

# **Official Administrator and Executive Expense Report**

Name Dr Richard Lewanczuk

**Title** Medical Director Primary and Community Care

**Location** Edmonton

Expenses submitted during the month of April 2014

							T	ravel (1)								
	Date	Source Document	Purpose	Ai	rfare	Meals	Acce	ommodation	other ravel	Total Travel		ofessional velopment (2)	Ho	Working Sessions osting and ospitality (3)	C	)ther (4)
	Apr-1	4 Expense Claim Me	eting		949	42	2		273	1,264						
٦	Total .			\$	949	\$ 42	2 \$	-	\$ 273	\$ 1,264	. \$		- \$	-	\$	-

**Total for** 

the Month \$ 1,264

Maximum daily single meal expense claimed in the month \$ 12 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



AHS - AP Processing - Inter	nal Use Only
Voucher#	
Naming Convention.	

# MEDICAL AFFAIRS TRAVEL/MEETING EXPENSE CLAIM FORM

SECTION 1: PAYE	E INFORMAT	ION (Check one only	v)				
Sole Proprietor		fessional Corporation	,				
nvoice Date:	04-Jun		Invoice #:		<del> </del>		
/endor Name:	Dr. Ri	chard Lewanczuk		Vendor#	(if known)		
\ddress:				I		Edmonton	
rovince/State:	AB	Postal Co	ode:		Country:		
leason for Expense	Incurred meetin	g related expenses	-				
If claiming Meals/T Cells that a	Travel/Accomm re locked (Complete	odation, and the a ete calculations) are s	mount exceeds the	e limit stated in Po equiring selection fro	olicy 1122 om dropde	! "Appendix wn menu are	A" rational is required shaded Orange
SECTION 2: FINAN	NCE CODE/AC	COUNTING DIS	TRIBUTION (Depai	tments must provide	Complete (	Coding)	i
Corp/BU/Org e.g. 101	Location (If applicable) e.g 9000	Functional Centre/Primary e g. 71135050440	Expense/ Secondary Acct e g. 69500001	Expense Sub - Total		3ST plicable)	TOTAL
101	0000	71110000012	62312000	\$1,263.53		I	\$1,263.53
				<u> </u>			
☑ Canadian \$	Us \$	Other Currency	TOTAL PAYMENT	\$1,263.53			\$1,263.53
			CTION 3: AUTHO	Constitution of the last of th			4.1,
lequisitioned by (Print abiola Botello	Name)	Position Title/Progr Assistant to Dr. L	am Group	Date June 4-2		Phone#	
such policy.  I attest that ex	xpenses submitted in the expenses distributed above	his claim have been incurre ve have not been previously	on Expense Policy(1122)" of d by using a cost effective m r claimed by me or on my be poses for Alberta Health Ser	ethod, otherwise rational a half from Alberta Health Se	and supporting	; analysis is provi	
laimant signature		Position Title/Progra	am Group	Date		Phone#	
14.1	75'	SMD -		June 4-2	2014		
with such policy I attest that ex	cy. spenses submitted in the e expenses listed abov e expenses in this clair	nis claim have been incurred to have not been previously	on Expense Policy (1122)" of d by using a cost effective m r claimed by me or on my bel poses for Alberta Health Ser	ethod, otherwise rational a naif from Alberta Health Se	and supporting	analysis is provid	
pproved by (Print Name		Signature /	11111	Date	-d F	hone#	
Dr. Verna	YIU	<i>V</i>			5/14		
itle/Program Group	Wy+CA	1.6	DOFA Leve		Position#		
1) All employee claims mus			ATION OF AUTHORITY		USPITALITY	& WORKING S	SESSION #1122
2) All cheques and attachm	ents will be mailed o	ui by Accounts Payable	Cheques will NOT be pull	ed and returned to depar	rtments for m	ailing.	
3) Non-compliant and incor	mplete/improperty aut	horized payment requisit	ions will be returned witho	ut processing.		-	
ealth and Personal information of Privacy (FOIP) Act, respectively	on this form is collected y, for the purpose of adr	by AHS under the authority on ininistering AHS Procure to P	of section 20(b) of the Health I av program, For more information	nformation Act (HIA) and sec tion, questions or concern a	ctions 33(c) an	d 34(2) of the Fred	edorn of Information and Protection
ormation, please contact Mark	Palka, Director Account	Payable at 780-735-0506 o	r email: Mark.Palka@albertah	eathservices,ca		man i was or eracio	outo of your result personal

Page 1 of 2

Created: March 15, 2013 Implementation May 1, 2013 Revision # 6 If claiming Meals/Travel/Accommodation, and the amount exceeds the limit stated in Policy 1122 "Appendix A" rational is required.

Completion of the "cost effective method used" Column is required. If you select "No" in this column, Further Explanation is Required in the "Rational is Required" section below

# **3ECTION 4: MEDICAL AFFAIRS - TRAVEL EXPENSE CLAIM PORTION**

Date	Purpose of Expense	<u>GST</u>	Fuel	Hotel	Parking /Taxi	Meal Type	Meals	<u>Other</u>	Rental Car/Airfare	Cost Effective method used?	Mileage km
25-Apr-14	PC Council and AMA mtgs.				\$23.00	B, L	\$20.80		\$577.34		
9-Apr-14	COEC, PCN Evolution Cmte				\$23.00	B, L	\$20.80		\$598.59		
¥											
	SUBTOTAL				\$46 00		\$41.60		\$1,175.93		

Enter \$0.505, \$0.47 OR rate per Union Agreement (see Mileage details below)

Mileage \$

# SECTION 5: MEDICAL AFFAIRS STAFF COMMITTEE MEETING EXPENSES

BU/Unit	Location	Functional Centre	Expense Account	Approved AHS Committee Name	Meeting Date	Cost effective Method Used	Other Expenses
5= : 2=	===				SUBTOTAL		

# Rational is Required for expenses that are not Cost Effective:

(supporting analysis and documentation must be attached to this form)

Section 4 Subtotal	\$ 1,263.53
Section 4 GST Total	
Section 5 Subtotal	
Mileage Total	
Total Payment	\$ 1,263.53

# **MEAL PER DIEM RATES**

# MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle

→ details of travel location to & from must be included above under the purpose of travel column

\$0.505 per km for <u>under 5,000km/yr</u>

\$0.47 per km for over 5,000km/yr

or per Union Agreement

### Reference Links

Delegation of Authority for Financial Commitments Authorization Table

'olicy #1118 - Delegation of Authority for Financial Commitments

'olicy #1122 Travel, Hospitality & Working Session Expenses

AHS Chart of Account Mapping Tool (this page also has a link for BAS Representatives)

Page 2 of 2

Created: March 15, 2013 Implementation May 1, 2013 Revision # 6 \* TRANSACTION RECEIPT \* Checker/Yellow Cabs 316 Meridian Road SE Calgary, AB, T2A 1X2 403-299-9999

Taxi Service TYPE: EXP DATA: TerminalID: Transaction Reference Number : mm DATE: 2014/04/09 08.40:39 AUTH: IFID: DRV VEH : GST : 856155007 Meter Start Time: 08:12:30 Meter Stop Time: 08:39:49 Distance: 29.3 Km \$ 48.86 FARE 1: 0.00 FLAT 2.44 TAX \$ 51.30 TOTAL FARE: \$ 51.30 PAYMENT AMOUNT: \$ 8.00 TIP: 1540 770 TOTAL PAYMENT & 50 9
Purchase Author contents T 50 30 Cardled L. Later

\* TRANSACTION RECEIPT \* Checker/Yellow Cabs 316 Meridian Road SE Calgary, AB, T2A 1X2 403-299-9999

Taxi Service TYPE: CARD: EXP . DATA: TerminalID: Transaction Reference Number DATE: 2014/04/09 12:24:44 AUTH: IFID: DRV : VEH : GST : 856155007 Meter Start Time: 11:58:59 450 Meter Stop Time: 12:23:34 Distance: 23.8 Km FARE 1: \$ 41.43 FLAT 0.00 2.07 TAX TOTAL FARE: 43.50 PAYMENT AMOUNT: \$ 43.50 TIP: P 6 53-TOTAL PAYMENT: \$ 7.00 \$ 50.50 Purchase Auth Complete Cardholder Copy

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton Tax CodeCA5%

Exit Lane 09/04/14 17:28 Receipt

Short-term parking tkt HL - No. 109/04/14 05:44 -10/04/14 05:43 -Period 1d0h0' \$23.00 (Tax)

\$23.00 Total Payment Received

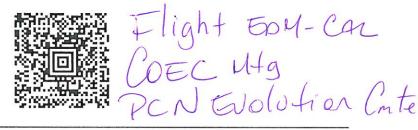
\$23.00 Merch: Auth: Type: Sub Total Tax 5% \$21.90 1.10

Parking at EDM airport for travel to Car m+8.

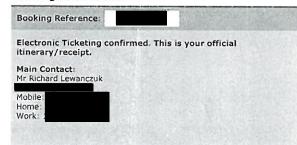
Taxi from CAL airport to South port for: COEC mtg PCN Evolution Conte.

TAXI from Southport to airport

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.



#### **Booking Information**



**Customer Care** 

Air Canada 1-888-247-2262

Flight Arrivals and Departures 1-888-422-7533

#### Flight Itinerary

Flight	From	То	Stops	Duration	Aircraft	Fare Type	Meal
1	Edmonton, Edmonton Int'l (YEG) Wed 09-Apr 2014 07:00	Calgary (YYC) Wed 09-Apr 2014 07:51	0	0hr51		Flex, V	

#### **Passenger Information**

<sup>1</sup> Air Canada Express -

1: Mr Richard Lewanczuk : Adult (16	+), Ticket Number:	
Air Canada - Aeroplan :	Meal Preference:	
Payment Card:	Special Needs:	
Seat Selection:		

#### **Purchase Summary**

Fare Summary

rare Summary	
Total charge for 1 adult	
Air Transportation Charges	
Departing Flight (Flex) (including surcharges)	187.00
Options	0.00
Taxes, Fees and Charges	43.08
Total Airfare Charge	230.08
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$230.08

### **Payment Information**

- Amount paid: \$230.08
The following charges (tax inclusive) will appear on your credit or debit card statement:

• Air Canada: \$230.08 (Airfare - per ticket)
Ticket number(s):

#### **Fare Rules**

#### Departing Flight Edmonton (YEG) To Calgary (YYC) - Flex

- Changes:
  - Prior to day of departure Change fee per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
  - Same-day confirmed changes at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
  - Same-day standby is available only to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.

- · Flights can only be used in sequence from the place of departure specified on the itinerary.
- Cancellations:
  - · Tickets are non-refundable and non-transferable.
  - · Cancellations can be made up to 45 minutes prior to departure.
  - Provided the original booking is cancelled prior to the original flight departure, the value of the
    unused ticket can be applied within a one year period from date of Issue of the original tickets to
    the value of a new ticket subject to the change fee per direction, per passenger, plus applicable
    taxes and any additional fare difference, subject to availability and advance purchase
    requirements. The new outbound travel date must commence within a one year period from the
    original date of ticket issuance. If the fare for the new journey is lower, any residual amount will
    be forfeited.
  - · Customers who no-show their flight will forfeit the fare paid.
- Complimentary advance standard seat selection on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Up to 24 hours after the purchase of a new ticket, Air Canada will cancel your ticket and provide a full refund without penalty.
- · Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)
- · Read complete fare rules applicable to this fare.

Fly Carbon Neutral. Offset your portion of this flight's CO₂ emissions. Offset now | Learn more

Flight CAL- 50M

Enter your search

Q

# VVESTJETE

Flights Vacations Deals Travel Info My WestJet Rewards

# Itinerary confirmation

Thank you for choosing WestJet. You can find details about your booking below.

Your reservation code is:

#### Guest details

Mr Richard Lewanczuk Flight Calgary (YYC)-Edmonton (YEG) Ticket number Seat YYC-YEG

# Air itinerary details

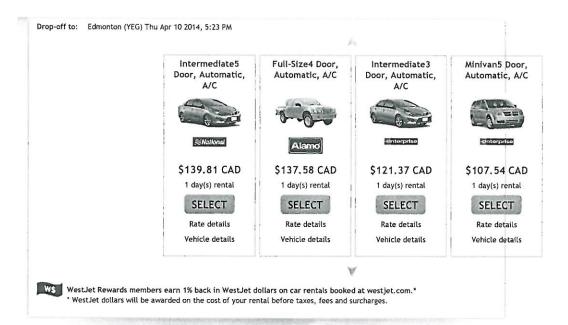
Calgary (YYC) Wed Apr 9 2014, 4:35 PM Boeing 737-700		Edmonton (YEG) Wed Apr 9 2014, 5:23 PM		WestJet	Fare type: I Non-stop	Flex
-						
Pricing breakdown						
Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
Adult	\$193.00	\$12.00	\$49.23	\$254.23	x 1	\$254.23 CAD
<ul> <li>Advance seat selection</li> <li>\$50-59 itinerary change</li> <li>\$50-59 name change fee</li> <li>\$50-59 cancellation fee</li> </ul>	fee + applicable fare diff	erence future WestJet flight purchases	~			
* Not applicable on flights	operated by our airline pa	artners		ī		
" Excluding flights departi	ng within 24 hours of boo	king				
- Non-refundable to origina	al form of payment					
					Total airfare:	\$254.23 CAD

#### Seats

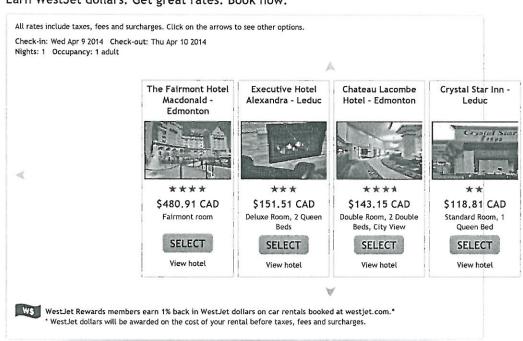
Regular seat	WS 0255 YYC-YEG Seat MR Richard Lewanczuk	\$5.00 (	CAD + \$0.25 CAD tax
		Total seats:	\$5.25 CAD

# Earn WestJet dollars. Pay when you pick up your car. Book now.

Reserve now and pay when you pick up your vehicle. All displayed quotes include taxes and fees. Click on the arrows to see other options. Pick-up from: Edmonton (YEG) Wed Apr 9 2014, 5:23 PM



#### Earn WestJet dollars. Get great rates. Book now.





\$254.23 CAD \$5.25 CAD

Total: \$259.48 CAD

#### Important details

WestJet permits one piece of carry-on baggage and one personal item on board. If you are on a flight operated by one of our partners, your allowance may be different - learn more. All carry-on baggage must pass through security. Make sure your carry-on complies and avoid having to surrender your personal items. Review what you can - and can't - take on your flight by visiting our restricted items info page or catsa.gc.ca.

Your checked baggage allowance depends on the aircraft you are travelling on, the fare option purchased and the destination you are travelling to or from. You may be permitted additional items, or items that are overweight or oversized in checked baggage. For more details, please see Checked and excess baggage.

\* TRANSACTION RECEIPT \*
Checker/Yellow Cabs
316 Meridian Road SE
Calgary, AB, T2A 1X2
403-299-9999

Taxi Service TYPE: CARD: EXP DATA: TerminalID: Transaction Reference Number: DATE: 2014/04/25 08:28:26 AUTH: IFID: DRV: VEH : GST: 856155007 Meter Start Time: Weter Stop Time: \$50.69 08:27:18 Distance: 20 Distance: 29.4 Km FARE 1: \$ 49.43 FLAT 0.00 TAX 2.47 TOTAL FARE: \$ 51.90 PAYMENT AMOUNT: \$ 51.90 TIP: 15% 7.79 \$ 8.00 TOTAL PAYMENT: \$ 50 00

Barbar Asit togilete

\* TRANSACTION RECEIPT \*
Checker/Yellow Cabs
316 Meridian Road SE
Calgary, AB, T2A 1X2
403-299-9999

Taxi Service TYPE: CARD: EXP : DATA: Terminal!D: Trans . ti.n Referenc Number DATE: 2010 04/25 14:22:39 AUTH: 1 2153 IFID: DRV : VEH : GST : 856155007 Meter Start Time: 13:57.16 Meter Stop Time: 14:21:26 Distance: 29.6 Km 46. 40 FARE 1: 0.00 FLAT 2.42 TAX \$ 50.90 \$ 50.90 TOTAL FARE: 15% 4 7.64 \$ 8.00 PAYMENT AMOUNT:

TOTAL PAYMENT S DA 00

Cardbal

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton Tax CodeCA5%

Exit Lane 25/04/14 16:30 Receipt

Short-term parking tkt HL - No. 25/04/14 05:52 -26/04/14 05:51 -Period 1d0h0' (Tax) \$23.00

Total \$23.00

Payment Received \$23.00

Type: \$21.90 Tax 5% 1.10

Auth:

Parking at
EOM airport
les travel to
CAL mts.

TAXI from CAL Airport to Southport PC Council mts AMA mtg.

Taxi from Southpart back to Airport Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.



#### **Booking Information**

Booking Reference:

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:
Mr Richard Lewanczuk

Mobile:
Home:
Work:

#### Flight Itinerary

light	From	То	Stops	Duration	Aircraft	Fare Type	Meal
	Edmonton, Edmonton Int'l (YEG) Fri 25-Apr 2014 07:00	Calgary (YYC) Fri 25-Apr 2014 07:51	0	0hr51		Flex, V	
	<b>Calgary (YYC)</b> Fri 25-Apr 2014 15:30	Edmonton, Edmonton Int'l (YEG) Fri 25-Apr 2014 16:21	0	0hr51		Flex, V	

# Passenger Information

1: Mr Richard Lewanczuk : Adult (1	5+), Ticket Number:	
Air Canada - Aeroplan :	Meal Preference:	4
Payment Card:	Special Needs:	
Seat Selection:		

### **Purchase Summary**

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	
Return Flight - Flex	172.00
Surcharges	
Taxes, Fees and Charges	
Canada Airport Improvement Fee	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	
Air Travellers Security Charge (ATSC)	
Total airfare and taxes before options (per passenger)	
Number of passengers	1
ravel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$459.11
Grand Total 1 add	ılt
otal including travel options, taxes, fees and charges \$459.11 C/	AD.

#### Fare Rules

Departing Flight Edmonton (YEG) To Calgary (YYC) - Flex

Return Flight Calgary (YYC) To Edmonton (YEG) - Flex

· Changes: