

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

Travel (1)

Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Apr-14	Expense Claim	Meeting	949	42		273	1,264			
Total			\$ 949	\$ 42	\$ -	\$ 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

**MEDICAL AFFAIRS
TRAVEL/MEETING EXPENSE CLAIM FORM**

SECTION 1: PAYEE INFORMATION (Check one only)

Sole Proprietor Professional Corporation

Invoice Date: 04-Jun-14 Invoice #: _____

Vendor Name: Dr. Richard Lewanczuk Vendor# (if known): _____

Address: _____ City: Edmonton

Province/State: AB Postal Code: _____ Country: _____

Reason for Expense /or Business Case: Incurred meeting related expenses for April 2014

If claiming Meals/Travel/Accommodation, and the amount exceeds the limit stated in Policy 1122 "Appendix A" rational is required
Cells that are locked (Complete calculations) are shaded Aqua Cells requiring selection from dropdown menu are shaded Orange

SECTION 2: FINANCE CODE/ACCOUNTING DISTRIBUTION (Departments must provide Complete Coding)

Corp/BU/Org e.g. 101	Location (if applicable) e.g. 9000	Functional Centre/Primary e.g. 71135050440	Expense/ Secondary Acct e.g. 89500001	Expense Sub - Total	GST (If applicable)	TOTAL
101	0000	71110000012	62312000	\$1,263.53		\$1,263.53
<input checked="" type="checkbox"/> Canadian \$	<input type="checkbox"/> US \$	<input type="checkbox"/> Other Currency	TOTAL PAYMENT	\$1,263.53		\$1,263.53

SECTION 3: AUTHORIZATION

Requisitioned by (Print Name): Fabiola Botello Position Title/Program Group: Assistant to Dr. Lewanczuk Date: June 4-2014 Phone#: _____

- I attest that I have read the "Travel, Hospitality & Working Session Expense Policy(1122)" of Alberta Health Services and hereby confirm that the expenses claimed are in compliance with such policy.
- I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rational and supporting analysis is provided.
- I attest that the expenses listed above have not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization.
- I attest that the expenses in this claim are for valid business purposes for Alberta Health Services.

Claimant signature: *[Signature]* Position Title/Program Group: SMD - _____ Date: June 4-2014 Phone#: _____

- I attest that I have read the "Travel, Hospitality & Working Session Expense Policy (1122)" of Alberta Health Services and hereby confirm that the expenses claimed are in compliance with such policy.
- I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rational and supporting analysis is provided.
- I attest that the expenses listed above have not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization.
- I attest that the expenses in this claim are for valid business purposes for Alberta Health Services.

Approved by (Print Name): Dr. Verna Yiu Signature: *[Signature]* Date: June 5/14 Phone#: _____

Title/Program Group: VP Quality + CMO DOFA Level: _____ Position#: _____

GOVERNING POLICIES FOR THIS CLAIM ARE DELEGATION OF AUTHORITY #1118 AND TRAVEL, HOSPITALITY & WORKING SESSION #1122

- 1) All employee claims must be submitted on the Travel, Hospitality & Working Session Expense Claim form.
- 2) All cheques and attachments will be mailed out by Accounts Payable. Cheques will NOT be pulled and returned to departments for mailing.
- 3) Non-compliant and incomplete/improperly authorized payment requisitions will be returned without 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 Privacy (FOIP) Act, respectively, for the purpose of administering AHS Procure to Pay program. For more information, questions or concern about the collection, use or disclosure of your health personal information, please contact Mark Palka, Director Accounts Payable at 780-735-0506 or email: Mark.Palka@albertahealthservices.ca

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

SECTION 4: MEDICAL AFFAIRS - TRAVEL EXPENSE CLAIM PORTION

Date	Purpose of Expense	GST	Fuel	Hotel	Parking /Taxi	Meal Type	Meals	Other	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	Stipend	Other Expenses
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

B = Breakfast = \$9.20 L = Lunch = \$11.60 D = Dinner = \$20.75 A = ALL MEALS = \$41.55

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 under 5,000km/yr

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

or per Union Agreement

Reference Links

- Delegation of Authority for Financial Commitments Authorization Table
- Policy #1118 - Delegation of Authority for Financial Commitments
- Policy #1122 Travel, Hospitality & Working Session Expenses
- AHS Chart of Account Mapping Tool (this page also has a link for BAS Representatives)

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax CodeCA5%

Exit Lane 09/04/14 17:28
Receipt [REDACTED]

Short-term parking tkt

HL - No. [REDACTED]
09/04/14 05:44 -
10/04/14 05:43 -
Period 1d0h0'
(Tax) \$23.00

Total \$23.00

Payment Received \$23.00

Merch: [REDACTED]
Auth: [REDACTED]
Type: [REDACTED]

