

Official Administrator and Executive Expense Report

Name David O'Brien

Title Senior Program Officer, Community, Seniors Health, Addictions & Mental Health

Location Calgary, Southport Tower.

Expenses submitted during the month of May 2014

			Travel (1)					
Source Date Document Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
May-14 Expense Meetings May-14 P-Card Meetings		62	347	341 266	403 613			
Total	\$-	\$ 62	\$ 347	\$ 607	\$ 1,016	\$-	\$-	\$ -

Total for the Month \$ 1,016

Maximum daily single meal expense claimed in the month	\$ 21
Maximum daily base hotel rate claimed in the month	\$ 149
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 p		Expense Date From: 28-Mar-14 To 23-May-14						
• Indicate N/A in the Employee # (E-People) if your payroll has not migrated to the New E-People payroll system Travel Period from: 28-Mar-14 To 23-May-14 (It applicable)								
If you are a new employee and your payroll is E-People you will only have an Employee # (E-People) Out-of-Province Travel No								
Name: David O'Brien	Position (Title): Senior Program	Officer						
Location: Dept:	DOFA Level: (if applicable) Union:	Business Phone #: Ext:						
Employee # (E-People):								
SECTION E: FINANCE CODING & TOTAL CLAIM								
	umber Durit							
CAPITAL PROJECT CODING ONLY →		ct Task Number						
Expenditure	Organization	Expenditure Type						
<u>Total</u> - <u>Section B</u> : Travel - Pg 2	Total - Section C&D: Other & Foreign Expenses	s - Pg 3 TOTAL REIMBURSEMENT						
Pg Bal Location Functional Total	Bal Bal Secondary							
Pg Unit Location Functional Fourier Centre (FC) Expense	Unit Location Functional Centre (FC) Expense	Expense Total Section B \$402.82						
2A 101 0005 71110100024 \$402.82	· · ·	Total Section C&D						
2B		Less Cash Advance						
2C								
2D		TOTAL CLAIM # 402.82						
\$402.82	**User to enter Coding & \$ Amounts	,						
NOTE: This section auto fills from page 2A, 2B, 2C & 2D	NOTE: These fields do not automatically fill for Section							
SECTION F: AUTHORIZATION								
I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)"								
I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and th I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise	at this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization. rationale and supporting analysis is provided above. Travel. Hospitality and Working Sessi	on Expenses Policy - Document# 1122						
I, by signing this form, attest that I am compliant to all the above statements	1 -							
Employee Signature: 71)OUL	ene Acchs Date 1	<u>Nay</u> 22-2014						
I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and th	of Alberta Health Services and confirm expenses being claimed are in compliance with such policy. at this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Orc	panization. Approved claim form with receipts should be sent by the						
I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise		approver directly to Accounts Payable for processing.						
Approved By (PRINT ONLY): DAVID DIBF	C/EN DOFA Level Position #	Phone #						
I, by signing this form, attest that I am compliant to all the above statements Signature: Date								
I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (11/22)" 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): Pick Trimp DOFA Level Position # Phone Ext								
I, by signing this form, attest that I am compliant to all the above statementa Signature:	Title VP, Province-w;	do Clinical Superty Date 6/03/14						
Health and Personal information on this form is collected by AHS under the authority of section 20(b) of the Health Information Act (HIA) and sections 33(c) and 34(2) of the Freedom of Information and Protection of Privacy (FOIP) Act, respectively, for the purpose of administering AHS Procure to Pay program.								

EXPENSE CLAIM DETAILS

E	Enter Finance Coding 101 0005 71110100024 Emp # (E-People) Page 2A													
	If expenses incurred are for multiple FC's please use pages 2B,2C,2D (after pg3) as there should be one FC per page OR if more lines are required for the same FC use these additional pages. Enter total \$ amount on slip, DO NOT separate any taxes (eg. GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.													
SECTION	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.													
	Business Reason for Travel - Detailed Description	Prov, US, or			Fu	urther Exp	anatio	,	u select "No" RED in the "R		,	ction on this	page	
Date	Required (include destination, who attended-(if meal),	Out of N.Amer	What is travel	Cost Effective	and the second	Allowance	gasterna and a second		8	eing claimed i t stated in App		Rental Car/		
dd-mmm-yy	why travel was necessary and detailed explanation of reason) A description of just " Meeting " will be returned for clarification	where expenses incurred?	related to?	Method Used? Y/N	Meal All Meal Type with value	owance Allowance	Meal Meal Type	with Receipt	rati Airfare	onale is requi	red Taxi	Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)
28-Mar-14	SPT to Telus Convention Centre - Remarks at ACCA/ASCHA Joint Convention (mileage return SPT)	AB	Conf	Yes										20.20
30-Apr-14	Continuing Care Collaborative Meeting, Edmonton (meal allowance)	AB	Meeting	Yes	D-\$20.75	\$20.75	D							
1-May-14	Desired State System Dialogue Workshop (meal allowance)	AB	Meeting	Yes	D-\$20.75	\$20.75	D							
8-May-14	Provincial Child Sexual Abuse Forum(mileage SPT to MacEwan Conference Centre return	AB	Meeting	Yes										36.20
13-May-14	ADM Housing & Homelessness Meeting - Edmonton	AB	Educ	Yes	D-\$20.75	\$20.75	D							
14-May-14	ADM Housing & Homelessness Meeting (mileage return SPT to Edmonton)	AB	Meeting	Yes										618.00
				-										
	SUBTOTALS					\$62.25						- -		Total Kms 674.40
	MILEAGE - Business Kilome → details of travel location to & from must					umn	J		Enter	\$0.505 km, \$0.		te per Union Mileage detai	~ 1	\$0.505
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 Mileage \$ 3340.57							\$340.57							
Travel \$ Subtotal \$62.25								\$62.25						
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 \$ \$402.82								\$402.82						
8 8	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)													

P-Card Alberta Health details Online ® Cardholder Statement Report

Signatures

Cardholder Designate (if Applicable)

Services

By signing this statement

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. min 1C Cardholder Designate ay 23 ene Signature of Cardholder Designate Date of Signature Cardholder By signing this statement 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. O BRIEN, DAVID enice

Cardholder Position/Title

Approver Designate Position/Title

1e Date of Signature

Date of Signature

Name of Cardholde Signature of Cardholder

Approver Designate (if Applicable)

- By signing this statement
 - 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 inical Suparts Subs

provided 16 Name of Approver Designate

Signature of Approver Designate

Approver

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- I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.

atricia ovot Name of Approver Signature of Approve

2C. Admin. ne 3, 201 of Signature Da

Date

ram

Submit approved statement with attachments to Accounts Payable: Address: Attach: Original (or scanned) itemized receipts with documented business reasons including names of participants Alberta Health Services where required Accounts Pavable Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report) 7th Street Plaza And where applicable: 10th Floor, North Tower, 10030-107 Street Copies of pre-approvals for travel Edmonton, AB T5J 3E4 Personal cheque payable to "Alberta Health Services" Return, refund and/or credit receipts

Disputes letter

A

AHS to

Reference #

deservations include who

	Business reasons for travel require detailed descriptions – include where travelled to, who attended (if meal), why travel was necessary and detailed explanation of reason.		
cc	ounts Payable only:		

Reviewed by:

P-Card details Online ® Cardholder Statement Report

Cardholder's Name Cardholder's Position/Title Billing Reporting Period: 20/05/2014 Cardholder's Dept Cardholder's Site/Location Total Statement Amount: \$612.60 DAVID.OBRIEN@ALBERTAHEALTHSERVICES.CA Last 6 digits of the P-Card #: \$612.60 Cardholder's e-mail address Last 6 digits of the P-Card #: \$612.60 Statement of Transactions Trans ID Merchant Name & Description Trans Original Amount Cardholder's Cardholder's Position / Trans Amount GST Freigh Description 30/04/2014 MPARK0020101U, AUTOMOBILE 20.00 CAD 20.00 0 .004ttended ForumPlanning Mg - EDW MOTELS, RESORTS 01/05/2014 MATRIX HOTEL, LODGING HOTELS, RESORTS 148.90 CAD 148.90 7.05 Desired State Workshop System Dia Edmonton, Fuel purchased for rental field vehicles 01/05/2014 ESSO, GAS / SERVICE STATIONS 18.06 CAD 18.06 00 CCSC & Desired Workshop Dialogu Edmonton, Fuel purchased for rental field vehicles 02/05/2014 Enterprise (403)216-36, ENTERPRISE 128.45 CAD 128.45 6.12 CCSC & Desired Dialogue Workshop Edmonton, Fuel purchased for rental field vehicles 08/05/2014 PARKING LOTSAND GARAGES 10.00 CAD	O BRIEN, D		SENIOR VICE PRES					
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UNIVERSITIES, PROFESSIONAL McEwan Centre-CAL 13/05/2014 PRECISE PARKLINK INC, AUTOMOBILE 19.00 CAD 19.00 90 Lessons from Kaiser Permamente M Parking LOTS AND GARAGES	02/05/2014			128.49	CAD	128.49	6.12	
PARKING LOTSAND GARAGES Parking Edm	08/05/2014			10.00	CAD	10.00	.48	
	13/05/2014			19.00	CAD	19.00	.90	
14/05/2014 PRECISE PARKLINK INC, AUTOMOBILE 19.00 CAD 19.00 .90 COEC Mtg. Attended in Edm Parking PARKING LOTS AND GARAGES	14/05/2014		PRECISE PARKLINK INC, AUTOMOBILE PARKING LOTSAND GARAGES	19.00	CAD	19.00	.90	COEC Mtg. Attended in Edm Parking

Alberta Health

Services

AHS.rod

Desired State Workshop N System Dialogue - Edmonton MATRI

"-Card

AB Health 7th Street Plaza, 10th Floor, North Tower 10030-107 Street Edmonton AB T5J 3E4

Room Number:	
Arrival Date:	04-30-14
Departure Date:	05-01-14
Page No:	1 of 1
Confimation No	

INFORMATION INVOICE

Folio No:

				05-01-14
Date	Description		Charges	Credits
04-30-14	Room Revenue		139.00	
04-30-14	Destination Marketing Fee - 3%		4.17	
04-30-14	Tourism Levy - 4%		5.73	
		Total	148.90	0.00
		Balance	148.90	

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

D Conit Care Collaboration Mtg. Echmonton Parking AH offices (ATB PLACE) GST: 887315638RT001 RECEIPT C1 IN: 30.04.14 08:57 OUT: 30.04.14 12:46 AMOUNT: CAD 20.00 CC-DATA: ---------- TRANSACTION RECORD -----Card ∦: Card Entry: Account: Trans: PURCHASE Amount: \$20.00 Auth #: Sequence #: Term ID: Date: 14/04/30 Time: 12:45:19 APPROVED BY ENTERING A VERIFIED CARDHOLDER AGREES TO PAY ISSUER SUCH TOTAL IN ACCORDANCE WITH ISSUERS AGREEMENT WITH CARDHOLDER 🗸 Application Label: TVR: AID: : JF ; *** CUSTOMER COPY *** Thank you for Visiting! KNDR



(#05)		_	NITGS	in E	dmonth
		Rental Agreement #: Bill Ref #: Invoice Date: Account #:	mative	: 02	2/05/2014
CALGARY, AB T2Y1M7 April 30 Federal GST#:889365821		+ Care Collado BILLING DETAIL		an open constrain the bar albert	ng mana aya ang ang ang ang ang ang ang ang ang an
May 1-1)esired	Description	Qty/Per	Rate	Amount
Workshop - Dialogue	7	TIME & DISTANCE	3 DAY	40.00	120.00
BILL TO			Subtotal		120.00
O'BRIEN DAVID		VLF	3 DAY	0.79	2.37
		GST	PCT	5.00	6.12
		Total Charges (CAD)	THIN IS NOT A STREET AT THE	AN OCTO MANY AND A COLORADO	128.49
RENTAL INFORMATION	andreyed also construction to a second se	PAYMENTS		entral management of the states	
Daterrinte out	te/Time In)2/2014 06:14	Payment			-128.49
04/20/2014 10.47	5212014 00.14	Total Payments (CAD)		640474	-128.49
Renter O'BRIEN. DAVID					0.00
RENTAL VEHICLES	nen allen og annen er an skryteringen av der skryteringen og som som er skryteringen av skryteringen av skryter	Amount Due (CAD) Individual line item charges such as rental	rates for Time and Dista	nce, percenta	
Color License Model Unit C	Miles/Kms Dut In 11,818 34,860	Individual line item charges such as rental (e.g., sales taxes and fees or surcharges) rounded up or down a whole cent to ensur and/or to avoid fractional cents.	e that the charges equ	al the actual	lotal Amount Due
CLAIM INFORMATION					
Claim# / PO# / RO# Insured					
Date of Loss Type of Loss Type of	Vehicle				
Repair Shop					

E Dilling Inquision / Dormont Torms :	
For Billing Inquiries / Payment Terms :	
Tel#:	
ALBARADMIN@ehi.com	
Payment Due within days of invoice date	
Late payments are subject to a finance charge.	

