

Official Administrator and Executive Expense Report

Name Rob Armstrong
Title Vice-President Human Resources (Acting)
Location Calgary
 Expenses submitted during the month of July 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)
Jul-14	Expense Claim	Meetings		42	326	1,079	1,447			-
Total			\$ -	\$ 42	\$ 326	\$ 1,079	\$ 1,447	\$ -	\$ -	\$ -

Total for the Month \$ 1,447

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 145
 Non economy air travel in the month \$ -

1) Travel expenses

Includes local and out of province/country travel expenses. Other travel includes items such as taxis, parking mileage, car rental and other expenses related to travel.

2) Professional Development

Includes conference, seminar and course registration fees and material

3) Hosting and Hospitality expenses

Hospitality and Hosting expenses may be incurred to advance AHS' mission, vision and values. For example, may include working lunches with staff and prospective employees meetings with government officials, dignitaries, public interest groups, donors other public or private organizations.

4) Other

Other expenses include expenses incurred in the normal course of business that are required for work purposes. May include small item technology purchases, books, etc.

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

TRAVEL, HOSPITALITY & WORKING SESSION EXPENSE CLAIM

SECTION A: EMPLOYEE DETAILS (for AHS Staff ONLY)

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

Expense Date From: 1-Jul-14 To 31-Jul-14
 Travel Period from: 14-Jul-14 To 29-Jul-14
 Out-of-Province Travel No

Name: ROBERT ARMSTRONG Position (Title):
 Location: Dept: Human Resources DOFA Level: Union: Business Phone: Ext:
 Employee # (E-People):

SECTION E: FINANCE CODING & TOTAL CLAIM

CAPITAL PROJECT CODING ONLY → Project Number Expenditure Organization Project Task Number 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	71120000038	1446.58						1446.58		
2B												
2C												
2D												
				1446.58							TOTAL CLAIM	1446.58

NOTE: This section auto fills from page 2A, 2B, 2C & 2D
 **User to enter Coding & \$ Amounts
 NOTE: These fields do not automatically fill for Section C & D

SECTION F: AUTHORIZATION

I affirm that I have read and understand the Travel, Hospitality & Working Session Expense Policy (1120) of Alberta Health Services and certify that the claims being submitted are in compliance with the policy and applicable provisions of the policy.

I certify that the expenses submitted in this claim have been incurred by using a cost-effective method, otherwise indicated and supporting receipts are included as required.

I, by signing this form, affirm that I am responsible for all the above statements.

Employee Signature: *Deborah Rhodes* Date: *Sept 15/14*

I affirm that I have read and understand all applicable policies of Alberta Health Services that relate to this expense claim, and certify that the expenses being claimed are in compliance with such policies.

I affirm that such has been incurred in the course of my business purposes for Alberta Health Services and that the claim has not been previously submitted by the claimant or another staff from Alberta Health Services or any other Organization.

I affirm that all receipts submitted in this claim have been incurred by using a cost-effective method, otherwise indicated and supporting receipts are included as required.

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

Approved By (PRINT ONLY): Deb Rhodes DOFA Level: Position: Phone:

Signature: *Deborah Rhodes* Title: *V Corp Services + CFO* Date: *Sept. 18/14*

I, by signing this form, affirm that I am responsible for all the above statements.

Signature: Title: Date:

Health and Personal information on this form is collected by AHS under the authority of section 23(b) of the Health Information Act (HIA) and sections 2(1) and 34(2) of the Freedom of Information and Protection of Privacy (FOIP) Act, respectively, for the purpose of administering AHS Procedure to file payments.

Please send completed claim form (with receipts and other required backup) to: Alberta Health Services (1000-10) St. North Tower, 10th Floor, Accounts Payable, Edmonton, AB T6Z 3G4

EXPENSE CLAIM DETAILS

Enter Finance Coding 101 0005 7112000038 Emp # (E-People) Page **2A**

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

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

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

Completion of the "Cost Effective Method Used" Column is **REQUIRED**.
 If you select "No" in this column,
 Further Explanation is **REQUIRED** in the "Rationale is Required" section on this page

Date dd-mmm-yy	Business Reason for Travel - Detailed Description Required (include destination, who attended-(if meal), why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	Prov, US, or Out of N.Amer where expenses incurred?	What is travel related to?	Cost Effective Method Used? 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						
14-Jul-14	Various meetings in Edmonton, including meeting with CEO and Susan McGillivray (SPO, HRCS and ELR)	AB - Provinc	Meeting	Yes						\$162.79		30.45 35.00	✓ ✓	600.00
15-Jul-14	Executive Leadership Team (ELT) meeting in Edmonton	AB - Provinc	Meeting	Yes								\$30.00	✓	
22-Jul-14	ELT Meeting in Edmonton	AB - Provinc	Meeting	Yes	LD-\$32.35	\$32.35	✓			\$162.79		\$30.00	✓	600.00
23-Jul-14	Meetings with CEO and various staff in Edmonton	AB - Provinc	Meeting	Yes	B-\$9.20	\$9.20	✓					\$21.00	✓	
29-Jul-14	ELT Meeting in Edmonton	AB - Provinc	Meeting	Yes								\$24.00	✓	500.00
SUBTOTALS						\$41.55				\$325.58		110.45	✓	Total Kms 1800.00

