

# 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 June 2014

						Travel (1)						
Source Date Docume		Airfa	are	Meals	Acc	commodation	Other Travel		Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
June-14 Expense Jun-14 P-Card	Meetings Meetings			53	3	335	32	7	53 662			
Total		\$	-	\$ 53	3 \$	335	\$ 32	7 \$	715	\$ -	\$ -	\$ -

**Total for** 

the Month \$ 715

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 C	MI V		
• Enter employee # (old) and Employee # (E-People) if your pa		Expense Date From	22 May 14 To 20 Jun 14
<ul> <li>Indicate N/A in the Employee # (E-People) if your payroll has</li> </ul>		Travel Period from:	
<ul> <li>If you are a new employee and your payroll is E-People you</li> </ul>		Out-of-Province Tra	
Name: David O'Brien	Position (Title):	Senior Program Officer	
Location: Dept:	DOFA Level: (if applicable)	Union: Business	s Phone #: Ext:
Employee # (E-People):			
SECTION E: FINANCE CODING & TOTAL CLAIM			
Project N	umher	Project Task Number	
I CAPITAL PROJECT CODING ONLY →	Organization	Expenditure Type	
<u>Total</u> - <u>Section B</u> : Travel - Pg 2	<u>Total</u> - <u>Section C&amp;D</u> : Other & Fore	ign Expenses - Pg 3	TOTAL REIMBURSEMENT
Pg Bal Location Functional Total	Bal Location Functional Centre (FC)	Secondary/ Total	
Onit Centre (FC) Expense	Unit Location Functional Sentic (19)	Expense Expense	Total Section B \$53.10
2A 101 0005 71110100024 <b>\$53.10</b>			Total Section C&D
2B			Less Cash Advance
2C			TOTAL CLAIM 652.40
2D			TOTAL CLAIM \$53.10
\$53.10	**User to enter Coding & \$ Amoun	ts	
NOTE: This section auto fills from page 2A, 2B, 2C & 2D	NOTE: These fields do not automatical	ly 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)" 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		ality and Working Session Expenses Policy - Document#	<del>‡</del> 1122
I, by signing this form, attest that I am compliant to all the above statements	) (h)	Date June 20-8	2014
Employee Signature:  I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)"	of Alberta Houth Son uses and confirm expenses being claimed as a in compliance with such police		
I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and the		h Services or any other Organization. Approved cl	laim 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	rationale and supporting analysis is provided above.	approver o	directly to Accounts Payable for processing.
Approved By (PRINT ONLY): KICK KIND	DOFA Level	Position #	Phone #
I, by signing this form, attest that I am compliant to all the above statements	Title		Si Calal IN
Signature:	Title VP Prov-C	Dike Clinical Supports	Date la/2kg/l4
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 the	of Alberta Health Services and confirm expenses being claimed are in compliance with such policy	the srams + 200	vies
l attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise		in dervices or any other Organization.	
Approved By (PRINT ONLY):	DOFA Level	Position #	Phone # Ext
I, by signing this form, attest that I am compliant to all the above statements  Signature:	Title		Date

Health and Personal information on this form is collected by AHS under the authority of section 20(b) of the Health information Act (HIA) and sections 33(c) and 34(2) of the Freedom of Information and Protection of Privacy (FOIP) Act, respectively, for the purpose of administering AHS Procure to Pay program.

