE.COM  
Thank you for being our guest  
GST 862184769

Ref. #: [REDACTED]  
Auth. #: [REDACTED]  
Book on line at  
EDMPRESTIGE.COM  
Thank you for being our guest  
GST 862184769

Date: 2014/08/28 Time: 23:11:25  
Response: [REDACTED]

Date: 2014/08/28 Time: 23:09:41  
Response: [REDACTED]

Date: 2014/08/28 Time: 23:07:46  
Response: [REDACTED]

Date: 2014/08/28 Time: 23:05:35  
Response: [REDACTED]

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

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

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

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

Aug 14 - Taxi transportation  
7th Street Plaza to Edmonton Airport  
Edm Zone EMS Mtg, CCP Exec Steering  
Committee Meeting

Aug 12 - Taxi transportation  
7th Street Plaza to Edmonton Airport  
Executive Leadership Team Meeting

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Aug 21 - Taxi transportation  
Edmonton Airport to Stirling Place  
Deputy Minister's Integrated Housing Mtg

RICK TRIMP  
Aug. 21/2014  
Ap to Stirling Place & EIA  
PRESTIGE TRANSPORTATION  
10135 31 Avenue NW  
Edmonton AB T6H-1C2  
780-463-5000

[REDACTED]  
PURCHASE  
[REDACTED]  
APPROVED  
AMOUNT CAD\$72.00

ref. # [REDACTED]  
Auth. # [REDACTED]  
Book on line at  
EDMPRESTIGE.COM  
Thank you for being our guest  
GST 862184769  
Date: 2014/08/28 Time: 23:28:56  
Response: [REDACTED]  
\*\*\*CUSTOMER COPY\*\*\*

RICK TRIMP  
Aug. 21/2014  
Ap to Stirling Place  
PRESTIGE TRANSPORTATION  
10135 31 Avenue NW  
Edmonton AB T6H-1C2  
780-463-5000

[REDACTED]  
PURCHASE  
[REDACTED]  
APPROVED  
AMOUNT CAD\$72.00

ref. # [REDACTED]  
Auth. # [REDACTED]  
Book on line at  
EDMPRESTIGE.COM  
Thank you for being our guest  
GST 862184769  
Date: 2014/08/28 Time: 23:27:17  
Response: [REDACTED]  
\*\*\*CUSTOMER COPY\*\*\*

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Aug 18 - Taxi transportation  
Edmonton Airport to Court House to SSP  
Primary Care Meeting

RICK TRIMP + SAUHAN  
Aug. 18/2014  
Ap to Court House & SSP  
PRESTIGE TRANSPORTATION  
10135 31 Avenue NW  
Edmonton AB T6H-1C2  
780-463-5000

[REDACTED]  
PURCHASE  
[REDACTED]  
APPROVED  
AMOUNT CAD\$76.00

ref. # [REDACTED]  
Auth. # [REDACTED]  
Book on line at  
EDMPRESTIGE.COM  
Thank you for being our guest  
GST 862184769  
Date: 2014/08/28 Time: 23:14:57  
Response: [REDACTED]  
\*\*\*CUSTOMER COPY\*\*\*

Aug 19 - Taxi transportation  
7th Street Plaza to Edmonton Airport  
Executive Leadership Team Meeting  
Meeting with Jocelyn Andrews (FNIHB)

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July 22 - Taxi transportation  
7th Street Plaza to Edmonton Airport  
Meeting with President & CEO  
Executive Leadership Team Meeting

RIKIE TRINH  
July 22/2014  
BSP Ap.  
PRESTIGE TRANSPORTATION  
10135 31 Avenue NW  
Edmonton AB T6N-1C2  
780-463-5000

Term

PURCHASE

APPROVED

AMOUNT CAD\$72.00

Ref:

Auth:

Book on line at  
EDMPRESTIGE.COM

Thank you for being our guest  
851 862184769

Date: 2014/08/29 Time: 00:56:17

Response:

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

al

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.



