

Official Administrator and Executive Expense Report

Name Rob Armstrong
Title Vice-President Human Resources (Acting)
Location Calgary
 Expenses submitted during the month of October 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)
Oct-14	Expense Claim	Meetings	1,043	233	1,010	1,211	3,497			-
Total			\$ 1,043	\$ 233	\$ 1,010	\$ 1,211	\$ 3,497	\$ -	\$ -	\$ -

Total for the Month \$ 3,497

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 185
 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

Out of Province
Travel Approval
attached

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)

Name: ROBERT ARMSTRONG Position (Title): Acting VP
 Expense Date From: 1-Oct-14 To 31-Oct-14
 Travel Period from: 1-Oct-14 To 29-Oct-14 (if applicable)
 Out-of-Province Travel Yes

Location: Dept: DOFA Level: (if applicable) Union: Business Phone

Employee

SECTION E: FINANCE CODING & TOTAL CLAIM

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

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	7112000038	\$2,067.04						\$3,497.03		
2B	101	0005	7112000038	\$1,429.99								
2C												
2D												
				\$3,497.03							TOTAL CLAIM	\$3,497.03

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 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.

I, by signing this form, attest that I am compliant to all the above statements.
 Employee Signature: *Robert Rhodes* Date: Nov. 26/14

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): Deb Rhodes DOFA Level: Position #: Phone: Approved claim form with receipts should be sent by the approver directly to Accounts Payable for processing.

I, by signing this form, attest that I am compliant to all the above statements.
 Signature: *Robert Rhodes* Title: VP, Corporate Services and CEO Date: Dec. 1/14

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: 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 T6J 3E4

- 1 of 3 -

EXPENSE CLAIM DETAILS

Enter Finance Coding **101 0005 7112000038**

Emp # (E-People) [REDACTED]

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

Selected 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? 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 Type with value	Allowance	Meal Type	with receipt	Airfare				Hotel	Taxi	
1-Oct-14	Travel to Edmonton to attend HRSLT meeting and return to Calgary	AB - Province	Meeting	Yes	BL-\$20.80	\$20.80	✓				①	\$28.00	✓	300.00	
3-Oct-14	Meeting with outside counsel	AB - Local	Meeting	Yes							②	\$28.00	✓		
6-Oct-14	Travel to Edmonton to attend ELT meeting	AB - Province	Meeting	Yes	D-\$20.75	\$20.75	✓		③	\$167.28	✓			300.00	
7-Oct-14	Attending ELT and various meetings in Edmonton and return to Calgary	AB - Province	Meeting	Yes	BL-\$20.80	\$20.80	✓							300.00	
14-Oct-14	Travel to Edmonton to attend ELT meeting and HR Conference	AB - Province	Meeting	Yes	LD-\$32.35	\$32.35	✓	⑦	\$209.06	⑩	\$167.28	④	\$60.45	✓	
15-Oct-14	Attendance at HR Conference	AB - Province	Conf	Yes							⑤	\$171.91	✓		
16-Oct-14	Travel to Vancouver to attend Western HR VP's meeting	BC	Meeting	Yes	L-\$11.80	\$11.80	✓	⑧	\$341.51	⑨	\$212.75	✓			
17-Oct-14	Attending Western CEO's meeting in Vancouver and return to Calgary	BC	Meeting	Yes	L-\$11.80	\$11.80	✓				⑩	\$50.40	✓		
SUBTOTALS						\$117.90			\$610.57	\$547.31		\$336.76		Total Kms 900.00	

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 \$0.805 per km for under 5,000km/yr or \$0.47 per km for over 5,000km/yr or per Union Agreement

Enter \$0.805 km, \$0.47 km OR rate per Union Agreement (see Mileage details to the left) **\$0.505**

Mileage \$ **\$454.50**

Travel \$ Subtotal **\$1,612.54**

Auto fills on page 1 - TOTAL TRAVEL \$ **\$2,067.04**

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)

Enter Finance Coding

101 0005 71120000038

Emp # (E-People)