#### **EXPENSE CLAIM DETAILS**

E	Enter Finance Coding         101         0005         71110100024         Emp # (E-People)         Image: Company of the property of the p													
If expenses	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.													
	B: TRAVEL EXPENSES NOTE: If expense										ce go to SECTI	ON C		
Select from dropdown (column <b>Prov</b> ) 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,										
	Business Reason for Travel - Detailed Description	Prov, US, or	What is	-					RED in the "R	ationale is Reing claimed i		tion on this	page	
Date dd-mmm-yy	Required (include destination, who attended-(if meal),	Out of N.Amer	travel	Effective	ffective		Allowance OR Receipt)  owance Meal with Receipt		policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ P	Per Diem	Mileage
	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 Type with value	Allowance	Meal Type	with receipt	Airfare	Hotel	Taxi	Parking / Fuel	Allowance	(km)
17-Jun-14	Interagency Council on Homelessness, EDM (meal allowance)	AB	Meeting	Yes	D-\$20.75	\$20.75	D							
18-Jun-14	Interagency Council on Homelessness, EDM (meal allowance) 2 day mtg	AB	Meeting	Yes	D-\$20.75	\$20.75	D							
19-Jun-14	Patient and Family Advisory Group	AB	Meeting	Yes	L-\$11.60	\$11.60	L							
							-							
					-								·	
	SUBTOTALS					\$53.10								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   Enter \$0.505 km, \$0.47 km OR rate per Union Agreement (see Mileage details to the left)													
	Rates applicable <b>\$0.505</b> per km for <u>under 5,000km/</u> y	<u>/r</u> or <b>\$0.47</b>	per km for <u>o</u> v	ver 5,000km	/yr or per Unic	n Agreemen	<u>t</u>						Mileage \$	
No	ote: Total will auto fill into pg 1, Section E, if form comp	oleted eler	ctronically -	Additional	pg 2's can b	e found afte	er Pag	e 3					i \$ Subtotal	\$53.10
					-					Aut	o fills on pag	je 1 - TOTAI	L TRAVEL \$	\$53.10
	e is Required for expenses that are not Cost Ef lysis supporting the method to assess cost eff		ess should	d be attac	hed to the	claim for	m)							
\														-
										9				



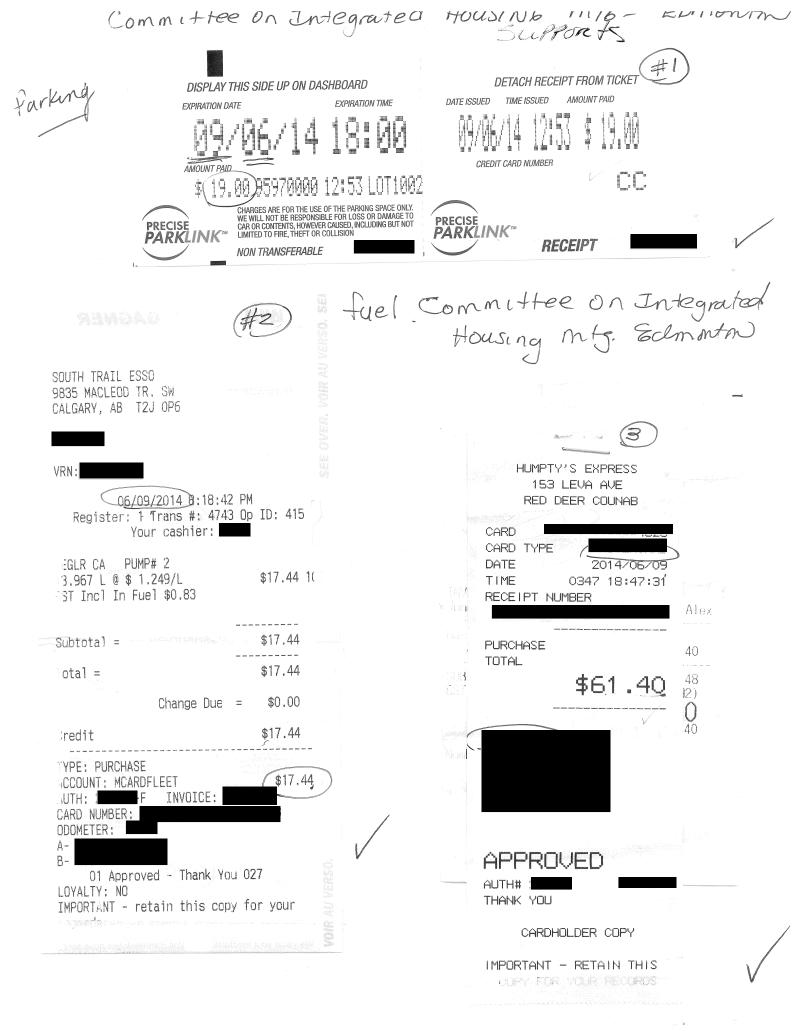
## P-Card details Online ® Cardholder Statement Report

