

Official Administrator and Executive Expense Report

Name Penny Rae
Title Chief Information Officer (Acting)
Location Calgary
 Expenses submitted during the month of May 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)
May-14	Expense Claim	Meetings		30			30			
May-14	P-Card	Meetings	408				408			
Total			\$ 408	\$ 30	\$ -	\$ -	\$ 438	\$ -	\$ -	\$ -

Total for the Month \$ 438

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

1) Travel expenses

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

2) Professional Development

Includes conference, seminar and course registration fees and material

3) Hosting and Hospitality expenses

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

4) Other

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

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

Instruction:

- Attached ALL original detailed receipts and supporting documents in the same order as it appears on this statement
- Cardholder AND Approver's signatures required where indicated below

RAE, PENELOPE Cardholder's Name	ACTING CHIEF INFORMATION Cardholder's Position/Title	Billing Reporting Period:	20/05/2014
██████████ Cardholder's Dept	██████████ Cardholder's Site/Location	Total Statement Amount	\$407.66
PENNY.RAE@ALBERTAHEALTHSERVICES.CA Cardholder's e-mail address		Last 6 digits of the P-Card #	██████████

Statement of Transactions								
Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
12/05/2014	██████████	AIR CAN 0142134370170. AIR CANADA	407.66	CAD	407.66	00		Airfare Cgy/Edm Return May 22-23 to attend IT Leadership Mtg and Exec Education Mtg

Signatures		
Cardholder Designate (if Applicable) By signing this statement <ul style="list-style-type: none"> I hereby certify that I have reviewed and reconciled this statement in BMO Online to the best of my ability in accordance to AHS Corporate Policies, Program User Guide and Training. I have allocated the transaction(s) to the proper cost centre. 		
<u>Down A Rand</u> Name of Cardholder Designate	<u>Executive Assistant</u> Cardholder Designate Position/Title	
<u>[Signature]</u> Signature of Cardholder Designate	<u>May 26 2014</u> Date of Signature	
Cardholder By signing this statement <ul style="list-style-type: none"> 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. 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. I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided. 		
<u>RAE, PENELOPE</u> Name of Cardholder	<u>ACTING CHIEF INFORMATION</u> Cardholder Position/Title	
<u>[Signature]</u> Signature of Cardholder	<u>May 27 2014</u> Date of Signature	
Approver Designate (if Applicable) By signing this statement <ul style="list-style-type: none"> 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. 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. I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided. 		
<u>Susan Best</u> Name of Approver Designate	<u>Exec. Assistant</u> Approver Designate Position/Title	
<u>[Signature]</u> Signature of Approver Designate	<u>June 4, 2014</u> Date of Signature	
Approver By signing this statement <ul style="list-style-type: none"> 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. 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. I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided. 		
<u>Deborah Rhodes</u> Name of Approver	<u>Acting VP Corp Serv</u> Approver Position/Title	
<u>[Signature]</u> Signature of Approver	<u>June 4/14</u> Date of Signature	
Submit approved statement with attachments to Accounts Payable:		
Attach: <ul style="list-style-type: none"> Original (or scanned) itemized receipts with documented business reasons including names of participants where required Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report) And where applicable: <ul style="list-style-type: none"> Copies of pre-approvals for travel Personal cheque payable to "Alberta Health Services" Return, refund and/or credit receipts Disputes letter Business reasons for travel require detailed descriptions – include where travelled to, who attended (if meal), why travel was necessary and detailed explanation of reason. 	Address: Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street Edmonton, AB T5J 3E4	
Accounts Payable only:		
Reference #: _____	Reviewed by: _____	Date: _____

Dawn Rand

From: Air Canada [confirmation@aircanada.ca]
Sent: May 12, 2014 7:36 AM
To: Penny Rae
Subject: Air Canada - 22-May: Calgary - Edmonton (booking ref: [REDACTED]) - seat selected

***** PLEASE DO NOT REPLY TO THIS

**Airfare Calgary/Edmonton Return from
May 22nd to May 23rd to attend all day
IT Leadership Meeting and Executive
Education Program - Final Presentations**



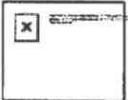






Itinerary/Receipt


Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.



Scan this barcode to check in at any Air Canada check in kiosk.



Hotels in Edmonton			Why book your hotel stay at aircanada.com?
From (per night)	From (per night)	From (per night)	
\$95 CAD	\$300 CAD	\$111 CAD	<ul style="list-style-type: none">▪ Lowest price guaranteed▪ Great choice of hotels▪ Aeroplan Mile offer exclusive to aircanada.com
 BEST WESTERN Cedar Park Inn:	 The Fairmont Hotel Macdonald:	 Comfort Inn & Suites:	
			
			Hotels provided by WWTMS.



 **Want travel insurance?** Protect yourself and your family against unforeseen circumstances.

 **Need a car in Edmonton?** Great rates and additional Aeroplan Miles. 

Booking Information

Booking Reference: [REDACTED]

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

Main Contact:

Mrs Penelope J Rae
penny.rae@albertahealthservices.ca
Mobile: [REDACTED]
Home: [REDACTED]
Work: [REDACTED]
At destination: [REDACTED]

Online Services

Manage my booking online (view/change my booking, select seats*).

Customer Care

Air Canada
1-888-247-2262
Flight Arrivals and Departures
1-888-422-7533

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Check-in online and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
██████	Calgary (YYC) Thu 22-May 2014 06:00	Edmonton, Edmonton Int'l (YEG) Thu 22-May 2014 06:51	0	0hr51	██████	Tango, S	
██████	Edmonton, Edmonton Int'l (YEG) Fri 23-May 2014 15:00	Calgary (YYC) Fri 23-May 2014 15:51	0	0hr51	██████	Flex, G	

Operated by:

¹ Air Canada Express - ██████

Passenger Information

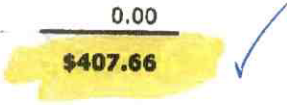
1: Mrs Penelope J Rae : Adult (15+), Ticket Number: ██████	
Air Canada - ██████	Meal Preference : ██████
Aeroplan : ██████	Special Needs: ██████
Payment Card: ██████	
Seat Selection: ██████	



Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Tango	130.00
Return Flight - Flex	165.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	55.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	19.41
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	407.66
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$407.66



Payment Information

██████████ - Amount paid: **\$407.66**
The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$407.66 (Airfare - per ticket)

Ticket number(s): ██████████

RAE PENELOPE

TANGO ECONOMY/ECONOMIQUE TANGO

Flight/Vol

Date

From/De



Destination

[REDACTED]

22MAY

CALGARY

EDMONTON-YEG

Boarding Time/Heure d'embarquement

05:25

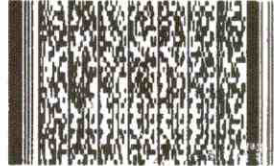
Gate/Porte

Seat/Place

Departure Time/Heure de depart 06:00

Airline Use/A usage interne 0002 KYC409

Boarding Pass | Carte d'accès à bord



RAE P

Cabin/Cabine

Flight/Vol

EDMONTON-YEG

Seat/Place

Remarks/Observations

AIR CANADA



AIR CANADA IS AN AIRLINE MEMBER OF
MEMBER OF THE SEAL STAR ALLIANCE



RAE PENELOPE

FLEX ECONOMY/ECONOMIQUE FLEX

Flight/Vol

Date

From/De



Destination

[REDACTED]

23MAY

EDMONTON-YEG

CALGARY

Boarding Time/Heure d'embarquement

14:25

Gate/Porte

Seat/Place

Departure Time/Heure de depart 15:00

Airline Use/A usage interne 0045 KYEG1226

Boarding Pass | Carte d'accès à bord



RAE P

Cabin/Cabine

Y

Flight/Vol

CALGARY

Seat/Place

Remarks/Observations

AIR CANADA



AIR CANADA IS AN AIRLINE MEMBER OF
MEMBER OF THE SEAL STAR ALLIANCE





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-May-14 To 26-May-14
 Travel Period from: 22-May-14 To 23-May-14 (if applicable)
 Out-of-Province Travel No

Name: Penny Rae Position (Title): Acting Chief Information Officer
 Location: Dept: DOFA Level: (if applicable) 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				
Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense
2A	101	0005	7112500069	\$29.95
2B				
2C				
2D				
				\$29.95

Total - Section C&D: Other & Foreign Expenses - Pg 3				
Bal Unit	Location	Functional Centre (FC)	Secondary/Expense	Total Expense

TOTAL REIMBURSEMENT	
Total Section B	\$29.95
Total Section C&D	
Less Cash Advance	
TOTAL CLAIM	\$29.95

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

✓ JB

SECTION F: AUTHORIZATION

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
 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: 27-May-14

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
 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: Position #: Phone #: Ext:
 Signature: [Signature] Title: Acting CFO Date: June 4/14

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
 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

EXPENSE CLAIM DETAILS

Enter Finance Coding **101 0005 7112500069** Emp # (E-People) XXXXXXXXXX Page **2A**

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

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

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

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

Date dd-mmm-yy	Business Reason for Travel - Detailed Description Required <small>(include destination, who attended-(if meal), why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification</small>	Prov, US, or Out of N.Amer where expenses incurred?	What is travel related to?	Cost Effective Method Used? Y/N	Meal (Allowance OR Receipt)		If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)		
					Meal Allowance		Meal with Receipt		Airfare				Hotel	Taxi
					Meal Type with value	Allowance	Meal Type	with receipt						
22-May-14	Travel to Edmonton to attend all day Information Technology Leadership Meeting	AB	Meeting	No	BD	29.95	BD	\$29.95						
	Travel back to Calgary after attending interviews and meeting with Alberta Health (Minister & Deputy Minister)													
SUBTOTALS						29.95		\$29.95					Total Kms	

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 \$0.50\$ per km for under 5,000km/yr or \$0.47 per km for over 5,000km/yr or per Union Agreement

Enter \$0.50\$ km, \$0.47 km OR rate per Union Agreement <small>(see Mileage details to the left)</small>	\$0.50\$
Mileage \$	

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	\$29.95
Auto fills on page 1 - TOTAL TRAVEL \$	\$29.95

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)
 For the first two items, Capital Management Fleet Vehicle in shop for repairs so not available for travel to Red Deer. Drove own vehicle with winter tires rather than rent a vehicle.
 for last time, when not carpooling or using an AHS Fleet vehicle, flying is a better option when considering productivity. I am able to work at the airport using either my Blackberry, iPad or laptop or just catching up on my reading (e-mails / documentation) prior to the flight, during the flight and in taxis to and from the airport.