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 expense 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		Airfare	Hotel	Taxi					
					Meal Type with value	Allowance							Meal Type	with receipt
19-Oct-14	Travel to Edmonton to attend meetings	AB - Provinc	Meeting	Yes	D-\$20.75	\$20.75	✓	(11)	\$167.28	✓	(12)	\$30.45	✓	300.00
20-Oct-14	Attending meeting with CEO and UNA and meeting with CEO	AB - Provinc	Meeting	Yes	A-\$41.55	\$41.55	✓	(13)	\$167.28	✓	(14)	\$30.45	✓	
21-Oct-14	Attending ELT meeting and return to Calgary	AB - Provinc	Meeting	Yes	BL-\$20.80	\$20.80	✓							300.00
28-Oct-14	Travel to Edmonton to attend ELT meeting	AB - Provinc	Meeting	Yes	LD-\$32.35	\$32.35	✓	(15)	\$253.18	✓	(17)	\$128.62	✓	
29-Oct-14	Attending HRSLT meeting in Edmonton and return to Calgary	AB - Provinc	Meeting	Yes				(16)	\$179.68	✓	(18)	\$54.60	✓	
SUBTOTALS						\$115.45			\$432.86	\$463.18		\$115.50		Total Kms 600.00

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)

Mileage \$ 303.00

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 \$1,129.99

Auto fills on page 1 - TOTAL TRAVEL \$ 1,429.99

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

①

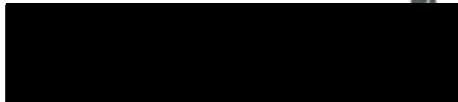
PLACE FACE UP ON DASH
IMPARK LOT 237
NO IN AND OUT PRIVILEGES

Expiration Date/Time
04:22 PM
OCT 01, 2014

Purchase Date/Time: 12:22pm Oct 01, 2014
Total Parking: \$26.67
Total amt: \$1.33
Total Due: \$28.00
Total Paid: \$28.00
Ticket: [REDACTED]
SN #: 38801245113
Setting: Lot 237
Mach Name: Meter 1

Rate: \$28 - 4 Hours
Payment Type: Card

Attendance at
HRSLT Meeting
in Edmonton



IMPARK LOT 237

RECEIPT

IMPARK LOT 237
NO IN AND OUT PRIVILEGES

Expiration Date/Time: 04:22pm Oct 01, 2014
Purchase Date/Time: 12:22pm Oct 01, 2014
Total Parking: \$26.67
Total amt: \$1.33
Total Due: \$28.00
Total Paid: \$28.00
Ticket: [REDACTED]
Setting: Lot 237
Mach Name: Meter 1

Rate: \$28 - 4 Hours
Payment Type: Card



2

TRUCKING AUTHORITY (403) 537-7000 CALGARY PAI
Termi Plate: [REDACTED] [REDACTED]
Valid through:
FRIDAY 03 OCT 14
6:20 PM
AMOUNT PAID: \$25.00 (EST Incl.)
START TIME: 10/3/2014 10:18 AM
ing & Tire Inflation Services (403) 537-7000 FREE Battery Boost

Attendance at
Meeting
with outside
counsel

3

Attendance at Executive Leadership Meeting in Edmonton

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

WESTIN
HOTELS & RESORTS

Armstrong, Robert
Page Number [Redacted] Invoice Mbr [Redacted]
Guest Number [Redacted] Arrive Date 10-06-2014 18:47
Folio ID [Redacted] Depart Date 10-07-2014 15:44
No. Of Guest 1 Agent [Redacted]
Room Number [Redacted]

Date	Description	Charge	Credit
10-06-2014	Room Charge	\$149.00	
10-06-2014	GST	\$7.67	
10-06-2014	DMF	\$4.47	
10-06-2014	Tourism Levy	\$6.14	
10-07-2014	VI		
	** Total		\$-167.28
	** Balance	\$167.28	\$-167.28
		\$-0.00	

EXPENSE SUMMARY REPORT
Currency: CAD

Date	Room	GST	Tax	Other	Total	Payment
10-06-2014	\$149.00	\$7.67	\$6.14	\$0.00	\$0.00	\$0.00
10-07-2014	\$0.00	\$0.00	\$0.00	\$0.00	\$4.47	\$0.00
Total	\$149.00	\$7.67	\$6.14	\$0.00	\$0.00	\$-167.28