Signatures		
Cardholder Designate (if Applicable)		
By signing this statement	led this statement in BMO Online to the best of my ability in	a appardance to AUS Cornerete Believe
Program User Guide and Training. I have allocate		raccordance to Ario Corporate Poncies.
Crustal Thompson	Almin Asst	
Name of Cardholder Designate	Cardholder Designate Position/Title	•
Calal	Muy 24. 2019	
Signature of Cardholder Designate	Date of Signature	
Cardholder		
By signing this statement		NII (41)
<ul> <li>I attest that I have read and understand the "Ira" expenses being claimed are in compliance with:</li> </ul>	vel, Hospitality and Working Session Expense Policy (1122 such policy.	?)" of Alberta Health Services and confirm
claimed by me or on my behalf from Alberta Hea	or valid business purposes for Alberta Health Services and Ith Services or any other Organization. A personal cheque	
charged is attached.  Lattest that expenses submitted in this claim have	re been incurred by using a cost effective method, otherwis	se rationale and supporting analysis is
provided.		
O BRIEN, DAVID Name of Cardnolder	SENIOR VICE PRESIDENT SC.  Cardholder Position/Title	1191211011101
De Bon-	Cardholder Position/Title  Aug 24. 2014	/
Signature of Cardholder	Date of Signature	<del>.</del>
	——————————————————————————————————————	
Approver Designate (if Applicable) By signing this statement		
l attest that I have read and understand the "Trans.	vel, Hospitality and Working Session Expense Policy (1122	t)" of Alberta Health Services and confirm
expenses being claimed are in compliance with s	•	
	or valid business purposes for Alberta Health Services and Iberta Health Services or any other Organization. A person	
charged has been obtained.		
<ul> <li>I attest that expenses submitted in this claim have provided.</li> </ul>	e been incurred by using a cost effective method, otherwis	se rationale and supporting analysis is
Patricia Novotry	Exec. Admin. F	Asst.
Name of Approver Designate	Approver Designate Position/Title	
tate While	4 24 2014	S
Signature of Approver Designate	Date of Signature	
Approver		
By signing this statement	el, Hospitality and Working Session Expense Policy (1122	" of Alberta Health Services and confirm
expenses being claimed are in compliance with s		y or Alberta Health Services and Commit
	or valid business purposes for Alberta Health Services and	
charged has been obtained.	berta Health Services or any other Organization. A person	
<ul> <li>I attest that expenses submitted in this claim hav provided.</li> </ul>	e been incurred by using a cost effective method, otherwis	se rationale and supporting analysis is
Rich Trimp		Clinical Supports
Name of Approver	Approver Position/Title	Programs + Services
	C/HD/14	
Signature of Approver	Date of Signature	DSGC/SSSNOJI (SNI SSGC)
Submit approved statement with attachments to Acc	ounts Payable:	
Attach:  * Original (or scanned) itemized receipts with docum	ented business reasons including names of participants	Address:
where required	included business reasons including names of participants	Alberta Health Services
Signed Cardholder Statement Report (or copies of	electronic signatures if signatures are not on report)	Accounts Payable 7th Street Plaza
And where applicable:  * Copies of pre-approvals for travel	•	10th Floor, North Tower, 10030-107 Street
<ul> <li>Personal cheque payable to "Alberta Health Service</li> </ul>	es"	Edmonton, AB T5J 3E4
Return, refund and/or credit receipts     Disputes letter		
<ul> <li>Disputes letter</li> <li>Business reasons for travel require detailed description</li> </ul>	tions – include where travelled to who attended (if	
meal), why travel was necessary and detailed expla		
Accounts Payable only:		
Reference #:	Reviewed by:	Date:
INCICICION #.	I TO VIC WEG DY.	Date.

# P-Card details Online ® Cardholder Statement Report

Instruction:			The second secon
<ul> <li>Attached ALL original detailed</li> </ul>	receipts and supporting documents in the sa	ame order as it appears on this state	ment
<ul> <li>Cardholder AND Approver's s</li> </ul>	ignatures required where indicated below		
O BRIEN, DAVID	SENIOR VICE PRESIDENT		
Cardholder's Name	Cardholder's Position/Title	Billing Reporting Period:	20/06/2014
Cardholder's Dept	Cardholder's Site/Location	Total Statement Amount:	\$661.82
DAVID.OBRIEN@ALBERTAHEALT	THSERVICES.CA		
Cardholder's e-mail address		Last 6 digits of the P-Card #:	

