

Official Administrator and Executive Expense Report

Name Rick Trimp
Title Interim President & CEO, Population Health & Province Wide Services
Location Calgary

Expenses submitted during the month of February 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)
Feb-14	P-Card	Meetings	1,810		167	835	2,812			
Feb-14	Expense Claim	Meetings		30		70	100			
Total			\$ 1,810	\$ 30	\$ 167	\$ 905	\$ 2,912	\$ -	\$ -	\$ -

Total for the Month \$ 2,912

Maximum meal expense claimed in the month \$ 21
 Maximum daily hotel rate claimed in the month \$ 149
 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

Instruction:

- Attached ALL original detailed receipts and supporting documents in the same order as it appears on this statement
- Cardholder AND Approver's signatures required where indicated below

TRIMP, RICK	INTERIM PRESIDENT & CEO	Billing Reporting Period	20/02/2014
Cardholder's Name	Cardholder's Position/Title		
POPULATION HEALTH	CALGARY SOUTHPORT TOWER	Total Statement Amount	\$2,811.72
Cardholder's Dept	Cardholder's Site/Location		
RICK TRIMP@ALBERTAHEALTHSERVICES.CA		Last 6 digits of the P-Card #	[REDACTED]
Cardholder's e-mail address			

Statement of Transactions

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
21/01/2014	340641082	PRESTIGE TRANSPORTATIO LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43		00 Jan 16 - taxi from Westin Hotel to YEG Airport - Framework Institute Workshop
21/01/2014	340632316	AIR CAN 0142130097312, AIR CANADA	105.00	CAD	105.00	00		00 YVC to YEG Jan 27-28, 2014 - Change fee (credit used)
21/01/2014	340612317	AIR CAN 0142130097312, AIR CANADA	60.90	CAD	60.90	00		00 Jan 27-28 YVC to YEG - Additional fare difference (credit used)
29/01/2014	341540013	AIR CAN 0142130426494, AIR CANADA	448.61	CAD	448.61	00		00 Jan 29-30 YVC to YEG - Meeting with Minister & MLAs
30/01/2014	341540011	PRESTIGE TRANSPORTATIO LIMOUSINES AND TAXICABS	82.00	CAD	82.00	3.90		00 Jan 29 - taxi from YEG Airport to Westin - Meeting with Minister & MLA Jan 30
30/01/2014	341540012	PRESTIGE TRANSPORTATIO LIMOUSINES AND TAXICABS	86.25	CAD	86.25	4.11		00 Jan 30 - taxi from Govt House to YEG Airport - Meeting with Minister and MLAs
30/01/2014	341540014	THE WESTIN EDMONTON, WESTIN HOTELS	167.28	CAD	167.28	16.28		00 Hotel - Meeting with Minister and MLAs Jan 30
30/01/2014	341750395	THE CALGARY AIRPORT AU. AUTOMOBILE PARKING LOTS AND	25.20	CAD	25.20	00		00 Airport parking for travel to YEG - Meeting with Minister & MLAs
03/02/2014	341979575	WESTJET 8362195875010, Westjet Airlines	245.98	CAD	245.98	00		00 Feb 6 return flight YEG to YVC - HR Meetings
03/02/2014	342093431	AIR CAN 0142130614895, AIR CANADA	52.50	CAD	52.50	00		00 Feb 6 travel departing flight YVC to YEG - Change Fee
05/02/2014	342093430	AIR CAN 0142130097312, AIR CANADA	-33.74	CAD	-33.74	00		Taxes & Airport Fees Refunded
08/02/2014	342434690	1104316 ALBERTA LTD, LIMOUSINES AND TAXICABS	400.00	CAD	400.00	18.00		Taxi - Jan 7 home to airport & airport to home, Jan 12 home to airport, Jan 15 airport to home
10/02/2014	342939066	AIR CAN 0142130856236, AIR CANADA	52.50	CAD	52.50	00		00 Feb 13 - Flight confirmed - HR Meeting - Change Fee
10/02/2014	342939065	AIR CAN 0142130856236, AIR CANADA	83.08	CAD	83.08	00		00 Feb 13 flight confirmed - Additional Fare Difference (credit used)
11/02/2014	342939067	AIR CAN 0142130935497, AIR CANADA	105.00	CAD	105.00	00		00 Mar 7 travel - Cal to Ft McMurray Meet with Regional Municipality of Wood Buffalo - Change Fee (credit used)
11/02/2014	342939069	AIR CAN 0142130935407, AIR CANADA	183.75	CAD	183.75	00		00 Mar 7 travel Cal to Ft McMurray - Meet with Regional Municipality of Wood Buffalo - Additional Fare Difference (credit used)
13/02/2014	342939064	PRESTIGE TRANSPORTATIO LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43		00 Feb 13 - taxi from YEG Airport to Focus Bldg - HR Meeting
13/02/2014	342939065	PRESTIGE TRANSPORTATIO LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43		00 Feb 13 - taxi from Focus Bldg to YEG Airport - HR Meeting
13/02/2014	342939070	AIR CAN 0142130856236, AIR CANADA	52.50	CAD	52.50	00		00 Feb 13 - Departing flight time changed to earlier time - Change Fee
13/02/2014	343105823	THE CALGARY AIRPORT AU. AUTOMOBILE PARKING LOTS AND	25.20	CAD	25.20	00		00 Feb 13 - Airport Parking for travel to YEG for HR Meeting
14/02/2014	343207812	AIR CAN 0142131084853, AIR CANADA	452.81	CAD	452.81	00		00 Airfare YVC to YEG - AB MOH Event - HR Meeting