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**

Mileage \$ **\$909.00**

Travel \$ Subtotal **537.58**

Auto fills on page 1 - TOTAL TRAVEL \$ **1446.58** ✓

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)

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 780-426-3636
<http://www.westin.com/edmonton>



Armstrong, Robert
 [Redacted]

Page Number [Redacted]
 Guest Number [Redacted]
 Folio ID A
 No. Of Guest 1
 Room Number [Redacted]

Invoice Nbr [Redacted]
 Arrive Date 07-14-2014 16:38
 Depart Date 07-15-2014 15:55
 Agent [Redacted]

Duplicate Invoice

Date	Reference	Description	Charges	Credits
07-14-2014	[Redacted]	Room Charge	\$145.00	
07-14-2014	[Redacted]	GST	\$7.47	
07-14-2014	[Redacted]	DMF	\$4.35	
07-14-2014	[Redacted]	Tourism Levy	\$5.97	
07-15-2014	[Redacted]	Parking Self	\$29.00	
07-15-2014	[Redacted]	GST	\$1.45	
07-15-2014	[Redacted]	Visa		\$-193.24
		** Total	\$193.24	\$-193.24
		** Balance	\$-0.00	

Handwritten notes:
 - Yellow box around GST, DMF, Tourism Levy, and Parking Self charges with a bracket and arrow pointing to the total. Text: "= 162.79" ✓
 - Yellow box around Parking Self and GST charges with a bracket and arrow pointing to the total. Text: "= 30.45 - Parking" ✓

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
07-14-2014	\$145.00	\$7.47	\$5.97	\$0.00	\$0.00	\$4.35	\$162.79	\$0.00
07-15-2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.45	\$30.45	\$-193.24
Total	\$145.00	\$7.47	\$5.97	\$0.00	\$0.00	\$34.80	\$193.24	\$-193.24

[Redacted]

[Redacted]

Tell us about your stay. www.westin.com/reviews

Various meetings in Edmonton with:

- 1) Vickie Kaminski - CEO
- 2) Susan McGillivray - SFO, HRCS + ELR
- 3) ELT meeting

PLACE FACE UP ON DASH
IMPARK LOT 237
NO IN AND OUT PRIVILEGES

Expiration Date/Time

06:00 AM
JUL 15, 2014

Purchase Date/Time: 09:59am Jul 14, 2014
Total Parking: \$33.33
Total gst: \$1.67
Total Due: ~~\$35.00~~
Total Paid: \$35.00
Rate: \$35 - All Day
Payment Type: Card

S/N #: 600012451113
Setting: Lot 237
Mach Name: Meter 1

Visa

Auth

GST #887315638RT0001
IMPARK LOT 237

RECEIPT

IMPARK LOT 237
NO IN AND OUT PRIVILEGES

Expiration Date/Time: 06:00am Jul 15, 2014
Purchase Date/Time: 09:59am Jul 14, 2014
Total Parking: \$33.33
Total gst: \$1.67
Total Due: \$35.00
Total Paid: \$35.00
Rate: \$35 - All Day
Payment Type: Card
Ticket # [REDACTED]
Setting: Lot 237
Mach Name: Meter 1

Meeting with various
clients including CEO
and Susan McGowan

PLACE FACE UP ON DASH
IMPARK LOT 256
NO IN AND OUT PRIVILEGES

Expiration Date/Time
06:00 PM
JUL 15, 2014

Purchase Date/Time: 09:02am Jul 15, 2014
Total Parking: \$28.57
Total gst: \$1.43
Total Due: \$30.00
Total Paid: \$30.00
Ticket # [REDACTED]
S/N #: 500012451104 ✓
Setting: Lot 256
Mach Name: Meter 1

Rate: \$30 - All Day
Payment Type: Card

*Executive Leadership
Team Meeting in
Edmonton*

[REDACTED]
GST #887315638RT0001

RECEIPT

IMPARK LOT 256
NO IN AND OUT PRIVILEGES
Expiration Date/Time: 06:00pm Jul 15, 2014
Purchase Date/Time: 09:02am Jul 15, 2014
Total Parking: \$28.57
Total gst: \$1.43
Total Due: \$30.00
Total Paid: \$30.00

Rate: \$30 - All Day
Payment Type: Card

[REDACTED]
Setting: Lot 256
Mach Name: Meter 1
[REDACTED] [REDACTED]

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 780-426-3636
<http://www.westin.com/edmonton>



Armstrong, Robert

Page Number 1
 Guest Number [REDACTED]
 Folio ID A
 No. Of Guest 1
 Room Number [REDACTED]

Invoice Nbr [REDACTED]
 Arrive Date 07-22-2014 13:57
 Depart Date 07-23-2014 18:24
 Agent [REDACTED]

