

Official Administrator Expense Report

Name Janet Davidson
Title Official Administrator
Location Edmonton
 Expenses submitted during the month of August 2013

Travel (1)										
Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
August 2013	P-Card	Meetings	2,822	82	606		3,510			
August 2013	Expense claim	Meetings	723			925	1,648			
Total			\$ 3,545	\$ 82	\$ 606	\$ 925	\$ 5,158	\$ -	\$ -	\$ -

Total for the Month \$ 5,158

Maximum meal expense claimed in the month \$ 48 2 persons
 Maximum daily hotel rate claimed in the month \$ 135
 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: ~~15-Jul-13~~ To: ~~20-Aug-13~~
 Travel Period from: _____ To: _____ (if applicable)
 Out-of-Province Travel _____

Name: Janet Davidson Position (Title): Offical Administrator
 Location: 10030 107 Street NW Edmonton Dept: OA Office 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					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	71110300004	\$1,412.51 ✓						\$1,648.51		
2B				\$236.00 ✓								
2C												
2D												
				\$1,648.51							TOTAL CLAIM	\$1,648.51 ✓

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 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.

Employee Signature: Janet Davidson Date: 05/09/13
Travel, Hospitality and Working Session Expenses Policy - Document# 1122

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): DUNCAN CAMPBELL DOFA Level _____ Position # _____ Phone # _____ Ext _____
 Signature: _____ Title: ENP & CFO Date: Sept 10/13

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 # _____ Ext _____
 Signature: _____ Title: _____

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(e) and 34(2) of the Access to Information Act, respectively, for the purpose of administering AHS Procure to Pay program.



As this is travel from her home to work in Edmonton, no COP travel approval

DR OK CR

EXPENSE CLAIM DETAILS

Enter Finance Coding 101 0005 71110300004 Emp # (E-People) [REDACTED] Page 2A

If expenses incurred are formultiple FC's please use pages 2B,2C,2D (after pg3) as there should be one FC per pageOR 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-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? 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						
14-Jul-13	Mileage [REDACTED] to Comox Airport and return 18-Jul-13	BC	Meeting	Yes										① 218.00
18-Jul-13	Parking Comox Airport July 14-18, 2013	BC	Meeting	Yes								② \$57.50		
22-Jul-13	Mileage [REDACTED] to Nanaimo Airport and return 27-Jul-13	BC	Meeting	Yes										③ 104.00
22-Jul-13	Budget Rental Car for Edmonton Meetings - July 22-27, 2013	AB	Meeting	Yes								④ \$368.83		
27-Jul-13	Matrix Hotel - July 22-26	AB	Meeting	Yes					⑤ \$723.05					
27-Jul-13	Parking Nanaimo Airport July 22-27, 2013	BC	Meeting	Yes								⑥ \$48.00		
12-Aug-13	Mileage [REDACTED] to Nanaimo Airport and return 16-Aug-13	BC	Meeting	Yes										⑦ 104.00
SUBTOTALS									\$723.05			\$474.33		Total Kms 426.00

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 \$ 215.13

Travel \$ Subtotal \$1,197.38

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

Auto fills on page 1 - TOTAL TRAVEL \$ 1,412.51

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

Enter Finance Coding _____ Emp # (E-People) _____ Page 2B

If expenses incurred are formultiple FC's please use pages 2B,2C,2D (after pg3) as there should be one FC per pagOR 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? 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						
12-Aug-13	Taxi from Edmonton Airport to Matrix Hotel	AB	Meeting	Yes							8) \$82.00	✓		
16-Aug-13	Taxi from Matrix Hotel to Edmonton Airport	AB	Meeting	Yes							9) \$65.00	✓		
17-Aug-13	Parking Nanaimo Airport August 12-17, 2013	BC	Meeting	Yes								10) \$48.00	✓	
20-Aug-13	Taxi from Edmonton Airport to 10640 - 100 Avenue Edmonton to pick up Budget rental car	AB	Meeting	Yes							11) \$61.00	✓		
SUBTOTALS										\$188.00	\$48.00			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 \$0.505 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)

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

Mileage \$	
Travel \$ Subtotal	\$236.00
Auto fills on page 1 - TOTAL TRAVEL \$	\$236.00

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)

South
 CT - 5905 - 104 Street
 RR - 8112 - Ruper Road
 TF - 9926 - 35 Ave

North
 NE - 8804 - Yellowhead Tr
 VE - 11106 - 151 Street
 WH - 17640 - 102 Ave
 DT - 10016 - 106 Street
 VJ - 11519 - 105 Ave

Other
 AP - Edmonton Airport
 SA - St. Albert 22 Main Drive
 SP - Sherwood Park 9th Seneca Road
 FC - Fort Saskatchewan Unit 160 - 8818-11th Street
 SG - Spruce Grove #108 - 125 68th Avenue



Budget RENT-A-CAR OF EDMONTON LTD.
 (HEREINAFTER REFERRED TO AS BUDGET
 AND BUDGET RENT-A-CAR AND BUDGET RENT-A-TRUCK)
RENTING LOCATION **CONTRACT NO.**

				PREVIOUS VEHICLE		CURRENT VEHICLE	
				OWNING LOCATION		Edm. 1000000000	
				VEHICLE NUMBER		44653	
				LICENSE NUMBER		AB 700	
RENTER Janet Davidson				VIN		WAGLW1E138641017	
RESIDENCE [Redacted]				MODEL		Buick Wildcat	
CITY Edmonton		PROV. AB		PC T6E7		PHONE # [Redacted]	
LICENSE NO. [Redacted]		PROV. AB		DOB [Redacted]		EXPIRY DATE 03/18/17	
COMPANY [Redacted]				DATE TIME IN		07/27/13 07:00	
ADDRESS [Redacted]				DATE DUE BACK		07/27/13 17:00	
CITY Calgary				DATE TIME OUT		07/28/13 17:00	
ADDITIONAL DRIVER None Authorized				KM IN		875	
LICENSE NO. [Redacted]				KM OUT		110	
				KM DRIVEN		134	

RATE CODE		RATE CODE	
KMS @		KMS @	
HOURS @		HOURS @	
DAYS @		DAYS @	
WKS @		WKS @	
OTHER @		OTHER @	

Renter Accepts Loss Damage Waiver (LDW) By signing below the renter accepts LDW at the rate per day or part thereof as shown below. By the renter accepting LDW, Budget agrees to waive the renter's financial responsibility for damage to the vehicle, except for the deductible listed below. However, if the renter or any additional driver(s) violate any of the terms and conditions of this rental agreement, the renter is responsible for all loss or damage to the vehicle and/or loss or damage to Budget. LDW charge per day or part thereof \$ _____ Deductible \$ _____ Renter's Signature <input checked="" type="checkbox"/>	Renter Declines Loss Damage Waiver (LDW) By signing below, the renter is declining LDW and agrees to pay Budget for all loss or damage to the vehicle, HOWEVER INCURRED, AND REGARDLESS OF FAULT, limited however to the Full Value of the Vehicle for each occurrence. However, if the renter or any additional driver(s) violate any of the terms or conditions of this rental agreement, the renter is responsible not only for all loss or damage to the vehicle but also for all loss or damage to Budget. Renter's Signature <input checked="" type="checkbox"/>	KILOMETER ALLOWANCE (IF ANY) DAY WEEK MONTH NOTE: • All traffic and parking violations including photo radar are the responsibilities of the renter. An administration charge will apply. • Budget is not responsible for any liability however incurred regarding supplied ski racks, child restraint devices and/or trailers.	TOTAL TIME AND KILOMETER CHARGE DISCOUNT (if applicable) 10.50 PPL 47.00
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BY SIGNING BELOW I AGREE I HAVE BEEN ADVISED OF THE FOLLOWING IMPORTANT RENTAL CONDITIONS

RENTER TO BE THE ONLY AUTHORIZED DRIVER (except as listed above in additional driver section)

This vehicle herein described must not be used, operated or driven, nor does Budget give its consent, expressed, or implied, to the vehicle being used, operated or driven by any person other than the renter or additional driver(s) as listed above in the additional driver section.

NOTE

- Renter is responsible for all damage and losses suffered by Budget if the vehicle is used, operated or driven by a person not listed on this rental agreement.
- Renter shall pay Budget all charges incurred in connection with this agreement. Renter gives Budget permission to process an unsigned credit card agreement are subject 1 days of return of the vehicle be advised by mail of all charges on this account within 20 days. The renter will enter or authorized person See Sections
- Renter agrees that any driver is a named insured 4(d) 6 & 8 on the reverse. Renter returns the vehicle after dropping off the vehicle. Renter drops off the vehicle.
- Renter agrees to return vehicle to a location other than an on-site location, the renter is solely responsible for any loss or damage to the vehicle HOWEVER INCURRED AND REGARDLESS OF FAULT until Budget inspects and accepts the vehicle condition.
- I agree to be bound by the terms and conditions on both sides of the rental agreement and also agree that I have read and understand the terms and conditions on both sides of the rental agreement. I acknowledge that I can read and understand the English language.

13.00/Day LFD	13.00		
PPL FULL RACKS	73.50		
12.50/Day VLF	11.90		
G.S.T. (R100684984)	17.50		
TOTAL CHARGES	356.83		
INITIAL DEPOSIT			
ADDITIONAL DEPOSIT			
NET DUE (Sign indicates refund)			
OPEN EMP#	CLOSE EMP#	DUE BACK TO	RETURNED TO

TERMS, PAYMENT DUE ON RECEIPT OF THIS COPY OF RENTAL AGREEMENT. 2% PER MONTH (24% PER ANNUM) ON OVERDUE ACCOUNTS AND RECOVERABLE LOSS AND DAMAGE.

South
CT - 5905 - 104 Street (780) 444-2011
RR - 8112 - Roper Road (780) 444-2042
TF - 9926 - 35 Ave (780) 442-1343

North
NE - 8804 - Yellowhead Trail (780) 444-2021
WE - 11105 - 151 Street (780) 444-2011
WH - 17640 - 102 Ave (780) 444-2117
DT - 10016 - 106 Street (780) 444-2007
VH - 11519 - 105 Ave (780) 444-2115

Other
AP - Edmonton Airport (780) 290-4801
SA - St. Albert 22 Muir Drive (780) 477-0903
SP - Sherwood Park 91 Seneca Road (780) 444-2007
FS - Fort Saskatchewan Unit 160 - 8818-111 Street (403) 999-2069
SG - Spruce Grove #108 - 125 South Avenue (403) 952-2304

RENTER	PREVIOUS VEHICLE			OWNING LOCATION	CURRENT VEHICLE
	RENTER			VEHICLE NUMBER	
RESIDENCE	RENTER			LICENSE NUMBER	
CITY	PROV.	P.C.	PHONE #	VIN	
LICENSE NO.	PROV.	D.O.B.	EXPIRY DATE	MODEL	
COMPANY	RENTER			DATE TIME IN	
ADDRESS	RENTER			DATE DUE BACK	
CITY	PROV.	P.C.	PHONE #	DATE TIME OUT	
ADDITIONAL DRIVER	RENTER			KM IN	
LICENSE NO.	PROV.	D.O.B.	EXPIRY DATE	KM OUT	
				KM DRIVEN	

RATE CODE		RATE CODE	
KMS @		KMS @	
HOURS @		HOURS @	
DAYS @		DAYS @	
WKS @		WKS @	
OTHER @		OTHER @	

<p>Renter Accepts Loss Damage Waiver (LDW)</p> <p>By signing below, the renter accepts LDW at the rate per day or part thereof as shown below. By the renter accepting LDW, Budget agrees to waive the renter's financial responsibility for damage to the vehicle, except for the deductible listed below. However, if the renter or any additional driver(s) violate any of the terms and conditions of this rental agreement, the renter is responsible for all loss or damage to the vehicle and/or loss or damage to Budget.</p> <p>LDW charge per day or part thereof \$ _____</p> <p>Deductible \$ _____</p> <p>Renter's Signature <input checked="" type="checkbox"/> _____</p>	<p>Renter Declines Loss Damage Waiver (LDW)</p> <p>By signing below, the renter is declining LDW and agrees to pay Budget for all loss or damage to the vehicle, HOWEVER INCURRED, AND REGARDLESS OF FAULT, limited however to the Full Value of the Vehicle for each occurrence.</p> <p>However, if the renter or any additional driver(s) violate any of the terms or conditions of this rental agreement the renter is responsible not only for all loss or damage to the vehicle but also for all loss or damage to Budget.</p> <p>Renter's Signature <input checked="" type="checkbox"/> _____</p>
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KILOMETER ALLOWANCE (IF ANY)			TOTAL TIME AND KILOMETER CHARGE	
DAY	WEEK	MONTH	DISCOUNT (if applicable)	
<p>NOTE</p> <ul style="list-style-type: none"> All traffic and parking violations including photo radar are the responsibilities of the renter. An administration charge will apply. Budget is not responsible for any liability however incurred regarding supplied ski racks, child restraint devices and/or trailers. 				

BY SIGNING BELOW I AGREE I HAVE BEEN ADVISED OF THE FOLLOWING IMPORTANT RENTAL CONDITIONS

RENTER TO BE THE ONLY AUTHORIZED DRIVER (except as listed above in additional driver section)

This vehicle herein described must not be used, operated or driven, nor does Budget give its consent, expressed or implied, to the vehicle being used, operated or driven by any person other than the renter or additional driver(s) as listed above in the additional driver section.

NOTE

- Renter is responsible for all damage and losses suffered by Budget if the vehicle is used, operated or driven by a person not listed on this rental agreement.
- Renter shall pay Budget all charges incurred in connection with this agreement. Renter gives Budget permission to process an unsigned credit card voucher in the renter's name for payment of all charges. The renter agrees that all charges on this agreement are subject to final audit. The renter authorizes Budget to debit or credit the renter's credit card account within 20 days of return of the vehicle with any additional amount resulting from an omission or error on this agreement. The renter will be advised by mail of any charges.
- Renter agrees that any contract of insurance, evidenced by a motor vehicle liability policy where the renter or authorized driver is a named insured or is entitled to indemnity, will be first loss insurance to any claim or civil action. See Sections 4(d), 6 & 8 on the reverse side of this Agreement.
- Renter agrees to return the vehicle to Budget on or before the due back date at the renting location. If the renter returns the vehicle to a location other than shown above, the renter agrees to pay the applicable drop charge. If the renter drops off the vehicle after closing time or at an off-site location, the renter is solely responsible for any loss or damage to the vehicle HOWEVER INCURRED AND REGARDLESS OF FAULT, until Budget inspects and accepts the vehicle condition.

I agree to be bound by the terms and conditions on both sides of the rental agreement and also agree that I have read and understand the terms and conditions on both sides of the rental agreement. I acknowledge that I can read and understand the English language.

Signature _____

G.S.T. (R100684984)	
TOTAL CHARGES	
INITIAL DEPOSIT	
ADDITIONAL DEPOSIT	
NET DUE (Sign in dollars and cents)	
OPEN EMP#	CLOSE EMP#
DUE BACK TO	RETURNED TO

4

BUDGET RENT A CAR
BOX 9806 (INTERNATIONAL
A
EDMONTON AB

CARD [REDACTED]
CARD TYPE [REDACTED]
DATE 2013/07/22
TIME 1792 17:25:45
INVOICE # 2116245
RECEIPT NUMBER
S30689237-001-151-026-0

PURCHASE
TOTAL

\$475.00

**Janet Davidson
July 22-27, 2013
Budget Rental Car
Purpose: AHS Meetings in Edmonton**

~~Amount~~
(received
credit
in return.)

APPROVED

AUTH# 547321 00-025
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

5

Mrs Janet Davidson
Canada

Room Number: 1509
Arrival Date: 07-22-13
Departure Date: 07-27-13
Page No: 1 of 2
Confirmation No 9390081

INFORMATION INVOICE

Folio No:

07-27-13

Date	Description	Charges	Credits
07-22-13	Room Revenue	135.00	
07-22-13	Destination Marketing Fee - 3%	4.05	
07-22-13	Tourism Levy - 4%	5.56	
07-23-13	Room Revenue	135.00	
07-23-13	Destination Marketing Fee - 3%	4.05	
07-23-13	Tourism Levy - 4%	5.56	
07-24-13	Room Revenue	135.00	
07-24-13	Destination Marketing Fee - 3%	4.05	
07-24-13	Tourism Levy - 4%	5.56	
07-25-13	Room Revenue	135.00	
07-25-13	Destination Marketing Fee - 3%	4.05	
07-25-13	Tourism Levy - 4%	5.56	
07-26-13	Room Revenue	135.00	
07-26-13	Destination Marketing Fee - 3%	4.05	
07-26-13	Tourism Levy - 4%	5.56	
07-27-13	American Express		723.05

Janet Davidson
July 22-26, 2013
Matrix Hotel
Purpose: AHS Meetings in Edmonton



Mrs Janet Davidson
Canada

Room Number: 1509
Arrival Date: 07-22-13
Departure Date: 07-27-13
Page No: 2 of 2
Confirmation No 9390081

INFORMATION INVOICE

Folio No:

07-27-13

Date	Description	Charges	Credits
	Total	723.05	723.05
	Balance	0.00	

Signature: _____

I agree that my liability for all charges 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 or the full amount of these charges. G.S.T. #86634 4302 RT 0001

PLACE FACE UP ON DASH
Comox Valley Airport
Expiration Date/Time
EXP 06:26PM
JUL 19, 2013

Purchase Date/Time: 06:26pm Jul 14, 2013
Total Due: \$57.50 Rate: Park for 5 Days
Total Paid: \$57.50 Payment Type: Card

Ticket #: 00048099 Auth #: 564049
S/N #: 100008380052
Setting: Lot 372 Main
Mach Name: Lot 372 - 2

Thank You for Parking at
the Comox Valley Airport
Questions? Call Robbins
Parking 1-877-753-6789

RECEIPT

Comox Valley Airport

Expiration Date/Time: 06:26pm Jul 19, 2013
Purchase Date/Time: 06:26pm Jul 14, 2013

Total Due: \$57.50 Rate: Park for 5 Days
Total Paid: \$57.50 Payment Type: Card

Ticket #: 00048099 Auth #: 564049
Setting: Lot 372 Main
Mach Name: Lot 372 - 2

Janet Davidson
July 14-18, 2013
Parking at the Comox Valley Airport
Purpose: AHS Meetings in Edmonton

PLACE FACE UP ON DASH
Nanaimo Airport
Expiration Date/Time
EXP 11:32AM
JUL 28, 2013

Purchase Date/Time: 11:32am Jul 22, 2013
Total Due: \$48.00 Rate: Park for 6 Days
Total Paid: \$48.00 Payment Type: Card

Ticket #: 00058857 Auth #: 073486
S/N #: 100009210000
Setting: Lot 367
Mach Name: Lot 367 - 1

Thank you for parking at
the Nanaimo Airport
Questions? Call Robbins
Parking 1-877-763-6789

RECEIPT

Nanaimo Airport

Expiration Date/Time: 11:32am Jul 28, 2013
Purchase Date/Time: 11:32am Jul 22, 2013

Total Due: \$48.00 Rate: Park for 6 Days
Total Paid: \$48.00 Payment Type: Card

Ticket #: 00058857 Auth #: 073486
Setting: Lot 367
Mach Name: Lot 367 - 1

Janet Davidson
July 22-27, 2013
Parking at the Nanaimo Airport
Purpose: AHS Meetings in Edmonton

YELLOW CAB

780.462.3456

GST#

Date: August 12/13 Amount: 62.⁰⁰

Driver: JAP Car#: 759

From: JAP

To: D Town

10135-31 Avenue, Edmonton, AB T6N 1C2

Date 8/16/13 Amount 65.⁰⁰
G.S.T. Included

From MATRIX HOTEL

To INT AIRPORT

Driver to Car# 3

780-425-2525 780-425-8310

www.co-optaxi.com

Janet Davidson
August 12, 2013
Taxi: Edmonton Airport to Matrix Hotel
Purpose: AHS Meetings in Edmonton

Janet Davidson
August 16, 2013
Taxi: Matrix Hotel to Edmonton Airport
Purpose: Return flight to Nanaimo (attended AHS meetings in Edmonton)

From Airport

To 10640-100 Ave

Time

Date Aug 20, 13

Trip Amount 61.⁰⁰

Driver Name RJ

Car Number 718

GST

Janet Davidson
August 20, 2013
Taxi: Edmonton Airport to Budget Rental Car (10640 100 Ave)
Purpose: AHS Meetings in Edmonton

PLACE FACE UP ON DASH

Nanaimo Airport

Expiration Date/Time

EXP 04:50AM

AUG 18, 2013

Purchase Date/Time: 04:50am Aug 12, 2013

Total Due: \$48.00 Rate: Park for 6 Days

Total Paid: \$48.00 Payment Type: Card

Ticket #: 00059910

Auth #: 075122

S/N #: 10009210000

Setting: Lot 367

Mach Name: Lot 367 - 1

Thank you for parking at

the Nanaimo Airport

Questions? Call Robbins

Parking: 1-877-753-6789

RECEIPT

Nanaimo Airport

Expiration Date/Time: 04:50am Aug 18, 2013

Purchase Date/Time: 04:50am Aug 12, 2013

Total Due: \$48.00

Rate: Park for 6 Days

Total Paid: \$48.00

Payment Type: Card

Ticket #: 00059910

Auth #: 075122

Setting: Lot 367

Mach Name: Lot 367 - 1

PARKING RECEIPT

Janet Davidson
August 12-17, 2013
Parking at the Nanaimo Airport
Purpose: AHS Meetings in Edmonton

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

DAVIDSON, JANET Cardholder's Name	OFFICIAL ADMINISTRATOR Cardholder's Position/Title	Billing Reporting Period	20/08/2013
OFFICE OF THE ADMINISTRATOR Cardholder's Dept	SEVENTH STREET PLAZA Cardholder's Site/Location	Total Statement Amount:	\$3,510.18
JANET.DAVIDSON@ALBERTAHEALTHSERVICES.CA Cardholder's e-mail address		Last 6 digits of the P-Card #	██████████

Statement of Transactions




- ①
- ②
- ③
- ④
- ⑤
- ⑥
- ⑦
- ⑧
- ⑨
- ⑩
- ⑪
- ⑫
- ⑬

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
12/08/2013	325082366	ALLEGRO ITALIAN KITCHEN, EATING PLACES, RESTAURANTS	33.70	CAD	33.70	1.60		J. Davidson Dinner while travelling for AHS meetings
13/08/2013	325470672	AIR CAN 0142124357326 AIR CANADA	1,095.96	CAD	1,095.96	.00		J. Davidson Flight Nanaimo/ Edmonton/ Nanaimo for AHS Meetings in Edmonton Invoice 269278
13/08/2013	325470673	AIR CAN 0142124357530, AIR CANADA	560.96	CAD	560.96	.00		J. Davidson Flight to Edmonton booked in error
13/08/2013	325470674	AIR CAN 0142124357750, AIR CANADA	578.96	CAD	578.96	.00		J. Davidson Flight Nanaimo/ Edmonton/ Nanaimo for AHS Meetings in Edmonton Invoice 269280
14/08/2013	325296951	AIR CAN 0142124357530, AIR CANADA	-560.96	CAD	-560.96	.00		J. Davidson Flight refund on booking error
14/08/2013	325470671	CORSO 32, EATING PLACES, RESTAURANTS	48.22	CAD	48.22	2.30		J. Davidson Dinner meeting with M. Haley re: HR/Labor Issues
15/08/2013	325470675	SVC FEE UNIGLOBE BEACO, TRAVEL AGENCIES AND TOUR OPERATORS	29.00	CAD	29.00	1.38		J. Davidson Uniglobe Processing Fee Invoice #269280
15/08/2013	325470676	SVC FEE UNIGLOBE BEACO, TRAVEL AGENCIES AND TOUR OPERATORS	29.00	CAD	29.00	1.38		J. Davidson Uniglobe Processing Fee Invoice #269278
16/08/2013	325621687	WESTJET 8380812261382, Westjet Airlines	10.50	CAD	10.50	.00		J. Davidson WS Seat Selection Invoice #270200
16/08/2013	325621688	WESTJET*0004149446043, Westjet Airlines	279.12	CAD	279.12	.00		J. Davidson Flight Calgary to Victoria Aug 23
16/08/2013	325712901	AIR CAN 0142124468510, AIR CANADA	770.48	CAD	770.48	.00		J. Davidson Flight Nanaimo to Edmonton for AHS Meetings Aug 20-23
17/08/2013	325621688	MATRIX HOTEL, LODGING HOTELS, MOTELS, RESORTS	606.24	CAD	606.24	28.87		J. Davidson Accommodation for AHS Meetings in Edmonton Aug 12-15 f.l. 24??
18/08/2013	325712802	SVC FEE UNIGLOBE BEACO, TRAVEL AGENCIES AND TOUR OPERATORS	29.00	CAD	29.00	1.38		J. Davidson Uniglobe Processing Fee Invoice #270200

② Flight cancelled + ~~credit~~ ^{AC credit} provided. See attached ②a

oop
No approvals req'd b/w home → work. Cost is marginally over limit and is reasonable in relation to location & timing.
OR



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>Lou DeLoste</u> <small>Name of Cardholder Designate</small>	<u>Executive Assistant</u> <small>Cardholder Designate Position/Title</small>	
<u>L. DeLoste</u> <small>Signature of Cardholder Designate</small>	<u>Aug. 29/13</u> <small>Date of Signature</small>	
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>DAVIDSON, JANET</u> <small>Name of Cardholder</small>	<u>OFFICIAL ADMINISTRATOR</u> <small>Cardholder Position/Title</small>	
 <small>Signature of Cardholder</small>	<u>29 Aug 13</u> <small>Date of Signature</small>	
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> <small>Name of Approver Designate</small>	<u>EXECUTIVE ASSISTANT</u> <small>Approver Designate Position/Title</small>	
 <small>Signature of Approver Designate</small>	<u>Sept 11, 2013</u> <small>Date of Signature</small>	
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>DUNCAN CAMPBELL</u> <small>Name of Approver</small>	<u>EVP + CFO</u> <small>Approver Position/Title</small>	
 <small>Signature of Approver</small>	<u>Sept 11, 2013</u> <small>Date of Signature</small>	
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: _____

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rachaelr@uniglobebeacon.com
Direct Line: 403-536-6842

****URGENT- Please review your itinerary for accuracy immediately****

There may be costs associated with making changes; these costs will be your responsibility.
Most airline tickets or vacation packages are not refundable. Call your travel agent for details.

Passenger(s):	Davidson/Janet M	Booking Ref.:	[REDACTED]
Invoice No.:	269278	Agent:	Rachael Robson
Date:	Tuesday, August 13, 2013	Customer:	[REDACTED]
Billing:	ALBERTA HEALTH SERVICES 3961 106 AVE SE CALGARY, AB T2C 5B6	Deliver:	ALBERTA HEALTH SERVICES 3961 106 AVE SE CALGARY, AB T2C 5B6

- Your Travel Arranger is pleased to deliver your complete itinerary through TripCase.
[Click here](#) to access your reservation on the web or a mobile device.
- To forward itinerary to Triplt, Worldmate, Tripcase or Blackberry Travel: [Click Here](#)
-  Add your itinerary to your calendar (ICS): [Click Here](#) (for use with PC and MAC and accessible via website and mobile device)
-  Add your itinerary to your calendar (with Infuzer): [Click Here](#)
-  Use Mileblaster to consolidate all your frequent flyer and loyalty programs: [Click Here](#)
- The Total Carbon Emissions for your flight/s are 197.97kgs and it would cost \$8.91 to offset them. Please visit our website for more details.
[Click here](#)

 AIR - Monday August 19 2013


 **Air Canada Flight AC8410 Economy Class**
Operated By Air Canada Express - Jazz
Check In With AIR CANADA EXPRESS - JAZZ

Check In Confirmation:
[REDACTED] (*24 Hours Prior)

Depart:	06:00, Monday, August 19 Nanaimo Airport Nanaimo, British Columbia, Canada	Arrive:	06:23, Monday, August 19 Vancouver Intl Airport-Terminal Main Vancouver, British Columbia, Canada
----------------	--	----------------	---

Status:	Confirmed	Booking Code:	U
Equipment:	De Havilland DHC-8-300 Dash 8 / 8Q	Stops:	Non-stop
Duration:	0 hours 23 minutes	Seat:	2A Confirmed
FF Number:	[REDACTED]	Meal:	None
ETicket No.:	0142124357326		
Remarks:	Turbo propeller plane used on this flight		

[Weather](#) • [Flight Status \(*up to 3 days prior\)](#) • [Dining Reservations](#)

 AIR - Monday August 19 2013

 **Air Canada Flight AC234 Economy Class**

Check In Confirmation:
[REDACTED] (*24 Hours Prior)

Depart:	08:30, Monday, August 19 Vancouver Intl Airport-Terminal Main Vancouver, British Columbia, Canada	Arrive:	11:00, Monday, August 19 Edmonton Intl. Airport Edmonton, Alberta, Canada
----------------	---	----------------	---

Status:	Confirmed	Booking Code:	U
Equipment:	EMBRAER 190	Stops:	Non-stop

Duration: 1 hours 30 minutes Seat: 15F Confirmed
 FF Number: [REDACTED] Meal: None
 ETicket No.: 0142124357326

[Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

AIR - Thursday August 22 2013

Air Canada Flight AC253 Economy Class

[Check In Confirmation:](#)

[REDACTED] *24 Hours Prior

Depart: 20:20, Thursday, August 22
 Edmonton Intl. Airport
 Edmonton, Alberta, Canada

Arrive: 20:57, Thursday, August 22
 Vancouver Intl Airport-Terminal Main
 Vancouver, British Columbia, Canada

Status: Confirmed Booking Code: U
 Equipment: EMBRAER 190 Stops: Non-stop
 Duration: 1 hours 37 minutes Seat: 13F Confirmed
 FF Number: [REDACTED] Meal: None
 ETicket No.: 0142124357326

[Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

AIR - Thursday August 22 2013

Air Canada Flight AC8269 Economy Class

[Check In Confirmation:](#)

[REDACTED] *24 Hours Prior

Operated By Air Canada Express - Jazz
 Check In With AIR CANADA EXPRESS - JAZZ

Depart: 22:40, Thursday, August 22
 Vancouver Intl Airport-Terminal Main
 Vancouver, British Columbia, Canada

Arrive: 23:01, Thursday, August 22
 Nanaimo Airport
 Nanaimo, British Columbia, Canada

Status: Confirmed Booking Code: U
 Equipment: De Havilland DHC-8-300 Dash 8 / 8Q Stops: Non-stop
 Duration: 0 hours 21 minutes Seat: 2A Confirmed
 FF Number: [REDACTED] Meal: None
 ETicket No.: 0142124357326
 Remarks: Turbo propeller plane used on this flight

[Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

Invoice Details

Transaction / Document	Base	Tax	Total
Air Canada / 014 2124357326	1046.00	49.96	1095.96
Form of Payment: CA [REDACTED]			
Processing Fee	29.00		29.00
Form of Payment: CA [REDACTED]			
Totals:	1075.00	49.96	CAD 1124.96

Total Charged to Credit Card: CAD 1124.96
 Balance Due: CAD 0.00

Fare Rules

• Air Canada ticket is non-refundable. Changes are permitted for 50.00 cad per d
 Same day airport changes prior to departure for 75.00 cad plus taxes. Aeroplan
 selection is available for no fee. e-Upgrade certificates are permitted. Missing yo
 value of your airline ticket. Name changes are not permitted.

Janet Davidson
Flight Nanaimo/Edmonton/Nanaimo
Purpose: Scheduled Meetings August
20-23, 2013

Baggage Fees & Allowances

Baggage charges may apply. Baggage allowance, specific size and weight restrictions vary between airlines. Please visit the airline's website or contact the airline directly for details.

• [Air Canada](#) or call 1-888-247-2262

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Passenger(s):	Davidson/Janet M	Booking Ref.:	[REDACTED]
Invoice No.:	270220	Agent:	Rachael Robson
Date:	Friday, August 16, 2013	Customer:	[REDACTED]
Billing:	ALBERTA HEALTH SERVICES 3961 106 AVE SE CALGARY, AB T2C 5B6	Deliver:	ALBERTA HEALTH SERVICES 3961 106 AVE SE CALGARY, AB T2C 5B6

(2a)
refund.

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- Add your itinerary to your calendar (with Infuzer): [Click Here](#)
- Use Mileblaster to consolidate all your frequent flyer and loyalty programs: [Click Here](#)

MISCELLANEOUS - Friday, August 16

Details

Departs: Calgary
Details: AC CREDIT CREATED 1095.96 EXPIRES 14AUG14 TKT NO 0142124357326-KJIMIM

Invoice Details

Transaction / Document	Base	Tax	Total
Processing Fee			0.00
Totals:	0.00	0.00	CAD 0.00
		Balance Due:	CAD 0.00

Notes

* Air Canada ticket is non-refundable. Changes are permitted for 50.00 cad per direction plus any fare difference up to 2 hours prior to departure. Same day airport changes prior to departure for 75.00 cad plus taxes. Aeroplan members earn 100 percent status miles. Advance seat selection is available for no fee. e-Upgrade certificates are permitted. Missing your flight without cancellation may result in the forfeiture of the value of your airline ticket. Name changes are not permitted.

Important Information

- Please check in 90 minutes prior to departure. Late checkin may result in the loss of seat/reservation check in cut off time is 45 minutes prior to departure.
- Government issued picture ID is required or two pieces Government issued ID which show name.. Date of birth and gender. This now includes passengers who appear to be between 12 and 17 years of age.
- 24 hour emergency service in Canada and usa -Call toll-Free 1-855-817-8277 or collect 647-724-8277. -Please note some cell phone providers do not allow for -1-800 calls in some areas. We recommend using -Landline in these situations or call collect. -Your UNIGLOBE rescue line access code is 62XC. -Or you can email at callme@tass247.com -Please mention your rescue line access code is 62XC

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There may be costs associated with making changes; these costs will be your responsibility.
Most airline tickets or vacation packages are not refundable. Call your travel agent for details.

Passenger(s):	Davidson/Janet M	Booking Ref.:	██████████
Invoice No.:	273689	Agent:	Paul Ammerlaan
Date:	Thursday, August 29, 2013	Customer:	██████████
Billing:	ALBERTA HEALTH SERVICES 3961 106 AVE SE CALGARY, AB T2C 5B6	Deliver:	ALBERTA HEALTH SERVICES 3961 106 AVE SE CALGARY, AB T2C 5B6

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-  Add your itinerary to your calendar (with Infuzer): [Click Here](#)
-  Use Mileblaster to consolidate all your frequent flyer and loyalty programs: [Click Here](#)
- The Total Carbon Emissions for your flight/s are 197.97kgs and it would cost \$8.91 to offset them. Please visit our website for more details.
[Click here](#)

✈️ AIR - Tuesday September 3 2013

 **Air Canada Flight AC8410 Economy Class** [Check in Confirmation:](#)
██████████ (*24 Hours Prior)
Operated By Air Canada Express - Jazz
Check In With AIR CANADA EXPRESS - JAZZ

Depart:	06:00, Tuesday, September 3 Nanaimo Airport Nanaimo, British Columbia, Canada	Arrive:	06:23, Tuesday, September 3 Vancouver Intl Airport-Terminal Main Vancouver, British Columbia, Canada
----------------	---	----------------	--

Status:	Confirmed	Booking Code:	Q
Equipment:	De Havilland DHC-8-300 Dash 8 / 8Q	Stops:	Non-stop
Duration:	0 hours 23 minutes	Seat:	Assigned at Check In
FF Number:	██████████	Meal:	None
Remarks:	Turbo propeller plane used on this flight		

[Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

✈️ AIR - Tuesday September 3 2013

 **Air Canada Flight AC234 Economy Class** [Check in Confirmation:](#)
██████████ (*24 Hours Prior)

Depart:	08:30, Tuesday, September 3 Vancouver Intl Airport-Terminal Main Vancouver, British Columbia, Canada	Arrive:	11:00, Tuesday, September 3 Edmonton Intl. Airport Edmonton, Alberta, Canada
----------------	--	----------------	--

Status:	Confirmed	Booking Code:	Q
Equipment:	EMBRAER 190	Stops:	Non-stop
Duration:	1 hours 30 minutes	Seat:	Assigned at Check In

FF Number: [REDACTED] Meal: None

[Weather](#) [Flight Status \(*up to 3 days prior\)](#) [Dining Reservations](#)

AIR - Friday September 6 2013

Air Canada Flight AC253 Economy Class

Check In Confirmation:
[REDACTED] (*24 Hours Prior)

Depart: 20:15, Friday, September 6
Edmonton Intl. Airport
Edmonton, Alberta, Canada
Arrive: 20:57, Friday, September 6
Vancouver Intl Airport-Terminal Main
Vancouver, British Columbia, Canada

Status: Confirmed
Equipment: EMBRAER 190
Duration: 1 hours 42 minutes
FF Number: [REDACTED]
Booking Code: P
Stops: Non-stop
Seat: Assigned at Check In
Meal: None

[Weather](#) [Flight Status \(*up to 3 days prior\)](#) [Dining Reservations](#)

AIR - Friday September 6 2013

Air Canada Flight AC8269 Economy Class
Operated By Air Canada Express - Jazz
Check In With AIR CANADA EXPRESS - JAZZ

Check In Confirmation:
[REDACTED] (*24 Hours Prior)

Depart: 22:40, Friday, September 6
Vancouver Intl Airport-Terminal Main
Vancouver, British Columbia, Canada
Arrive: 23:02, Friday, September 6
Nanaimo Airport
Nanaimo, British Columbia, Canada

Status: Confirmed
Equipment: De Havilland DHC-8-300 Dash 8 / 8Q
Duration: 0 hours 22 minutes
FF Number: [REDACTED]
Remarks: Turbo propeller plane used on this flight
Booking Code: P
Stops: Non-stop
Seat: Assigned at Check In
Meal: None

[Weather](#) [Flight Status \(*up to 3 days prior\)](#) [Dining Reservations](#)

Invoice Details

Transaction / Document	Base	Tax	GST/HST	Total
Air Canada / 014 2124357530	485.00	49.25	26.71	560.96
Form of Payment: CA [REDACTED]				
Totals:	485.00	49.25	26.71	CAD 560.96
			Total Charged to Credit Card:	CAD 560.96
			Balance Due:	CAD 0.00

3 ✓

Fare Rules

- The fare restrictions from Nanaimo to Edmonton are..
- Air Canada ticket is non-refundable. Changes are permitted for 50.00 cad plus taxes. Same day airport changes prior to departure for 75.00 cad plus taxes. Aero selection is available for no fee. e-Upgrade certificates are permitted. Missin value of your airline ticket. Name changes are not permitted.
- The fare restrictions from Edmonton to Nanaimo are..

Janet Davidson
Flight Nanaimo/Edmonton/Nanaimo
booked in error - to be credited

Baggage Fees & Allowances

Baggage charges may apply. Baggage allowance, specific size and weight restrictions vary between airlines. Please visit the airline's website or contact the airline directly for details.

- [Air Canada](#) or call 1-888-247-2262

Important Information

• Please check in 90 minutes prior to departure. Late checkin may result in the loss of seat/reservation check in cut off time is 45 minutes prior to departure.

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Passenger(s):	Davidson/Janet M	Booking Ref.:	[REDACTED]
Invoice No.:	269280	Agent:	Rachael Robson
Date:	Tuesday, August 13, 2013	Customer:	[REDACTED]
Billing:	ALBERTA HEALTH SERVICES 3961 106 AVE SE CALGARY, AB T2C 5B6	Deliver:	ALBERTA HEALTH SERVICES 3961 106 AVE SE CALGARY, AB T2C 5B6

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-  Add your itinerary to your calendar (with Infuzer): [Click Here](#)
-  Use Mileblaster to consolidate all your frequent flyer and loyalty programs: [Click Here](#)
- The Total Carbon Emissions for your flight/s are 197.97kgs and it would cost \$8.91 to offset them. Please visit our website for more details.
[Click here](#)

AIR - Tuesday September 3 2013

 **Air Canada Flight AC8410 Economy Class**
Operated By Air Canada Express - Jazz
Check In With AIR CANADA EXPRESS - JAZZ


Check In Confirmation:
[REDACTED] (*24 Hours Prior)

Depart:	06:00, Tuesday, September 3 Nanaimo Airport Nanaimo, British Columbia, Canada	Arrive:	06:23, Tuesday, September 3 Vancouver Intl Airport-Terminal Main Vancouver, British Columbia, Canada
----------------	---	----------------	--

Status:	Confirmed	Booking Code:	H
Equipment:	De Havilland DHC-8-300 Dash 8 / 8Q	Stops:	Non-stop
Duration:	0 hours 23 minutes	Seat:	2F Confirmed
FF Number:	[REDACTED]	Meal:	None
ETicket No.:	0142124357750		
Remarks:	Turbo propeller plane used on this flight		

[Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

AIR - Tuesday September 3 2013

 **Air Canada Flight AC234 Economy Class**

Check In Confirmation:
[REDACTED] (*24 Hours Prior)

Depart:	08:30, Tuesday, September 3 Vancouver Intl Airport-Terminal Main Vancouver, British Columbia, Canada	Arrive:	11:00, Tuesday, September 3 Edmonton Intl. Airport Edmonton, Alberta, Canada
----------------	--	----------------	--

Status:	Confirmed	Booking Code:	H
Equipment:	EMBRAER 190	Stops:	Non-stop

Duration: 1 hours 30 minutes Seat: 12F Confirmed
 FF Number: [REDACTED] Meal: None
 ETicket No.: 0142124357750

• [Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

AIR - Friday September 6 2013



Air Canada Flight AC253 Economy Class

Check In Confirmation:

[REDACTED] (*24 Hours Prior)

Depart: 20:15, Friday, September 6
 Edmonton Intl. Airport
 Edmonton, Alberta, Canada

Arrive: 20:57, Friday, September 6
 Vancouver Intl Airport-Terminal Main
 Vancouver, British Columbia, Canada

Status: Confirmed **Booking Code:** P
Equipment: EMBRAER 190 **Stops:** Non-stop
Duration: 1 hours 42 minutes **Seat:** 13C Confirmed
FF Number: [REDACTED] **Meal:** None
ETicket No.: 0142124357750

• [Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

AIR - Friday September 6 2013



Air Canada Flight AC8269 Economy Class

Operated By Air Canada Express - Jazz

Check In With AIR CANADA EXPRESS - JAZZ

Check In Confirmation:

[REDACTED] (*24 Hours Prior)

Depart: 22:40, Friday, September 6
 Vancouver Intl Airport-Terminal Main
 Vancouver, British Columbia, Canada

Arrive: 23:02, Friday, September 6
 Nanaimo Airport
 Nanaimo, British Columbia, Canada

Status: Confirmed **Booking Code:** P
Equipment: De Havilland DHC-8-300 Dash 8 / 8Q **Stops:** Non-stop
Duration: 0 hours 22 minutes **Seat:** 4C Confirmed
FF Number: [REDACTED] **Meal:** None
ETicket No.: 0142124357750
Remarks: Turbo propeller plane used on this flight

• [Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

Invoice Details

Transaction / Document	Base	Tax	Total
Air Canada / 014 2124357750	529.00	49.96	578.96 (4) ✓
Processing Fee	29.00		29.00 (7) ✓
Totals:	558.00	49.96	CAD 607.96

Total Charged to Credit Card: CAD 607.96
Balance Due: CAD 0.00

Fare Rules

- The fare restrictions from Nanaimo to Edmonton are..
- Air Canada ticket is non-refundable. Changes are permitted for 50.00 cad per Same day airport changes prior to departure for 75.00 cad plus taxes. Aeropl selection is available for no fee. e-Upgrade certificates are permitted. Missing value of your airline ticket. Name changes are not permitted.
- The fare restrictions from Edmonton to Nanaimo are..

Janet Davidson
Flight Nanaimo/Edmonton/Nanaimo
Purpose: Scheduled meetings September 3-6, 2013

Baggage Fees & Allowances

Baggage charges may apply. Baggage allowance, specific size and weight restrictions vary between airlines. Please visit the airline's website or contact the airline directly for details.

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Fax: (403) 228-3817
Toll Free: 1-877-596-6860

paul@uniglobebeacon.com




Direct Line: 403-536-6871

****URGENT- Please review your itinerary for accuracy immediately****

There may be costs associated with making changes; these costs will be your responsibility.
Most airline tickets or vacation packages are not refundable. Call your travel agent for details.

Passenger(s):	Davidson/Janet M	Booking Ref.:	[REDACTED]
Invoice No.:	273708	Agent:	Paul Ammerlaan
Date:	Thursday, August 29, 2013	Customer:	[REDACTED]
Billing:	ALBERTA HEALTH SERVICES 3961 106 AVE SE CALGARY, AB T2C 5B6	Deliver:	ALBERTA HEALTH SERVICES 3961 106 AVE SE CALGARY, AB T2C 5B6

• REFUND -INVOICE NUMBER FOR ORIGINAL TICKET IS 0273689

- Your Travel Arranger is pleased to deliver your complete itinerary through TripCase.
[Click here](#) to access your reservation on the web or a mobile device.
- To forward itinerary to Triplt, Worldmate, Tripcase or Blackberry Travel: [Click Here](#)
-  Add your itinerary to your calendar (ICS): [Click Here](#) (for use with PC and MAC and accessible via website and mobile device)
-  Add your itinerary to your calendar (with Infuzer): [Click Here](#)
-  Use Mileblaster to consolidate all your frequent flyer and loyalty programs: [Click Here](#)
- The Total Carbon Emissions for your flight/s are 197.97kgs and it would cost \$8.91 to offset them. Please visit our website for more details.
[Click here](#)

AIR - Tuesday September 3 2013



Air Canada Flight AC8410 Economy Class
Operated By Air Canada Express - Jazz
Check In With AIR CANADA EXPRESS - JAZZ

[Check In Confirmation:](#)
[REDACTED] (*24 Hours Prior)

Depart:	06:00, Tuesday, September 3 Nanaimo Airport Nanaimo, British Columbia, Canada	Arrive:	06:23, Tuesday, September 3 Vancouver Intl Airport-Terminal Main Vancouver, British Columbia, Canada
----------------	---	----------------	--

Status:	Confirmed	Booking Code:	Q
Equipment:	De Havilland DHC-8-300 Dash 8 / 8Q	Stops:	Non-stop
Duration:	0 hours 23 minutes	Seat:	Assigned at Check In
FF Number:	[REDACTED]	Meal:	None
Remarks:	Turbo propeller plane used on this flight		

[Weather](#) [Flight Status \(*up to 3 days prior\)](#) [Dining Reservations](#)

AIR - Tuesday September 3 2013



Air Canada Flight AC234 Economy Class

[Check In Confirmation:](#)
[REDACTED] (*24 Hours Prior)

Depart:	08:30, Tuesday, September 3 Vancouver Intl Airport-Terminal Main Vancouver, British Columbia, Canada	Arrive:	11:00, Tuesday, September 3 Edmonton Intl. Airport Edmonton, Alberta, Canada
----------------	--	----------------	--

Status:	Confirmed	Booking Code:	Q
Equipment:	EMBRAER 190	Stops:	Non-stop

Duration: 1 hours 30 minutes Seat: Assigned at Check In
 FF Number: [REDACTED] Meal: None

[Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

AIR - Friday September 6 2013



Air Canada Flight AC253 Economy Class

Check In Confirmation:

[REDACTED] (*24 Hours Prior)

Depart: 20:15, Friday, September 6
 Edmonton Intl. Airport
 Edmonton, Alberta, Canada

Arrive: 20:57, Friday, September 6
 Vancouver Intl Airport-Terminal Main
 Vancouver, British Columbia, Canada

Status: Confirmed **Booking Code:** P
Equipment: EMBRAER 190 **Stops:** Non-stop
Duration: 1 hours 42 minutes **Seat:** Assigned at Check In
FF Number: [REDACTED] **Meal:** None

[Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

AIR - Friday September 6 2013



Air Canada Flight AC8269 Economy Class

Operated By Air Canada Express - Jazz

Check In With AIR CANADA EXPRESS - JAZZ

Check In Confirmation:

[REDACTED] (*24 Hours Prior)

Depart: 22:40, Friday, September 6
 Vancouver Intl Airport-Terminal Main
 Vancouver, British Columbia, Canada

Arrive: 23:02, Friday, September 6
 Nanaimo Airport
 Nanaimo, British Columbia, Canada

Status: Confirmed **Booking Code:** P
Equipment: De Havilland DHC-8-300 Dash 8 / 8Q **Stops:** Non-stop
Duration: 0 hours 22 minutes **Seat:** Assigned at Check In
FF Number: [REDACTED] **Meal:** None
Remarks: Turbo propeller plane used on this flight

[Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

Invoice Details

Transaction / Document	Base	Tax	GST/HST	Total
Refund / 014 2124357530	-485.00	-49.25	-26.71	-560.96
Form of Payment: CA [REDACTED]				
Totals:	0.00	0.00	0.00	CAD 0.00

⑤ ✓

Less Credits or Refunds: CAD -560.96
 Total Charged to Credit Card: CAD -560.96
 Balance Due: CAD 0.00

Invoice No: 273708



Airline Conditions of Contract & Other Important Notices [Click Here](#)

- Please note that when paying by credit card all charges may not appear on the same credit statement. All charges will add up to the total as stated above.
- GST Registration Number - 822351896

Janet Davidson
 Flight Nanaimo/Edmonton/Nanaimo
 Refund on booking error

6

Corso 32
 Edmonton, AB
 Table #50
 s#: 25900 Serv: Corso32
 /2013 6:23 PM # Cust:2

Item Description	Cost
Cappuccino	\$4.00
Arugula Salad	\$14.00
Pappardelle	\$23.00

Net Total: \$41.00
 GST \$2.00

TOTAL: \$43.05
 Amount Due: \$43.05
 Paid: \$37.00
 Tip: \$4.00
 <-REPRINTED->
 Watch for New
 Daily

Janet Davidson
 August 14, 2013
 Purpose: Dinner meeting with M. Haley
 re HR/Labor Issues

CORSO 32
 10345 JASPER AVE
 EDMONTON AB

CARD [REDACTED]
 CARD TYPE [REDACTED]
 DATE 2013/08/
 TIME 0306 16:24:
 RECEIPT NUMBER
 006633555-001-355-004

PURCHASE
 AMOUNT \$43.00
 TIP \$5.00
 TOTAL

\$48.20 ✓

[REDACTED]
 5DB41078BCA32106
 000008000-EB00
 ADE82D53ED1246C5

APPROVED

AUTH# 202417 01-
 THANK YOU

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Toll Free: 1-877-596-6860

rachaelr@uniglobebeacon.com
Direct Line: 403-536-6842

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There may be costs associated with making changes; these costs will be your responsibility.
Most airline tickets or vacation packages are not refundable. Call your travel agent for details.

Passenger(s):	Davidson/Janet M	Booking Ref.:	[REDACTED]
Invoice No.:	270200	Agent:	Rachael Robson
Date:	Friday, August 16, 2013	Customer:	[REDACTED]
Billing:	ALBERTA HEALTH SERVICES 3961 106 AVE SE CALGARY, AB T2C 5B6	Deliver:	ALBERTA HEALTH SERVICES 3961 106 AVE SE CALGARY, AB T2C 5B6

- Your Travel Arranger is pleased to deliver your complete itinerary through TripCase.
[Click here](#) to access your reservation on the web or a mobile device.
- To forward itinerary to Triplt, Worldmate, Tripcase or Blackberry Travel: [Click Here](#)
-  Add your itinerary to your calendar (ICS): [Click Here](#) (for use with PC and MAC and accessible via website and mobile device)
-  Add your itinerary to your calendar (with Infuzer): [Click Here](#)
-  Use Mileblaster to consolidate all your frequent flyer and loyalty programs: [Click Here](#)
- The Total Carbon Emissions for your flight/s are 182.54kgs and it would cost \$8.21 to offset them. Please visit our website for more details.
[Click here](#)

WESTJET - Tuesday, August 20

Details

Departs: Nanaimo
Details: CONFIRMATION [REDACTED]

AIR - Tuesday August 20 2013

 **Air Canada Flight AC8258 Economy Class**
Operated By Air Canada Express - Jazz
Check In With AIR CANADA EXPRESS - JAZZ

Check In Confirmation:
[REDACTED] (*24 Hours Prior)

Depart:	07:25, Tuesday, August 20 Nanaimo Airport Nanaimo, British Columbia, Canada	Arrive:	07:48, Tuesday, August 20 Vancouver Intl Airport-Terminal Main Vancouver, British Columbia, Canada
----------------	---	----------------	--

Status:	Confirmed	Booking Code:	Y
Equipment:	De Havilland DHC-8-300 Dash 8 / 8Q	Stops:	Non-stop
Duration:	0 hours 23 minutes	Seat:	12A Confirmed 02A
FF Number:	[REDACTED]	Meal:	None
ETicket No.:	0142124468510		
Remarks:	Turbo propeller plane used on this flight		

[Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

AIR - Tuesday August 20 2013

 **Air Canada Flight AC236 Economy Class**

Check In Confirmation:
[REDACTED] (*24 Hours Prior)

Depart: 10:25, Tuesday, August 20
 Vancouver Intl Airport-Terminal Main
 Vancouver, British Columbia, Canada

Arrive: 12:55, Tuesday, August 20
 Edmonton Intl. Airport
 Edmonton, Alberta, Canada

Status: Confirmed
 Equipment: EMBRAER 190
 Duration: 1 hours 30 minutes
 FF Number: [REDACTED]
 ETicket No.: 0142124468510

Booking Code: Y
 Stops: Non-stop
 Seat: 12A
 Meal: None

[Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

AIR - Friday August 23 2013

WestJet Flight WS539 Economy Class

Check In Confirmation:
 [REDACTED] (*24 Hours Prior)

Depart: 19:05, Friday, August 23
 Calgary Intl. Airport
 Calgary, Alberta, Canada

Arrive: 19:34, Friday, August 23
 Victoria Intl. Airport
 Victoria, British Columbia, Canada

Status: Confirmed
 Equipment: Boeing 737-800 (winglets)
 Duration: 1 hours 29 minutes
 Meal: None

Booking Code: Q
 Stops: Non-stop
 Seat: 07E Confirmed
 ETicket No.: 8384149446043

[Weather](#) • [Flight Status \(up to 3 days prior\)](#) • [Dining Reservations](#)

Invoice Details

Transaction / Document	Base	Tax	GST/HST	Total
Air Canada / 014 2124468510	753.00	17.48		770.48 (11) ✓
Misc. (WSSEAT)	10.00		0.50	10.50 (9) ✓
Processing Fee	29.00			29.00 (13) ✓
WestJet / 838 4149446043	224.00	55.12		279.12 (10) ✓
Totals:	1016.00	72.60	0.50	CAD 1089.10

Total Charged to Credit Card: CAD 1089.10
 Balance Due: CAD 0.00

Fare Rules

• Westjet ticket is not refundable. Changes are permitted for a fee of up to 57.50

Baggage Fees & Allowances

Baggage charges may apply. Baggage allowance, specific size and weight res or contact the airline directly for details.

- [Air Canada](#) or call 1-888-247-2262
- [WestJet](#) or call 1-800-538-5696

Janet Davidson
Flight Nanaimo/Edmonton for AHS
meetings Aug 20-23, 2013
Flight and seat selection fee Calgary/Victoria
Aug 23, 2013

Important Information

- Please check in 90 minutes prior to departure. Late checkin may result in the loss of seat/reservation check in cut off time is 45 minutes prior to departure.
- Government issued picture ID is required or two pieces Government issued ID which show name.. Date of birth and gender. This now includes passengers who appear to be between 12 and 17 years of age.
- Name changes not permitted for Air Canada tkt
- -24 hour emergency service in Canada and usa -Call toll-Free 1-855-817-8277 or collect 647-724-8277. -Please note some cell phone providers do not allow for -1-800 calls in some areas. We recommend using -Landline in these situations or call collect. -Your UNIGLOBE



Mrs Janet Davidson
14th floor north tower seventh street plaza
Edmonton AB T5J 3E4
Canada

Room Number: 1109
Arrival Date: 08-12-13
Departure Date: 08-16-13
Page No: 1 of 2
Confirmation No 9581330

INVOICE

Folio No: [REDACTED]

08-16-13

Date	Description	Charges	Credits
08-12-13	Room Revenue	135.00	
08-12-13	Destination Marketing Fee - 3%	4.05	
08-12-13	Tourism Levy - 4%	5.56	
08-12-13	Room GST - 5%	6.95	
08-13-13	Room Revenue	135.00	
08-13-13	Destination Marketing Fee - 3%	4.05	
08-13-13	Tourism Levy - 4%	5.56	
08-13-13	Room GST - 5%	6.95	
08-14-13	Room Revenue	135.00	
08-14-13	Destination Marketing Fee - 3%	4.05	
08-14-13	Tourism Levy - 4%	5.56	
08-14-13	Room GST - 5%	6.95	
08-15-13	Room Revenue	135.00	
08-15-13	Destination Marketing Fee - 3%	4.05	
08-15-13	Tourism Levy - 4%	5.56	
08-15-13	Room GST - 5%	6.95	
08-16-13	Mastercard [REDACTED]		606.24

606.24

✓
12

Janet Davidson
Accommodation for AHS Meetings in
Edmonton Aug 12 - 15, 2013



Mrs Janet Davidson
14th floor north tower seventh street plaza
Edmonton AB T5J 3E4
Canada

Room Number: 1109
Arrival Date: 08-12-13
Departure Date: 08-16-13
Page No: 2 of 2
Confirmation No 9581330

INVOICE

Folio No: [REDACTED]

08-16-13

Date	Description	Charges	Credits
	Total	606.24	606.24
	Balance	0.00	

Signature: _____

I agree that my liability for all charges 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 or the full amount of these charges. G.S.T. #86634 4302 RT 0001