Thank You For	Choosing Enter	rprise		nan 1997 baji kali kili 1957 (196) nangangangangangangangangangangangangang
Please Return This Portion With Remittance		Amount Due (CAD)	0.00	
Remit To :		Paid By: O'BRIEN DAVID	I	
	Account #	Rental Agreement	Amount 0.00	GPBR
	1.01			

Tarking Prov. Child Sexual abuse Forum McEwan autre THIS IS YOUR THIS IS YOUR RECIEPT Parking at all expires THIS IS YOUR RECIEPT Vehicle vacates stall or at 23:59 University Of Calgary/ No overnight parking Calgary)F ENTRY TIME 08 MAY 14 08:05 Y Paid \$10.00C 70688 00628273 a. #07 Parking Lessons from Kaiser Reimanant DETACH RECEIPT FROM TICKET DISPLAY THIS SIDE UP ON DASHBOARD AMOUNT PAID TIME ISSUED DATE ISSUED EXPIRATION TIME Model Witz Edmorton EXPIRATION DATE CREDIT CARD NUMBER ĒĒ AMOUNT PAID 19.00 ł CHARGES ARE FOR THE USE OF THE PARKING SPACE ONLY. WE WILL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE TO CAR OR CONTENTS, HOWEVER CAUSED, INCLUDING BUT NOT LIMITED TO FIRE, THEFT OR COLLISION PRECISE PARKLINK **ŘK**LINK™ RECEIPT NON TRANSFERABLE #08- far king attended COEC mtg in Edm & ADM Housing & Homlesoness mftg. DETACH RECEIPT FROM TICKET DISPLAY THIS SIDE UP ON DASHBOARD AMOUNT PAID TIME ISSUED DATE ISSUED EXPIRATION TIME EXPIRATION DATE CREDIT CARD NUMBER AMOUNT PAID 98:58 LOI 19.00 -CHARGES ARE FOR THE USE OF THE PARKING SPACE ONLY. WE WILL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE TO CAR OR CONTENTS, HOWEVER CAUSED, INCLUDING BUT NOT LIMITED TO FIRE, THEFT OR COLLISION PRECISE PARKLINK PRECISE PARKLINK[™] RECEIPT NON TRANSFERABLE



Attended 2 mtgs in Edmonth #09 Coec and ADM Housenig and Home lessness - May 14th.

Mr David O'Brien

Company Name



INFORMATION INVOICE

Government of Canada*

Room Number	:	
Arrival Date	:	05-13-14
Departure Date	:	05-14-14
Page	:	1 of 1
Folio Number	:	
Confirmation	:	
Cashier	:	

GST No: 121767065 RT 0001

05-14-14

Date	Description		Charges	Credits
05-13-14	Room Charge	e 1997 - Beneficie Beneficie a la manuel de la constante con server la la manuel de la manuel de serve constan La manuel	149.00	
05-13-14	Room Alberta Tourism Levy		5.96	
05-13-14	Room D.M.F.		4.47	
05-13-14	Room GST		7.45	
05-13-14	Room D.M.F. GST		0.22	
05-13-14	Daily Parking Self		31.00	
05-14-14				198.10
		Total	198.10	198.10
		Balance	0.00	CAD
Room GST	7.45			
F&B GST	0.00			
Misc GST	1.70			
Total	9.15			

I agree that I am personally liable for the final disposition and payment of any services rendered or goods supplied by The Sutton Place Hotel and further authorize the use of my credit card to facilitate full payment. I accept responsibility in the event the indicated third-party, company or association fails to render full payment of this account, and also for any loss or damage to the premises or its contents.

Guest Signature:

A MEMBER OF THE SUTTON PLACE HOTELS GROUP - CHICAGO, EDMONTON, TORONTO, VANCOUVER

10235-101 Street, Edmonton, AB Canada T5J 3E9 Tel 780.428.7111 * Fax 780.441.3098 * 1.8663.SUTTON (1.866.378.8866) email: info_edmonton@suttonplace.com website: www.edmonton.suttonplace.com