

Official Administrator Expense Report

Name Janet Davidson
Title Official Administrator
Location Edmonton

Expenses submitted during the month of September 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)
September 2013	P-Card	Meetings	940	123	1,269	177	2,509			
September 2013	Expense claim	Meetings				312	312			
Total			\$ 940	\$ 123	\$ 1,269	\$ 489	\$ 2,821	\$ -	\$ -	\$ -

Total for the Month \$ 2,821

Maximum meal expense claimed in the month \$ 50 2 persons
 Maximum daily hotel rate claimed in the month \$ 229
 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

DAVIDSON, JANET Cardholder's Name	OFFICIAL ADMINISTRATOR Cardholder's Position/Title	Billing Reporting Period: 20/09/2013
OFFICE OF THE ADMINISTRATOR Cardholder's Dept	SEVENTH STREET PLAZA Cardholder's Site/Location	Total Statement Amount \$2,509.16
JANET.DAVIDSON@ALBERTAHEALTHSERVICES.CA Cardholder's e-mail address		Last 6 digits of the P-Card # [REDACTED]

Statement of Transactions

- 1
- 2
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- 6
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Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
21/08/2013	326102223	THE MARC RESTAURANT GR, EATING PLACES, RESTAURANTS	50.42	CAD	50.42	2.40		Luncheon Meeting with Jan McGuiness re NHS reform
22/08/2013	326102224	MATRIX HOTEL, LODGING HOTELS, MOTELS, RESORTS	289.22	CAD	289.22	13.77		Accommodation for Edmonton Meetings Aug 20-21
24/08/2013	326250808	SHERATON EAU CLAIRE SU, SHERATON HOTELS	257.09	CAD	257.09	12.24		Accommodation for meetings in Calgary Aug 22
03/09/2013	327089982	WILDFLOWER RESTAURANT, EATING PLACES, RESTAURANTS	35.85	CAD	35.85	1.71		Dinner while traveling for AHS meetings
03/09/2013	327195559	R PARKING - NAN, AUTOMOBILE PARKING LOTS AND GARAGES	32.00	CAD	32.00	.00	.00	Parking Nanaimo Airport September 3-6
03/09/2013	327370456	AIRPORT TAXI SERVICE, LIMOUSINES AND TAXICABS	60.00	CAD	60.00	2.88		Taxi from Edmonton Airport to Matrix Hotel
04/09/2013	327370455	ALLEGRO ITALIAN KITCHEN, EATING PLACES, RESTAURANTS	36.91	CAD	36.91	1.78		Dinner while traveling for AHS meetings
06/09/2013	327639763	AIR CAN 0142125218473, AIR CANADA	50.00	CAD	50.00	.00	.00	Uniglobe change fee invoice # 276379
06/09/2013	327639764	AIR CAN 0142125203089, AIR CANADA	733.96	CAD	733.96	.00	.00	Flight Nanaimo/Edmonton/Nanaimo for AHS meetings in Edmonton invoice # 276139
06/09/2013	327639765	AIR CAN 0142125218473, AIR CANADA	36.66	CAD	36.66	.00	.00	Flight exchange cost invoice #276379
07/09/2013	327523901	MATRIX HOTEL, LODGING HOTELS, MOTELS, RESORTS	433.83	CAD	433.83	20.66		Accommodation for September 3-5
09/09/2013	327639761	SVC FEE UNIGLOBE BEACO, TRAVEL AGENCIES AND TOUR OPERATORS	29.00	CAD	29.00	1.38		Uniglobe processing fee invoice #276139
09/09/2013	327639762	SVC FEE UNIGLOBE BEACO, TRAVEL AGENCIES AND TOUR OPERATORS	20.00	CAD	20.00	.95		Uniglobe processing fee invoice #276379
09/09/2013	327760588	R PARKING - NAN, AUTOMOBILE PARKING LOTS AND GARAGES	24.00	CAD	24.00	.00	.00	Parking Nanaimo Airport September 9-11
09/09/2013	327876416	YELLOW CAB, LIMOUSINES AND TAXICABS	61.00	CAD	61.00	2.90		Taxi from Edmonton Airport to Matrix Hotel
09/09/2013	327876417	AIR CAN 0142125314589, AIR CANADA	50.00	CAD	50.00	.00	.00	Flight exchange cost invoice # 276966
10/09/2013	327760587	SVC FEE UNIGLOBE BEACO, TRAVEL AGENCIES AND TOUR OPERATORS	20.00	CAD	20.00	.95		Uniglobe processing fee invoice # 276966
11/09/2013	328070956	MATRIX HOTEL, LODGING HOTELS, MOTELS, RESORTS	289.22	CAD	289.22	13.77		Accommodation for September 9-11

As travel is from home to work in Edmonton, no COP travel approval req'd

DR

JTA

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 DeCoste</u> Name of Cardholder Designate <u>L DeCoste</u> Signature of Cardholder Designate	<u>Executive Assistant</u> Cardholder Designate Position/Title <u>Oct. 7, 2013</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>DAVIDSON, JANET</u> Name of Cardholder <u>Janet Davidson</u> Signature of Cardholder	<u>OFFICIAL ADMINISTRATOR</u> Cardholder Position/Title (for me) <u>Oct 8/13</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 		
Name of Approver Designate Signature of Approver Designate	Approver Designate Position/Title 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>Deb Rhodes</u> N <u>DRhodes</u> Signature of Approver	<u>Acting CFO</u> Appr. Position/Title <u>Dec. 19/13</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 • 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: _____

THE MARC RESTAURANT
GROUP LTD.,
9940 106 ST NW
EDMONTON AB



9940 106 Street
Edmonton, AB
760-429-2828
www.themarc.ca
GST#807555859

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2013/08/21
TIME 9185 13:22:14
RECEIPT NUMBER
C06611218-001-063-026-0

PURCHASE
AMOUNT \$43.84
TIP \$6.58
TOTAL
\$50.42

MasterCard
A0000000041010
01E3CFD534C79960
0000008000-E800
55943D26A0CDC538

APPROVED

AUTH# 152214 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS

115 AGNES

Check: 1228 Guests: 2
Table: 34-1
08/21/2013 12:27PM

1 LYONNAISE 15.00
1 MUSHROOMS ON TOAST 14.00
2 POP 5.50
1 CAPPUCINNO 4.25
1 COFFEE 3.00

Subtotal 41.75
G.S.T. 2.09
Total Due \$43.84

PLEASE PAY SERVER
Thank You

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Janet Davidson
August 21, 2013
Purpose: Luncheon meeting with Jan
McGuinness re: NHS reform



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

Room Number: 0809
Arrival Date: 08-20-13
Departure Date: 08-22-13
Page No: 1 of 1
Confirmation No 9935831

INVOICE

Folio No: [REDACTED]

08-22-13

Date	Description	Charges	Credits
08-20-13	Room Revenue	135.00	
08-20-13	Destination Marketing Fee - 3%	4.05	
08-20-13	Tourism Levy - 4%	5.56	
08-21-13	Room Revenue	135.00	
08-21-13	Destination Marketing Fee - 3%	4.05	
08-21-13	Tourism Levy - 4%	5.56	
08-22-13	Mastercard [REDACTED]		289.22
Total		289.22	289.22
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

Janet Davidson
Accommodation for AHS Meetings in
Edmonton August 20-21, 2013

255 Barclay Parade SW
Calgary, AB T2P 5C2
403 266 7200
http://www.sheratonsuites.com



Ms Davidson, Janet Page Number 1 Invoice Nbr 1000028993
 Guest Number [REDACTED] Arrive Date 08-22-2013
 Folio ID A Depart Date 08-23-2013
 No. Of Guest 1
 Room Number 1020
 Time 08-23-2013 07:50

Invoice

Tax Identification 846543619 RT0002

Date	Reference	Description	Charges	Credits
08-22-2013	RT1020	Room Charge	\$229.00	
08-22-2013	RT1020	DMF (3%)	\$6.87	
08-22-2013	RT1020	Alberta Tourism Levy (4%)	\$9.43	
08-22-2013	RT1020	GST (5%)	\$11.79	
08-23-2013	MC	Master Card		\$-257.09
		** Total	\$257.09	\$-257.09
		** Balance	\$0.00	

For Authorization Purpose Only

JANET DAVIDSON

Date	Credit Card	Code	Authorized
08-22-2013	[REDACTED]		309.15

GST Summary

GST Room Revenue	11.79
GST Food and Beverage	0.00
GST Telephone	0.00
GST Other Revenue	0.00
	11.79

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

3

Signature _____

Janet Davidson
Accommodation for AHS Meetings in
Calgary August 22, 2013

Cost > 200.00 per night.
Exception approved. DR

WILDFLOWER RESTAURANT
10009 107th Street
Edmonton, AB
T5J 1J1
780-990-1938



** TRANSACTION RECORD **

Tran. #: 10673

Check #: 126
Employee #: 101
Employee Name: JASON S
Workstation #: 2

MasterCard
Pre-Auth Purchase

Amount \$32.55

Tip \$ 3.30

TOTAL \$ 35.85

APPROVED 224908
00-001 224908
S0001T0002/WILDFC02
742001001006
2013/09/03 20:49:07

Customer Copy

101 JASON S

Tbl 11/2 Chk 128 Gst 0
Sep03'13 07:17PM

1 DN CRAB CAKES	14.00
1 CAMEMBERT	9.00
1 CHICKEN PATE	8.00

Book online @
wildfloweredmonton.com
Voted Best Brunch
Every Sunday from 11:00 - 2:00

GST: 85095 4983RT0001

Subtotal	31.00
31.00 GST Percent	1.55
Amount Due	32.55

Book online @
wildfloweredmonton.com
Voted Best Brunch
Every Sunday from 11:00 - 2:00

GST: 85095 4983RT0001

(4)

Janet Davidson
September 3, 2013
Purpose: Dinner while traveling for AHS
Meetings in Edmonton

PLACE FACE UP ON DASH
Nanaimo Airport
Expiration Date/Time
EXP 04:45AM
SEP 07, 2013

5

Janet Davidson
September 3-6, 2013
Parking at the Nanaimo Airport for AHS
Meetings in Edmonton

Purchase Date/Time: 04:45am Sep 03, 2013
Total Due: \$32.00 Rate: Park for 4 Days
Total Paid: \$32.00 Payment Type: Card
MasterCard
Ticket #: 00061041 Auth #: 074556
S/N #: 100009210000
Setting: Lot 367
Mach Name: Lot 367 - 1

Thank you for parking at
the Nanaimo Airport
Questions? Call Robbins
Parking 1-877-753-6789

RECEIPT
Nanaimo Airport

Expiration Date/Time: 04:45am Sep 07, 2013
Purchase Date/Time: 04:45am Sep 03, 2013

Total Due: \$32.00 Rate: Park for 4 Days
Total Paid: \$32.00 Payment Type: Card
MasterCard
Ticket #: 00061041 Auth #: 074556
Setting: Lot 367
Mach Name: Lot 367 - 1

AIRPORT TAXI SERVICE
4608-101-ST T6E5G9
EDMONTON AB
22295683
GH22z9568311

**** PURCHASE ****

09-03-2013 11:47:24
Acct # [REDACTED] C
Exp Date **/** Card Type MC
Name: DAVIDSON, JANET,
A0000000041010 MasterCard

Trace # 383 Operator 603
Inv. # 401
Auth # 134725 RRN 001053001

Total \$60.00

(00) APPROVED-THANK YOU

Janet Davidson
September 3, 2013
Taxi: Edmonton Airport to Matrix Hotel for
AHS Meetings in Edmonton

6

Retain this copy for your
records
Customer copy

GST 139109474 RT0001
780-890-7070

ALLEGRO ITALIAN KITCHEN
10011 109 STREET
EDMONTON AB

Allegro Italian Kitchen
10011-109th Street
Edmonton, Alberta
780-424-6644

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2013/09/04
TIME 1036 22:40:44
RECEIPT NUMBER
F06634250-001-434-011-0

Your GST# 896140894

PURCHASE
AMOUNT \$33.55
TIP \$3.36
TOTAL
\$36.91

1001 Adam

Check: 41 Guests: 1
Table: 99-2
09/04/2013 08:11PM

2/2 SOUP OF THE DAY 8.95
1 INSALATA ESTIVA 15.00
1 GELATI 8.00

Subtotal 31.95
G.S.T. 1.60
Total Due \$33.55

Please Pay Server

CHIP CARD SWIPED

APPROVED

AUTH# 224044 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
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**Janet Davidson
September 4, 2013
Dinner while traveling for AHS
Meetings in Edmonton**

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Calgary, Alberta T2T 5S8
Phone: (403) 536-6860
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.:	[REDACTED]	Agent:	Paul Ammerlaan
Date:	Friday, September 6, 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

• CHANGE TO LATER INBOUND FLIGHTS

- 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 CANADA - Monday, September 9

Details

Departs: Nanaimo
Details: CONFIRMATION K6P2UE

AIR - Monday September 9 2013



Air Canada Flight AC8268 Economy Class
Operated By Air Canada Express - Jazz
Check In With AIR CANADA EXPRESS - JAZZ

Check In Confirmation:
[REDACTED] *24 Hours Prior

Depart:	16:10, Monday, September 9 Nanaimo Airport Nanaimo, British Columbia, Canada	Arrive:	16:33, Monday, September 9 Vancouver Intl Airport-Terminal Main Vancouver, British Columbia, Canada
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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 2F Confirmed
FF Number:	[REDACTED]	Meal:	None
ETicket No.:	0142125203089		
Remarks:	Turbo propeller plane used on this flight Window seat has been assigned Window seat has been assigned		

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

AIR - Monday September 9 2013

**Air Canada Flight AC246 Economy Class****Check In Confirmation:**

[Redacted] *24 Hours Prior)

Depart: 20:10, Monday, September 9
Vancouver Intl Airport-Terminal Main
Vancouver, British Columbia, Canada

Arrive: 22:40, Monday, September 9
Edmonton Intl. Airport
Edmonton, Alberta, Canada

Status: Confirmed
Equipment: Airbus Industrie A319
Duration: 1 hours 30 minutes
Seat: 14A Confirmed 14A Confirmed 15F Confirmed
FF Number: [Redacted]
ETicket No.: 0142125203089
Remarks: Window seat has been assigned
Window seat has been assigned

Booking Code: H
Stops: Non-stop
Meal: None

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

AIR - Wednesday September 11 2013**Air Canada Flight AC245 Economy Class****Check In Confirmation:**

[Redacted] *24 Hours Prior)

Depart: 15:35, Wednesday, September 11
Edmonton Intl. Airport
Edmonton, Alberta, Canada

Arrive: 16:17, Wednesday, September 11
Vancouver Intl Airport-Terminal Main
Vancouver, British Columbia, Canada

Status: Confirmed
Equipment: EMBRAER 190
Duration: 1 hours 42 minutes
FF Number: [Redacted]
ETicket No.: 0142125203089
Remarks: Window seat has been assigned

Booking Code: H
Stops: Non-stop
Seat: 02A Confirmed
Meal: None

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

AIR - Wednesday September 11 2013**Air Canada Flight AC8265 Economy Class****Operated By Air Canada Express - Jazz****Check In With AIR CANADA EXPRESS - JAZZ****Check In Confirmation:**

[Redacted] *24 Hours Prior)

Depart: 18:30, Wednesday, September 11
Vancouver Intl Airport-Terminal Main
Vancouver, British Columbia, Canada

Arrive: 18:52, Wednesday, September 11
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
Window seat has been assigned

Booking Code: H
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
Miscellaneous () / 014 2125218473			36.66	36.66 (10)
Exchanged Ticket / 0142125203089				
	Form of Payment: CA [Redacted]			
Misc. (0ACWEB)	50.00			50.00 (8)
	Form of Payment: CA [Redacted]			
Processing Fee	20.00			20.00 (13)
	Form of Payment: CA [Redacted]			
Totals:	70.00	0.00	36.66	CAD 106.66

Janet Davidson
Revised Return Flight to Nanaimo on
Sept 11, 2013 for meetings Sept 9-11, 2013

Total Charged to Credit Card: CAD 106.66
Balance Due: CAD 0.00

Fare Rules

• 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.

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.
- Government-Issued picture ID is required or two pieces of government-Issued ID which show name/ date of birth/gender. This now includes passengers who appear to be between 12 and 17 years of age. www.passengerprotect.gc.ca/identity.html
- Your reservation number with Air Canada is k6p2ue. Air Canada contact phone number is 1-888-247-2262
- Air Canada will notify you of last minute flight changes if you register your flights up to 30 days prior to departure. For more information visit www.aircanada.com/en/travelinfo/traveller/mobile/notification.html
- Baggage charges may apply. For more info..Please visit Air Canada-www.aircanada.com baggage allowance-Specific size/weight restrictions vary between airlines. Excess charges may apply if exceeded.
- Passengers may carry travel sized toiletries or liquids 3 oz or less through security check points. They must fit in one quart sized, clear plastic zip-top bag. Visit www.catsa-acsta.gc.ca.
- Air Canada freq. flyer nbr 112014188 appended
- This is an electronic ticket valid only on issuing airline.
- Photo ID and Etkit itinerary required for check in. Boarding cards required prior to entering security.
- View your itinerary at www.virtuallythere.com use your last name and trip locator PRJBQP
- -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

Invoice No: 276379

 access more

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

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for employees and families of our
corporate clients.

