

## Board and Executive Expense Report

**Name** Jitendra Prasad  
**Title** Chief Program Officer, Contracting, Procurement & Supply Management  
**Location** Edmonton  
 Expenses submitted during the month of May 2014

Travel (1)										
Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
May-14	Expense Claim	Meetings		21	151	94	266			
May-14	Direct Billing	Meetings	800				800			
<b>Total</b>			\$ 800	\$ 21	\$ 151	\$ 94	\$ 1,066	\$ -	\$ -	\$ -

**Total for the Month** \$ 1,066

Maximum daily single meal expense claimed in the month \$ 17  
 Maximum daily base hotel rate claimed in the month \$ 129  
 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



## Executive Expenses Report Direct Billing Summary

### Purpose of This Form:

The purpose of this form is to report expenses incurred on behalf of a designated Executive and paid for by a third party vendor. The information will be used for public disclosure reporting.

### Expenses Paid Directly to Third Party Vendors

AHS may have established accounts with certain vendors used to book travel and other expenses that are billed directly to AHS. Examples include but are not limited to hotels, travel agencies, car rental agencies, conferences, courses and expenses reimbursed from a petty cash fund. It is mandatory to include in monthly reports these expenses that pertain to each member. AHS is required to disclose expenses for all applicable receipts and back up must be attached.

### Direct Bill Report

- Enter all items related to expenses incurred while conducting AHS business and paid for via a third party vendor (i.e. hotel accommodation, airline tickets, car rental, hosting events and working sessions.
- Enter all expenses pertaining to professional development such as conferences and courses, etc.
- Enter all other expenses paid by AHS not mentioned above
- Copies of invoices and other relevant back up must be attached including approvals for working sessions/hosting events
- Information will be used for reporting purposes only
- A personal cheque must be attached to cover expenses deemed ineligible
- Indicate whether you have expenses to report in this section for this reporting period: Yes  No

Name: Jitendra Prasad

Reporting Period for the Month of: May 2014

Date	Payment Method	Category	Description/Purpose for Expense	Name of Vendor Paid	Amount Paid
2014-05-22	Direct Billing	Transportation	Retrn trip EDM-ON to attend Mtg.	Marlin Travel	799.96
	Choose One	Choose One			
	Choose One	Choose One			
	Choose One	Choose One			
	Choose One	Choose One			
<b>Total Paid in the Month</b>					<b>\$799.96</b>

MARLIN TRAVEL  
O-O PERCY HUNT TRAVELGROUP INC  
MAIN FLOOR, 9929 108TH ST.  
EDMONTON, AB T5K 1G8  
GST Reg#: 885101915

Branch: N61107  
Agent: TIFFANY ASKE Tel: 780-425-8611

To: ALBERTA HEALTH SERVICES  
[REDACTED]  
10030-107 ST  
EDMONTON AB, T5J 3E4

Invoice Number: [REDACTED]  
Date: May 12, 2014  
Page: 1/2  
Our Reference: [REDACTED]  
Your Reference: [REDACTED]

# INVOICE


For  
MR JITENDRA PRASAD  
AC [REDACTED]

Thursday, May 22, 2014

 Air

AIR CANADA  
From: EDMONTON INTL AB Flight: 154 G CLASS  
To: TORONTO PEARSON 05:45 PM Equipment: A319  
Stops: 0 11:25 PM Mile(s) Flown: 1676  
SEAT [REDACTED] - PRASAD/JITENDRA MR  
RATE OR BOOKING DETAILS MAY DIFFER FROM ORIGINAL  
TICKET NUMBER [REDACTED]

Friday, May 23, 2014

 Air

AIR CANADA  
From: TORONTO PEARSON Flight: 157 G CLASS  
To: EDMONTON INTL AB 06:40 PM Equipment: A320  
Stops: 0 08:44 PM Mile(s) Flown: 1676  
SEAT [REDACTED] - PRASAD/JITENDRA MR  
TICKET NUMBER [REDACTED]

Cost:

AIR CANADA WEB [REDACTED]	[REDACTED]	725.00
	Tax:	64.96
	Ticket Total:	789.96
TKT-[REDACTED]	[REDACTED]	10.00

To: ALBERTA HEALTH SERVICES  
[REDACTED]  
10030-107 ST  
EDMONTON AB, T5J 3E4

Invoice Number: [REDACTED]  
Date: May 12, 2014  
Page: 2/2  
Our Reference: [REDACTED]  
Your Reference: [REDACTED]

# INVOICE

Total:

<b>Grand Total:</b>	799.96
<b>Less Credit Card Payments:</b>	799.96
<b>Credit / Balance Due To This Invoice:</b>	0.00
<b>Total Balance Due:</b>	0.00

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE  
ACCEPTED:.....DECLINED:.....  
DOCUMENTATION REQUIRED:VALID PASSPORT...VISA..TOURIST CARD..  
...PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER.....  
PLEASE RECONFIRM ALL FLIGHTS BETWEEN 48 AND 72 HOURS PRIOR  
TO EACH DEPARTURE DIRECTLY WITH THE AIRLINE.  
CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY  
GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL  
24 HOUR EMERGENCY HELP DESK WITHIN CANADA OR USA CALL  
1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT  
1 303 801 2147. PLEASE QUOTE ACCESS CODE 2EC0  
OUR PRIVACY POLICY CAN BE FOUND AT WWW.MARLINTRAVEL.CA.

## Business Reason

Invited to attend a supplier (Health PRO) meeting which was held in Toronto.

## Out of Province Travel Approval

Travel Policy

- All travel expenses must be approved in accordance to "Appendix A" of the Alberta Health Services
- Pre-Approval form MUST be attached to the actual expense claim

Employee Information		Employee Number	
First Name	Last Name		
Jitendra	Prasad		
Phone Number	Reports To		
	Deborah Rhodes		
Department	Office Location		
Travel Details			
Purpose of Trip			
Invited to attend a Supplier Information Meeting hosted by HealthPro Pharmacy Services			
Destination	From	To	
Ontario	Edmonton	Mississauga, Ontario	
Finance Coding / Accounting Distribution		Functional Centre / Primary	
Corp/BU/Org	Location / Site		
101	0006	71135050000/62312000	
Project Coding		Expense Org	
Project	Task	Expense Type	
Estimate of Expenses			Amount
Category	Description		
Accommodation Charge	Reservation at the Hilton Garden Inn, Toronto Airport		\$169.00
Meals			\$40.00
Registration			\$0.00
Airfare	Return flight Edmonton to Toronto		\$800.00
Taxi/Rental Car/Fuel/Parking/Bus/LRT			\$80.00
Other Expenses (please specify)			
			\$1,089.00
Currency <input checked="" type="checkbox"/> CDN <input type="checkbox"/> USD <input type="checkbox"/> OTHER			
*Bank of Canada Currency Converter    Exchange Rate    \$0.00    Cdn\$			\$1,089.00
Total Estimated Travel Costs			
*Select foreign country in 'From cell' and Canadian Dollar in 'To cell'; Enter date of expense in both date cells then select convert which will give the exchange rate			
Approvals (Pre-approvals for all Out-of-Province Travel must be per DOFA table)		authorization table	
Employee Signature		Date (dd-Mon-yyyy)	Phone Number
Approved by (Print Name)    Signature		MAY 21 2014	
		Date (dd-Mon-yyyy)	Phone Number
Deborah Rhodes		Position Number	DOFA Level
Title Acting Vice President, Corporate Services and Chief Financial Officer		Date (dd-Mon-yyyy)	Phone Number
Approved by (Print Name)    Signature		Position Number	DOFA Level
Title			

Health and Personal information on this form is collected by AHS under the authority of section 20(b) of the Health Information Act (HIA) and sections 33(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**

<b>Enter Finance Coding</b> 101    0006    71135050000	<b>Emp # (E-People)</b> [REDACTED]	Page <b>2A</b>
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*If expenses incurred are for multiple FC's please use pages 2B, 2C, 2D (after pg3) as there should be one FC per page OR if more lines are required for the same FC use these additional pages. Enter total \$ amount on slip, DO NOT separate any taxes (eg. GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.*

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

Select from dropdown (column Prov) where expenses were incurred (Out of N. America = Inter'l)  
 Ensure separate lines are used for claim items that differ in Province, US and Out of North America.

Date dd-mmm-yy	Business Reason for Travel - Detailed Description Required <small>(include destination, who attended (if meal), why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification</small>	Prov, US, or Out of N. Amer where expenses incurred?	What is travel related to?	Cost Effective Method Used? Y/N	Meal (Allowance OR Receipt)				If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)	
					Meal Allowance		Meal with Receipt		Airfare	Hotel	Taxi				
					Meal Type with value	Allowance	Meal Type	with receipt							
22-May-14	Taxi in Toronto to attend meeting with HealthPro	ON	Meeting	Yes							\$39.00				
23-May-14	Accommodation + Internet Access at the Hilton Garden Inn, Toronto	ON	Meeting	Yes			BL	\$20.51			\$151.36				
23-May-14	Taxi from Edmonton Airport to residence	ON	Meeting	Yes							\$54.88				
<b>SUBTOTALS</b>								\$20.51			\$151.36			\$93.88	Total Kms

<p align="center"><b>MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle</b></p> <p align="center">→ details of travel location to &amp; from must be included above under the purpose of travel column</p> <p align="center">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</p>	<p align="center">Enter \$0.505 km, \$0.47 km OR rate per Union Agreement <i>(see Mileage details to the left)</i></p>
<p align="right">Mileage \$</p>	
<p align="right">Travel \$ Subtotal    \$265.75</p>	
<p align="right">Auto fills on page 1 - TOTAL TRAVEL \$    \$265.75</p>	

**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)



# Hilton Garden Inn™

Toronto Airport West/Mississauga

1870 Matheson Blvd. • Mississauga, ON L4W 0B3  
 Phone (905) 361-6300 • Fax (905) 361-6305  
 Reservations  
 www.HGI.com or 1 877 STAY HGI

Name & Address

PRASAD, JITENDRA

Room [REDACTED]  
 Arrival Date 5/22/2014 11:48:00 PM  
 Departure Date 5/23/2014

Adult/Child 1/0  
 Room Rate 129.00

Rate Plan: [REDACTED]  
 HH # [REDACTED]  
 AL: [REDACTED]  
 Car: [REDACTED]

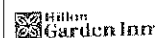
*Folio*

Confirmation Number: [REDACTED]

 The Hilton Family

5/23/2014 Page: 1

DATE	DESCRIPTION	ID	REF. NO.	CHARGES	CREDITS	BALANCE
5/22/2014	INTERNET ACCESS	LINTR	645397	\$4.95		
5/22/2014	HST - GENERAL	LINTR	645397	\$0.64		
5/22/2014	GUEST ROOM	KAMAL123	645459	\$129.00		
5/22/2014	HST - ROOM TAX (13%)	KAMAL123	645459	\$16.77		
5/23/2014	*PANTRY FOOD	LINTR	645664	\$4.00		
5/23/2014	NAG BREAKFAST	LINTR	645727	\$16.51		
	**BALANCE**					\$171.87
<b>EXPENSE REPORT SUMMARY</b>						
		5/22/2014	5/23/2014	STAY TOTAL		
ROOM AND TAX	\$145.77	\$0.00	\$145.77			
SHOPS	\$4.95	\$4.00	\$8.95			
FOOD AND BEVERAGE	\$0.00	\$16.51	\$16.51			
OTHER	\$0.64	\$0.00	\$0.64			
DAILY TOTAL	\$151.36	\$20.51	\$171.87			



ACCOUNT NO. [REDACTED]

CARD MEMBER NAME [REDACTED]

ESTABLISHMENT NO. & LOCATION [REDACTED] ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT

CARD MEMBER'S SIGNATURE [REDACTED]

DATE OF CHARGE [REDACTED] FOLIO NO./CHECK NO. [REDACTED]

AUTHORIZATION [REDACTED] INITIAL [REDACTED]

PURCHASES & SERVICES [REDACTED]

TAXES [REDACTED]

TIPS & MISC. [REDACTED]

TOTAL AMOUNT 0.00

PAYMENT DUE UPON RECEIPT

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.



Hilton Garden In  
 The Great North American Grill  
 Matheson Blvd  
 Mississauga, Ont  
 Phone # 905-361-6300  
 GST# :833281363 RT0001

101 [REDACTED]

[REDACTED] 11/1 Chk [REDACTED] Gst 1.  
 May23'14 07:52AM

---

1 Breakfast Buffet	11.95
Charge Tip	3.00
512	
Room Charge	16.51
Subtotal	11.95
HST	1.56
SVC	3.00
Payment	16.51

-----101 Check Closed-----  
 -----May23'14 08:14AM-----

Hilton Garden In  
 The Great North American Grill  
 Matheson Blvd  
 Mississauga, Ont  
 Phone # 905-361-6300  
 GST# :833281363 RT0001

101 [REDACTED]

Tbl 11/1 Chk 5468 Gst 1  
 May23'14 07:52AM

1 Breakfast Buffet	11.95
Subtotal	11.95
HST	1.56
Total	13.51
Tip:	3.00

Total: 16.51

Room # [REDACTED]

NAME PRASAD JITHUBA

Please Print

Signature: [Signature]  
 Thank You

May 22 - May 23, 2014  
Travel to Toronto  
Invites to a HealthPro  
info meeting.

30-2601 MATHESON BLV E  
MISSISSAUGA ON  
www.aerofleet.ca  
1800.68.0905  
416.449.4990  
CAB 17

SALE

MID: [REDACTED] REF#: [REDACTED]  
TID: [REDACTED] SEQ: [REDACTED]  
Batch #: [REDACTED]  
05/22/14  
Invoice #: 1  
APPR CODE: [REDACTED]

Chip  
\*\*\*

AMOUNT \$34.00  
TIP \$5.00  
TOTAL \$39.00

APPROVED

AID: [REDACTED]  
TVR: [REDACTED]  
TSE FB 00

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

Thank You for Choosing  
Aerofleet  
HST #100067164RT0001  
www.payplus.ca

2)

AIRPORT TAXI SERVICE14  
4608-101-ST T6E5G9  
EDMONTON AB  
22295907

|||| PURCHASE ||||

05-23-2014 21:50:27

Exp Date ' / ' Card Type C

Name: JITENDRA PRASAD

Trace # [REDACTED] Operator 466

Inv. # [REDACTED]  
Auth # [REDACTED] RRN [REDACTED]

Purchase \$49.00  
Tip \$5.88  
Total \$54.88

( 00 ) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

GST 895289213\_RT0001  
700 800 7070

Taxi from Pearson Airport  
to Garden Inn Toronto  
Airport hotel.

Taxi from Edmonton  
Airport to residence.

Hilton Garden In  
Pavilion Pantry  
Matheson Blvd  
Mississauga, Ontario  
Phone # 905-361-6300  
GST# 833281363 RT0001

3012 [REDACTED]

Chk [REDACTED] May 23 '14 05:32A Gst 0

1 Bottle Water	1.77
1 Miss Vickie	1.77

Room Charge	4.00
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Subtotal	3.54
----------	------

HST	0.46
-----	------

Payment	4.00
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inss

part