Total \$12,811.72

[Signature]

Signatures	
Cardholder Designate (if Applicable) By signing this statement: <ul style="list-style-type: none"> • I hereby certify that I have reviewed and reconciled this statement in BMO Online to the best of my ability in accordance to AHS Corporate Policies Program User Guide and Training. I have allocated the transaction(s) to the proper cost centre. 	
<u>Name of Cardholder Designate</u>	<u>Cardholder Designate Position/Title</u>
<u>Signature of Cardholder Designate</u>	<u>Date of Signature</u>
Cardholder By signing this statement: <ul style="list-style-type: none"> • 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. A personal cheque for any personal expenses inadvertently charged is attached. • I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided. 	
<u>TRIMP, RICK</u> <u>Name of Cardholder</u>	<u>INTERIM PRESIDENT & CEO</u> <u>Cardholder Position/Title</u>
<u>[Signature]</u> <u>Signature of Cardholder</u>	<u>Feb 27 2014</u> <u>Date of Signature</u>
Approver Designate (if Applicable) By signing this statement: <ul style="list-style-type: none"> • 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 the claimant or on their behalf from Alberta Health Services or any other Organization. A personal cheque for personal expenses inadvertently charged has been obtained. • I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided. 	
<u>Deborah Rhodes</u> <u>Name of Approver Designate</u>	<u>Acting VP Corporate Services and CFO</u> <u>Approver Designate Position/Title</u>
<u>[Signature]</u> <u>Signature of Approver Designate</u>	<u>March 19/14</u> <u>Date of Signature</u>
Approver By signing this statement: <ul style="list-style-type: none"> • 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 the claimant or on their behalf from Alberta Health Services or any other Organization. A personal cheque for personal expenses inadvertently charged has been obtained. • I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided. 	
<u>Dr. John Cowell</u> <u>Name of Approver</u>	<u>Official Administrator</u> <u>Approver Position/Title</u>
<u>[Signature]</u> <u>Signature of Approver</u>	<u>March 11, 2014</u> <u>Date of Signature</u>
Submit approved statement with attachments to Accounts Payable:	
Attach: <ul style="list-style-type: none"> • Original (or scanned) itemized receipts with documented business reasons including names of participants where required • Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report) And where applicable: • Copies of pre-approvals for travel • Personal cheque payable to "Alberta Health Services" • Return, refund and/or credit receipts • Disputes letter • Business reasons for travel require detailed descriptions – include where travelled to, who attended (if meal), why travel was necessary and detailed explanation of reason. 	Address: Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street Edmonton, AB T5J 3E4
Accounts Payable only:	
Reference #: _____	Reviewed by: _____
Date: _____	

Signatures
Cardholder Designate (if Applicable)

By signing this statement

- I hereby certify that I have reviewed and reconciled this statement in BMO Online to the best of my ability in accordance to AHS Corporate Policies Program User Guide and Training. I have allocated the transaction(s) to the proper cost centre.

Name of Cardholder Designate

Cardholder Designate Position/Title

Signature of Cardholder Designate

Date of Signature

Cardholder

By signing this statement

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TRIMP, RICK

INTERIM PRESIDENT & CEO

Name of Cardholder

Cardholder Position/Title

Signature of Cardholder

Date of Signature

Approver Designate (if Applicable)

By signing this statement

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Name of Approver Designate

Approver Designate Position/Title

Signature of Approver Designate

Date of Signature

Approver

By signing this statement

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- 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 the claimant or on their behalf from Alberta Health Services or any other Organization. A personal cheque for personal expenses inadvertently charged has been obtained.
- I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.

Dr. John Cowell

Official Administrator

Name of Approver

Approver Position/Title

Signature of Approver

March 11, 2014

Date of Signature

Submit approved statement with attachments to Accounts Payable:
Attach:

- Original (or scanned) itemized receipts with documented business reasons including names of participants where required
- Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report) And where applicable.
- Copies of pre-approvals for travel
- Personal cheque payable to "Alberta Health Services"
- Return, refund and/or credit receipts
- Disputes letter
- Business reasons for travel require detailed descriptions – include where travelled to, who attended (if meal), why travel was necessary and detailed explanation of reason

Address:

Alberta Health Services
Accounts Payable
7th Street Plaza
10th Floor, North Tower, 10030-107 Street
Edmonton, AB T5J 3E4

Accounts Payable only:

Reference #

Reviewed by

Date:

Jan 30
- taxi from Gov't House to Edm Airport
- Meeting with Minister & MLAs

RICK TRIMP
Govt. House > EIA
Jan. 30/2014

PRESTIGE TRANSPORTATION
10135 31 Avenue NW
Edmonton AB T6H-1C2
780-462-5800

Term Id: 4502412509440
Item #: 0065
M/C PURCHASE
Or Id: 114995
Card #: [REDACTED]

APPROVED
AMOUNT CAD\$86.25

Ref. #: [REDACTED]
Auth. #: [REDACTED]
Book on line at
EDMPRESTIGE.COM
Thank you for being our guest
GST 862184769

Date: 2014/01/30 Time: 10:41:47
Response: AUTH [REDACTED]

CUSTOMER COPY

RICK TRIMP
EIA > Hotel > Westin
Jan 29/2014

PRESTIGE TRANSPORTATION
10135 31 Avenue NW
Edmonton AB T6H-1C2
780-462-5800

Term Id: 4502412509440
Item #: 0064
M/C PURCHASE
Or Id: 114995
Card #: [REDACTED]

APPROVED
AMOUNT CAD\$82.00

Ref. #: [REDACTED]
Auth. #: [REDACTED]
Book on line at
EDMPRESTIGE.COM
Thank you for being our guest
GST 862184769

Date: 2014/01/30 Time: 10:36:17
Response: AUTH [REDACTED]

CUSTOMER COPY

Jan 16
- taxi from Westin Hotel to Edm Airport
- Framework Institute Workshop

RICK TRIMP
Westin > EIA
Jan. 16/2014

PRESTIGE TRANSPORTATION
10135 31 Avenue NW
Edmonton AB T6H-1C2
780-462-5800

Term Id: 4502412509440
Item #: 0075
M/C PURCHASE
Or Id: 114995
Card #: [REDACTED]

APPROVED
AMOUNT CAD\$72.00

Ref. #: [REDACTED]
Auth. #: [REDACTED]
Book on line at
EDMPRESTIGE.COM
Thank you for being our guest
GST 862184769

Date: 2014/01/21 Time: 19:20:14
Response: AUTH [REDACTED]

CUSTOMER COPY

Jan 29
- taxi from Edm Airport to Westin Hotel
- Meeting with Minister & MLAs on Jan 30

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.
Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: [REDACTED]

Name: Mr Rick Trimp
E-mail RICK.TRIMP@ALBERTAHEALTHSERVICES.CA
Form of payment: [REDACTED]

Customer Care
Air Canada Reservations
 1-888-247-2262
Air Canada Flight Information
 1-888-422-7533

International Reservations

Alert me of flight changes

Flight notification

Flight Itinerary

Flight	From	To	Aircraft	Booking class	Status
AC8152	Calgary (YYC)	Edmonton International (YEG)	DH3	W	Confirmed
<i>Operated by:</i>	Mon 27-Jan 2014	Mon 27-Jan 2014			
<i>Air Canada Express-Jazz</i>	16:30	17:23			
Seat number(s) requested:	6A				
AC8159	Edmonton International (YEG)	Calgary (YYC)	DH3	W	Confirmed
<i>Operated by:</i>	Tue 28-Jan 2014	Tue 28-Jan 2014			
<i>Air Canada Express-Jazz</i>	18:30	19:23			
Seat number(s) requested:	5A				

Passenger Information

②

Jan 27 to 28
 - Change Fee (credit used)
 -Executive Leadership Team Meeting

③

Jan 27 to 28
 - Additional Fare Difference (credit used)
 -Executive Leadership Team Meeting

Name: **Mr Rick Trimp**
 Frequent Flyer Pgm: Air Canada Aeroplan

Passenger 1
 Ticket number:
 Program number:



Purchase Summary

Passenger: 1 Ticket number

Date of issue	21-Jan 2014
Fare Amount in Canadian dollars:	358.00
<i>(including navigational & other charges)</i>	
Taxes, Fees & Charges	
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	2.90
Combined Taxes *see fare calculation below (XT)	PD
Total Fare in Canadian dollars:	60.90A
Options	
Change fee in Canadian dollars	
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	100.00
Ticket particularities:	5.00
AC ONLY/NON-REF/CHGE FEE	

*Fare calculation:

27JAN14YYC AC YEA Q12.00R167.00AC YYC Q12.00R167.00CAD358.00
 END ROE1.00 PD14.25CA18.46XG55.00SQ

Canadian tax registration numbers:

XG Canada Goods and Service Tax (GST) #10009-2287
 RC Canada Harmonized Sales Tax (HST) #10009-2287
 XQ Quebec Sales Tax (QST) #1000-043-172

Fare Rules Summary

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable and name changes are not permitted.
- Advance seat assignments are not guaranteed and may be changed without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable refundable fees.

Please read important information and notices regarding Air Canada's general conditions of carriage.

Important Information & Conditions

Please review this itinerary/receipt and should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Before You Go: A 'To-Do' List

All passengers are advised to view the Travel documentation and US Secure Flight Program US Secure Flight Program for important information on documents and identification required for travel.

Travel Insurance

Canadian Residents - RBC Travel Insurance Company offers Canadian travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip

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: [REDACTED]

Customer Care

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

Air Canada
1-888-247-2262

Main Contact:

Mr Rick A Trimp
rick.trimp@albertahealthservices.ca
Mobile: [REDACTED]
Home: [REDACTED]
Work: [REDACTED]

Flight Arrivals and
Departures
1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8166 ¹	Calgary (YYC) Wed 29-Jan 2014 21:15	Edmonton, Edmonton Int'l (YEG) Wed 29-Jan 2014 22:06	0	0hr53	DH3	Flex, W	
AC8175 ¹	Edmonton, Edmonton Int'l (YEG) Thu 30-Jan 2014 11:00	Calgary (YYC) Thu 30-Jan 2014 11:53	0	0hr53	DH3	Flex, W	