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Calgary, Alberta T2T 5S8
Phone: (403) 536-6860
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.:	[REDACTED]	Agent:	Paul Ammerlaan
Date:	Friday, September 6, 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 September 9 2013

 **Air Canada Flight AC8268 Economy Class**
Operated By Air Canada Express - Jazz
Check In With AIR CANADA EXPRESS - JAZZ


Check In Confirmation:

[REDACTED] (*24 Hours Prior)

Depart:	16:10, Monday, September 9 Nanaimo Airport Nanaimo, British Columbia, Canada	Arrive:	16:33, Monday, September 9 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.:	0142125203089		
Remarks:	Turbo propeller plane used on this flight Window seat has been assigned		

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

 AIR - Monday September 9 2013

 **Air Canada Flight AC246 Economy Class**

Check In Confirmation:

[REDACTED] (*24 Hours Prior)

Depart:	20:10, Monday, September 9 Vancouver Intl Airport-Terminal Main Vancouver, British Columbia, Canada	Arrive:	22:40, Monday, September 9 Edmonton Intl. Airport Edmonton, Alberta, Canada
----------------	---	----------------	---

Status:	Confirmed	Booking Code:	H
----------------	-----------	----------------------	---

Equipment: Airbus Industrie A319
Duration: 1 hours 30 minutes
FF Number: [REDACTED]
ETicket No.: 0142125203089
Remarks: Window seat has been assigned
Stops: Non-stop
Seat: 14A Confirmed
Meal: None

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

AIR - Wednesday September 11 2013



Air Canada Flight AC237 Economy Class

Check In Confirmation:

[REDACTED] (24 Hours Prior)

Depart: 07:30, Wednesday, September 11
 Edmonton Intl. Airport
 Edmonton, Alberta, Canada
Arrive: 08:12, Wednesday, September 11
 Vancouver Intl Airport-Terminal Main
 Vancouver, British Columbia, Canada

Status: Confirmed
Equipment: EMBRAER 190
Duration: 1 hours 42 minutes
FF Number: [REDACTED]
ETicket No.: 0142125203089
Remarks: Window seat has been assigned
Booking Code: H
Stops: Non-stop
Seat: 13F Confirmed
Meal: None

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

AIR - Wednesday September 11 2013



Air Canada Flight AC8259 Economy Class

Operated By Air Canada Express - Jazz

Check In With AIR CANADA EXPRESS - JAZZ

Check In Confirmation:

[REDACTED] (24 Hours Prior)

Depart: 09:50, Wednesday, September 11
 Vancouver Intl Airport-Terminal Main
 Vancouver, British Columbia, Canada
Arrive: 10:12, Wednesday, September 11
 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]
ETicket No.: 0142125203089
Remarks: Turbo propeller plane used on this flight
 Window seat has been assigned
Booking Code: H
Stops: Non-stop
Seat: 2A Confirmed
Meal: None

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

Invoice Details

Transaction / Document	Base	Tax	Total
Air Canada / 014 2125203089	684.00	49.96	733.96 (9)
Processing Fee	Form of Payment: CA [REDACTED] 29.00		29.00 (12)
Totals:	713.00	49.96	CAD 762.96
Total Charged to Credit Card:			CAD 762.96
Balance Due:			CAD 0.00

Fare Rules

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

Janet Davidson
Flight Nanaimo/Edmonton/Nanaimo for
meetings in Edmonton Sept 9-11, 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

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 of government-issued ID which show name/ date of birth/gender. This now includes passengers who appear to be between 12 and 17 years of age. www.passengerprotect.gc.ca/identity.htm
- Your reservation number with Air Canada is k6p2ue. Air Canada contact phone number is 1-888-247-2262
- Air Canada will notify you of last minute flight changes if you register your flights up to 30 days prior to departure. For more information visit www.aircanada.com/en/travelinfo/traveller/mobile/notification.html
- Baggage charges may apply. For more info..Please visit Air Canada-www.aircanada.com baggage allowance-Specific size/weight restrictions vary between airlines. Excess charges may apply if exceeded.
- Passengers may carry travel sized toiletries or liquids 3 oz or less through security check points. They must fit in one quart sized, clear plastic zip-top bag. Visit www.catsa-acsta.gc.ca.
- Air Canada freq. flyer nbr 112014188 appended
- This is an electronic ticket valid only on issuing airline.
- Photo ID and Etkit itinerary required for check in. Boarding cards required prior to entering security.
- View your itinerary at www.virtuallythere.com use your last name and trip locator PRJBQP
- -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

Invoice No: 276139

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



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

Room Number: 1209
 Arrival Date: 09-03-13
 Departure Date: 09-06-13
 Page No: 1 of 1
 Confirmation No 9935833

INVOICE

Folio No: [REDACTED]

09-06-13

Date	Description	Charges	Credits
09-03-13	Room Revenue	135.00	
09-03-13	Destination Marketing Fee - 3%	4.05	
09-03-13	Tourism Levy - 4%	5.56	
09-04-13	Room Revenue	135.00	
09-04-13	Destination Marketing Fee - 3%	4.05	
09-04-13	Tourism Levy - 4%	5.56	
09-05-13	Room Revenue	135.00	
09-05-13	Destination Marketing Fee - 3%	4.05	
09-05-13	Tourism Levy - 4%	5.56	
09-06-13	Mastercard [REDACTED]		433.83
Total		433.83	433.83
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

Janet Davidson
September 3-5, 2013
Accommodation for AHS meetings in
Edmonton

PLACE FACE UP ON DASH

Nanaimo Airport

Expiration Date/Time

EXP 02:42PM

SEP 12, 2013

Purchase Date/Time: 02:42pm Sep 09, 2013
Total Due: \$24.00 Rate: Park for 3 Days
Total Paid: \$24.00 Payment Type: Card
MasterCard
Ticket #: 00061398 Auth #: 174314
S/N #: 100009210000
Setting: Lot 367
Mach Name: Lot 367 - 1

Thank you for parking at
the Nanaimo Airport
Questions? Call Robbins
Parking 1-877-753-6789

RECEIPT

Nanaimo Airport

Expiration Date/Time: 02:42pm Sep 12, 2013
Purchase Date/Time: 02:42pm Sep 09, 2013

Total Due: \$24.00 Rate: Park for 3 Days
Total Paid: \$24.00 Payment Type: Card
MasterCard
Ticket #: 00061398 Auth #: 174314
Setting: Lot 367
Mach Name: Lot 367 - 1

PARKING RECEIPT
PARKING RECEIPT
PARKING RECEIPT
PARKING RECEIPT
PARKING RECEIPT

14

Janet Davidson
September 9-11, 2013
Parking at the Nanaimo Airport for AHS
Meetings in Edmonton

15

Janet Davidson
September 9, 2013
Taxi: Edmonton Airport to Matrix for AHS
meetings Sept 9-11, 2013

YET
1915
2009
300 427-3456

Term Id: 00000000000000000000
Item #: 0348
MasterCard
PURCHASE
Or Id: 137739
Card #: [REDACTED]

APPROVED

APPROVED

APPROVED

Ref. #: 0
Auth. #: 012257
Resp. Code: 00
TUR: 400000000
TSI: E800

BOOK ON LINE AT CONTACTUS.COM
THANK YOU FOR BEING OUR GUEST

691 100403070

Date: 2013/09/09 Time: 11:22:27
Response: AUTH 012257

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UNIGLOBE

Beacon Travel




UNIGLOBE Beacon Travel
Suite 200, 1324 17th Avenue SW
Calgary, Alberta T2T 5S8
Phone: (403) 536-6860
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.:	[REDACTED]	Agent:	Paul Ammerlaan
Date:	Monday, September 9, 2013	Customer:	CUCCHR001F
Billing:	ALBERTA HEALTH SERVICES 3961 106 AVE SE CALGARY, AB T2C 5B6	Deliver:	ALBERTA HEALTH SERVICES 3961 106 AVE SE CALGARY, AB T2C 5B6

• CHANGE TO LATER OUTBOUND FLIGHTS

- 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 CANADA - Monday, September 9

Details

Departs: Nanaimo
Details: CONFIRMATION K6P2UE

AIR - Monday September 9 2013



Air Canada Flight AC8266 Economy Class
Operated By Air Canada Express - Jazz
Check In With AIR CANADA EXPRESS - JAZZ

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

Depart:	19:15, Monday, September 9 Nanaimo Airport Nanaimo, British Columbia, Canada	Arrive:	19:38, Monday, September 9 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:	Assigned at Check In
FF Number:	[REDACTED]	Meal:	None
ETicket No.:	0142125203089		
Remarks:	Turbo propeller plane used on this flight		

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

AIR - Monday September 9 2013

**Air Canada Flight AC248 Economy Class****Check In Confirmation:**

[REDACTED] (*24 Hours Prior)

Depart: 21:20, Monday, September 9
Vancouver Intl Airport-Terminal Main
Vancouver, British Columbia, Canada

Arrive: 23:50, Monday, September 9
Edmonton Intl. Airport
Edmonton, Alberta, Canada

Status: Confirmed
Equipment: EMBRAER 190
Duration: 1 hours 30 minutes
FF Number: [REDACTED]
ETicket No.: 0142125203089

Booking Code: H
Stops: Non-stop
Seat: Assigned at Check In
Meal: None

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

AIR - Wednesday September 11 2013**Air Canada Flight AC245 Economy Class****Check In Confirmation:**

[REDACTED] (*24 Hours Prior)

Depart: 15:35, Wednesday, September 11
Edmonton Intl. Airport
Edmonton, Alberta, Canada

Arrive: 16:17, Wednesday, September 11
Vancouver Intl Airport-Terminal Main
Vancouver, British Columbia, Canada

Status: Confirmed
Equipment: EMBRAER 190
Duration: 1 hours 42 minutes
FF Number: [REDACTED]
ETicket No.: 0142125203089
Remarks: Window seat has been assigned

Booking Code: H
Stops: Non-stop
Seat: 02A Confirmed 15F Confirmed
Meal: None

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

AIR - Wednesday September 11 2013**Air Canada Flight AC8265 Economy Class****Operated By Air Canada Express - Jazz****Check In With AIR CANADA EXPRESS - JAZZ****Check In Confirmation:**

[REDACTED] (*24 Hours Prior)

Depart: 18:30, Wednesday, September 11
Vancouver Intl Airport-Terminal Main
Vancouver, British Columbia, Canada

Arrive: 18:52, Wednesday, September 11
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
Window seat has been assigned

Booking Code: H
Stops: Non-stop
Seat: 15F Confirmed
Meal: None

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

Invoice Details

Transaction / Document	Base	Tax	Total
Air Canada / 014 2125314589	50.00	0.71	50.71 (16)
Exchanged Ticket / 0142125218473			
Form of Payment: CA [REDACTED]			
Processing Fee	20.00		20.00 (17)
Form of Payment: CA [REDACTED]			
Totals:	70.00	0.71	CAD 70.71
		Total Charged to Credit Card:	CAD 70.71
		Balance Due:	CAD 0.00

Fare Rules

Janet Davidson
Revised Departure Flight to Edmonton on
Sept 9, 2013 for meetings Sept 9-11, 2013

• 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.

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.
- Government-Issued picture ID is required or two pieces of government-Issued ID which show name/ date of birth/gender. This now includes passengers who appear to be between 12 and 17 years of age. www.passengerprotect.gc.ca/identity.html
- Your reservation number with Air Canada is k6p2ue. Air Canada contact phone number is 1-888-247-2262
- Air Canada will notify you of last minute flight changes if you register your flights up to 30 days prior to departure. For more information visit www.aircanada.com/en/travelinfo/traveller/mobile/notification.html
- Baggage charges may apply. For more info..Please visit Air Canada-www.aircanada.com baggage allowance-Specific size/weight restrictions vary between airlines. Excess charges may apply if exceeded.
- Passengers may carry travel sized toiletries or liquids 3 oz or less through security check points. They must fit in one quart sized, clear plastic zip-top bag. Visit www.catsa-acsta.gc.ca.
- Air Canada freq. flyer nbr 112014188 appended
- This is an electronic ticket valid only on issuing airline.
- Photo ID and Etkit itinerary required for check in. Boarding cards required prior to entering security.
- View your itinerary at www.virtuallythere.com use your last name and trip locator PRJBQP
- -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

Invoice No: 276966



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



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

Room Number: 0809
Arrival Date: 09-09-13
Departure Date: 09-11-13
Page No: 1 of 1
Confirmation No 10511080

INVOICE

Folio No: [REDACTED]

09-11-13

Date	Description	Charges	Credits
09-09-13	Room Revenue	135.00	
09-09-13	Destination Marketing Fee - 3%	4.05	
09-09-13	Tourism Levy - 4%	5.56	
09-10-13	Room Revenue	135.00	
09-10-13	Destination Marketing Fee - 3%	4.05	
09-10-13	Tourism Levy - 4%	5.56	
09-11-13	Mastercard [REDACTED]		289.22
Total		289.22	289.22
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

(18)

Corporate Credit Card

Janet Davidson
September 9-11, 2013
Accommodation for AHS meetings in
Edmonton

Wayne King, December 19



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: 20-Aug-13 To 11-Sep-13
 Travel Period from: _____ To _____ (if applicable)
 Out-of-Province Travel

Name: Janet Davidson Position (Title): Official 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

Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense
2A	101	0005	71110300004	\$311.56
2B				
2C				
2D				
				\$311.56

NOTE: This section auto fills from page 2A, 2B, 2C & 2D

Total - Section C&D: Other & Foreign Expenses - Pg 3

Bal Unit	Location	Functional Centre (FC)	Secondary/ Expense	Total Expense

**User to enter Coding & \$ Amounts
 NOTE: These fields do not automatically fill for Section C & D

TOTAL REIMBURSEMENT

Total Section B	\$311.56
Total Section C&D	
Less Cash Advance	
TOTAL CLAIM	\$311.56

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

by signing this form, attest that I am compliant to all the above statements
 Employee Signature: Janet Davidson Date: 08 Oct '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): Deborah Rhodes DOFA Level: _____ Position #: _____ Phone #: _____ Ext: _____
 Signature: Deborah Rhodes Title: Acting CFO Date: Dec 6/13

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

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 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 Act, respectively, for the purpose of administering AHS Procure to Pay program

As this is travel from home to Edmonton, no OOP travel approval required

EXPENSE CLAIM DETAILS

Enter Finance Coding 101 0005 71110300004

Emp # (E-People) [REDACTED]

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

SECTION B: TRAVEL EXPENSES

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

Select from dropdown (column Prov) where expenses were incurred (Out of N America = Inert)
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							
20-Aug-13	Parking Nanaimo Airport Aug 20-23, 2013	BC	Meeting	Yes											
20-Aug-13	Mileage [REDACTED] to Nanaimo Airport and return Aug 23, 2013	BC	Meeting	Yes								\$32.00			
3-Sep-13	Mileage [REDACTED] to Nanaimo Airport and return Sept 6, 2013	BC	Meeting	Yes										104.00	
6-Sep-13	Taxi from Edmonton Airport to Matrix Hotel	AB	Meeting	Yes										104.00	
9-Sep-13	Mileage [REDACTED] to Nanaimo Airport and return Sept 11, 2013	BC	Meeting	Yes							\$80.00				
11-Sep-13	Taxi from Matrix to Edmonton Airport	AB	Meeting	Yes										104.00	
											\$62.00				
SUBTOTALS											\$122.00	\$32.00			Total Kms 312.00

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 \$ 157.56

Travel \$ Subtotal 154.00

Auto fills on page 1 - TOTAL TRAVEL \$ 311.56

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

Rationale is Required for expenses that are not Cost Effective
(Any analysis supporting the method to assess cost effectiveness should be attached to the claim form)

PLACE FACE UP ON DASH

Nanaimo Airport

Expiration Date/Time

EXP 05:40AM

AUG 24, 2013

Purchase Date/Time: 05:40am Aug 20, 2013
Total Due: \$32.00 Rate: Park for 4 Days
Total Paid: \$32.00 Payment Type: Card
MasterCard
Ticket #: 00060340 Auth #: 084102
S/N #: 100009210000
Setting: Lot 367
Mach Name: Lot 367 - 1

Thank you for parking at
the Nanaimo Airport
Questions? Call Robbins
Parking 1-877-753-6789

RECEIPT
Nanaimo Airport

Expiration Date/Time: 05:40am Aug 24, 2013
Purchase Date/Time: 05:40am Aug 20, 2013

Total Due: \$32.00 Rate: Park for 4 Days
Total Paid: \$32.00 Payment Type: Card
MasterCard
Ticket #: 00060340 Auth #: 084102
Setting: Lot 367
Mach Name: Lot 367 - 1

PARKING RECEIPT
PARKING RECEIPT
PARKING RECEIPT
PARKING RECEIPT
PARKING RECEIPT

①

Janet Davidson
August 20-23, 2013
Parking at the Nanaimo Airport for AHS
meetings in Edmonton

Date: Sept 6 / 2013 Amount 60.00
G.S.T. Included

From Matrix

To Airport

Driver 316 Car# 20

780-425-2525 780-425-8310

www.co-optaxi.com

②

Janet Davidson
September 6, 2013
Taxi: Matrix Hotel to Edmonton Airport

= TRANSACTION RECEIPT =

ALBERTA COOP TAXI
10538 - 114 ST
EDMONTON, AB T5H 3J7
(780) 425-2525

ACCT TYPE: CREDIT CARD
CARD NUMBER:

████████████████████
CARD TYPE: VISA

DATE/TIME:

13/09/11 13:33:29

AUTH#: 004141

VEH/DRV: 0108 / 1320

GST#:

TXN ID: 1591260

FARE: \$ 59.05

FLAT: \$000.00

EXTRAS: \$000.00

TAX: \$ 2.95

FA+FL+EX+TAX: \$ 62.00

TIP: \$000.00

DISCOUNT: \$000.00

TOTAL: \$ 62.00

SIGNATURE:

③

Janet Davidson
September 11, 2013
Taxi: Matrix Hotel to Edmonton Airport