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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

RECEIPT
GST NO. R122556194

TKT NO: [REDACTED]
 POF: CS7
 IN: 10/14/14 06:19
 OUT: 10/15/14 19:29
 PAID: \$ 54.60 ✓
 (GST INCLUDED)
 VISA

YOU HAVE 15 MIN.
 TO EXIT



RA 167412020 B11 0
 Rental 14-OCT-2014 00:10 AM
 EDMONTON INTL APPT
 Return 15-OCT-2014 04:20 PM
 EDMONTON INTL APPT

ROBERT ARMSTRONG
 Vehicle # F0312042
 Model [REDACTED]
 Class Charged ICAR
 License [REDACTED] Auto/Province AB
 M/Km Out 6666
 M/Km In 6063

CHARGE	PER DAY	PRICE	AMOUNT
T & M	2 Days	40.00	80.00*
UNL. IN W/OUT	0 M/Km		0.00*
AP CONCESSION FEE			12.75*
CUSTOMER FACILITY CHARGE			6.00*
VEHICLE LICENSE FEE			1.50*

Total Charges CAD 102.31

Amount Due CAD 102.31

* Taxable Item
 Subject to Audit
 Your loyalty number is KIPYSSM
 For Reservations: 1-800-RENT-A-CAR

Attendance at
 ELT+AHS Conference
 - Car Rental in
 Edmonton for
 2 days

Parking for Attending
 ELT meeting in
 Edmonton

PLACE FACE UP ON DASH
 IMPARK LOT 266
 NO IN AND OUT PRIVILEGES

Expiration Date/Time
06:00 PM
OCT 14, 2014

Purchase Date/Time: 09:47am Oct 14, 2014
 Total Parking: \$26.67
 Total Due: \$30.00
 Total Paid: \$30.00
 Ticket # [REDACTED]
 Rate: \$30 - All Day
 Payment Type: Card

Calgary International Airport Parkade

Attendance at
 ELT + AHS
 HR Conference -
 Parking at
 Calgary Airport

54.60
 102.31
 15.00 - Net pay.
 171.91 ✓

(5)

(4)

RECEIPT

IMPARK LOT 266
 NO IN AND OUT PRIVILEGES

Expiration Date/Time: 06:00pm Oct 14, 2014
 Purchase Date/Time: 09:47am Oct 14, 2014

Total Parking: \$26.67
 Total Due: \$30.00
 Total Paid: \$30.00
 Ticket # [REDACTED]
 Rate: \$30 - All Day
 Payment Type: Card

NORTHLANDS PARKING
7300 116 AVE NW
EDMONTON AB

HR
Conference

PURCHASE
TOTAL

\$15.00



Attendance at ELT meeting and
HR Conference - Edmonton

The Westin Edmonton
10135 100 St
Edmonton, AB T5J 0W7
780-426-3636
http://www.westin.com/edmonton

WESTIN
HOTELS & RESORTS

Armstrong, Robert

[Redacted]

Page Number
Guest Number
Folio ID
No. Of Guest
Room Number

[Redacted]

Invoice Nbr [Redacted]
Arrive Date 10-14-2014 16:40
Depart Date 10-15-2014 11:04
Agent [Redacted]

Invoice

Date	Description	Charge	Credits
10-14-2014	Room Charge	\$149.00	
10-14-2014	GST	\$7.67	
10-14-2014	DMV	\$4.47	
10-14-2014	Tourism Levy	\$6.14	
10-14-2014	Parking Self	\$29.00	
10-14-2014	GST	\$1.45	
10-15-2014	Visa		\$-197.73
	** Total	\$197.73	\$-197.73
	** Balance	\$-0.00	

Handwritten notes: (4), Parking 30.45, +30, 60.45, 167.28, 6

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Accm Levy	Food/Bev	Spa	Other	Total	Payment
10-14-2014	\$149.00	\$7.67	\$6.14	\$0.00	\$0.00	\$34.92	\$197.73	\$0.00
10-15-2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-197.73
Total	\$149.00	\$7.67	\$6.14	\$0.00	\$0.00	\$34.92	\$197.73	\$-197.73

