

## Official Administrator and Executive Expense Report

**Name** Susan McGillivray  
**Title** Acting Vice President, Human Resources  
**Location** Edmonton  
 Expenses 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-14	Expense Claim	Meetings	327				327	-		-
<b>Total</b>			\$ 327	\$ -	\$ -	\$ -	\$ 327	\$ -	\$ -	\$ -

**Total for the Month** \$ 327

Maximum daily single meal expense claimed in the month

Maximum daily base hotel rate claimed in the month \$ -

Non economy air travel in the month \$ -

### 1) Travel expenses

Includes local and out of province/country travel expenses. Other travel includes items such as taxis, parking mileage, car rental and other expenses related to travel.

### 2) Professional Development

Includes conference, seminar and course registration fees and material

### 3) Hosting and Hospitality expenses

Hospitality and Hosting expenses may be incurred to advance AHS' mission, vision and values. For example, may include working lunches with staff and prospective employees meetings with government officials, dignitaries, public interest groups, donors other public or private organizations.

### 4) Other

Other expenses include expenses incurred in the normal course of business that are required for work purposes. May include small item technology purchases, books, etc.

Car allowance and any other employment benefits reported in the annual financial statements are excluded from this report

## TRAVEL, HOSPITALITY & WORKING SESSION EXPENSE CLAIM

**SECTION A: EMPLOYEE DETAILS (for AHS Staff ONLY)**

- 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: 1-May-14 To 31-May-14  
 Travel Period from: \_\_\_\_\_ To \_\_\_\_\_ (if applicable)  
 Out-of-Province Travel No \_\_\_\_\_

Name: SUSAN MCGILLIVRAY Position (Title): Acting Vice President

Location: \_\_\_\_\_ Dept: \_\_\_\_\_ DOFA Level: \_\_\_\_\_ (if applicable) Union: \_\_\_\_\_ Business Phone #: \_\_\_\_\_ Ext: \_\_\_\_\_

Employee # (E-People): \_\_\_\_\_

**SECTION E: FINANCE CODING & TOTAL CLAIM**

CAPITAL PROJECT CODING ONLY → Project Number \_\_\_\_\_ Project Task Number \_\_\_\_\_  
 Expenditure Organization \_\_\_\_\_ Expenditure Type \_\_\_\_\_

Total - Section B: Travel - Pg 2					Total - Section C&D: Other & Foreign Expenses - Pg 3					TOTAL REIMBURSEMENT	
Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense	Bal Unit	Location	Functional Centre (FC)	Secondary/Expense	Total Expense	Total Section B	Total Section C&D
2A	101	0005	71120400008	\$326.81						\$326.81	
2B											
2C											
2D											
				<b>\$326.81</b>	**User to enter Coding & \$ Amounts					<b>\$326.81</b>	

NOTE: This section auto fills from page 2A, 2B, 2C & 2D

NOTE: These fields do not automatically fill for Section C & D

**SECTION F: AUTHORIZATION**

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

I, by signing this form, attest that I am compliant to all the above statements.  
 Employee Signature: [Signature] Date: May 30/14

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.  
 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.

Approved By (PRINT ONLY): Deb Rhodes DOFA Level: \_\_\_\_\_ Position #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Ext: \_\_\_\_\_  
 Signature: [Signature] Title: Acting CFO Date: June 3/14

I, by signing this form, attest that I am compliant to all the above statements.  
 Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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 0005    71120400008

Emp # (E-People)    [REDACTED]

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 = Intert)  
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.Amer 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						
6-Mar-14	Airfare to Calgary 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					
<b>SUBTOTALS</b>									\$326.81					Total Kms

Enter \$0.505 km, \$0.47 km OR rate per Union Agreement <i>(see Mileage details to the left)</i>	
Mileage \$	
Travel \$ Subtotal	\$326.81
Auto fills on page 1 - TOTAL TRAVEL \$	\$326.81

**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

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)**

Janice Kuzyk

From: susan mcgillivray [mcbrowns@shaw.ca]  
Sent: Saturday, January 11, 2014 8:43 AM  
To: Janice Kuzyk  
Cc: Debbie Benkovich; Lori Lindgren  
Subject: Fwd: Air Canada - 06-Mar: Edmonton - Calgary (booking ref: [REDACTED])

For HRAC meeting - Calgary


Susan

Begin forwarded message:

Dr. Powell came  
to Edmonton for  
meeting - flight  
rebooked for June 18  
HRAC meeting in  
Calgary

From: Air Canada <confirmation@aircanada.ca>  
Date: January 11, 2014 at 8:40:34 AM MST  
To: [REDACTED].ca  
Subject: Air Canada - 06-Mar: Edmonton - Calgary (booking ref: [REDACTED])

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

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.

Scan this barcode to check in at any Air Canada check-in kiosk



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Hotels provided by WOTM...

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- Great choice of hotels
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### Booking Information

Booking Reference: [REDACTED]

Customer Care  
Air Canada  
1-888-247-2262  
Flight Arrivals and  
Departures  
1-888-422-7533

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

Main Contact:  
Ms Susan McGillivray  
mcbrowns@shaw.ca

Mobile: [REDACTED]  
Home: [REDACTED]  
Work: [REDACTED]

Online Services

Manage my booking online (view/change my booking; select seats\*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Check-in online and print my boarding pass.

\* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
[REDACTED]	Edmonton, Edmonton Int'l (YEG) Thu 06-Mar 2014 09:00	Calgary (YYC) Thu 06-Mar 2014 09:53	0	0hr53	[REDACTED]	Flex, G	
[REDACTED]	Calgary (YYC) Thu 06-Mar 2014 18:30	Edmonton, Edmonton Int'l (YEG) Thu 06-Mar 2014 19:23	0	0hr53	[REDACTED]	Flex, G	

Operated by:  
Air Canada Express - Jazz

Passenger Information

1: Ms Susan McGillivray : Adult (16+), Ticket Number: [REDACTED]

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

Purchase Summary

Fare Summary

	Adult
Passenger Type	
<b>Air Transportation Charges</b>	
Departing Flight - Flex	109.00
Return Flight - Flex	109.00
Surcharges	24.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	55.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	15.56
Air Travellers Security Charge (ATSC)	14.25
<b>Total airfare and taxes before options (per passenger)</b>	<b>326.81</b>
Number of passengers	1
Travel Insurance (declined)	0.00

Grand Total - Canadian dollars

**\$326.81**

### Payment Information

[REDACTED] - 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): [REDACTED]

### 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...

[Read the complete guide](#)

What do you think of our new City Guide feature?

Place **liquids, aerosols and gels**



### 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 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.