Operated by:
1 Air Canada Express - Jazz

Passenger Information

1: Mr Rick A Trimp : Adult (16+), Ticket Number: [REDACTED]

Air Canada - Aeroplan: [REDACTED]

Meal Preference: None

Payment Card: [REDACTED]

Special Needs: None

Seat Selection: AC8166 7F, AC8175 5A

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	167.00
Return Flight - Flex	167.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	55.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	21.36
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	448.61
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$448.61

Jan 29 to 30
- Airfare
- Meeting with Minister & MLAs

Payment Information

Credit/Debit Card [REDACTED] Amount paid: \$448.61

The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$448.61 (Airfare - per ticket)

Ticket number(s) [REDACTED]

Fare Rules

The Westin Edmonton
10135 100 St
Edmonton, AB T5J 0N7
780-426-3636
<http://www.westin.com/edmonton>

WESTIN
HOTELS & RESORTS

Trimp, Rick Page Number 1 Invoice Nbr [REDACTED]
[REDACTED] Guest Number [REDACTED] Arrive Date 01-29-2014 23:10
[REDACTED] Folio ID A Depart Date 01-30-2014 06:55
No. Of Guest 1 Agent [REDACTED]
Room Number [REDACTED]
Time 01-30-2014 07:00

Invoice

Date	Reference	Description	Charges	Credits
01-29-2014	RT1810	Room Charge	\$149.00	
01-29-2014	RT1810	GST	\$7.67	
01-29-2014	RT1810	DMF	\$4.47	
01-29-2014	RT1810	Tourism Levy	\$6.14	
01-30-2014	MC	Mastercard		\$-167.28
		Total	\$167.28	\$-167.28
		Balance	\$-0.00	

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
01-29-2014	\$149.00	\$7.67	\$6.14	\$0.00	\$0.00	\$4.47	\$167.28	\$0.00
01-30-2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-167.28
Total	\$149.00	\$7.67	\$6.14	\$0.00	\$0.00	\$4.47	\$167.28	\$-167.28

As a Starwood Preferred Guest you have earned at least [REDACTED]
Starpoints for this visit [REDACTED]

Thank you for choosing Starwood Hotels We look forward to
welcoming you back soon!

Tell us about your stay. www.westin.com/reviews

Jan 29 to 30
- Hotel for 1 night
- Meeting with Minister & MLAs on Jan 30

8

RECEIPT 8
GST NO. R122556194

EXIT No. A13
IN: 01/29/14 19:42
OUT: 01/30/14 12:27
DURATION: 0 16: 45
PAID: \$ 25.20
(GST INCLUDED)
MASTERCARD

REF. [REDACTED]
THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade

- Jan 30
- Airport Parking for travel to Edm
 - Meeting with Minister & MLAs


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[My WestJet](#)
[Rewards](#)

Itinerary confirmation

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

Your reservation code is [REDACTED]

Feb 6

- Return Flight Airfare Edm to Cal
-HR Meetings

Guest details

Mr Rick Trimp

Flight

Edmonton (YEG)-Calgary (YYC)

Ticket number [REDACTED]

Seat

YEG YYC

* You may not select a seat at this time. Seat selection will be available in the 'Manage bookings' section of your WestJet profile, during online check-in, or at the airport.

Air itinerary details

Edmonton (YEG)
Thu Feb 6 2014, 5:15 PM
De Havilland Dash 8-400 Turboprop

Calgary (YYC)
Thu Feb 6 2014, 6:05 PM

WS 3259
Operated by WESTJET
ENCORE

Fare type: Flex
Non-stop

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	\$191.00	\$12.00	\$43.88	\$246.88	x 1	\$246.88 CAD

YEG-YYC: Flex fare type benefits

One complimentary checked bag *

Fully refundable if cancelled within 24 hours of booking **

Advance seat selection - \$5-\$3.10*

\$50-\$9 itinerary change fee + applicable fare difference

\$50-\$9 name change fee

\$50-\$9 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: **\$246.88 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: Calgary (YYC) Thu Feb 6 2014, 6:05 PM

Drop-off to: Calgary (YYC) Fri Feb 7 2014, 6:05 PM

Compact 2 Door,
Automatic, A/C

Intermediate 3
Door, Automatic,
A/C

Full-Size 3 Door,
Automatic, A/C

Intermediate 3
Door, Automatic,
A/C

Itinerary / Receipt

Feb 6
- Departing Flight Cal to Edm
- Change Fee

Your booking is confirmed. Thank you for choosing Air Canada.
Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: [REDACTED]

Name: Mr Rick Trimp
E-mail: RICK.TRIMP@ALBERTAHEALTHSERVICES.CA
Form of payment: [REDACTED]

Customer Care
Air Canada Reservations
1-888-247-2262
Air Canada Flight Information
1-888-422-7533

International Reservations

Alert me of flight changes
Flight notification

Flight Itinerary

Flight	From	To	Aircraft	Booking class	Status
AC8130	Calgary (YYC)	Edmonton International (YEG)	DH3	M	Confirmed
<i>Operated by:</i>	Thu 06-Feb 2014	Thu 06-Feb 2014			
<i>Air Canada Express-Jazz</i>	07:00	07:59			
Seat number(s) requested:	5F				

Passenger Information

Passenger 1

Name:	Mr Rick Trimp	Ticket number:	[REDACTED]
Frequent Flyer Pgm:	Air Canada Aeroplan	Program number:	[REDACTED]

Purchase Summary

Passenger: 1 Ticket number [REDACTED]

Date of issue

03-Feb 2014

Fare Amount in Canadian dollars:

315.00

(including navigational & other charges)
Taxes, Fees & Charges

Combined Taxes *see fare calculation below (XT)

PD

Total Fare In :

No Additional
collection

Options

Change fee in Canadian dollars

Canada Goods and Services Tax (GST/HST #10009-2287) (XG)

50.00

Ticket particularities:

AC ONLY/NON-REF/CHGE FEE

2.50

***Fare calculation:**

06FEB14YYC AC YEA Q12.00R303.00CAD315.00 END ROE1.00 PD7.12CA
17.61XG30.00SQ

Canadian tax registration numbers:

XG Canada Goods and Service Tax (GST) #10009-2287

RC Canada Harmonized Sales Tax (HST) #10009-2287

XQ Quebec Sales Tax (QST) #1000-043-172

Fare Rules Summary

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- Advance seat assignments are not guaranteed and may be changed without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable refundable fees.

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Important Information & Conditions

Please review this itinerary/receipt and should you have any questions, please call 1-866-247-2262 within 24 hours of receipt.

Before You Go: A 'To-Do' List

All passengers are advised to view the [Travel documentation](#) and [US Secure Flight Program](#) US Secure Flight Program for important information on documents and identification required for travel.

Travel Insurance

Canadian Residents - RBC Travel Insurance Company offers Canadian travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of Canada can purchase travel insurance from RBC Travel Insurance Company via www.aircanada.com/insurance or by calling 1-866-530-6021. To make sure you get the best possible protection, purchase insurance prior to your departure.

U.S. Residents - CSA Travel Protection offers American travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of the United States can purchase travel insurance from CSA Travel Protection via www.aircanada.com/us/en/insurance or by calling 1-866-473-3315. To make sure you get the best possible protection, purchase insurance prior to your departure.

Comments, Compliments and Complaints

Would you like to comment on a past travel experience? Your comments, compliments and complaints will help us improve the

Electronic Refund Receipt / Reçu de remboursement électronique

We are pleased to confirm a refund has been processed to your payment card.

Nous sommes heureux de confirmer qu'un remboursement a été porté à votre carte de paiement.

Please print this refund receipt for your reference.

Veillez imprimer ce reçu pour vos dossiers.

Refund Information / Détails du remboursement

Passenger Name:

Nom du passager:

Rick Trimp

Ticket(s) Refunded:

Billet(s) remboursé(s):

Payment card refunded:

Carte de paiement remboursée:

Date of refund:

Date du remboursement:

04 February 2014

04 Février 2014

Customer Care Service au client

On the web/Site Web
www.aircanada.com

Air Canada Reservations
Réservations d'Air Canada
1 888 247-2262

Aeroplan Centre
Centre Aéroplan
1 800 361-5373

Amount refunded / Montant du remboursement

Amount eligible for refund:

Montant à rembourser:

0.00

Taxes and Airport Fees eligible for refund:

Taxes et frais aéroportuaires à rembourser:

Canada Security Charge /

Canada - Droit pour la sécurité (CA)

7.13

Canada Airport Improvement Fee /

Canada - Frais d'améliorations aéroportuaires (SQ)

25.00

Canada Goods and Services Tax (GST/HST #10009-2287) /

Canada - Taxe sur les produits et services (TPS/TVH #1009-2287) (XG)

1.61

Total Amount Refunded to your payment card in Canadian dollars:

Montant total remboursé sur la carte de paiement en Dollars canadiens:

33.74

Taxes & Airport Fees Refunded

12

Jan 7 -taxi from home to airport/return
Jan 12 -taxi home to airport
Jan 16 -taxi airport to home

1104316 ALBERTA LTD.
37 Royal Oak Cove NW - Calgary - Alberta - T3G4X7
PHONE: 403-512-8751 FAX: 1-866-465-8319
GST No: 86481 0676 RT0001

Date: 31/Jan/14

In Account With:
MR. R. TRIMP

Receipt

DATE	TIME	DESCRIPTION	Amount Charged
7-Jan-14	5.00 AM	Mr. Trimp - 8 Majestic Gate to Airport	\$100.00
7-Jan-14	8.15 PM	Mr. Trimp - Airport to 8 Majestic Gate	\$100.00
12/Jan/14	3.30 PM	Mr. Trimp - 8 Majestic Gate to Airport	\$100.00
16/Jan/14	7.23 PM	Mr. Trimp - Airport to 8 Majestic Gate	\$100.00

Sub Total	\$400.00
15% Gratuity	\$0.00
5% GST	\$0.00
TOTAL	\$400.00

Thank you for your patronage

Please advise us of any discrepancies within 30 days of receiving your receipt

(13) + (14)

AIR CANADA



Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.
Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: [REDACTED]

Name: Mr Rick Trimp
E-mail: RICK.TRIMP@ALBERTAHEALTHSERVICES.CA
Form of payment: [REDACTED]

Customer Care
Air Canada Reservations
1-888-247-2262
Air Canada Flight Information
1-888-422-7533

International Reservations

Alert me of flight changes

Flight notification

Flight Itinerary

Flight	From	To	Aircraft	Booking class	Status
AC8130	Calgary (YYC)	Edmonton International (YEG)	DH3	W	Confirmed
<i>Operated by:</i>	Thu 13-Feb 2014	Thu 13-Feb 2014			
<i>Air Canada Express-Jazz</i>	07:00	07:59			
AC8161	Edmonton International (YEG)	Calgary (YYC)	DH4	W	Confirmed
<i>Operated by:</i>	Thu 13-Feb 2014	Thu 13-Feb 2014			
<i>Air Canada Express-Jazz</i>	19:30	20:18			

Passenger Information

Name: Mr Rick Trimp
Frequent Flyer Pgm: Air Canada Aeroplan

Passenger 1
Ticket number: [REDACTED]
Program number: [REDACTED]

Purchase Summary

Feb 13
-Flight Cal to Edm
-HR Meeting
-Change Fee (credit used)

Feb 13
-Flight Cal to Edm
-HR Meeting
-Additional Airfare Difference (credit used)

Passenger: 1 Ticket number [REDACTED]

Date of issue

10-Feb 2014

Fare Amount in Canadian dollars:

362.00

(including navigational & other charges)

Taxes, Fees & Charges

Canada Security Charge (CA)

7.13

Canada Goods and Services Tax (GST/HST #10009-2287) (XG)

3.95

Canada Airport Improvement Fee (SQ)

25.00

Total Fare in Canadian dollars:

83.08A

Options

Change fee in Canadian dollars

50.00

Canada Goods and Services Tax (GST/HST #10009-2287) (XG)

2.50

Ticket particularities:

AC ONLY/NON-REF/CHGE FEE

PRFCAD33.74/RCN15489194

***Fare calculation:**

13FEB14YYC AC YEA Q12.00R169.00AC YYC Q12.00R169.00CAD362.00

END ROE1.00 PD7.12CA17.61XG30.00SQ

Canadian tax registration numbers:

XG Canada Goods and Service Tax (GST) #10009-2287

RC Canada Harmonized Sales Tax (HST) #10009-2287

XQ Quebec Sales Tax (QST) #1000-043-172

Fare Rules Summary

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Important Information & Conditions

Please review this itinerary/receipt and should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Before You Go: A 'To-Do' List

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Travel Insurance

Canadian Residents - RBC Travel Insurance Company offers Canadian travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of Canada can purchase travel insurance from RBC Travel Insurance Company via www.aircanada.com/insurance or by calling 1-866-530-6021. To make sure you get the best possible protection, purchase insurance prior to your departure.

U.S. Residents - CSA Travel Protection offers American travellers an easy way to purchase travel insurance. Whether you're

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.

Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: XXXXXXXXXX

Name: Mr Rick Trimp
E-mail: RICK.TRIMP@ALBERTAHEALTHSERVICES.CA
Form of payment: XXXXXXXXXX

Customer Care
Air Canada Reservations
 1-888-247-2262
Air Canada Flight Information
 1-888-422-7533

International Reservations

Alert me of flight changes

Flight notification

Flight Itinerary

Flight	From	To	Aircraft	Booking class	Status
AC8371	Calgary (YYC)	Ft. McMurray (YMM)	DH4	G	Confirmed
<i>Operated by:</i>	Fri 07-Mar 2014	Fri 07-Mar 2014			
<i>Air Canada Express-Jazz</i>	07:55	09:28			
Seat number(s) requested:	7A				
AC8404	Ft. McMurray (YMM)	Calgary (YYC)	DH4	G	Confirmed
<i>Operated by:</i>	Fri 07-Mar 2014	Fri 07-Mar 2014			
<i>Air Canada Express-Jazz</i>	16:50	18:19			
Seat number(s) requested:	8F				

Passenger Information

(15)

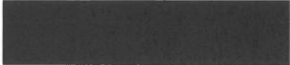
Mar 7
 -Flight Cal to Fort McMurray
 -Meeting with Regional Municipality of Wood Buffalo
 -Change Fee (credit used)

(16)

Mar 7
 -Flight Cal to Fort McMurray
 -Meeting with Regional Municipality of Wood Buffalo
 -Additional Airfare Difference (credit used)

Passenger 1
 Name: **Mr Rick Trimp** Ticket number: 
 Frequent Flyer Pgm: **Air Canada Aeroplan** Program number: 

Purchase Summary

Passenger: 1 Ticket number 

Date of issue	11-Feb 2014
Fare Amount in Canadian dollars:	500.00
<i>(including navigational & other charges)</i>	
Taxes, Fees & Charges	
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	8.75
Canada Airport Improvement Fee (SQ)	5.00
Total Fare in Canadian dollars:	183.75A
Options	
Change fee in Canadian dollars	
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	100.00
Ticket particularities:	5.00
AC ONLY/NON-REF/CHGE FEE	

***Fare calculation:**
 07MAR14YYC AC YMM Q18.00R232.00AC YYC Q18.00R232.00CAD500.00
 END ROE1.00 PD14.25CA19.96XG55.00SQ
Canadian tax registration numbers:
 XG Canada Goods and Service Tax (GST) #10009-2287
 RC Canada Harmonized Sales Tax (HST) #10009-2287
 XQ Quebec Sales Tax (QST) #1000-043-172

Fare Rules Summary

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- Tickets are non transferable and name changes are not permitted.
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Important Information & Conditions

Please review this itinerary/receipt and should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Before You Go: A 'To-Do' List

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Travel Insurance

Canadian Residents - RBC Travel Insurance Company offers Canadian travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip

Feb 13
-Taxi from Focus Bldg to Edm Airport
-HR Meeting

Feb 13
Rick Toimp
Focus > EIA

PRESTIGE TRANSPORTATION
10135 31 Avenue NW
Edmonton AB T6N-1C2
780-463-5000

Term Id:4502412509440
Item #:0123
M/C PURCHASE
Op Id:114995
Card #: [REDACTED]

APPROVED

AMOUNT CAD\$72.00

Ref. #: M
Auth. #: [REDACTED]
Book on line at
EDMPRESTIGE.COM
Thank you for being our guest
GST 062104769

Date: 2014/02/13 Time: 21:24:25
Response: AUTH [REDACTED]

CUSTOMER COPY

Feb 13
Rick Toimp
EIA > Focus

PRESTIGE TRANSPORTATION
10135 31 Avenue NW
Edmonton AB T6N-1C2
780-463-5000

Term Id:4502412509440
Item #:0122
M/C PURCHASE
Op Id:114995
Card #: [REDACTED]

APPROVED

AMOUNT CAD\$72.00

Ref. #: M
Auth. #: [REDACTED]
Book on line at
EDMPRESTIGE.COM
Thank you for being our guest
GST 062104769

Date: 2014/02/13 Time: 21:22:19
Response: AUTH [REDACTED]

CUSTOMER COPY

Feb 13
-Taxi from Edm Airport to Focus Bldg
-HR Meeting

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.
Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: [REDACTED]

Name: Mr Rick Trimp
E-mail: RICK.TRIMP@ALBERTAHEALTHSERVICES.CA
Form of payment: [REDACTED]

Customer Care
Air Canada Reservations
 1-888-247-2262
Air Canada Flight Information
 1-888-422-7533

International Reservations
 Alert me of flight changes
Flight notification

Flight Itinerary

Flight	From	To	Aircraft	Booking class	Status
AC8145	Edmonton International (YEG)	Calgary (YYC)	DH3	W	Confirmed
<i>Operated by:</i>	Thu 13-Feb 2014	Thu 13-Feb 2014			
<i>Air Canada Express-Jazz</i>	13:00	13:53			

Passenger Information

Passenger 1

Name: Mr Rick Trimp
Frequent Flyer Pgm: Air Canada Aeroplan

Ticket number: [REDACTED]
Program number: [REDACTED]

Purchase Summary

Passenger: 1 Ticket number [REDACTED]

Date of issue
Fare Amount in Canadian dollars:
(including navigational & other charges)

10-Feb 2014
 362.00

Feb 13
 -Departing flight time changed to earlier time
 -Change Fee

Taxes, Fees & Charges

Canada Security Charge (CA)	7.13
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	3.95
Canada Airport Improvement Fee (SQ)	25.00

Total Fare in Canadian dollars:

83.08A

Options

Change fee in Canadian dollars
 Canada Goods and Services Tax (GST/HST #10009-2287) (XG)
 Ticket particularities:
 AC ONLY/NON-REF/CHGE FEE
 PRFCAD33.74/RCN15489194

19 { 50.00
 2.50

*Fare calculation:

13FEB14YYC AC YEA Q12.00R169.00AC YYC Q12.00R169.00CAD362.00
 END ROE1.00 PD7.12CA17.61XG30.00SQ

Canadian tax registration numbers:

XG Canada Goods and Service Tax (GST) #10009-2287
 RC Canada Harmonized Sales Tax (HST) #10009-2287
 XQ Quebec Sales Tax (QST) #1000-043-172

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U.S. Residents - CSA Travel Protection offers American travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of the United States can purchase travel insurance from CSA Travel Protection via www.aircanada.com/us/en/insurance or by calling 1-866-473-3315. To make sure you get the best possible protection, purchase insurance prior to your departure.

Comments, Compliments and Complaints

Would you like to comment on a past travel experience? Your comments, compliments and complaints will help us improve the

RECEIPT
GST NO. R122556194

EXIT No. A103
IN: 02/13/14 05:40
OUT: 02/13/14 14:09
DURATION: 0 08: 29
PAID: \$ 25.20
(GST INCLUDED)

REF. [REDACTED]
THANK YOU FOR
YOUR VISIT

Calgary International Airport Parkade

Feb 13
-Airport Parking for Travel to Edm
-HR Meeting

Your booking is confirmed. Booking reference: [REDACTED]

An email booking confirmation has been sent to: rick.trimp@albertahealthservices.ca.

Use your booking reference to retrieve your official Itinerary/Receipt at aircanada.com.

Passengers Mr Rick A Trimp

Flight	From	To	Departure	Arrival
AC8130	Calgary (YYC)	Edmonton (YEG)	07:00 Mon 24-Feb 2014	07:59 Mon 24-Feb 2014
AC8155	Edmonton (YEG)	Calgary (YYC)	17:00 Mon 24-Feb 2014	17:53 Mon 24-Feb 2014

Airfare	362.00
Options	0.00
Taxes, fees and charges	90.81
Travel Insurance	Purchase Travel Insurance
Grand Total	\$452.81
Canadian dollars	

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

AIR CANADA

Booking Reference: [REDACTED]

Customer Care

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

Air Canada
1-888-247-2262

Flight Arrivals and Departures
1-888-422-7533

Main Contact:

Mr Rick A Trimp
rick.trimp@albertahealthservices.ca
Mobile: [REDACTED]
Home: [REDACTED]
Work: [REDACTED]

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8130 ¹	Calgary (YYC) Mon 24-Feb 2014 07:00	Edmonton, Edmonton Int'l (YEG) Mon 24-Feb 2014 07:59	0	0hr59	DH3	Flex, W	
AC8155 ¹	Edmonton, Edmonton Int'l (YEG) Mon 24-Feb 2014 17:00	Calgary (YYC) Mon 24-Feb 2014 17:53	0	0hr53	DH3	Flex, W	

Operated by:
1 Air Canada Express - Jazz

Passenger Information

1: Mr Rick A Trimp : Adult (16+), Ticket Number: [REDACTED]

Air Canada - Aeroplan: [REDACTED]

Payment Card: [REDACTED]

Seat Selection: AC8130 11A, AC8155 11F

Meal Preference: None

Special Needs: None

Purchase Summary

Fare Summary

Total charge for 1 adult

Air Transportation Charges

Departing Flight (Flex) (including surcharges)	181.00
Return Flight (Flex) (including surcharges)	181.00

Feb 24 Travel Confirmed
-Airfare Cal to Edm
-AB Minister of Health Event
-HR Meeting

Options	0.00
Taxes, Fees and Charges	90.81
Total Airfare Charge	452.81
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$452.81

Payment Information

Credit/Debit Card [REDACTED] - Amount paid: **\$452.81**
 The following charges (not inclusive) will appear on your credit or debit card statement:

- Air Canada: \$452.81 (Airfare - per ticket)

Ticket number(s): [REDACTED]

Fare Rules

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

Return 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.

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our Baggage Guide.

Carry-on Baggage

On your Air Canada, Air Canada Express, or Air Canada rouge-operated flight, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details.

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

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

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

	1st bag:	2nd bag:
Regular Baggage Allowance	Complimentary	\$20.00 CAD
		+ taxes* per direction
	Max. weight per bag: 23 kg (50 lb)	
	Max. linear dimensions per bag: 158 cm (62 in)	

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to the 2nd bag fee. All above tax amounts

TRAVEL, HOSPITALITY & WORKING SESSION EXPENSE CLAIM

SECTION A: EMPLOYEE DETAILS (for AHS Staff ONLY)			
<ul style="list-style-type: none"> Enter employee # (old) and Employee # (E-People) if your payroll has migrated to the New E-People payroll system Indicate N/A in the Employee # (E-People) if your payroll has not migrated to the New E-People payroll system If you are a new employee and your payroll is E-People you will only have an Employee # (E-People) 		Expense Date From: 21-Jan-14 To: 20-Feb-14 Travel Period from: _____ To: _____ (if applicable) Out-of-Province Travel: No	
Name: Rick Trimp		Position (Title): Interim President & CEO, Pop Health & Prov Wide Service	
Location: Southport Tower	Dept: Interim Pres & CEO	DOFA Level: _____ (if applicable)	Union: Exempt Business Phone #: _____ Ext: _____
Employee # (E-People): _____			

SECTION E: FINANCE CODING & TOTAL CLAIM									
CAPITAL PROJECT CODING ONLY →					Project Number _____				
Expenditure Organization _____					Project Task Number _____				
Expenditure Type _____					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	0767	71505000034	\$99.69					
2B									
2C									
2D									
				\$99.69					
NOTE: This section auto fills from page 2A, 2B, 2C & 2D					NOTE: These fields do not automatically fill for Section C & D				

TOTAL REIMBURSEMENT	
Total Section B	\$99.69
Total Section C&D	
Less Cash Advance	
TOTAL CLAIM	\$99.69

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: _____ Date: Feb 27 2014		Travel, Hospitality and Working Session Expenses Policy - Document# 1122	
Approved By (PRINT ONLY): <u>Dr. John Cowell</u> DOFA Level _____ Position # _____ Phone _____ Ext _____ Signature: _____ Title <u>Official Administrator</u> Date <u>March 11, 2014</u>			
Approved By (PRINT ONLY): <u>Deborah Rhodes</u> DOFA Level _____ Position # _____ Phone # _____ Ext _____ Signature: <u>Deborah Rhodes</u> Title <u>Acting CFO</u> Date <u>Mar 21 2014</u>			

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

0767

71505000034

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.

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

Date dd-mmm-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.America 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							
29-Jan-14	Travel - Cal to Edm - Meeting with Ministers & MLA next day / mileage home to airport														41.00
30-Jan-14	Travel - Cal to Edm - Meet with Ministers & MLAs / mileage calgary airport to Southport	AB	Meeting	Yes	B-\$9.20	\$9.20									28.00
13-Feb-14	Travel - Cal to Edm - Human Resources Meeting / mileage home to calgary airport	AB	Meeting	Yes	BL-\$20.80	\$20.80									41.00
13-Feb-14	Travel - Cal to Edm - Human Resources meeting / mileage calgary airport to Southport														28.00
SUBTOTALS							\$30.00								Total Kms 138.00

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)

\$0.505

Mileage \$ \$69.69

Travel \$ Subtotal \$30.00

Auto fills on page 1 - TOTAL TRAVEL \$ \$99.69

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)