Invoice

Date	Reference	Description	Charges	Credits
07-22-2014	[REDACTED]	Room Charge	\$145.00	
07-22-2014	[REDACTED]	GST	\$7.47	
07-22-2014	[REDACTED]	DMF	\$4.35	
07-22-2014	[REDACTED]	Tourism Levy	\$5.97	
07-23-2014	[REDACTED]	In Room Dining	\$30.80	
07-23-2014	[REDACTED]	Visa		\$-193.59
		** Total	\$193.59	\$-193.59
		** Balance	\$0.00	

Handwritten notes: 162.79 ✓, Dinner, 162.79

EXPENSE SUMMARY REPORT
 Currency: CAD

Date	Room	GST	Tour Levy	Food\Bv	Phone	Other	Total	Payment
07-22-2014	\$145.00	\$7.47	\$5.97	\$0.00	\$0.00	\$4.35	\$162.79	\$0.00
07-23-2014	\$0.00	\$0.00	\$0.00	\$30.80	\$0.00	\$0.00	\$30.80	\$-193.59
Total	\$145.00	\$7.47	\$5.97	\$30.80	\$0.00	\$4.35	\$193.59	\$-193.59

Tell us about your stay. www.westin.com/reviews

KIDS EAT WELL AT WESTIN - Discover kids' meals that are as delicious as they are nutritious with the Westin Eat Well Menu for Kids, developed with Superchefs(TM) to make kids and parents happy. Learn more at westin.com/eatwell

Meetings with:
 • CEO
 • Various staff
 ✓ ERT

PARKING RECEIPT
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PLACE FACE UP ON DASH
IMPARK LOT 256
NO IN AND OUT PRIVILEGES

PLACE FACE UP ON DASH
IMPARK LOT 256
NO IN AND OUT PRIVILEGES

PLACE FACE UP ON DASH
IMPARK LOT 237
NO IN AND OUT PRIVILEGES

Expiration Date/Time
06:00 PM
JUL 22, 2014

Expiration Date/Time
05:06 PM
JUL 23, 2014

Expiration Date/Time
02:29 PM
JUL 29, 2014

Purchase Date/Time: 09:03am Jul 22, 2014
Total Parking: \$28.57
Total gst: \$1.43
Total Due: \$30.00
Total Paid: \$30.00 ✓
Rate: \$30 - All Day
Payment Type: Card
Ticket # [REDACTED]
S/N #: 500012451104
Setting: Lot 256
Mach Name: Meter 1

Purchase Date/Time: 02:06pm Jul 23, 2014
Total Parking: \$20.00
Total gst: \$1.00
Total Due: \$21.00
Total Paid: \$21.00 ✓
Rate: \$21 - 3 hours
Payment Type: Card
Ticket # [REDACTED]
S/N #: 500012451104
Setting: Lot 256
Mach Name: Meter 1

Purchase Date/Time: 10:29am Jul 29, 2014
Total Parking: \$22.86
Total gst: \$1.14
Total Due: \$24.00
Total Paid: \$24.00 ✓
Rate: \$24 - 4 Hrs
Payment Type: Card
Ticket # [REDACTED]
S/N #: 500012451113
Setting: Lot 237
Mach Name: Meter 1

[REDACTED]
GST #007315636RT0001

[REDACTED]
GST #887315636RT0001

[REDACTED]
GST #007315636RT0001
IMPARK LOT 237

RECEIPT

IMPARK LOT 256
NO IN AND OUT PRIVILEGES
Expiration Date/Time: 06:00pm Jul 22, 2014
Purchase Date/Time: 09:03am Jul 22, 2014
Total Parking: \$28.57
Total gst: \$1.43
Total Due: \$30.00
Total Paid: \$30.00
Rate: \$30 - All Day
Payment Type: Card
Ticket # [REDACTED]
Setting: Lot 256
Mach Name: Meter 1

RECEIPT

IMPARK LOT 256
NO IN AND OUT PRIVILEGES
Expiration Date/Time: 05:06pm Jul 23, 2014
Purchase Date/Time: 02:06pm Jul 23, 2014
Total Parking: \$20.00
Total gst: \$1.00
Total Due: \$21.00
Total Paid: \$21.00
Rate: \$21 - 3 hours
Payment Type: Card
Ticket # [REDACTED]
Setting: Lot 256
Mach Name: Meter 1

RECEIPT

IMPARK LOT 237
NO IN AND OUT PRIVILEGES
Expiration Date/Time: 02:29pm Jul 29, 2014
Purchase Date/Time: 10:29am Jul 29, 2014
Total Parking: \$22.86
Total gst: \$1.14
Total Due: \$24.00
Total Paid: \$24.00
Rate: \$24 - 4 Hrs
Payment Type: Card
Ticket #: [REDACTED]
Setting: Lot 237
Mach Name: Meter 1

ELT meeting
in Edmonton

Meetings with
CEO + various
staff

ELT meeting
in Edmonton