

Official Administrator and Executive Expense Report

NameSusan McGillivrayTitleActing Vice President, Human ResourcesLocationEdmontonExpenses submitted during the month of May 2014

					Travel (1)					
Date	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
May-1	4 Expense Claim Mee	etings	327				327	-		-
Total			\$ 327	\$-	- \$ -	\$-	\$ 327	\$-	\$-	\$-

Total for the Month \$

Maximum daily single meal expense claimed in the monthMaximum daily base hotel rate claimed in the month\$Non economy air travel in the month\$

327

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

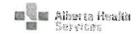
3) Hosting and Hospitality expenses

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: EMPLO	YEE DETAILS	(for AHS Staff O	NLY)						
• Enter e	mployee # (oi	d) and Employee #	/E-People) if your pa	yroll has n	igrated to the	New E-People payroll syste	m	Expense Date Fro		
- indicate	; wa in the E	mpioyee # (E-Peopl	e) if vour pavroli has	not migrat	ed to the New	E-Poonle novroll curtom	"" F	Travel Period from	1 May 14 10	31-May-14
- Ir you a	re a new emp	loyee and your payl	oll is E-People you v	vill only ha	ve an Employ	ee # (E-People)		Out-of-Province T	ravel No	
	AN McGILLI	/RAY				Position (Title):	Acting Vice Pr	esident		
Location:			Dept:		DOFA Leve	al: (if applicable)	Union:	Busine	ess Phone #:	Ext:
Employee #	(E-People):									
CECTION	E. ENLANZ									
SECTION	E: FINANC	E CODING & TO	TAL CLAIM							
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CAPITAL	FRUJEGI		Expenditure (Organizati	on .		FI0j	_		
caperonaute Type										
	lotal - Se	ction B: Travel -	Pg 2		<u>Total</u> - S	ection C&D: Other & F	oreign Expense	es - Pg 3	TOTAL DENING	
Pg Bal	Location	Functional	Total	Bal	Bal			// Total	TOTAL REIMBL	JRSEMENT
Unit		Centre (FC)	Expense	Unit	Location	Functional Centre (FC	Expense		Total Section B	\$326.81
2A 101	0005	71120400008	\$326.81		44 1				Total Section C&D	
2B										
2C									Less Cash Advance	
2D	-								TOTAL CLAIM	
				e					I OTAL CLAIM	\$326.81
			\$326.81 🗸		**Us	er to enter Coding & \$ Am	ounts	t.		
NOTE: II	his section au	to fills from page 2	A 2B, 2C & 2D		NOTE:	These fields do not automat	ically fill for Section	nC&D		00
SECTION F										
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f attest that expenses	submitted in this claim	have been incurred by using a c	ost effective method, others are rai	ionale and scope	riting analysis is provide			in. Ion Expenses_Policy - Documer		
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Organization	nczusłeg in (nie claim a	re for valid business purposes for	Alberta Health Sennces and that I	thia claum has not	been previously claims	d by the claimant or on their behalf from #libert	Health Services or any other		e 4.	
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Health and Perso	nal information o	n this form is collected by	ALC under the suff - due							-

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.

	Enter Finance Coding 101 0005	7112040	80000		Emp # (E-	People)								
If expense	s incurred are for multiple FC's please use pages 2 ount on slip, <u>DO NOT</u> separate any taxes (eg. GST	8,2C,2D ((after pg3) :	as there sf			ne OR	if more line					P	age 2A
								as nicy die i	ur e-uelermine	9/7 Di/ MA eve	10.00		onal pages.	Enter
	NULL EXPENSES NULL: It expens	ses do not fa	all into these c	ategories su	ch as Hospitality	y. Working Se	ssion, R	elocation, Conti	nuing Education,	Business Insur	ance go lo SEC	TION C		
Ensure separa	opdown (column Prov) where expenses were incurred (Out of N.A te lines are used for claim items that differ in Province, US and Out													
		Prov. US.	1	1		Compi	enou	If you	Effective Me select "No"	thod Used"	Column is R	EQUIRED.		
	Business Reason for Travel - Detailed Description	or	What is		F	urther Exp	anatio	on is REQUI	RED in the "R	ationale is R	equired" sec	tion on this	ibade	
Date dd-mmm-yy	Required (include destination, who attended-(if meal),	Out of N.Amer	travel	Cost Effective	Meal	(Allowance	ORR	leceipt)	If amount be	eing claimed i	s above the	Rental		
	why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification	where	related to?	Method	Meal Al	lowance	Mea	with Receipt	poncy inni rati	t stated in Ap onale is requi	pendix "A" red	Car/	Per Diem	Mileage
		expenses incurred?		Used? Y/N	Meal Type with value	Allowance	Meal Type	with receipt	Airfare	Hotel	Тахі	Bus/LRT/ Parking / Fuel	Allowance	(km)
6-Mar-14	Airfare to Caigary for HRAC meeting - Dr. Cowell subsequently came to Edmonton for meeting and this airfare was transferred to June 18/14 HRAC meeting	AB	Meeting	Yes					\$326.81					
			1					1						
	SUBTOTALS													Total Kms
									\$326.81				F	Totar Mils
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													Mileage \$	
Note	e: Total will auto fill into pg 1, Section E, if form comple	eted electr	ronically - A	Additional p	og 2's can be	found afte	r Page	3					Subtotal	\$326.81
Rationale	is Required for expenses that are not Cost Eff	factive								Auto	fills on page	1 - TOTAL T	RAVEL \$	\$326.81
(Any analy	sis supporting the method to assess cost effe	ectivenes	<u>ss should</u>	be attac	hed to the	claim form	1							
						-sant tytt	<u></u>							

EXPENSE CLAIM DETAILS

Janice Kuzyk

From: Sent: To: Cc: Subject:

susan mcgillivray [mcbrowns@shaw.ca] Saturday, January 11, 2014 8:43 AM Janice Kuzyk Debbie Benkowich; Lori Lindgren Fwd: Air Canada - 06-Mar: Edmonton - Calgary (booking ref: I

For HRAC meeting - (a) gary

Susan

Begin forwarded message:

From: Air Canada < confirmation@aircanada.ca> Date: January 11, 2014 at 8:40:34 AM MST To: .ca

Dr Covellcame to Edmonton Kur Meeting - flight rebooked for Jone 18 HRAC meeting in Calguy Subject: Air Canada - 06-Mar: Edmonton - Calgary (booking ref:

****** PLEASE DO NOT REPLY TO THIS E-MAIL ******

Scan the married to church in an any for Care

AIR CANADA 🖗

Itinerary/Receipt

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.

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Hotels in Calgary	
	Why baok your hotel stay at <u>aircanada.com</u> ?
not de providen ny vivillen.	 Lowest price guaranteed Great choice of hotels Aeroplan Mile offer exclusive to <u>aircanada.com</u>
	SAVE on car rentals, shows, activities and more.
	Go to My Travel Planner
	AV/IC P Puricol

Budger is Need a car in Calgary? Great rates and additional Aeroplan Miles. AV 13

Booking Information

	Reference:				Custome Air Canada	a	
Main Con Ms Susan	/receipt. htact: Mcgillivray s@shaw.ca	ied. This is your offi	cial		1-888-247- Flight Arri Departure 1-888-422-	vals and s	1
Select Se	ats	ew/change my bookin		seats*).			
<u>Maple Le</u> Alert me	af Lounge Meal Vo	es directly to my mob	V.				
<u>Elight Arr</u>	ivals & Departures	- check online if my f	light is on	time.			
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P12 - 1 - 1 - 1 - 1		* <u>Can my booking</u>	<u>be chang</u>	ed online?			
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	Edmonton, Edmonton Int'l (YEG) Thu 06-Mar 2014 09:00	Calgary (YYC) Thu 06-Mar 2014 09:53	0	0hr53		<u>Elex</u> , G	
		Edmonton,					
* -	Calgary (YYC) Thu 06-Mar 2014 18:30	Edmonton Int'i (YEG) Thu 06-Mar 2014 19:23	0	0hr53		<u>Flex.</u> G	
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Grand Total - Canadian dollars

\$326.81

Payment Information

- Amount paid: \$326.81 The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$326.81 (Airfare - per ticket)

Ticket number(s):

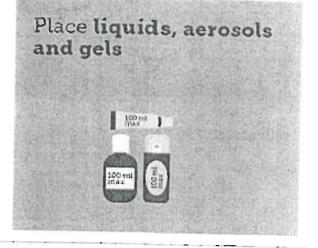
enRoute City Guide

Calgary

Calgary grew up fast through successive energy booms, so it still feels a lot like a small prairie town - albeit a small prairie town with more than a million people that's now Western Canada's engine of commerce...

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Fare Rules

Departing Flight Edmonton (YEG) To Calgary (YYC) - Flex Return Flight Calgary (YYC) To Edmonton (YEG) - 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 lee 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 itinarary.
- 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.