

# **Official Administrator and Executive Expense Report**

Name Heather Toporowski

**Title** Senior Program Officer, Primary Care

**Location** Westlock

Expenses submitted during the month of May 2014

|                                 |                      |       |     |          | Travel (1)    |                 |                 |                                    |  |              |
|---------------------------------|----------------------|-------|-----|----------|---------------|-----------------|-----------------|------------------------------------|--|--------------|
| Source<br>Date Document         | t Purpose            | Airfa | re  | Meals    | Accommodation | Other<br>Travel | Total<br>Travel | Professional<br>Development<br>(2) | Working<br>Sessions<br>Hosting and<br>Hospitality<br>(3) | Other<br>(4) |
| May-14 P-Card<br>May-14 Expense | Meetings<br>Meetings |       |     | 28<br>42 | 443           | 105<br>62       | 576<br>104      |                                    |  | -            |
| Total                           |                      | \$    | - 9 | \$ 70    | \$ 443        | \$ 167          | \$ 680          | \$ -                               | <u> </u>   | \$ -         |

**Total for** 

the Month \$ 680

Maximum daily single meal expense claimed in the month \$ 9

Maximum daily base hotel rate claimed in the month \$ 139

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

| SEC                         | TION                        |                          | YEE DETAILS   | (for AHS Staff C                    | ONLY)                |                            |  |                                       |   |   |           |   |      |                |
|-----------------------------|-----------------------------|--------------------------|---|-------------------------------------|----------------------|----------------------------|--|---------------------------------------|---|---|-----------|---|------|----------------|
|                             | Enter ei                    | mployee # (oi            | ld) and Employee # (  | E-People) if your pa                | yroll has mi         | grated to the Ne           | ew E-People payroll syste  | em                                    |   | Expense Date Fro  | m:        | Jan 22-2014   | То   | 14-May-14      |
|                             | Indicate                    | N/A in the E             | mployee # (E-People   | e) if your payroll has              | not migrate          | d to the New E-            | People payroll system  |                                       |   | Travel Period from  |           | To  |      | (if applicable |
|                             |                             | ther Toporow             | oloyee and your payro   | oii is E-People you v               | vill only hav        | e an Employee              |  |                                       | 0 : 5   | Out-of-Province   | Travel    |   |      |                |
| -                           | tion:                       | arer roporovi            | SKI   | -                                   |                      |                            | Position (Title)   | ):                                    | Senior Program (                                      |   |           |   |      |                |
| -                           |                             |                          |   | Dept:                               |                      | DOFA Level                 | (if applic   | cable)                                | Union:  | Bus   | iness     | Phone #:  |      | Ext:           |
|                             |                             | (E-People):              | }   |                                     |                      |                            |  |                                       |   |   |           |   |      |                |
| SEC                         | TION                        | E: FINANC                | E CODING & TO   | TAL CLAIM                           |                      |                            |  |                                       |   |   |           |   |      |                |
| CAF                         | PITAL F                     | PROJECT                  | ODING ONLY →  | Project No                          | ımber                |                            |  |                                       | Project   | Task Number   |           |   |      |                |
|                             |                             |                          | OBINO ONET  | Expenditure                         | Organizati           | on                         |  |                                       |   | Expenditure Type  |           |   |      |                |
|                             |                             | Total - Se               | ction B: Travel -   | Pg 2                                | 7                    | Total - S                  | Section C&D: Other   | & Fore                                | ian Expenses -  | - Pa 3  | 1 [       |   |      |                |
| Pg                          | Bal                         | Location                 | Functional  | Total                               | Bal                  |                            |  |                                       | Secondary/  | Total   | 1         | TOTAL REIN  | IBUR | SEMENT         |
|                             | Unit                        | Location                 | Centre (FC)   | Expense                             | Unit                 | Location                   | Functional Centre  | e (FC)                                | Expense   | Expense   |           | Total Section E   | 3    | \$103.82       |
| 2A                          | 101                         | 0524                     | 71110101082   | \$62.57                             |                      |                            |  |                                       |   |   |           | Total Section C8  | D    |                |