**Booking Information**

**Booking Reference:** [REDACTED]

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

**Main Contact:**  
Mr Rick A Trimp  
[REDACTED]

Mobile: [REDACTED]  
Home: [REDACTED]  
Work: [REDACTED]

**Customer Care**  
**Air Canada**  
1-888-247-2262

**Flight Arrivals and Departures**  
1-888-422-7533

Flight Sep 8-10 - Edmonton Meetings  
CFO Interviews  
Executive Leadership Team Meeting

**Flight Itinerary**

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
[REDACTED]	<b>Calgary (YYC)</b> Mon 08-Sep 2014 08:30	<b>Edmonton, Edmonton Int'l (YEG)</b> Mon 08-Sep 2014 09:19	0	0hr49	[REDACTED]	Flex, W	
[REDACTED]	<b>Edmonton, Edmonton Int'l (YEG)</b> Wed 10-Sep 2014 15:00	<b>Calgary (YYC)</b> Wed 10-Sep 2014 15:52	0	0hr52	[REDACTED]	Flex, V	

Operated by:  
1 Air Canada Express - Jazz

**Passenger Information**

**1: Mr Rick A Trimp : Adult (16+), Ticket Number:** [REDACTED]

Air Canada - [REDACTED] Meal Preference: **None**  
Payment Card: [REDACTED] Special Needs: **None**  
Seat Selection: [REDACTED]

**Purchase Summary**

Fare Summary	Adult
Passenger Type	
<b>Air Transportation Charges</b>	
Departing Flight - Flex	<b>173.00</b>
Return Flight - Flex	<b>174.00</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)	22.26
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	<b>467.51</b>
Number of passengers	x 1
Total airfare, taxes and options	<b>467.51</b>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$467.51</b>

**Payment Information**

[REDACTED] Amount paid: **\$467.51**  
The following charges (tax inclusive) will appear on your credit or debit card statement:  
• Air Canada: \$467.51 (Airfare - per ticket)

Ticket number(s): [REDACTED]



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Taxi -Transportation Aug 11, 12, 13, 18, 19  
Edmonton Meetings  
Meeting with President & CEO, AIMCo/AHS,  
Executive Leadership Team Mtgs,  
EMS & Primary Care Mtgs

**1104316 ALBERTA LTD.**  
37 Royal Oak Cove NW - Calgary - Alberta - T3G4X7  
PHONE: 403-512-8751 FAX: 1-866-465-8319  
GST No: 86481 0676 RT0001

**Date:** 31-Aug-14

**In Account With:**  
**MR. R. TRIMP**

**Receipt**

<b>DATE</b>	<b>TIME</b>	<b>DESCRIPTION</b>	<b>Amount Charged</b>
11-Aug-14	6.30 am	Mr. Trimp - [REDACTED] to Airport	\$100.00
12-Aug-14	4.49 pm	Mr. Trimp - Airport to [REDACTED]	\$100.00
13-Aug-14	2.30 pm	Mr. Trimp - [REDACTED] to Airport	\$90.00
18-Aug-14	6.45 am	Mr. Trimp - [REDACTED] to Airport	\$100.00
19-Aug-14	6.45 pm	Mr. Trimp - Airport to [REDACTED]	\$100.00
<b>Sub Total</b>			\$490.00
<b>15% Gratuity</b>			\$0.00
<b>5% GST</b>			\$0.00
<b>TOTAL</b>			\$490.00

**Thank you for your patronage**

Please advise us of any discrepancies within 30 days of receiving your receipt

Flight Sep 8-10 cancelled/refunded  
(as booked within 24 hours of cancellation)  
Travel to Edmonton was by vehicle instead

## Electronic Refund Receipt / Reçu de remboursement électronique

We are pleased to confirm a refund has been processed to your payment card.

Nous sommes heureux de confirmer qu'un remboursement a été porté à votre carte de paiement.

**Please print this refund receipt for your reference.**

**Veillez imprimer ce reçu pour vos dossiers.**

### Refund Information / Détails du remboursement

**Passenger Name:**  
**Nom du passager:** Rick Trimp

**Ticket(s) Refunded:**  
**Billet(s) remboursé(s):** [REDACTED]

**Payment card refunded:**  
**Carte de paiement remboursée:** [REDACTED]

**Date of refund:** 04 September 2014  
**Date du remboursement:** 04 Septembre 2014

**Customer Care  
Service au client**

On the web/Site Web  
[www.aircanada.com](http://www.aircanada.com)

**Air Canada Reservations  
Réservations d'Air Canada**  
1 888 247-2262

**Aeroplan Centre  
Centre Aéroplan**  
1 800 361-5373

### Amount refunded / Montant du remboursement

Amount eligible for refund: Montant à rembourser:	371.00
Taxes and Airport Fees eligible for refund: Taxes et frais aéroportuaires à rembourser:	
Canada Security Charge / Canada - Droit pour la sécurité (CA)	14.25
Canada Airport Improvement Fee / Canada - Frais d'améliorations aéroportuaires (SQ)	60.00
Canada Goods and Services Tax (GST/HST #10009-2287) / Canada - Taxe sur les produits et services (TPS/TVH #1009-2287) (XG)	22.26

**Total Amount Refunded to your payment card in Canadian dollars:**  
**Montant total remboursé sur la carte de paiement en Dollars canadiens:**

**467.51**

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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.



**Booking Information**

Booking Reference: [REDACTED]

**Customer Care**

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

**Air Canada**  
1-888-247-2262

**Main Contact:**  
Mr Rick A Trimp  
[REDACTED]  
Mobile: [REDACTED]  
Home: [REDACTED]  
Work: [REDACTED]

**Flight Arrivals and Departures**  
1-888-422-7533

Flight Sep 14-16 - Edmonton Meetings  
Capital Projects Sr. Exec Steering Committee  
Executive Leadership Team Meeting

**Flight Itinerary**

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
[REDACTED]	Calgary (YYC) Sun 14-Sep 2014 20:30	Edmonton, Edmonton Int'l (YEG) Sun 14-Sep 2014 21:19	0	0hr49	[REDACTED]	Flex, V	
[REDACTED]	Edmonton, Edmonton Int'l (YEG) Tue 16-Sep 2014 16:00	Calgary (YYC) Tue 16-Sep 2014 16:50	0	0hr50	[REDACTED]	Flex, W	

Operated by:  
1 Air Canada Express - Jazz

**Passenger Information**

1: Mr Rick A Trimp : Adult (16+), Ticket Number: [REDACTED]

Air Canada - [REDACTED]  
Payment Card: [REDACTED]  
Seat Selection: [REDACTED]

Meal Preference: **None**  
Special Needs: **None**

**Purchase Summary**

**Fare Summary**

Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - Flex	174.00
Return Flight - Flex	163.00
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)	21.76
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	457.01
Number of passengers	x 1
Total airfare, taxes and options	457.01
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$457.01</b>

**Payment Information**

[REDACTED] Amount paid: **\$457.01**  
The following charges (tax inclusive) will appear on your credit or debit card statement:  
• Air Canada: \$457.01 (Airfare - per ticket)  
Ticket number(s) [REDACTED]



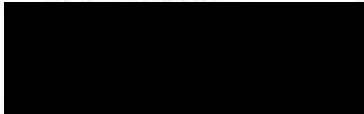
10155 105th Street,  
Edmonton, AB T5J 1E2  
Tel: (780) 423 4811 Fax: (780) 423 3204

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**1116**

Hotel - 3 nights Sep 8-10  
Edmonton Meetings  
CFO Interviews, Executive Leadership Team Mtg  
RAD Negotiations Update

Mr Rick TRIMP



# Receipt

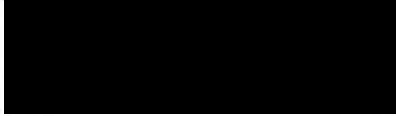
Invoice date 9/11/2014  
Our reference [Redacted]  
GST Number 10103 5467 RT0020

Guest	Mr Rick Trimp	Arrival	9/8/2014	Departure	9/11/2014	Room	[Redacted]
Date	Description	Quantity	Unit Price			Total ()	
9/8/2014	Room Charge	1	144.00			144.00	
9/8/2014	GST Taxes	1	7.42			7.42	
9/8/2014	Tourism Levy	1	5.93			5.93	
9/8/2014	Destination Market Fee	1	4.32			4.32	
9/9/2014	Room Charge	1	144.00			144.00	
9/9/2014	GST Taxes	1	7.42			7.42	
9/9/2014	Tourism Levy	1	5.93			5.93	
9/9/2014	Destination Market Fee	1	4.32			4.32	
9/10/2014	Room Charge	1	144.00			144.00	
9/10/2014	GST Taxes	1	7.42			7.42	
9/10/2014	Tourism Levy	1	5.93			5.93	
9/10/2014	Destination Market Fee	1	4.32			4.32	
						<b>Total invoice</b>	<b>485.01</b>
9/11/2014	[Redacted]						-485.01

Subtotal 485.01

For reservations: [www.coasthotels.com](http://www.coasthotels.com) or 1-800-663-1144

Mr Rick TRIMP



# Receipt

Invoice date 9/11/2014  
Our reference [REDACTED]  
GST Number 10103 5467 RT0020

Date	Description	Quantity	Unit Price	Total ()
			Total Paid	-485.01
			Total Due	0.00
Total GST		22.26		

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 \_\_\_\_\_

**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.



**Booking Information**

Booking Reference: [REDACTED]

**Customer Care**

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

**Air Canada**  
1-888-247-2262

**Main Contact:**

Mr Rick Trimp [REDACTED]

**Flight Arrivals and Departures**  
1-888-422-7533

Mobile: [REDACTED]  
Home: [REDACTED]  
Work: [REDACTED]

**Flight Itinerary**

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
[REDACTED]	Calgary (YYC) Mon 15-Sep 2014 16:30	Edmonton, Edmonton Int'l (YEG) Mon 15-Sep 2014 17:22	0	0hr52	[REDACTED]	Flex, U	
[REDACTED]	Edmonton, Edmonton Int'l (YEG) Tue 16-Sep 2014 16:00	Calgary (YYC) Tue 16-Sep 2014 16:50	0	0hr50	[REDACTED]	Flex, W	

Operated by:  
1 Air Canada Express - Jazz

**Passenger Information**

1: Mr Rick Trimp : Adult (16+), Ticket Number: [REDACTED]

Air Canada - [REDACTED] Meal Preference: **Regular**  
Payment Card: [REDACTED] Special Needs: **None**  
Seat Selection: [REDACTED]

**Additional charges and/or refund summary**

Passenger Type	Additional charges
	Adult
<b>Air Transportation Charges</b>	
Airfare (includes Surcharges)	<b>82.00</b>
<b>Taxes, Fees and Charges</b>	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	4.10
Total Additional Fare	<b>86.10</b>
<b>Extra Charges (Change Fee)</b>	
Change Fee	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	2.50
Total Extra Charge (Change Fee)	<b>52.50</b>
Number of passengers	x 1
Total airfare, taxes and options	<b>138.60</b>
<b>Grand Total - Canadian dollars</b>	<b>\$138.60</b>

(16) Additional Fare - Sep 14 departing flight changed to Sep 15 due to Capital Projects Sr Exec Steering Committee cancelled. (Flight cancelled on Sep 12. Credit issued and to be used at next booking).

(17) Change Fee - Sep 14 departing flight changed to Sep 15 due to Capital Projects Sr Exec Steering Committee cancelled. (Flight cancelled on Sep 12. Credit issued and to be used at next booking).

**Payment Information**

[REDACTED] Amount paid: **\$138.60**  
[REDACTED] will appear on your credit or debit card statement.

- Air Canada: \$86.10 (Airfare)
- Air Canada: \$52.50 (Change Fee per ticket)

Ticket number(s) [REDACTED]

Parking - Foothills Medical Centre - Sep 12  
TBCC Executive Committee Mtg  
1:1 Rick Trimp & Teresa Davidson

ALBERTA HEALTH  
SERVICES

RECEIPT

\*\*\*\*\*

ENTRY DATE/TIME:

12/09/14 07:22

PAY DATE/TIME:

12/09/14 11:40

PARK-DUR.: HRS:MIN

0:04:18

\*\*\*\*\*

ALLOWED EXIT TO:

13.09.14 07:37

\*\*\*\*\*

PAID: \$ 13.25

\*\*\*\*\*

\* Parking Rates \*

\* Are GST Exempt \*

\*\*\*\*\*

\* Please Exit \*

\* Site Within \*

\* 15 Minutes \*

\* After Payment \*

\* Is Made \*

\*\*\*\*\*

\* No In/Out \*

\* Privileges \*

\*\*\*\*\*

\* Managed by \*

\* Alberta \*

\* HealthServices \*

\*\*\*\*\*

\* Have Questions \*

\* Or Concerns? \*

\* Call Us \*

\* 403-944-1014 \*

\*\*\*\*\*

# OCAPT Business Books

539 Turner Drive  
 Burlington, Ontario L7L 2W8  
 Canada

# INVOICE

19

Invoice No.: [REDACTED]  
 Date: 09/18/2014  
 Ship Date: 09/18/2014  
 Page: 1  
 Re. Order No. [REDACTED]

Sold to:  
 Alberta Health Services RV  
 [REDACTED]

Ship to:  
 Alberta Health Services RV  
 [REDACTED]

Books purchased for Professional Development - To be distributed to staff directly reporting to Rick Trimp

Business No.: [REDACTED]

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
[REDACTED]	Each	10	Managing to Learn	G	59.95	599.50
			Freight	G		27.86
			G - GST 5% GST			31.37

OCAPT BUSINESS BOOKS  
 539 TURNER DR  
 BURLINGTON, ON L7L2W8  
 905-902-2367

Sale

Entry Method: Manual

09/18/14 22:53:35

Apprvd [REDACTED]

Code: [REDACTED]

Total: \$ 658.73

Customer Copy

Shipped By:	Tracking Number:	Total Amount	658.73
Comment:	PD BY MC - Thank you for choosing OCAPT!		
Sold By:			





# 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: 21-Aug-14 To 20-Sep-14  
 Travel Period from: \_\_\_\_\_ To \_\_\_\_\_ (if applicable)  
 Out-of-Province Travel No

Name: Rick Trimp Position (Title): Vice President

Location: [REDACTED]

Employee # (E-People): [REDACTED]

## SECTION E: FINANCE CODING & TOTAL CLAIM

CAPITAL PROJECT CODING ONLY → Project Number \_\_\_\_\_ Project Task Number \_\_\_\_\_  
 Expenditure Organization \_\_\_\_\_ Expenditure Type \_\_\_\_\_

Total - Section B: Travel - Pg 2				
Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense
2A	101	0005	71110101000	\$218.96
2B				
2C				
2D				
				\$218.96

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

\*\*User to enter Coding & \$ Amounts  
 NOTE: These fields do not automatically fill for Section C & D

TOTAL REIMBURSEMENT	
Total Section B	\$218.96
Total Section C&D	
Less Cash Advance	
<b>TOTAL CLAIM</b>	<b>\$218.96</b>

## SECTION F: AUTHORIZATION

I attest that I have read and understand the "Travel, Hospitality & Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with the principles and mandatory requirements of this 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: 09/24/14

I attest that I have read and understand all applicable policies of Alberta Health Services that pertain to these expenses, and confirm expenses being claimed are in compliance with such policies.  
 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 approver directly to Accounts Payable for processing

Approved By (PRINT ONLY): Deborah Rhodes DOFA Level [REDACTED] Position # [REDACTED] Phone # [REDACTED] Ext [REDACTED]  
 Signature: [Signature] Title Acting CFO Date Sept. 29/14

I attest that I have read and understand all applicable policies of Alberta Health Services that pertain to these expenses, and confirm expenses being claimed are in compliance with such policies.  
 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 \_\_\_\_\_  
 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.  
 Please send completed claim form (with receipts and other required backup) to: Alberta Health Services 10030-107 St, North Tower, 10th Floor, Accounts Payable, Edmonton, AB T5J 3E4

EXPENSE CLAIM DETAILS

Enter Finance Coding **101 0005 71110101000** 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 = Intert)  
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? Yes/No	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						
21-Aug-14	Edmonton - Deputy Minister's Integrated Housing & Supports Framework & Housing Strategy - Travel to YC Airport/return	AB	Meeting	Yes	L-\$11.60	\$11.60								72.00
5-Sep-14	Edmonton Zone EMS Committee Member Meeting with Senior AHS Executives	AB	Meeting	Yes	L-\$11.60	\$11.60								
8-Sep-14	Edmonton - CFO Interviews, Meeting with Primary Care	AB	Meeting	Yes	A-\$41.55	\$41.55								
9-Sep-14	Edmonton - Executive Leadership Team Meeting, CFO Interviews	AB	Meeting	Yes	LD-\$32.35	\$32.35								
10-Sep-14	Edmonton - RAD Negotiations Update, Primary Care HR Meeting	AB	Meeting	Yes	LD-\$32.35	\$32.35								
11-Sep-14	Edmonton - Lab RFP Core Team Meeting, CCP Executive Steering Committee Meeting	AB	Meeting	Yes	L-\$11.60	\$11.60								
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
17-Sep-14	Edmonton - Communications Interviews	AB	Meeting	Yes	A-\$41.55	\$41.55								

<b>SUBTOTALS</b>																Total Kms 72.00
------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--------------------

<b>MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle</b> — 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
											Mileage \$			\$36.36

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

											Travel \$ Subtotal			\$182.60
											Auto fills on page 1 - TOTAL TRAVEL \$			\$218.96

**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)