

## Official Administrator and Executive Expense Report

**Name** Mauro Chies  
**Title** Chief Program Officer Clinical Support Services  
**Location** Edmonton  
 Expenses submitted during the month of June 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)
Jun-14	Expense Claim	Meeting				33	33			
Jun-14	Direct Billing	Meeting	322				322			
Total			\$ 322	\$ -	\$ -	\$ 33	\$ 355	\$ -	\$ -	\$ -

**Total for the Month** \$ 355

Maximum daily single meal expense claimed in the month \$ -  
 Maximum daily base hotel rate claimed in the month \$ -  
 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)			
<ul style="list-style-type: none"> <li>• Enter employee # (old) and Employee # (E-People) if your payroll has migrated to the New E-People payroll system</li> <li>• Indicate N/A in the Employee # (E-People) if your payroll has not migrated to the New E-People payroll system</li> <li>• If you are a new employee and your payroll is E-People you will only have an Employee # (E-People)</li> </ul>		Expense Date From: <u>2-Feb-14</u> To <u>30-Jun-14</u> Travel Period from: _____ To _____ (if applicable) Out-of-Province Travel: _____	
Name: <u>Mauro Chies</u>		Position (Title): <u>Acting VP Prov-Wide Clinical Supports, Programs &amp; Serv.</u>	
Location: <u>14th Floor, SSP</u>		Dept: _____ DOFA Level: _____ (if applicable) Union: _____ Business Phone #: _____ Ext: _____	
Employee # (E-People): _____			

SECTION E: FINANCE CODING & TOTAL CLAIM									
CAPITAL PROJECT CODING ONLY →					Project Number _____		Project Task Number _____		
					Expenditure Organization _____		Expenditure Type _____		
Total - Section B: Travel - Pg 2					Total - Section C&D: Other & Foreign Expenses - Pg 3				
Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense	Bal Unit	Location	Functional Centre (FC)	Secondary/Expense	Total Expense
2A	101	0006	71415100027	\$33.00					
2B									
2C									
2D									
				\$33.00	**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 C & D				

SECTION F: AUTHORIZATION			
I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy. I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization. I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided above.			
Employee Signature: <u>[Signature]</u>		Date: <u>7-Jul-14</u>	
Approved By (PRINT ONLY): <u>Rick Trimp</u>			
Signature: <u>[Signature]</u>		DOFA Level: _____ Position #: _____	
Title: <u>VP Prov-Wide Clinical Support</u>		Phone #: _____ Ext: _____	
Date: <u>7/10/14</u>		Approved claim form with receipts should be sent by the approver directly to Accounts Payable for processing.	
Approved By (PRINT ONLY): _____			
Signature: _____		DOFA Level: _____ Position #: _____	
Title: _____		Phone #: _____ Ext: _____	
Date: _____		Approved claim form with receipts should be sent by the approver directly to Accounts Payable for processing.	

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

Enter Finance Coding

101

0006

71415100027

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 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-mm-yy	Business Reason for Travel - Detailed Description Required (Include destination, who attended-(if meal), why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	Prov, US, or Out of N.Amer where expenses incurred?	What is travel related to?	Completion of the "Cost Effective Method Used" Column is REQUIRED. If you select "No" in this column, Further Explanation is REQUIRED in the "Rationale is Required" section on this page										
				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							
14-Feb-14	Parking at Edm Int'l Airport - Attend meetings and interviews in Calgary											\$23.00		
10-Mar-14	Parking at Telus Plaza Parkade - Attend Accreditation meeting with CPSA											\$5.00		
23-Jun-14	Parking at ATB Place Parkade - Attend Continuing Care Capital Projects meeting with CM											\$5.00		
<b>SUBTOTALS</b>												\$33.00		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  
Rates applicable \$0.505 per km for under 5,000km/yr or \$0.47 per km for over 5,000km/yr or per Union Agreement

Enter \$0.505 km, \$0.47 km OR rate per Union Agreement  
(see Mileage details to the left)

Mileage \$

Travel \$ Subtotal

\$33.00

Auto fills on page 1 - TOTAL TRAVEL \$

\$33.00

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

**Rationale is Required for expenses that are not Cost Effective**

(Any analysis supporting the method to assess cost effectiveness should be attached to the claim form)

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton  
Tax CodeCA5%

Exit Lane 14/02/14 17:22  
Receipt

Short-term parking tkt  
HL - No. 009357  
14/02/14 05:06 -  
15/02/14 05:05 -  
Period 1d0h0'  
(Tax) \$23.00

Total \$23.00

Payment Received  
VISA \$23.00

Type: Swiped

Sub Total \$21.90  
Tax 5% 1.10

141 - EST18200

TELUS PLAZA PARKADE  
14/02/14 17:22

14/02/14 17:22

14/02/14 17:22  
14/02/14 17:22  
14/02/14 17:22  
14/02/14 17:22

14/02/14 17:22  
14/02/14 17:22

ATB PLACE  
7315638RT001  
C1

IN 13.06.14 09:15  
PAY 13.06.14 10:13  
AMOUNT: CAD 5.00

TRANSACTION  
RECORD

Card #:  
Card Entry:  
Account:  
Type: PURCHASE  
Amount: \$5.00  
Auth #:  
Sequence #: 000004  
Term ID: 002  
Date: 14/06/23  
Time: 10:13:07

APPROVED

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

Application Label: VISA  
CREDIT

Card: 0080008000  
Auth: 00000000031010  
TSI: F800  
ID: 011489FC9DC33A76

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

Thank you for  
shopping!

Parking @ ATB Parkade  
Continuing Care Capital  
Projects mtg @ DM

Parking @  
Telus Plaza Parkade  
Accreditation mtg  
with CPSA.

Parking @ Edm Int'l  
Airport - Attend meeting  
+ Interviews in Calgary

## 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: Mauro Chies

Reporting Period for the Month of: January 2014

Date	Payment Method	Category	Description/Purpose for Expense	Name of Vendor Paid	Amount Paid
2014-01-07	Direct Billing	Transportation	Service Charge for return airfare to Calgary - Jan 15/14	Marlin Travel	\$10.00
2014-01-07	Direct Billing	Transportation	Return airfare to Calgary - Jan 15/14 - Attend CLS Board Meeting	Marlin Travel	\$311.96
Total Paid in the Month					\$321.96



# Travelport ViewTrip™

## Expense Receipt

for Mauro Mr Chies

Reservation [REDACTED] by Marlin

Wednesday, July 09, 2014  
expires on Sunday, August 03, 2014

Flight - Air Canada (AC) - 8133			Wednesday, January 15, 2014
Depart:	7:00 AM	Edmonton Intl Arpt (YEG)	
Arrive	7:53 AM	Calgary Intl Arpt (YYC)	
Flight 8133		Non-stop	
Class of Service:		Economy (G)	

Status: Confirmed (P) (S) (M) (K)

Flight - Air Canada (AC) - 8152			Wednesday, January 15, 2014
Depart:	4:30 PM	Calgary Intl Arpt (YYC)	
Arrive	5:23 PM	Edmonton Intl Arpt (YEG)	
Flight 8152		Non-stop	
Class of Service:		Economy (G)	

Status: Confirmed (P) (S) (M) (K)

Tour - Tour - Access Travel		Monday, July 14, 2014
Tour - Access Travel (AC)		
Location:	Edmonton Intl Arpt (YEG)	
Departure Date:	Monday, July 14, 2014	
Number of Persons:	1	
Air Canada Confirmation		

Status: Confirmed (P) (S) (M) (K)

Other	
Other	
Start Location:	Calgary (YYC)
Start Date	Friday, August 01, 2014
Number of Persons:	1

[REDACTED]  
due: 10.00

Management Fee Gst

due: 0.00

[REDACTED]  
paid: 10.00

Status: Confirmed (P) (S) (M) (K)

# Travelport ViewTrip™

Expense Receipt  
for Mauro Mr Chies

Wednesday, July 09, 2014  
expires on Sunday, August 03, 2014

Reservation [REDACTED] by Marlin

Flight - Air Canada (AC) - 8133			Wednesday, January 15, 2014
Depart:	7:00 AM	Edmonton Intl Arpt (YEG)	
Arrive	7:53 AM	Calgary Intl Arpt (YYC)	
Flight 8133		Non-stop	
Class of Service:		Economy (G)	

Status: Confirmed (Passive) (G)

Flight - Air Canada (AC) - 8152			Wednesday, January 15, 2014
Depart:	4:30 PM	Calgary Intl Arpt (YYC)	
Arrive	5:23 PM	Edmonton Intl Arpt (YEG)	
Flight 8152		Non-stop	
Class of Service:		Economy (G)	

Status: Confirmed (Passive) (G)

Tour - Tour - Access Travel		Monday, July 14, 2014
Tour - Access Travel (AC)		
Location:	Edmonton Intl Arpt (YEG)	
Departure Date:	Monday, July 14, 2014	
Number of Persons:	1	
Air Canada Confirmation	<div></div>	

Status: Confirmed (Passive) (B)

Other	
Other	
Start Location:	Calgary (YYC)
Start Date	Friday, August 01, 2014
Number of Persons:	1
Airfare incl taxes	
due: 311.96	
[REDACTED]	
paid: 311.96	

Status: Confirmed (R)

## Travelport ViewTrip™

### Itinerary Information

Today's Date:

Wednesday, July 09, 2014

Reservation ID:

### Agency Information

MARLIN

9929 108Th St Government Ctr

Edmonton, AB T5K 1G8

Canada

Agency Phone

### Traveler

CHIES, MAURO MR

### Flight - Air Canada (AC) - 8133

Wednesday, January 15, 2014

Depart:

7:00 AM

Edmonton Intl Arpt (YEG)

Arrive:

7:53 AM

Calgary Intl Arpt (YYC)

Flight 8133

Non-stop

Class of Service:

Economy (G)

[Flight Service Information](#)

Sorry, no Flight Service Information available at this time.

Passenger

CHIES, MAURO MR

Status: Confirmed (Passive) (GK)

### Flight - Air Canada (AC) - 8152

Wednesday, January 15, 2014

Depart:

4:30 PM

Calgary Intl Arpt (YYC)

Arrive:

5:23 PM

Edmonton Intl Arpt (YEG)

Flight 8152

Non-stop

Class of Service:

Economy (G)

[Flight Service Information](#)

Sorry, no Flight Service Information available at this time.

Passenger

CHIES, MAURO MR

Remarks

Status: Confirmed (Passive) (GK)

### Tour - Tour - Access Travel

Monday, July 14, 2014

Tour - Access Travel (AC)

Location:

Edmonton Intl Arpt (YEG)

Departure Date:

Monday, July 14, 2014

Number of Persons:

1

[Click here for Tour Information](#)

Status: Confirmed (Passive) (BK)

Other

Other

Start Location:

Calgary (YYC)