

AHS Board and Executive Expense Report

Name Dr. Brenda Hemmelgarn

Title AHS Board Vice-Chair

Location Calgary

Expenses submitted during the month of November 2017

			Travel (1)					Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel			
Nov-17	Expense Claim	Meetings	508			155	663			
Total			\$ 508	\$ -	\$ -	\$ 155	\$ 663	\$ -	\$ -	\$ -

Total for the Month \$ 663

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.

5) Remuneration, Allowances Reported in the Financial Statements

Car allowance, honoraria, meeting fees, and any other employment benefits reported in the annual financial statements are excluded from this report.



Employee # [redacted]

AHS - AP Processing - Internal Use Only	
Voucher #	
Naming Convention:	
T4/ANR Applicable? - If yes, indicate line & amt	

BOARD MEMBER EXPENSE CLAIM FORM

SECTION 1: PAYEE INFORMATION					
Name:	Brenda Hemmelgarn			Expense Period Month:	Nov-17
Address:	[redacted]		City:	[redacted]	
Province:	[redacted]	Postal Code:	[redacted]	Country:	Canada
Reason for Expense	Attendance at Human Resources Committee and Quality & Safety Committee Meetings on November 22, 2017 in Edmonton.				

SECTION 2: FINANCE CODING & TOTAL CLAIM					
Description	Corp/BU/Org	Location (if applicable)	Functional Centre/Primary	Expense/Secondary Acct	Total (Note: This column will auto fill)
Meals (A)	101	0005	71110300000	45000000	\$0.00
Travel Exp (B+C+E)	101	0005	71110300000	62212000	\$663.06 ✓
Other (D)	101	0005	71110300000	41090000	\$0.00
TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE					\$663.06 ✓

SECTION 3: AUTHORIZATION			
I attest that I have read and understand all applicable policies that pertain to these expenses, and confirm expenses being claimed are in compliance with such policies.			
I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services Board 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 below.			
Claimant (Print Name)	Signature: I, by signing this form, attest that I am compliant to all the above statements	Date	Phone#
Dr. Brenda Hemmelgarn	<i>[Signature]</i>	Nov 29/17	

I attest that I have read and understand all applicable policies of that pertain to these expenses, and confirm expenses being claimed are in compliance with such policies.	
I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services Board 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 below.	
Approved by (Print Name)	Position Title/Program Group
Linda Hughes	Board Chair
Signature: I, by signing this form, attest that I am compliant with all the above statements	Date
<i>[Signature]</i>	Dec 6/17

Health and Personal information on this form is collected by AHS under the authority of section 20(b) of the Health of Privacy (FOIP) Act, respectively, for the purpose of ac

Deborah Rhodes Dec. 4/17
 Deborah Rhodes, VP Corporate Services & CFO
 Position # [redacted] DOFA Level: [redacted]

14th Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmonton AB T5J 3E4, Attention: Jennifer Hamstra

Carry forward from Section 1

Name: Brenda Hemmelgarn Expense Period Month: Nov-17

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 below

Rationale is Required for expenses that are not Cost Effective: (supporting analysis and documentation must be attached to this form)

SECTION 4A: BOARD MEMBER - TRAVEL EXPENSE CLAIM

The Board Members follow the Government of Alberta (GOA) Travel, Meal and Hospitality Expenses Policy

Note: For meal allowances outside Canada, the GOA policy redirects to the National Joint Council (NJC) travel directive for rates (Appendix C for USA, Appendix D for International).

Date	Description: (include purpose of trip, mode of travel, starting point, details of expenditure)	Cost Effective method used?	Meal (Allowance OR Receipt)(A)				Accommodation (B)	Transportation (Flight, Car Rental, Fuel, Parking, Taxi) (C)	Other (Itemize) (D)	Mileage km (E)
			Allowance Within Canada		With Receipt or Allowance Outside Canada					
			Meal Type	Allowance	Meal Type	Amount				
1 22-Nov-2017	Parking at YYC to attend Human Resources Committee and Quality & Safety Committee Meetings in Edmonton.	Yes					\$29.35	✓		
2 22-Nov-2107	Flight from Calgary to Edmonton and return to attend meetings.	Yes					\$508.46	✓		
3 22-Nov-2017	Taxi from YEG to SSP to attend meetings.	Yes					\$63.25	✓		
4 22-Nov-2017	Taxi from SSP to YEG.	Yes					\$62.00	✓		
Total: (amount auto fills to page 1)			\$0.00		\$0.00	\$0.00	\$663.06 ✓	\$0.00	0.00	

BOARD MEMBER Mileage Rate 0.505 **Total Mileage** \$ -

Co-op Taxi Line
(780)425-2525
www.co-optaxi.com

Terminal [REDACTED]
Driver [REDACTED]
17/11/22 18:10:55

INTERAC
Card : [REDACTED]
Interac [REDACTED]
CHIP CARD [REDACTED]

VERIFIED [REDACTED]
Ref # [REDACTED]
Auth # [REDACTED]

FARE : \$ 55.00
TIP : \$ 7.00

TOTAL : \$ 62.00 ✓

APPROVED - THANK YOU
(00-001)

IMPORTANT: Retain this
copy for your records

Merchant Copy

Thank you for choosing
Co-op taxi

(4)

AIRPORT TAXI SERVICE
4608 101 ST.
(7808907070)
EDMONTON AB

CARD [REDACTED]
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2017/11/22
TIME 0143 09:09:11
INVOICE # [REDACTED]
RECEIPT NUMBER [REDACTED]

PURCHASE
AMOUNT \$55.00
TIP \$8.25
TOTAL

\$63.25 ✓

Interac
[REDACTED]

APPROVED

AUTH# [REDACTED]
THANK YOU

CARDHOLDER COPY

(3)

RECEIPT
GST NO. R122556194

TKT NO [REDACTED]
POF: C52
IN: 11/22/17 06:00
OUT: 11/22/17 19:28
PAID: \$ 29.35
DURATION: 0 13: 28
(GST INCLUDED) ✓

[REDACTED]

YOU HAVE 10 MIN.
TO EXIT

FlyYYC

YYC CALGARY INTERNATIONAL AIRPORT

(1)



YOUR BOOKING IS CONFIRMED



Booking Reference : [Redacted]

Travel booked/ticket issued on:19 November 2017

Passengers

Ms. Brenda Hemmelgarn

Seats	
AC8130	5A
AC8155	5A

Ticket Number
[Redacted]

Aeroplan
[Redacted]

✈ Depart



Wednesday
22 Nov, 2017

07:15
Calgary
Calgary Intl. (YYC), Canada



08:13
Edmonton
Edmonton Intl. (YEG), Canada

0 hr 58
AC8130 Economy (V)
Operated by Air Canada Express - Jazz Dash 8-300

Wednesday
22 Nov, 2017

18:30
Edmonton
Edmonton Intl. (YEG), Canada



19:24
Calgary
Calgary Intl. (YYC), Canada

 **0 hr 54**
AC8155 Economy (V)
Operated by Air Canada Express - Jazz Q400

Purchase summary

1 Adult

Air Transportation Charges

Base Fare - Departing Flight - Economy Flex	193.00
Base Fare - Return Flight - Economy Flex	193.00
Surcharges	24.00

Taxes, fees and charges

Goods and Services Tax - Canada <small>no. 100092287 RT0001</small>	24.21
Air Travellers Security Charge	14.25
Airport Improvement Fee - Canada	60.00
GRAND TOTAL - Canadian dollars	508.46 ✓

 CANADA, U.S.: 1 (888) 247-2262