| 2B                          | 101                         | 0524                     | 71110101082   | \$41.25                             |                      |                            |  |                                       |   |   |           | Less Cash Advan   | се   |                |
| 2C                          |                             |                          |   |                                     |                      |                            |  |                                       |   |   | ΙГ        | TOTAL 01 411  |      |                |
| 2D                          |                             |                          |   |                                     |                      |                            |  |                                       |   |   | 1         | TOTAL CLAIR   | VI   | \$103.82       |
|                             |                             |                          |   | \$103.82                            |                      | **Us                       | er to enter Coding & \$  | Amounts                               | S   |   | -         |   |      |                |
|                             |                             |                          | to fills from page 2  | A, 2B, 2C & 2D                      | Ш                    | NOTE:                      | These fields do not auto   | omaticall                             | ly fill for Section C                                 | & D   |           |   |      |                |
|                             |                             | AUTHORI                  |   |                                     |                      |                            |  |                                       |   |   |           |   |      |                |
| I attest the e              | xpenses enc                 | closed in this claim are | for valid business purposes for All   | berta Health Services and that the  | s claim has not beer | previously claimed by me   | ng claimed are in compliance with the prin<br>or on my behalf from Alberta Health Serv | iciples and man<br>vices or any other | ndatory requirements of this polic<br>er Organization | οy.   |           |   |      |                |
|                             |                             |                          | sve been incurred by using a cost of<br>iant to all the above statements    | effective method, otherwise ration  | ale and supporting   | analysis is provided above |  | Travel, Hos                           | pitality and Working Session                          | on Expenses Policy - Docum  | nent# 112 | 12  |      |                |
|                             | En                          | mployee Sigi             | nature:   |                                     | 90ers                |                            | _  |                                       | Date 27-May   | -14   |           |   |      |                |
| attest that I attest the ea | have read ar<br>penses enci | nd understand all appl   | icable policies of Alberta Health Se<br>for valid business purposes for Alf | ervices that pertain to these exper | ises, and confirm ex | penses being claimed are   | in compliance with such policies. claimant or on their behalf from Alberta H           |                                       |   | MINISTRA SECRETARIA SANDERS AND |           |   |      |                |
| I attest that e             | xpenses sub                 | omitted in this claim ha | ive been incurred by using a cost e   | effective method, otherwise ration. | ale and supporting   | nalysis is provided above  | carmant or on their behalf from Alberta H  | fealth Services                       | or any other Organization                             |   | Appr      | oved claim form with receipts<br>directly to Accounts Par |      |                |
| Approv                      | ed By                       | PRINT ONLY               | : Rick Trimp  |                                     |                      | //                         | DOFA Level   |                                       | Position #  |   |           | Phone   |      | Ext            |
| I, by signin                | g this form, a              |                          | ant to all the above statements   | 1                                   |                      |                            |  |                                       |   | ē A   | -         | \.  | 0    | 7 7            |
| affect that                 | Tave read an                | Signature                |   |                                     | 7/                   |                            |  | ince Wide                             | e Clinical Services                                   |   |           | Date VINC   | _ 03 | 2014           |
| attest the ex               | penses encid                | osed in this claim are f | cable policies of Alberta Health Se<br>for valid business purposes for Alb  | erta Health Services and that this  | claim has not been   | previously claimed by the  | in compliance with such policies.<br>claimant or on their behalf from Alberta H        | ealth Services                        | or any other Organization                             |   |           |   |      |                |
| I attest that ex            | rpenses subi                | mitted in this claim has | ve been incurred by using a cost e  | ffective method, otherwise rations  | ele and supporting a | nalysis is provided above  |  |                                       |   |   |           |   |      |                |
|                             |                             | PRINT ONLY)              |   |                                     |                      |                            | DOFA Level   |                                       | Position #  |   |           | Phone #   |      | _ Ext          |
| I, by signin                | g this form, a              | signature                | ant to all the above statements   |                                     |                      |                            | 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.