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

PACK LIGHT, STAY FIT - With the Westin Gear Lending program, New Balance™ workout gear is conveniently delivered to your room so you can keep moving. Experience it during your next stay. Learn more at westin.com/newbalance

Continued on the next page

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

WESTIN[®]

HOTELS & RESORTS

Armstrong, Robert
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Page Number
Guest Number
Folio ID
No. Of Guest
Room Number

[REDACTED]

Invoice

Invoice Nbr [REDACTED]
Arrive Date 10-14-2014 16:40
Depart Date 10-15-2014 11:04
Agent [REDACTED]

①

Mr. Robert Armstrong

Flight Calgary (YYC)-Edmonton (YEG),Edmonton (YEG)-Calgary (YYC)

WestJet FF

Ticket Number

Seat

YYC-YEG: *;YEG-YYC: *

Attendance at ECT meeting and HR Conference in Edmonton

Air Itinerary Details

WS3270 Calgary, CA Tue 14 Oct, 2014 07:45 AM Edmonton, CA Tue 14 Oct, 2014 08:37 AM Fare type: Econo Non-stop
Operated by WESTJET ENCORE

WS348 Edmonton, CA Wed 15 Oct, 2014 06:20 PM Calgary, CA Wed 15 Oct, 2014 07:13 PM Fare type: Econo Non-stop
WestJet

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 158.00	CAD 24.00	CAD 87.06	CAD 269.06	x 1	CAD 269.06 ✓
Total airfare:						CAD 269.06

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 12.81
CA	Air Travellers Security Charge (ATSC)	CAD 14.25
SQ	Airport Improvement Fee (AIF)	CAD 60.00
Total taxes:		CAD 87.06

Fare family benefits

YYC-YEG: Econo Seat Sale Benefits

- First checked bag fee of \$25-29,50 CAD (for flights within Canada or to/from the U.S. for

- travel after October 28, 2014)
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece (for travel after October 28, 2014)
 - Second checked bag fee of \$20-23.60 CAD and excess checked baggage fee of \$50-59 CAD per eligible piece (for travel before October 29, 2014)

Fare family benefits

YEG-YYC: Econo Seat Sale Benefits

- First checked bag fee of \$25-29.50 CAD (for flights within Canada or to/from the U.S. for travel after October 28, 2014)
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece (for travel after October 28, 2014)
- Second checked bag fee of \$20-23.60 CAD and excess checked baggage fee of \$50-59 CAD per eligible piece (for travel before October 29, 2014)

Total

Charged to VIS 

CAD 269.06

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.

8

- phone or email.
- Flight Arrivals & Departures** - check online if my flight is on time.
- Check-in online** and print my boarding pass.

Attendance at Western HR/CEO's Conference in Vancouver BC

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC215	Calgary (YYC) Thu 16-Oct 2014 13:15	Vancouver, Vancouver Int'l (YVR) Thu 16-Oct 2014 13:49 - Terminal M	0	1hr34	E90	Tango, A	
AC214	Vancouver, Vancouver Int'l (YVR) Fri 17-Oct 2014 13:00 - Terminal M	Calgary (YYC) Fri 17-Oct 2014 15:25	0	1hr25	E90	Tango, A	

Passenger Information

1: Mr Robert Armstrong : Adult (16+), Ticket Number: [REDACTED]
 Air Canada - Aeroplan [REDACTED] Meal Preference: **None**
 Payment Card: [REDACTED] Special Needs: **None**
 Seat Selection: **None**

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - <u>Tango</u>	109.00
Return Flight - <u>Tango</u>	116.00
<u>Surcharges</u>	36.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	16.26

<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total airfare and taxes before options (per passenger)	<u>341.51</u>
Number of passengers	x 1
Total airfare, taxes and options	<u>341.51</u>
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$341.51 ✓

Payment Information

Credit/Debit Card [REDACTED] Amount paid: **\$341.51**

The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$341.51 (Airfare - per ticket)

Ticket number(s) [REDACTED]

enRoute City Guide

Vancouver

Ask a Vancouverite what they like about their city and the response will almost always be "the lifestyle." Well, The Economist certainly agrees that it's a major selling feature - Vancouver is a perennial contender for the top spot in their "World's Most Liveable Cities" survey - but there's more to Canada's newest Olympic city than soy lattes and yoga...

[Read the complete guide](#)

Fare Rules

Departing Flight Calgary (YYC) To Vancouver (YVR) - **Tango**

Return Flight Vancouver (YVR) To Calgary (YYC) - **Tango**

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - **Same-day confirmed changes at check-in or at the airport** are subject to availability and are permitted only for same-day flights at a fee of \$75 CAD/USD per direction, per passenger.
 - **Same-day standby** is available **only** to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.

THE Fairmont
VANCOUVER AIRPORT

The Fairmont Vancouver Airport
Vancouver International Airport
3111 Grant McConachie Way, Richmond, BC, V7B 0A6
T (604) 207 5200 F (604) 248 3219
G.S.T. / H.S.T. REGISTRATION # 84068 1721

Room : [REDACTED]
Folio # : [REDACTED]
Invoice # : [REDACTED]
Cashier # : [REDACTED]
Page # : 1 of 1
Group Name : [REDACTED]

Mr Robert Armstrong

Arrival : 10-16-14
Departure : 10-17-14

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Date	Description	Additional Information	Amount
10-16-14	Room Charge	[REDACTED]	185.00
10-16-14	Hotel Room Tax	[REDACTED]	18.50
10-16-14	Room GST	[REDACTED]	9.25
10-17-14	Visa	[REDACTED]	[REDACTED]
Total			224.00
Balance Due			0.00

212.75 ✓

GST Summary

Room : 9.25
F&B : 0.45
Other : 0.00
Total : 9.70

HST Summary

Room : 0.00
F&B : 0.00
Other : 0.00
Total : 0.00

Thank you for choosing Fairmont Hotels & Resorts.
To provide feedback about your stay please contact Ken Flores, General Manager, at ken.flores@fairmont.com.
We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com

For information or reservations, visit us at
www.fairmont.com or call Fairmont Hotels & Resorts from:
United States or Canada 1 800 441 1414

I agree that my liability for this bill is not limited and I agree to be held personally liable in the event that the included person, distributor or commission fails to pay for any part of or the full amount of these charges. Overdue balances subject to a surcharge at the rate of 1.5% per month after one month. (16.00% per annum.) I have accepted delivery of The Globe and Mail. Post (included). I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat) credit to my account. (At participating hotels.)

Thank you for choosing to stay with Fairmont Hotels & Resorts

Attendance at Western HR/CEO's
meeting in Vancouver - Calgary
Airport Parking

10

RECEIPT
GST NO. R122556194

TXT [REDACTED]
POF: [REDACTED]
IN: 10/16/14 11:28
OUT: 10/17/14 15:30
PAID: \$ 50.40 ✓
(GST INCLUDED)
VISA

[REDACTED]

YOU HAVE 15 MIN.
TO EXIT

Calgary International Airport Parking

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

Attendance at:
 1) CEO/UNA meeting
 2) CEO meeting
 3) ELT

WESTIN

HOTELS & RESORTS

Armstrong, Robert

Page Number
 Guest Number
 Folio ID
 No. Of Guest
 Room Number

Invoice Nbr
 Arrive Date 10-19-2014 19:59
 Depart Date 10-21-2014 15:44
 Agent

Invoice

Date	Reference	Description	Charge	Credit
10-19-2014	RT2020	Room Charge	\$149.00	
10-19-2014	RT2020	GST	\$7.67	
10-19-2014	RT2020	DMF	\$4.47	
10-19-2014	RT2020	Tourism Levy	\$6.14	
10-19-2014	RT2020	Parking Self	\$29.00	
10-19-2014	RT2020	GST	\$1.45	
10-19-2014	3358	Share Lounge	\$47.48	
10-20-2014	RT2020	Room Charge	\$149.00	
10-20-2014	RT2020	GST	\$7.67	
10-20-2014	RT2020	DMF	\$4.47	
10-20-2014	RT2020	Tourism Levy	\$6.14	
10-20-2014	RT2020	Parking Self	\$29.00	
10-20-2014	RT2020	GST	\$1.45	
10-20-2014	3044	IN ROOM Dining	\$25.97	
10-21-2014	VI	Visa		\$-468.91
	** Total		\$468.91	\$-468.91
	** Balance		\$-0.00	