Statement o	f Transact	ions			200		
Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount		Trans Amount	GST	FreighDescription
09/06/2014		PRECISE PARKLINK INC, AUTOMOBILE PARKING LOTS AND GARAGES	19.00	CAD	19.00	.90	Cmte on Integrated Housing Supports -ED
09/06/2014		ESSO, GAS / SERVICE STATIONS	17.44	CAD	17.44	.00	Cmte on Integrated Housing Mtg. EDM Fun for fleet
09/06/2014		HUMPTY'S EXPRESS, GAS / SERVICE STATIONS	61.40	CAD	61.40	2.92	Cmtt on Integrated Housing Supports EDM fuel fleet
12/06/2014		SHELL FLYING J #78500, FUEL DISPENSER, AUTOMATED	63.36	CAD	63.36	3.02	Tour Ambrose Place EDM Fuel for Fleet
12/06/2014		ESSO, GAS / SERVICE STATIONS	25.68	CAD	25.68	.00	Tour of Ambrose Place EDM Fuel for Fleet
16/06/2014		CalgParkAuth 14152534, GOVERNMENT SERVICES NOT ELSEWHERE CLASSIFIED	4.50	CAD	4.50	.21	IJSP Phase IV Steering Committee - Parkii
17/06/2014		PRECISE PARKLINK INC, AUTOMOBILE PARKING LOTS AND GARAGES	19,00	CAD	19.00	.90	Interagency Council on Homelessness - Et
18/06/2014		PRECISE PARKLINK INC, AUTOMOBILE PARKING LOTS AND GARAGES	19.00	CAD	19.00	.90	interagency Council on Homelessness Mtg EDM
19/06/2014		PRECISE PARKLINK INC, AUTOMOBILE PARKING LOTS AND GARAGES	8.00	CAD	8.00	.38	PFAG CoPresent at Edm General
19/06/2014		ESSO, FUEL DISPENSER, AUTOMATED	40.00	CAD	40.00	.00	Ret to Cgy fuel for AHS Fleet AH0402
19/06/2014		GAS BAR #1774, GAS / SERVICE STATIONS	49.88	CAD	49.88	2.38	Ret to Cgy fuel for AHS Fleet AH0402
20/06/2014		METTERRA HOTEL, LODGING HOTELS, MOTELS, RESORTS	334.56	CAD	334.56	15.93	Hotel EDM Jun 17/18 Interagency Council Homelessness; Jun 19 coPresent to PFAG



# Tour of AMBROSE Place



Flying J #785 11511 - 40 St. S.E Calgary (403) 720-0904

Invoice #

Date Time Auth # 86/12/14 14:05

Pump Liters Price 50.728 \$ 1.249

Product Unleaded

Amount \$ 63.36

Total Sale

63.36

SALE - Card Swiped

Account #

AirMiles

TYPE: PURCHASE AMOUNT: \$63.36 CARD NO:

12 Jun 2014 14:05:05 REFERENCE #:

AUTHOR#: TERMINAL #:

TRAN ID. #:

01 027

Approved - Thank You

- IMPORTANT retain this copy for your records.

> Thank you for shopping at Flying J!

Tour

CALGARY TRAIL ESSO 3615 CALGARY TRAIL NW EDMONTON, AB T6J 5M8

VRN:

06/12/2014 TO:59:46 AM Register: 1 Trans #: 1845 Op ID: 10

Your cashier:

PUMP# 10 EREG CA 21.870 L @ \$ 1.174/L

\$25.68 101

GST Incl In Fuel \$1.22

Subtotal =

\$25.68

Total =

\$25.68

\$0.00 Change Due =

Credit

\$25.68

TYPE: PURCHASE

ACCOUNT: MCARDFLEET INVOICE: \$25,68

CARD NUMBER: C

ODOMETER: 5555

01 Approved - Thank You 027

LOYALTY: NO

IMPORTANT - retain this copy for your

records

IJSP PhasE N Steering Committee - Parking(9)

403) 537-7000

CALGARY PARKING AUTHORITY (

Terminal: 151

Plate:

Zone: 2059

Valid through:

MONDAY 16 JUN 14 2:23 PM

AMOUNT PAID: \$4.50 GST incl.) ces (403) 537- 7006 FREE Battery Boosting & Tire Inflation Servi

Auth No:

Interagency C Parlaing	ouncil on Homeless ness - EDM onton Mg	
DISPLAY THIS SIDE UP ON DASHBOARD  EXPIRATION DATE  AMOUNT PAID  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  NON TRANSFERABLE	DETACH RECEIPT FROM TICKET  DATE ISSUED TIME ISSUED AMOUNT PAID  CREDIT CARD NUMBER   PRECISE PARKLINK  RECEIPT	11



DISPLAY THIS SIDE UP ON DASHBOARD

EVERATION DATE

EXPIRATION TIME

18/06/14 18:00

AMOUNT PAID

\$ 19.00<u>9</u>5970000 08:34 L0T1002

PRECISE PARKLINK<sup>™</sup>

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

NON TRANSFERABLE

DETACH RECEIPT FROM TICKET

DATE ISSUED TIME ISSUED AMOUNT PAID

10/06/14 00:74 \$ 19.00

CREDIT CARD NUMBER

PRECISE PARKLINK<sup>™</sup>

RECEIPT



LEAVE ON DASH - THIS SIDE UP

EXPIRATION TIME

19/06/14 10:12 **AM** 

AMOUNT PAID

\$ 8.00 76500000 08:12 AM

Alberta Health Services
CHARGES ARE FOR USE OF PARKING SPACE ONLY ALBERTA
HEALTH SERVICES ENDEAVOURS TO PROTECT THE PROPERTY
OF ITS PATRONS BUT WILL NOT BE RESPONSIBLE FOR LOSS
Alberta Health OR DAMAGE TO CAR OR CONTENTS.
NON TRANSFED ADJ

**DETACH RECEIPT FROM TICKET** 

TIME ISSUED

CC

Alberta Health Services

Alberta Health Services

RECEIPT

Patient Family Advisory Group Corresentation Parking a Edm General

P- (and)

SuperStore Gas Bar 10506 Southport Rd SW Calgary, AB

Your attendant is Naheed

Pump 3 40.582L @ 1.229 \$/Litre REGULAR 49.88

Balance Due

49.88

-TRANSACTION RECORD--

GLOBAL PAYMENTS MERCHANT # 04747595704

Superstore GasBar#1774 10506 Southport Road SW

Calgary AB

STORE SLIP #

TERM REG

RETAIN THIS COPY FOR YOUR RECORDS

\*\* Purchase CARD #

EXP \*\*/\*\*

MasterCard

AUTH #

RESP

TSI E800

DATE 06/19/2014 TIME APPROVED

**AMOUNT** 

)(4:57:38 \$ ( 49.88

No Signature Required

Credit Card

Change Due

Taxes included in fuel: 5% GST #122235922

\*\*\*\*\*\*\*\*\*\*\*

TELL US HOW WE DID TODAY MONTHLY CHANCES TO WIN \$5000 VISIT WWW.STOREOPINION.CA OR CALL 1-877-234-2322 FULL CONTEST RULES AT

WWW.STOREOPINION.CA

\*\*\*\*\*\*\*\*\*\*\*

STORE: 01774

CODE:061914 145791 6423 01774

\*\*\*\*\*\*\*\*\*\*

2014/06/19 14:57 1774 6423 91 00000751

3615 Calgary Trail Edmonton AB T6J5M8

#### ESSO EXPRESS PAY

CALGARY TRAIL ESSO

3615 CALGARY TRAIL N EDMONTON, AB T6J 5M URN:R121461107 06/19/2014 991660958 11:26:02 AM

PUMP# 1

EREG

34.512L

PRICE/L

1.159

FUEL TOTAL

40.00

GST in fuel \$ 1.90 CREDIT

\$ < 40.00

TYPE: PURCHASE \$40.00 ACCOUNT: INVOICE: ' CARD NUMBER: ODOMETER: VERIFIED BY PIN

01 Approved - Thank You 027 LOYALTY: NO IMPORTANT - retain this copy for your records

Thank You

Edm to Cgy 2x Fuel For AHS Fleet unit AH0402



Mr David Obrien

Canada

Guest Name

Room Number:

Arrival Date:
Departure Date:

06-17-14

Page No:

06-19-14

1 of 1

0.00

#### INFORMATION INVOICE

Folio No:

06-19-14

Date	Description	Charges	Credits
06-17-14	Room	149.00	
06-17-14	Destination Marketing Fee - 3%	4.47	
06-17-14	Tourism Levy - 4%	6.14	
06-17-14	Room GST - 5%	7.67	
06-18-14	Room	149.00	
06-18-14	Destination Marketing Fee - 3%	4.47	
06-18-14	Tourism Levy - 4%	6.14	
06-18-14	Room GST - 5%	7.67	
06-19-14			334.56
	Total	334.56	334.56

Balance

June 17 & 18 - Interagency Council on Homelessnes June 19 - corresent to PFAG

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. #863128575 RT 0001