Please forward completed claim form (with receipts and other required backup) to: Alberta Health Services 10030-107 St, North Tower, 10th Floor, Accounts Payable, Edmonton, AB T5J 3E4

#### **EXPENSE CLAIM DETAILS**

|  | Enter Finance Coding 101 0524  | 7111010                       | 1082                       |                           | Emp # (E-                      | People)                            |                                |                   |                                   |                                     |                |                                    | P             | age 2A    |
|--|--|-------------------------------|----------------------------|---------------------------|--------------------------------|------------------------------------|--------------------------------|-------------------|-----------------------------------|-------------------------------------|----------------|------------------------------------|---------------|-----------|
| amount of                              | es incurred are for <b>multiple FC's</b> please use pages 2E<br>n slip, <u><b>DO NOT</b></u> separate any taxes (eg. GST). Seco                      | ,2C,2D (ai                    | fter pg3) as<br>ense codes | there should are not requ | d be one FC<br>uired in this s | per page <b>O</b><br>section as th | <b>R</b> if <b>n</b><br>ey are | pre-determi       | re required for<br>ned by the sy: | the same FC<br>stem.                | use these ad   | lditional page                     | s. Enter tota | al \$     |
| SECTION                                | B: TRAVEL EXPENSES NOTE: If expens   | ses do not fa                 | Ill into these ca          | ategories such            | as Hospitality, W              | orking Session                     | , Reloca                       | ation, Continuing | Education, Busi                   | ness Insurance g                    | o to SECTION C |                                    |               |           |
| Select from dr<br>Ensure separa        | opdown (column <b>Prov</b> ) where expenses were incurred (Out of N Arr<br>ite lines are used for claim items that differ in Province, US and Out of | erica = Inter<br>f North Amei | 1)                         |                           |                                |                                    |                                | of the "Cost      | Effective Me                      | thod Used" (                        | Column is RE   |                                    |               |           |
|  | Business Reason for Travel - Detailed Description  | Prov, US,<br>or               | What is                    |                           | F                              | Further Exp                        | lanati                         |                   |                                   | Rationale is Re                     |                | on on this pag                     | je            |           |
| Date                                   | Required (include destination, who attended-(if meal).   | Out of                        | travel                     | Cost                      | Meal                           | (Allowance                         | OR R                           | eceipt)           |                                   | being claimed                       |                | Rental Carl                        |               |           |
| dd-mmm-yy                              | why travel was necessary and detailed explanation of reason)   | N.Amer<br>where               | related to?                | Effective<br>Method       | Meal All                       | lowance                            | Meal                           | with Receipt      |                                   | it stated in Ap<br>tionale is requi |                | Bus/LRT/                           | Per Diem      | Mileage   |
|  | A description of just "Meeting" will be returned for clarification   | expenses incurred?            | tor                        | Used?<br>Y/N              | Meal Type with value           | Allowance                          | Meal<br>Type                   | with receipt      | Airfare                           | Hotel                               | Taxi           | Parking /<br>Fuel                  | Allowance     | (km)      |
| 1-Jan-14                               | COEC meeting   | AB                            | Meeting                    | Yes                       |                                |                                    | L                              | \$7 61            |                                   |                                     |                |                                    |               |           |
| 2-Feb-14                               | Oliver PCN Meeting   | AB                            | Meeting                    | Yes                       |                                |                                    | L                              | \$8.91            |                                   |                                     |                |                                    |               |           |
| 2-Feb-14                               | Senior Director Interviews   | AB                            | Meeting                    | Yes                       |                                |                                    | L                              | \$6.73            |                                   |                                     |                |                                    |               |           |
| 25-Feb-14                              | Parking Senior Director Interviews & Minister Meeting  | AB                            | Meeting                    | Yes                       |                                |                                    |                                |                   |                                   |                                     |                | \$10.00                            |               |           |
| 10-Mar-14                              | Parking TOP & AHS PC Connection Meeting  | AB                            | Meeting                    | Yes                       |                                |                                    |                                |                   |                                   |                                     |                | \$15.00                            |               |           |
| 11-Mar-14                              | Joint Meeting SCN & PC-CDM   | AB                            | Meeting                    | Yes                       |                                |                                    | L                              | \$6.02            |                                   |                                     |                |                                    |               |           |
| 12-Mar-14                              | COEC Meeting   | AB                            | Meeting                    | Yes                       |                                |                                    | L                              | \$6.30            |                                   |                                     |                |                                    |               |           |
| 14-Mar-14                              | Parking - FCC Meeting  | AB                            | Meeting                    | Yes                       |                                |                                    |                                |                   |                                   |                                     |                | \$2.00                             |               |           |
|  | SUBTOTALS  |                               |                            |                           |                                |                                    |                                | \$35.57           |                                   |                                     |                | \$27 00                            |               | Total Kms |
|  | MILEAGE - Business Kilome  → details of travel location to & from must be  | e included                    | above unde                 | the purpose               | of travel colum                | nn                                 |                                |                   | Ent                               | er \$0.505 km, \$                   |                | ite per Union i<br>Mileage details |               |           |
|  | Rates applicable \$0.505 per km for under 5,000km/   | <u>r</u> or <b>\$0.47</b> p   | oer km for ov              | ver 5,000km/y             | r or per Union                 | Agreement                          |                                | - 1               |                                   |                                     |                |                                    | Mileage \$    |           |
| No                                     | ote: Total will auto fill into pg 1, Section E, if form comp   | leted elec                    | tronically -               | Additional p              | n 2's can he f                 | found after l                      | Page 3                         |                   |                                   |                                     |                | Travel                             | \$ Subtotal   | \$62.57   |
| Auto fills on page 1 - TOTAL TRAVEL \$ |  |                               |                            |                           |                                |                                    |                                |                   | TRAVEL \$                         | \$62.57                             |                |                                    |               |           |
| Rationale<br>(Any analy                | is Required for expenses that are not Cost Ef<br>sis supporting the method to assess cost effe   | fective<br>ectivenes          | s should                   | be attache                | ed to the cl                   | aim form)                          |                                |                   |                                   |                                     |                |                                    |               |           |
|  |  |                               |                            |                           |                                |                                    |                                |                   |                                   |                                     |                |                                    |               |           |
|  |  |                               |                            |                           |                                |                                    |                                |                   |                                   |                                     |                |                                    |               |           |
|  |  |                               |                            |                           |                                |                                    |                                |                   |                                   |                                     |                |                                    |               |           |
|  |  |                               |                            |                           |                                |                                    |                                |                   |                                   |                                     |                |                                    |               |           |