Sub Total \$21.90
Tax 5% 1.10

91EED0F5 - 1/1

*Parking at EDM
Airport for travel
to Cal mtgs.*

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

Taxi Service

TYPE: [REDACTED]
CARD: [REDACTED]
EXP: [REDACTED]
DATA: [REDACTED]
TerminalID: [REDACTED]
Transaction Reference
Number: [REDACTED]
DATE: 2014/04/09 08:40:39
AUTH: [REDACTED]
IFID: [REDACTED]
DRV: [REDACTED]
VEH: [REDACTED]
GST: 856155007
Meter Start Time: 08:12:30
Meter Stop Time: 08:39:49
Distance: 29.3 Km

\$59.00

FARE 1: \$ 48.86
FLAT : \$ 0.00
TAX : \$ 2.44
TOTAL FARE: \$ 51.30
PAYMENT AMOUNT: \$ 51.30
TIP: *15% 7.70* \$ 8.00

TOTAL PAYMENT \$ 59.30
Purchase Auth Complete
Cardholder Copy

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

Taxi Service

TYPE: [REDACTED]
CARD: [REDACTED]
EXP: [REDACTED]
DATA: [REDACTED]
TerminalID: [REDACTED]
Transaction Reference
Number: [REDACTED]
DATE: 2014/04/09 12:24:44
AUTH: [REDACTED]
IFID: [REDACTED]
DRV: [REDACTED]
VEH: [REDACTED]
GST: 856155007
Meter Start Time: 11:58:59
Meter Stop Time: 12:23:34
Distance: 23.8 Km

\$50.03

FARE 1: \$ 41.43
FLAT : \$ 0.00
TAX : \$ 2.07
TOTAL FARE: \$ 43.50
PAYMENT AMOUNT: \$ 43.50
TIP: *15% 6.53* \$ 7.00

TOTAL PAYMENT \$ 50.50
Purchase Auth Complete
Cardholder Copy

*Taxi from Cal airport
to Southport fee:*

*Taxi from Southport
to Airport*

*COEC mtg
PCN Evolution Cntr.*

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.



Flight E04-CAL
COEC 4Hg
PCN Evolution Cmte

Booking Information

Booking Reference: [REDACTED] Electronic Ticketing confirmed. This is your official itinerary/receipt. Main Contact: Mr Richard Lewanczuk Mobile: [REDACTED] Home: [REDACTED] Work: [REDACTED]	Customer Care Air Canada 1-888-247-2262 Flight Arrivals and Departures 1-888-422-7533
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Flight Itinerary

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

Operated by:

¹ Air Canada Express - [REDACTED]

Passenger Information

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

Purchase Summary

Fare 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

Credit/Debit Card [REDACTED] - 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): [REDACTED]

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



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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: [REDACTED]

Guest details

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

Air itinerary details

Calgary (YYC) Wed Apr 9 2014, 4:35 PM Boeing 737-700	Edmonton (YEG) Wed Apr 9 2014, 5:23 PM	WS [REDACTED] WestJet	Fare type: Flex Non-stop
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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

- YYC-YEG: Flex fare type benefits
 - One complimentary checked bag *
 - Fully refundable if cancelled within 24 hours of booking **
 - Advance seat selection - \$5-53.10*
 - \$50-59 itinerary change fee + applicable fare difference
 - \$50-59 name change fee
 - \$50-59 cancellation fee, balance credited toward future WestJet flight purchases-
- * Not applicable on flights operated by our airline partners
 ** Excluding flights departing within 24 hours of booking
 - Non-refundable to original form of payment

Total airfare: \$254.23 CAD

Seats

Regular seat	WS 0255 YYC-YEG Seat [REDACTED] 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

Drop-off to: Edmonton (YEG) Thu Apr 10 2014, 5:23 PM

<p>Intermediate5 Door, Automatic, A/C</p>  <p>National</p> <p>\$139.81 CAD 1 day(s) rental</p> <p>SELECT</p> <p>Rate details Vehicle details</p>	<p>Full-Size4 Door, Automatic, A/C</p>  <p>Alamo</p> <p>\$137.58 CAD 1 day(s) rental</p> <p>SELECT</p> <p>Rate details Vehicle details</p>	<p>Intermediate3 Door, Automatic, A/C</p>  <p>Enterprise</p> <p>\$121.37 CAD 1 day(s) rental</p> <p>SELECT</p> <p>Rate details Vehicle details</p>	<p>Minivan5 Door, Automatic, A/C</p>  <p>Enterprise</p> <p>\$107.54 CAD 1 day(s) rental</p> <p>SELECT</p> <p>Rate details Vehicle details</p>
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WS WestJet Rewards members earn 1% back in WestJet dollars on car rentals booked at westjet.com.*
* WestJet dollars will be awarded on the cost of your rental before taxes, fees and surcharges.

Earn WestJet dollars. Get great rates. Book now.

All rates include taxes, fees and surcharges. Click on the arrows to see other options.