=167.28 ✓ (11)
 =30.45 ✓ (12) Parking
 claiming per diem
 =167.28 ✓ (13)
 =30.45 ✓ (14) Parking
 claiming per diem

EXPENSE SUMMARY REPORT
 Currency: CAD

Date	Room	GST	Tourism Levy	Food/Bev	Phone	Other	Total	Payment
10-19-2014	\$149.00	\$7.67	\$6.14	\$0.00	\$0.00	\$82.40	\$245.21	\$0.00
10-20-2014	\$149.00	\$7.67	\$6.14	\$25.97	\$0.00	\$34.92	\$223.70	\$0.00
10-21-2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-468.91
Total	\$298.00	\$15.34	\$12.28	\$25.97	\$0.00	\$117.32	\$468.91	\$-468.91

Continued on the next page

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



Armstrong, Robert	Page Number	[REDACTED]	Invoice Nbr	[REDACTED]
[REDACTED]	Guest Number	[REDACTED]	Arrive Date	10-19-2014 19:59
[REDACTED]	Folio ID	[REDACTED]	Depart Date	10-21-2014 15:44
	No. Of Guest	1	Agent	[REDACTED]
	Room Number	[REDACTED]		

Invoice

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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

Attendance at ELT and HRSLT meetings in Edmonton (includes change fee as originally scheduled to fly out on 28th in evening, but changed to enable attendance at ELT)

Mr. Robert Armstrong

Flight

Calgary (YYC)-Edmonton (YEG)

15

WestJet FF

Ticket Number

Seat

YYC-YEG: *

Attendance at ELT and HRSLT meetings in Edmonton (includes change fee)

Air Itinerary Details

WS3270

Calgary, CA

Edmonton, CA

Fare type: Flex

Operated by

Tue 28 Oct, 2014 07:40 AM

Tue 28 Oct, 2014 08:45 AM

Non-stop

WESTJET ENCORE

Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 142.00	CAD 12.00	CAD 46.68	CAD 200.68	x 1	CAD 200.68
Total airfare:						CAD 200.68

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 9.56
CA	Air Travellers Security Charge (ATSC)	CAD 7.12
SQ	Airport Improvement Fee (AIF)	CAD 30.00
Total taxes:		CAD 46.68

Fare family benefits

YYC-YEG: Flex Seat Sale Benefits

- No fee for first checked bag
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece (for travel after October 28, 2014)
- Second checked bag fee of \$20-23.60 CAD and excess checked baggage fee of \$50-59 CAD per eligible piece (for travel before October 29, 2014)
- Lower change and cancellation fees

Change Fee

Calgary - Edmonton

50.00 CAD + 2.50 CAD tax

Total Change Fee: 50.00 CAD + 2.50 CAD tax

Total

15

Charged to VISA



CAD 200.68

Charged to VISA

CAD 52.50

Total

CAD 253.18



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.

- **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
AC8155 ¹	Edmonton, Edmonton Int'l (YEG) Wed 29-Oct 2014 19:30	Calgary (YYC) Wed 29-Oct 2014 20:22	0	0hr52	DH3	Tango, S	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mr Robert Armstrong : Adult (16+), Ticket Number: [REDACTED]
 Air Canada - Aeroplan [REDACTED] Meal Preference : **None**
 Payment Card: [REDACTED] Special Needs: **None**
 Seat Selection: **None**

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - <u>Tango</u>	122.00
<u>Surcharges</u>	12.00
Taxes, Fees and Charges	
<u>Canada Airport Improvement Fee</u>	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	8.56
<u>Air Travellers Security Charge (ATSC)</u>	7.12
Total airfare and taxes before options (per passenger)	179.68
Number of passengers	x 1
Total airfare, taxes and options	179.68

(16)

Travel Insurance (declined)

0.00

Grand Total - Canadian dollars**\$179.68** ✓**Payment Information****Credit/Debit Card** [REDACTED] - Amount paid: **\$179.68**

The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$179.68 (Airfare - per ticket)

Ticket number(s) [REDACTED]

Fare Rules**Departing Flight** Edmonton (YEG) To Calgary (YYC) - Tango

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - **Same-day confirmed changes at check-in or at the airport** are subject to availability and are permitted only for same-day flights at a fee of \$75 CAD/USD per direction, per passenger.
 - **Same-day standby** is available **only** to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - Customers who **no-show** their flight will forfeit the fare paid.
- **Paid Advance Seat Selection** is available on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Up to 24 hours after the purchase of a **new ticket**, Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 25% Aeroplan Miles (Altitude Qualifying Miles) for flights within Canada and 50% Aeroplan Miles (Altitude Qualifying Miles) for flights between Canada and the U.S.

Please read important information and notices regarding Air Canada's general

Four Points By Sheraton Edmonton
 Airport
 403 11 Avenue
 Nisku, AB T9E 7N2
 780.770.9099
<http://www.fourpointsedmontonairport.co>



17

Armstrong, Robert Page Number
 Guest Number
 Public ID
 No. Of Guest
 Room Number

Arrive Date 10-28-2014 17:23
 Depart Date 10-29-2014 07:44
 Agent

Invoice

Date	Description	Charges	Credits
10-28-2014	Room Charge	\$118.00	
10-28-2014	Room Tax	\$5.90	
10-28-2014	Occupancy/Hotel Tax	\$4.72	
10-29-2014	Visa		\$-128.62
	** Total	\$128.62	\$-128.62
	** Balance	\$0.00	

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room & Tax	Food & Bev	Telephone	Other	Total	Payment
10-28-2014	\$122.72	\$0.00	\$0.00	\$5.90	\$128.62	\$0.00
10-29-2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-128.62
Total	\$122.72	\$0.00	\$0.00	\$5.90	\$128.62	\$-128.62

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

Tax ID Code

Attendance at ELI and HESLI meetings
 in Edmonton

Attendance at FLT and
HRSLT in Edmonton -
Calgary Airport parking

18

RECEIPT
GST NO. R122556194

TKT N [REDACTED]
POF: [REDACTED]
IN: 10/28/14 06:15
OUT: 10/29/14 20:36
PAID: \$ 54.60
(GST INCLUDED) ✓
VISA

YOU HAVE 15 MIN.
TO EXIT

Calgary International Airport Parking



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 ROBERT	Last Name ARMSTRONG	Employee Number [REDACTED]	
Phone Number [REDACTED]	Reports To Vickie Kaminaki	Office Location [REDACTED]	
Department Human Resources			
Travel Details			
Purpose of Trip To attend the Western HR/CEOs meeting in Vancouver, BC			
Destination Vancouver BC		From 18-10-2014	To 17-10-2014
Finance Coding / Accounting Distribution			
Corp/BU/Org 101	Location / Site 0005	Functional Centre / Primary 7112000038	
Project Coding			
Project	Task	Expense Type	Expense Org
Estimate of Expenses			
Category	Description	Amount	
Accommodation Charge	1 night at \$215 plus taxes	\$250.00	
Meals	2x lunch per diem	27.00	
Registration		0.00	
Airfare		0.00	
Taxi/Rental Car/Fuel/Parking/Bus/LRT	Airport Parking	345.00	
Other Expenses (please specify)		0.00	
Currency <input checked="" type="checkbox"/> CAD <input type="checkbox"/> USD <input type="checkbox"/> OTHER			
Total Estimated Travel Costs		*Bank of Canada Currency Converter	Exchange Rate \$0.00 Cdn\$
			679.00
*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)			
Employee Signature 		authorization table	
Approved by (Print Name) Vickie Kaminaki		Date (d/Mon/yyyy) 23-Sep-2014	Phone Number [REDACTED]
Signature 		Date (d/Mon/yyyy) [REDACTED]	[REDACTED]
Title President and CEO		Number [REDACTED]	DOFA Level [REDACTED]
Approved by (Print Name) [REDACTED]		[REDACTED]	
Signature [REDACTED]		[REDACTED]	
Title [REDACTED]		Position Number [REDACTED]	DOFA Level [REDACTED]

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