### EXPENSE CLAIM DETAILS

|                                  | Enter Finance Coding 101 0524   | 7111010                      | 01082                      |                          | Emp # (E-                       | People)                            |              |                   |   |  |   |                                   | F           | Page 2B   |
|----------------------------------|---|------------------------------|----------------------------|--------------------------|---------------------------------|------------------------------------|--------------|-------------------|---|--|---|-----------------------------------|-------------|-----------|
| amount or                        | s incurred are for <b>multiple FC's</b> please use pages 2B<br>slip, <u>DO NOT</u> separate any taxes (eg. GST). Seco   | ,2C,2D (ai<br>ndary/Exp      | fter pg3) as<br>ense codes | there should are not req | ld be one FC<br>uired in this s | per page <b>C</b><br>section as th | R if n       | nore lines ar     | re required for<br>ned by the sys                   | the same FC<br>stem.                                 | use these ac                                    | lditional page                    | s. Enter to | tal \$    |
|                                  | B: TRAVEL EXPENSES NOTE: If expens  | ses <b>do not</b> fa         | Il into these ca           | ategories such           | as Hospitality, W               | Vorking Sessio                     | n, Reloc     | ation, Continuing | Education, Busi                                     | ness insurance g                                     | o to SECTION C                                  |                                   |             |           |
| Select from dro<br>Ensure separa | ppdown (column Prov) where expenses were incurred (Out of N.Am te lines are used for claim items that differ in Province, US and Out of Business Reason for Travel - Detailed Description | erica = Inter                | 7)                         |                          |                                 | С                                  | ompleti      | on of the "Cos    | t Effective Me<br>ou select "No"<br>JIRED in the "R | thod Used" Co<br>in this column,<br>Rationale is Req | lumn is REQU                                    | RED.                              |             |           |
| Date                             | Required (include destination, who attended-(if meal),  | Out of                       | travel                     | Cost                     | Meal                            | (Allowance                         | OR R         | eceipt)           |   | eing claimed in Ap                                   |   | Rental Car/                       |             |           |
| dd-mmm-yy                        | why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification   | N.Amer<br>where              | related to?                | Effective<br>Method      | Meal All                        | lowance                            | Meal         | with Receipt      |   | tionale is requi                                     |   | Bus/LRT/                          | Per Diem    | Mileage   |
|                                  | weeting will be returned for clarification  | expenses incurred?           |                            | Used?<br>Y/N             | Meal Type with<br>value         | Allowance                          | Meal<br>Type | with receipt      | Airfare   | Hotel  | Taxi  | Parking /<br>Fuel                 | Allowance   | (km)      |
| 8-Apr-14                         | PHC Senior leadership meeting   | AB                           | Meeting                    | Yes                      |                                 |                                    |              |                   |   |  |   | \$10.00                           |             |           |
| 9-May-14                         | AHS CEO Meeting   | AB                           | Meeting                    | Yes                      |                                 |                                    | L            | \$6.25            |   |  |   |                                   |             |           |
| 14-May-14                        | COEC Meeting  | AB                           | Meeting                    | Yes                      |                                 |                                    |              |                   |   |  |   | \$25.00                           |             |           |
|                                  |   |                              |                            |                          |                                 |                                    |              |                   |   |  |   |                                   |             |           |
|                                  |   |                              |                            |                          |                                 |                                    |              |                   |   |  |   |                                   |             |           |
|                                  |   |                              |                            |                          |                                 |                                    |              |                   |   |  |   |                                   |             |           |
|                                  |   |                              |                            |                          |                                 |                                    |              |                   |   |  |   |                                   |             |           |
|                                  |   |                              |                            |                          |                                 |                                    |              |                   |   |  |   |                                   |             |           |
|                                  | SUBTOTALS   |                              |                            |                          |                                 |                                    |              | \$6.25            |   |  |   | \$35 00                           |             | Total Kms |
|                                  | MILEAGE - Business Kilomet  → details of travel location to & from must b   | e included                   | above under                | the purpose              | of travel colum                 | ın                                 |              |                   | Ente  | er \$0.505 km, \$                                    |   | te per Union /<br>Mileage details |             |           |
|                                  | Rates applicable \$0.505 per km for under 5,000km/y   | r or <b>\$0.47</b> p         | er km for <u>ov</u>        | er 5,000km/y             | r or per Union                  | Agreement                          |              |                   |   |  |   |                                   | Mileage \$  |           |
| No                               | te: Total will auto fill into pg 1, Section E, if form comp   | leted elec                   | tronically -               | Additional o             | n 2's can he f                  | ound after !                       | Dana a       |                   |   |  |   | Travel                            | \$ Subtotal | \$41.25   |
|                                  | 7.5   |                              | a of floating - 7          | naditional p             | g 23 can be n                   | ourid after r                      | age 3        |                   |   | Au   | ito fills on paç                                | je 1 - TOTAL                      | TRAVEL \$   | \$41.25   |
| Rationale<br>(Any analys         | is Required for expenses that are not Cost Eff<br>sis supporting the method to assess cost eff  | f <u>ective</u><br>ectivenes | ss should                  | be attach                | ed to the c                     | laim form                          | )            |                   |   |  | ale tama da manina izani, antari na papa antari |                                   |             |           |
|                                  |   |                              |                            |                          |                                 |                                    |              |                   |   |  |   |                                   |             |           |
|                                  |   |                              |                            |                          | - 2B of 3 -                     |                                    |              |                   |   |  |   |                                   |             |           |

# hunch COEC mtg

hunch- Olwer PCN

lmage not exists BOOSTERJUICE.BMP

Tb1:0

Ref:

Chk:

Welcome To The Rendezvous Cafe 11111 Jasper Ave

| 01 /00 /0014 |
|--------------|
| 01/22/2014   |
| 12:17 PM     |
| 20028        |
| 2.95         |
| 4.30         |
| 7.25         |
| 0.36         |
| 7.61         |
| \$ 20.00     |
| \$ 12.39     |
|              |

We appreciate your business! GST # 139764476 RT0001

--- Check Closed ---

|   | 2/24/2014 | 1:25 pm                 |   |
|---|-----------|-------------------------|---|
| Snk#50 Mango Hurr<br>Caprese Veg Panin<br>Combo 395/545NM |           | 3.95<br>5.45<br>-0.91   |   |
| SubTotal<br>GST   |           | 8.49<br>0.42            |   |
| Total   |           | 8.91                    | 1 |
| Cash  |           | 20.00                   |   |
| Amount Paid<br>Change<br>Rounding                         |           | 20.00<br>11.10<br>-0.01 |   |

BOOSTER JUICE 40 - 10025 Jasper Ave Edmonton, AB T5J 2B8 Canada Phone: (780)421-4129

hunch. Server Derector

|            |       |           |      |      |      |         |      |       | (    |          |         |         |          |
|------------|-------|-----------|------|------|------|---------|------|-------|------|----------|---------|---------|----------|
|            |       |           |      |      |      |         |      |       | 7    |          |         |         |          |
|            |       | 2/28/2011 | 1040 | 3.41 | 2.25 | 0.8)    | 6.45 | (6.3) | 6.73 | \$ 10.0) | \$ 3.27 | HPSC.   | Rithoul  |
| Sasper Ave | tur A | 20        |      |      |      |         |      |       |      |          |         | you hus | 33764476 |
|            | -     |           |      |      |      | -       |      |       |      |          |         |         |          |
|            | 100   |           |      | -    |      | 3       |      |       |      |          |         | 2       | -2       |
|            |       |           |      |      |      | -       |      |       |      |          |         | -       | -        |
|            |       |           |      | -    |      | -       |      |       | -    |          |         | 0       |          |
| -          |       |           |      |      | -    |         |      |       |      |          |         | -       |          |
|            |       |           |      | 7.0  | -    | mark to |      |       |      |          |         |         |          |
|            |       |           |      |      |      |         |      |       |      |          |         |         |          |

Parking - Senior Disector Interviews ~

CREDIT CARD NUMBER

LEAVE ON DASH - THIS SIDE UP

EXPIRATION DATE

**EXPIRATION TIME** 

DETACH RECEIPT FROM TICKET

DATE ISSUED TIME ISSUED AMOUNT PAID

25/02/14 08:19 PM

25/02/14 05:49 PM \$10.00

AMOUNT PAID

\$10.00

05:49 PM

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.

TO CAR OR CONTENTS.

NON TRANSFERABLE

Alberta Health
Services

Alberta Health Services

RECEIPT

Parking TOP+ AH5 PC Connections into

UNIVERSITY OF ALBERTA HOSPITAL BS AVE. EAST PARKADE

GST# R124072513

HAH 83 Ave \$ 15.00 Lotal Fee \$ 15.00 \$ 15.00

Approval No. Reference No. Change Due \$ 0.00 GST Included in Iotal

Comments? - email us

provincialparkinge albertahealthservices.ca hunch- Joint myg-SCN+PC-CDM.

and to the Rendervous Care MIIII Jasper Ave Industrian, Ab

restate som business!
 2 1 f +29764176 F10001

check Closed

Acardaid not won

hunch-COEC mtg

OLLY FRESCO'S INC

10301 SOUTHPORT LANE PHONE: 403 259 - 3002 FAX: 403 259 - 4002

MATE 03/12/2014 WED TIME 10:37

1° 25 DRINK T1 \$4.75 SANDW T1 \$4.76 BTUTAL \$6.01 \$0.30 UTAL \$6.30 1 4 Sti \$7.00

THANKYOU!

No.097585 00011

\$0.70

Karking FCC Mtg

PLACE FACE UP ON DASH

Expiration Date/Time

Rate: \$2 - 1 Hour

Payment Type

Auth #:

Purchase Date/Time: 10:38am Mar 14, 2014

Total Parking: \$1.90 Total gst: \$0.10 Total Due: \$2.00 Total Paid: \$2.00

Ticket #: S/N #: 300009170067 Setting: Lot Mach Name:

GST #887315638RT0001 NO IN AND OUT PRIVILEGES

CREDIT CARD NUMBER

arking - COEC Mkg

TRANSACTION

RECORD

Card #: Account:

Trans: PURCHASE

Amount:\$25.00

Sequence #:

Term ID:

Date: 14/04/02

Time: 15:05:05

TRANSACTION NOT COMPLETED

\*\*\* CUSTOMER COPY \*\*\*

Parking - P.
DISPLAY THIS SIDE UP ON DASHBOARD PHC Senial headership mfg DETACH RECEIPT FROM TICKET EXPIRATION TIME DATE ISSUED TIME ISSUED

00

\$5.95 \$0.30 \$6.25

EXPIRATION DATE

AMOUNT PAID

ANUE

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

PRECISE PARKLINK\*\*

ň

05/09/2014 12:30 Check Closed

RECEIPT

Starbucks Coffee Canada #4857 10001 - 107th Street Edmonton, AB T5J 1J1

hundh- may & AHS CED

333 CV 50 PM Reg: CHK 657044 05/09/2014 12:30 F 1174 Drawer: 1 R Plate Fruit&Cheese 1991174

Due hange Subtotal

Treat yourself to a HALF- PRICE Frappuccino(R) blended beverage from 3-5PM Frappuccino(R) Happy is back May

At Participating Stores

RUN DATE: 05/28/2014

# P-Card details Online ® Cardholder Statement Report

| <ul> <li>Cardholder AND Approver's si</li> </ul> | gnatures required where indicated below | me order as it appears on this stat | ionone .   |
|--|---|-------------------------------------|------------|
| TOPOROWSKI, HEATHER                              | LEAD, PROVINCIAL PRIMARY                |                                     |            |
| Cardholder's Name                                | Cardholder's Position/Title             | Billing Reporting Period            | 20/05/2014 |
| Cardholder's Dept                                | Cardholder's Site/Location              | Total Statement Amount:             | \$576.38   |
| HEATHER.TOPOROWSKI@ALBE                          | RTAHEALTHSERVICES.CA                    |                                     |            |
| Cardholder's e-mail address                      |   | Last 6 digits of the P-Card #       | ±.         |

| ransaction | Merchant Name & Description                                  | Trans Original | Currency | Trans Amount | 007   | Te also  |
|------------|--|----------------|----------|--------------|-------|--|
| Date       |  | Amount         | Currency | Trans Amount | GST   | FreighDescription  |
| 4/04/2014  | BOOSTERJUICE 162, FAST-FOOD<br>RESTAURANTS                   | 4.15           | CAD      | V 4.15       | .20   | Lunch -Continuing Care Strategy Mtg & FCC<br>Mtg with Alberta Health |
| 4/04/2014  | MPARK00020101U, AUTOMOBILE<br>PARKING LOTS AND GARAGES       | 25.00          | CAD      | 25.00        | 1.19  | .00Parking - FCC meeting with AH                                     |
| 4/04/2014  | STARBUCKS #04330#, EATING PLACES,<br>RESTAURANTS             | 6.56           | CAD      | 6.56         | .31   | .00Lunch -FCC Mtg with AH  |
| 1/05/2014  | CE48 DIAMOND PARKING, AUTOMOBILE<br>PARKING LOTS AND GARAGES | 5.00           | CAD      | 5.00         | .24   | 00Parking - Minister's announcement                                  |
| 7/05/2014  | BOOSTERJUICE 10, FAST-FOOD<br>RESTAURANTS                    | 8.91           | CAD      | 8.91         | .42   | 00Supper - PCN Evolution Meeting                                     |
| 8/05/2014  | GOOD EARTH CAFE #13, FAST-FOOD<br>RESTAURANTS                | 8.24           | CAD      | 8.24         | .39   | Supper - orientation new staff member                                |
| 8/05/2014  | IMPARK00020101U, AUTOMOBILE<br>PARKING LOTS AND GARAGES      | 15.00          | CAD      | V 15.00      | 00    | .00Parking - Staff Orientation mtg                                   |
| 8/05/2014  | CAMPUS TOWER SUITE HOT, LODGING HOTELS, MOTELS, RESORTS      | 158.47         | CAD      | 158.47       | 00    | .00Accommodation - AH - FCC Meeting -<br>Orientation New Staff       |
| 9/05/2014  | IMPARK00020256U, AUTOMOBILE<br>PARKING LOTS AND GARAGES      | 21.00          | CAD      | 21.00        | 1.00  | 00Parking - AHS Leadership Meeting                                   |
| 2/05/2014  | PRECISE PARKLINK INC. AUTOMOBILE<br>PARKING LOTS AND GARAGES | 14.25          | CAD      | 14.25        | .68   | Parking PHC & Human Resources Meeting                                |
| 3/05/2014  | IMPARK00020394U, AUTOMOBILE<br>PARKING LOTS AND GARAGES      | 12.00          | CAD      | 12.00        | .57   | .00Parking - PHC Staff Meetings                                      |
| 4/05/2014  | MATRIX HOTEL, LODGING HOTELS,<br>MOTELS, RESORTS             | 297.80         | CAD      | 297.80       | 14.18 | accommodations - Kaiser Permanente<br>Session & COEC meeting         |