Check-in: Wed Apr 9 2014 Check-out: Thu Apr 10 2014
Nights: 1 Occupancy: 1 adult

<p>The Fairmont Hotel Macdonald - Edmonton</p>  <p>★★★★</p> <p>\$480.91 CAD Fairmont room</p> <p>SELECT</p> <p>View hotel</p>	<p>Executive Hotel Alexandra - Leduc</p>  <p>★★★</p> <p>\$151.51 CAD Deluxe Room, 2 Queen Beds</p> <p>SELECT</p> <p>View hotel</p>	<p>Chateau Lacombe Hotel - Edmonton</p>  <p>★★★★</p> <p>\$143.15 CAD Double Room, 2 Double Beds, City View</p> <p>SELECT</p> <p>View hotel</p>	<p>Crystal Star Inn - Leduc</p>  <p>★★</p> <p>\$118.81 CAD Standard Room, 1 Queen Bed</p> <p>SELECT</p> <p>View hotel</p>
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WS WestJet Rewards members earn 1% back in WestJet dollars on car rentals booked at westjet.com.*
* WestJet dollars will be awarded on the cost of your rental before taxes, fees and surcharges.

Charged to [REDACTED] \$254.23 CAD
Charged to [REDACTED] \$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: [REDACTED]
 CARD: [REDACTED]
 EXP: [REDACTED]
 DATA: [REDACTED]
 Terminal ID: [REDACTED]
 Transaction Reference
 Number: [REDACTED]
 DATE: 2014/04/25 08:28:26
 AUTH: [REDACTED]
 IFID: [REDACTED]
 DRV: [REDACTED]
 VEH: [REDACTED]
 GST: 856155007
 Meter Start Time: 08:00:03
 Meter Stop Time: 08:27:18 *51.69*
 Distance: 29.4 Km

FARE 1:	\$ 40.43
FLAT :	\$ 0.00
TAX :	\$ 2.47
TOTAL FARE:	\$ 51.90
PAYMENT AMOUNT:	\$ 51.90
TIP: <i>15% 7.79</i>	\$ 8.00
TOTAL PAYMENT:	\$ 59.90

*Taxi from CAL Airport
 to Southport
 PC Council mtg
 AMA mtg.*

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

Taxi Service
 TYPE: [REDACTED]
 CARD: [REDACTED]
 EXP: [REDACTED]
 DATA: [REDACTED]
 Terminal ID: [REDACTED]
 Transaction Reference
 Number: [REDACTED]
 DATE: 2014/04/25 14:22:39
 AUTH: 12153
 IFID: [REDACTED]
 DRV: [REDACTED]
 VEH: [REDACTED]
 GST: 856155007
 Meter Start Time: 13:57:10
 Meter Stop Time: 14:21:26 *58.54*
 Distance: 29.6 Km

FARE 1:	\$ 40.43
FLAT :	\$ 0.00
TAX :	\$ 2.42
TOTAL FARE:	\$ 50.90
PAYMENT AMOUNT:	\$ 50.90
TIP: <i>15% 7.64</i>	\$ 8.00
TOTAL PAYMENT:	\$ 58.90

*Taxi from Southport
 back to Airport*

GST# R128599776

Edmonton Airports
 Can-T5J 2T2 Edmonton
 Tax CodeCA5%

Exit Lane 25/04/14 16:30
 Receipt [REDACTED]

Short-term parking tkt
 HL - No. [REDACTED]
 25/04/14 05:52 -
 26/04/14 05:51 -
 Period 1d0h0'
 (Tax) \$23.00
 Total \$23.00
 Payment Received \$23.00
 Merch: [REDACTED]
 Auth: [REDACTED]
 Type: [REDACTED]
 Sub Total \$21.90
 Tax 5% 1.10

*Parking at
 EDM Airport
 per travel to
 CAL mts.*

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.



#flight EDM-CAL
CAL-EDM.
PC Council mtg

Booking Information

Booking Reference: [REDACTED]	Customer Care
Electronic Ticketing confirmed. This is your official itinerary/receipt.	Air Canada 1-888-247-2262
Main Contact: Mr Richard Lewanczuk [REDACTED]	Flight Arrivals and Departures 1-888-422-7533
Mobile: [REDACTED]	
Home: [REDACTED]	
Work: [REDACTED]	

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
[REDACTED]	Edmonton, Edmonton Int'l (YEG) Fri 25-Apr 2014 07:00	Calgary (YYC) Fri 25-Apr 2014 07:51	0	0hr51	[REDACTED]	Flex, V	
[REDACTED]	Calgary (YYC) Fri 25-Apr 2014 15:30	Edmonton, Edmonton Int'l (YEG) Fri 25-Apr 2014 16:21	0	0hr51	[REDACTED]	Flex, V	

Operated by:
1 Air Canada Express - [REDACTED]

Passenger Information

1: Mr Richard Lewanczuk · Adult (16+), Ticket Number: [REDACTED]

Air Canada - Aeroplan: [REDACTED]	Meal Preference: [REDACTED]
Payment Card: [REDACTED]	Special Needs: [REDACTED]
Seat Selection: [REDACTED]	

Purchase Summary

Fare Summary	Adult
Passenger Type	
Air Transportation Charges	
Departing Flight - Flex	172.00
Return Flight - Flex	172.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	55.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	21.86
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	459.11
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$459.11
Grand Total	1 adult
Total including travel options, taxes, fees and charges	\$459.11 CAD

Fare Rules

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

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

- Changes: