

# **Official Administrator and Executive Expense Report**

Name Dr. Rollie Nichol

Title ACMO, Medical Leadership, Workforce & Medical Affairs

**Location** Calgary

Expenses submitted during the month of September 2014

						Travel (1)			1		
Date	Source Document	Purpose	Airfar	e	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Sep-14 Sep-14	P-Card Expense Claim	Meetings Meetings	4	61	62	185	86	461 333			
Sep-14 Sep-14	Direct Billing	Meetings	1	.44	02	105	80	144			
Total			\$ 6	i05 \$	62	\$ 185	\$ 86	\$ 938	\$-	\$ -	\$ -
Total for the Month	\$ 938										

Maximum daily single meal expense claimed in the month	\$ 21
Maximum daily base hotel rate claimed in the month	\$ 164
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



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Your booking is confirmed. Please punt/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 welconsing you on board. Booking Information				<ul> <li>R Nichol</li> <li>Attend mtcps. Edimenton Sept 1</li> <li>Zunic Medical Dirtclars</li> <li>N Shipley</li> <li>CMO Retrict Planning Mtg</li> </ul>
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• Changes:

o Prior to day of departure - Change fee per direction, per passenger, is \$50 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 permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- Same-day standby is available only to passengers traveling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers traveling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- O. Flights can only be used in sequence from the place of departure specified on the itinerary.
- Cancellations:
  - O Tickets are non-refundable and non-transferable.
  - o Cancellations can be made up to 45 minutes prior to departure.
  - O 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.
  - o Customers who no-show their flight will forfeit the fare paid.
- Complimentary advance standard seat selection 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 100% Aeropian Hiles (Altitude Qualifying Miles)
- · Read complete fare rules applicable to this fare.

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# Itinerary / Receipt

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

## **Main Contact Information**

Name: E-mail Form of payment: Mr Rowland Nichol DEBRA.RAMSTEAD@ALBERTAHEALTHSERVICES.CA

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# Booking reference:

Customer Care Air Canada Reservations 1-888-247-2262 Air Canada Flight Information 1-888-422-7533

International Reservations

Alert me of flight changes Elight notification

## **Flight Itinerary**

Flight	From	То	Aircraft	Booking class	Status
AC8156	Calgary (YYC)	Edmonton International (YEG)	CRJ	W	Confirmed
Operated by:	Tue 09-Sept 2014	Tue 09-Sept 2014			
Air Canada Express- Jazz	18:00	18:49			

#### **Passenger Information**

	Passenger	1	
Name:	Mr Rowland Nichol	Ticket number:	
The OPA C	Air Canada Aeroplan	Program number:	
Purchase Summary			
	Passenger: 1 Ticket nu	mber	
Date of issue			09-Sept 2014
Fare Amount in Canadia	an dollars:		175.00

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#### Fare Rules

Departing Flight Edmonton (YEG) To Calgary (YYC) - Flex

#### Changes:

- Prior to day of departure Charge fee per direction, per passenger, is \$50 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 permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- Same-day standby is available only to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YTZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- Plights can only be used in sequence from the place of departure specified on the itinerary.
- Cancellations:
  - O Tickets are non-refundable and non-transferable.
  - Cancellations can be made up to 45 minutes prior to departure.
  - O 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 torfelted.
  - O Customers who no-show their flight will forfeit the fare paid.
- Complimentary advance standard seat selection 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 100% Aeroolan Miles (Aftitude Qualifying Miles)
- · Read complete fare rules applicable to this fare.

Fly Carbon Neutral. Offset your portion of this flight's CO, emissions. Offset now [Learn more]

12/01					AHS - AP Proces		se Only
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MEDICAL AFFAIRS

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Jhereby certi	ify that the expenses li	sted above have not been p	reviously claimed by me o	r on my behalf I				
Claimant signature	/	Position Title/Progr	am Group		Date	F	hone#	
An		ACMO			12-Sep-1	4		
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If claimin	ng Meals/T	ravel/Accomm	odation,	and the a	mount e	xceeds t	he limit sta	ted in Po	olicy 112	2 "Appendi	x A" rationa	l is required
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5-Sep-14	Debrief me	eting with QEII st				\$35.70		\$41.55			Yes	
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Airport Parking Attend Clinical Assistants Negotiations Edmonton Septio/14

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

# WESTIN° HOTELS & RESORTS

Nichol, Roy	wland	Page Num	Der	1	Invoice	Nbr			
		Guest Nu	aber		Arrive	Date	09-09-2014	19:38	255
		Folio ID	Ĩ		Depart	Date	09-10-2014	07:11	
5		No. Of G	lest		Agent	1			
		Room Num	ber		<b>.</b>				
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09-09-2014		Room Cl		a at a	1. S.		\$164.00	Contraction of Lands for Str.	
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09-09-2014	\$154.00	\$8.45	\$6.76	\$0.00	\$0.00	\$28.87	\$208.08	\$0.00	
09-10-2014	\$0.00	2. CH29 - 2014	\$0.00	\$0.00	\$0.00	\$0.00	867 (2010-124 (2010-124)	\$-208.08	
Total	\$164.00		\$6.76	\$0.00	\$0.00	\$28.87	\$20B.08	\$-208.08	

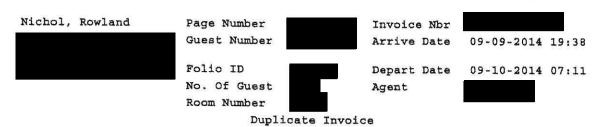
Tell us about your stay. www.westin.com/reviews

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

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



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# **Executive Expenses Report Direct Billing Summary**

### **Purpose of This Form:**

The purpose of this form is to report expenses incurred on behalf of a designated Executive and paid for by a third party vendor. The information will be used for public disclosure reporting.

# **Expenses Paid Directly to Third Party Vendors:**

AHS may have established accounts with certain vendors used to book travel and other expenses that are billed directly to AHS. Examples include but are not limited to hotels, travel agencies, car rental agencies, conferences, courses and expenses reimbursed from a petty cash fund. It is mandatory to include in monthly reports these expenses that pertain to each member. AHS is required to disclose expenses for all applicable receipts and back up must be attached.

# **Direct Bill Report**

- Enter all items related to expenses incurred while conducting AHS business and paid for via a third party vendor (i.e. accommodations, airline tickets, car rentals, hosting events and working sessions)
- Enter all expenses pertaining to professional development such as conferences and courses, etc.
- Enter all expenses paid by AHS not mentioned above.
- Copies of invoices and other relevant back up must be attached, approvals for hosting events/working sessions that exceeds \$600 must be provided.
- Information will be used for reporting purposes only.
- A personal cheque must be attached to cover expenses deemed ineligible.
- Indicate whether you have expenses to report in this section for this reporting period:

Nan	Rollie Nichol	Reporting Period for the Month of :	Sep-14
-----	---------------	-------------------------------------	--------

YES

DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
05-Sep-14	Direct Billing		Attended hearing in Grande Prairie September 5, 2014 (Pomeroy Hotel direct billed to Prov MA North Zone office)	Other	143.54
	Direct Billing	Choose from Drop-down List		Marlin Travel	ž
	Direct Billing	Choose from Drop-down List		Marlin Travel	÷.
otal Paid in th	ne Month				\$ 143.54



# Pomeroy Lodging LP o/a GP Pomeroy Hotel

GST #855473310 RT0014 11633 100th Street Grande Prairie, AB T8V 3Y4 Telephone: (780)532-5221 Fax: (780)532-5441 Sep 01, 2015 11:54 am

### **ROWLAND NICHOL**

Arrival Date: September 04, 2014 Departure Date: September 05, 2014

Information:

Folio #:			12
Room N	umber		
Rate: \$1:	34.00	1	
Pay Meth	nod:		

Date	Department	Reference	Voucher	Room	Debit	Credit
9/4/2014	ROOM CHARGE	Auto Posted			\$134.00	
9/4/2014	HOTEL TAX	Auto Posted			\$5.36	
9/4/2014	D.M.F. FEE	Auto Posted			\$4.02	
9/4/2014	HOTEL TAX	Auto Posted			\$0.16	
9/5/2014	Direct Bill	CHECKED-OUT Acct AHS - MEDICAL AFFAI			0.10	\$143.5

I agree that my liability for all charges is not waived

Signature \_\_\_\_