RUN DATE: 05/23/2014

## P-Card details Online ® Cardholder Statement Report

| Signatures   |  |  |
|--|--|--|
| Cardholder Designate (if Applicable)   |  |  |
| I hereby certify that I have reviewed and recond Program User Guide and Training. I have allocated and training.   | ciled this statement in BMO Online to the best of my ability ated the transaction(s) to the proper cost centre.  | in accordance to AHS Corporate Policies.   |
| Name of Cardholder Designate   | Cardholder Designate Positiop/Title  | Support  |
| Signature of Cardholder Designate  | May 23/14 Date of Signature  |  |
| lattest the expenses enclosed in this claim are  | for valid business purposes for Alberta II - III o   |  |
| charged is attached.  I attest that expenses submitted in this claim haprovided.  TOPOROWSKI, HEATHER  Name or Cardholder   He Decognish   | ive been incurred by using a cost effective method, otherwise  | for any personal expenses inadvertently  |
| Approver Designate (if Applicable)  By signing this statement  I attest that I have read and understand the "Tre expenses being claimed are in compliance with                                   | Date of Signature  avel, Hospitality and Working Session Expense Policy (1122 such policy.   | 2)" of Alberta Health Services and confirm   |
| <ul> <li>I attest the expenses enclosed in this claim are<br/>claimed by the claimant or on their behalf from<br/>charged has been obtained</li> </ul>   | for valid business purposes for Alberta Health Services and Alberta Health Services or any other Organization. A persor we been incurred by using a cost effective method, otherwise EXEL ACLM.  Approver Designate Position/Title | ial cheque for personal expenses inadvertently   |
| Approver By signing this statement I attest that I have read and understand the "Traexpenses being claimed are in compliance with  | ivel, Hospitality and Working Session Expense Policy (1122 such policy.  | )" of Alberta Health Services and confirm  |
| charged has been obtained  | for valid business purposes for Alberta Health Services and<br>Alberta Health Services or any other Organization. A person<br>ve been incurred by using a cost effective method, otherwis  | al cheque for personal expenses inadvertently  |
| Name of Approver   | Approver Position/Title  | Clinical Supports, Rogian  |
| Signature of Approver  | Date of Signature  | 4  |
| Submit approved statement with attachments to Ac   | counts Payable:  |  |
| Signed Cardholder Statement Report (or copies of And where applicable:     Copies of pre-approvals for travel     Personal cheque payable to "Alberta Health Service"                            |  | Address:  Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street Edmonton, AB T5J 3E4 |
| <ul> <li>Return, refund and/or credit receipts</li> <li>Disputes letter</li> <li>Business reasons for travel require detailed descrimeal), why travel was necessary and detailed expl</li> </ul> | otions – include where travelled to, who attended (if anation of reason.   |  |
| Accounts Payable only:   |  |  |
| Reference #:   | Reviewed by:   | Date:  |



feed the crave.

BOOSTER JUICE 40,10025- Jasper Avenue Edmonton, Alberta (780) 421-4129

MERCHANT ID:

SALE

ENTRY METHOD:

DATE: 2014/04/24 TIME: 14:41:36

INV#: RETRIEVAL #: APPR CODE: 1

**AMOUNT** TIP

CAD\$ 4.15 CAD\$ 0.00

TOTAL

CAD\$ 4.15

APPROVED - THANK YOU

BY ENTERING A VERIFIED PIN, CARHOLDER AGREES TO PAY ISSUER SUCH TOTAL IN ACCORDANCE WITH ISSUER'S AGREEMENT WITH CARDHOLDER

Application Label:

AID: TVR: TSI: RESP CD:

NO SIGNATURE REQUIRED

CUSTOMER COPY

Image not exists. BOOSTERJUICE.BMP

Tbl:0 Ref: Chk: 4/24/2014 12:41 pm

Snk#50 Mango Hurr 3.95 3.95 SubTotal GST 0.20 Total 4.15 4.15

Amount Paid

4.15

BOOSTER JUICE 40 - 10025 Jasper Ave Edmonton, AB T5J 2B8 Canada

Phone: (780)421-4129

# 2 Parking - FCC mtg & AH + Continuing Care Strategy mtg.



ATB PLACE GST:887315638RT001 RECEIPT C2

IN: 24.04.14 08:22 OUT: 24.04.14 12:51 AMOUNT: CAD 25.00

CC-DATA:

----- TRANSACTION

RECORD ---

Card Entry:
Account:
Trans:PURCHASE

Amount:\$25.00 ∨

Auth #: Sequence #

Term ID: Date: 14/04/24

Time: 12:50:19

**APPROVED** 

BY ENTERING A VERIFIED
PIN, CARDHOLDER
AGREES TO PAY ISSUER
SUCH TOTAL IN
ACCORDANCE WITH
ISSUERS AGREEMENT WITH

CARDHOLDER

Application Label:

TVR:

AID:

TSI:

\*\*\* CUSTOMER
COPY \*\*\*

#3 3 Lunch-FCC mlgc AH

Starbucks Coffee Canada #4330 445 St. Albert Road St. Albert, AB T8N 6T9

CHK 04/24/2014 01:30 PM Drawer: 1 Reg: 2

Quinoa Bean Wrap

6.25

\$6.25

Subtotal GST 5% Total

\$0.31 \( \square\$6.56

Change Due

\$0.00

O4/24/2014 01:30 PM

GST: 86585 3535

My Starbucks Rewards(TM)
New benefit! Accumulate
rewards faster. Receive bonus
Star for each Home Coffee
item purchase made with your
registered card in select
stores. More details at
www.Starbucks.ca/Rewards

GSTt:887315638RTDD1 Thank you for Visiting! 60DB

# #4 Parking-Minister's announcement



#6

image not exists
BOOSTERJUICE BMF

| Tb1:0   | Ref:<br>Chk:            |
|---|-------------------------|
|   | 5/7/2014 7:04 pm        |
| Snk#50 Mango Hurr<br>Caprese Veg Panin<br>Combo 395/545NM | 3.95<br>i 5.45<br>-0.91 |
| SubTotal<br>GST   | 8.49<br>0.42            |
| Total   | 8.91                    |
|   | 8.91                    |
| Amount Paid   | 8.91√                   |

BOOSTER JUICE 205 8915 51 Avenue Edmonton, Alberta (780) 988-7824 G.S.I. # 861857092





#Party 1

SvrCk: 18 6:58 05/08/14

1 MED COFFEE 120Z 1 GRANOLA SPECIAL 2.10 5.75

Sub Total: 7.

GST 05/08 07:00 TOTAL:

8.24

8.24

GST #835848938RT0001

Good Earth Coffeehouse & Bakery Campus Towers

Please visit us on Facebook!

AMT-TEND CHANGE TALLY 8.24 8.24

05/08/14 07:00

E

#5 Breakfast Overtakin New Staff





Invoice accommodation AH-FCC mtg-Ovientation New staff

11145-87th Avenue Edmonton, AB, T6G 0Y1 Tel:(780)439-6060 Fax:(780)433-4410

Ms Heather Toporowski

# Receipt

Invoice date Our reference GST Number

5/8/2014

10343 8925 RT0004

| Guest    | Ms Heather Toporowski                    | Arrival | 5/7/2014 | Departure  | 5/8/2014 | Room  | 0609   |
|----------|--|---------|----------|------------|----------|-------|--------|
| Date     | Description                              | Qua     | antity   | Unit Price |          | Total | (CDN)  |
| 5/7/2014 | Room Charge                              | 1       |          | 129.00     |          |       | 129.00 |
| 5/7/2014 | GST Taxes                                | 1       |          | 6.64       |          |       | 6.64   |
| 5/7/2014 | Tourism Levy                             | 1       |          | 5.31       |          |       | 5.31   |
| 5/7/2014 | Destination Market Fee                   | 1       |          | 3.87       |          |       | 3.87   |
| 5/7/2014 | Parking                                  | 1       |          | 13.00      |          |       | 13.00  |
| 5/7/2014 | Federal Tax GST - Other                  | 1       |          | 0.65       |          |       | 0.65   |
| 5/8/2014 |  |         |          | Total inv  | oice/    |       | 158.47 |
| 3/0/2014 | 10 10 10 10 10 10 10 10 10 10 10 10 10 1 |         |          |            |          | -1    | 158.47 |
|          |  |         |          | Total Pai  | d        |       | 158.47 |
|          |  |         |          | Total Du   | е        |       | 0.00   |

Total GST

7.29

I agree that my liability for any charges incurred by me 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 of the full amount of these charges. Interest will be charged on any overdue balance.

| Signature X |  |
|-------------|--|
|             |  |
|             |  |

(#7) Parking - Staff orientation mily

ATB PLACE GST:887315638RT001 RECEIPT

IN: 08.05.14 10:06 OUT: 08.05.14 12:09 AMOUNT: \$ 15.00

CC-DATA:

----- TRANSACTION

RECORD Card #:

Card Entry:

Account: Trans: PURCHASE

Amount: \$15.00

Auth #:

Sequence #: Term ID:

Date: 14/05/08 Time: 12:09:12

**APPROVED** 

BY ENTERING A VERIFIED PIN, CARDHOLDER AGREES TO PAY ISSUER SUCH TOTAL IN ACCORDANCE WITH ISSUERS AGREEMENT WITH

CARDHOLDER

Application Label:

AID:

TSI:

TC: AFFDE615D403D93A

\*\*\* CUSTOMER COPY \*\*\*

GSTt:887315638RT001 Thank you for Visiting!

(9) Parking - headership my

# PLACE FACE UP ON DASH

NO IN AND OUT PRIVILEGES

Expiration Date/Time

MAY 09, 2014

Purchase Date/Time: 11:47am May 09, 2014 Total Parking: \$20.00 Total gst: \$1.00 Total Due: \$21.00 Total Paid: \$21.00 Ticket #: S/N #: Setting: Lot Mach Name: Meter

Payment Type:

Rate: \$21 - 3 hours

Auth #: GST #887315638RT0001

RECEIPT

IMPARK LOT 256 NO IN AND OUT PRIVILEGES Expiration Date/Time: 02:47pm May 09, 2014 Purchase Date/Time: 11:47am May 09, 2014 Total Parking: \$20.00 Total gst: \$1.00 Total Due: \$21.00 Rate: \$21 - 3 hours Total Paid: \$21.00 Ticket #: Payment Type:

Setting: Lot Mach Name: Meter

Auth #:

# (#10) Parking - Primary Health Case + Human Resources



(#11) Parking - PHC Staff May + Kaises Remanente Model





(#12) Accommodations Kauser Permanente Session COEC mg-

Ms Heather Toporowski

Room Number:

Arrival Date: Departure Date: 05-12-14 05-14-14

Page No:

1 of 1

Confimation No

### INFORMATION INVOICE

Folio No:

05-14-14

| Date     | Description                    |         | Charges | Credits |
|----------|--------------------------------|---------|---------|---------|
| 05-12-14 | Room Revenue                   |         | 139.00  |         |
| 05-12-14 | Destination Marketing Fee - 3% |         | 4.17    |         |
| 05-12-14 | Tourism Levy - 4%              |         | 5.73    |         |
| 05-13-14 | Room Revenue                   |         | 139.00  |         |
| 05-13-14 | Destination Marketing Fee - 3% |         | 4.17    |         |
| 05-13-14 | Tourism Levy - 4%              |         | 5.73    |         |
| 05-14-14 |                                |         |         | 297.80  |
|          |                                | Total   | 297.80  | 297.80  |
|          |                                | 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