

AHS Board and Executive Expense Report

Name David Carpenter
Title AHS Board Member
Location Edmonton

Expenses submitted during the month of December 2017

			Travel (1)							
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Dec-17	Expense Claim	Meetings	577	53	335	195	1,160			
Total			\$ 577	\$ 53	\$ 335	\$ 195	\$ 1,160	\$ -	\$ -	\$ -

Total for the Month \$ 1,160

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base 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.

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:	David Carpenter	Expense Period Month:	Dec-17
Address:	[Redacted]	City:	[Redacted]
Province:	[Redacted]	Postal Code:	[Redacted]
		Country:	Canada
Reason for Expense	Attendance at Private and Public Board Meetings on December 6, 2017 in Edmonton.		

SECTION 2: FINANCE CODING & TOTAL CLAIM					
Description	Corp/BU/O ID	Location (If applicable)	Functional Centre/Primary	Expense/Secondary Acct	Total (Note: This column will auto fill)
Meals (A)	101	0005	71110300000	45000000	\$53.10 ✓
Travel Exp (B+C+E)	101	0005	71110300000	62212000	\$1,106.54 ✓
Other (D)	101	0005	71110300000	41090000	\$0.00
TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE					\$1,159.64 ✓ <i>DB</i>

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#
David Carpenter	<i>[Signature]</i>	Dec 8/17	[Redacted]

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 13/17

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

Deborah Rhodes Dec 11/17
Deborah Rhodes, VP Corporate Services & CFO

For payment please sub. 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:	David Carpenter	Expense Period Month:	Dec-17
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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				
5-Dec-2017	Mileage from residence to YQL to attend Private and Public Board Meetings in Edmonton on December 6, 2017 and return.	Yes							40	
5-Dec-2017	Parking at YQL to attend Board Meetings in Edmonton on December 6, 2017.	Yes					\$24.00	✓		
5-Dec-2017	Flight from YQL to YEG and return to attend Board Meetings on December 6, 2017.	Yes					\$576.71	✓		
5-Dec-2017	Taxi from YEG to hotel and return on December 7, 2017.	Yes					\$144.57	✓		
5-Dec-2017	Two nights accommodation to attend Board Meetings on December 6, 2017.	Yes	D-\$20.75	\$20.75	✓	\$334.56	✓			
6-Dec-2017	ETS Fare to travel from hotel to SSP to attend meetings.	Yes					\$3.25	✓		
6-Dec-2017	ETS Fare to travel from SSP to hotel.	Yes	D-\$20.75	\$20.75	✓		\$3.25	✓		
7-Dec-2017	Lunch per diem.	Yes	L-\$11.60	\$11.60	✓					
Total: (amount auto fills to page 1)			\$53.10	✓	\$0.00	\$334.56	\$751.78	\$0.00	40.00	

BOARD MEMBER Mileage Rate	0.505	Total Mileage	\$ 20.20
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County of Lethbridge

Airport Parking

GST #106989023

Space # : 84

Transaction #:

Date : DEC/5/17

Time : 11:59 AM

Amount Paid : \$24.00

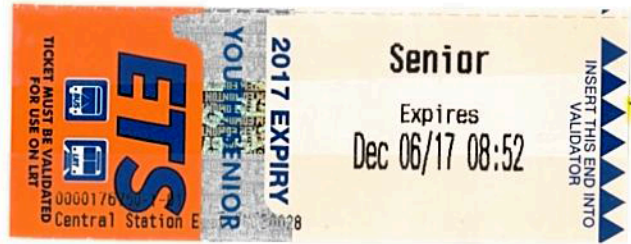
Card

Parking Expires At:

**DEC/8/17
11:59 AM**

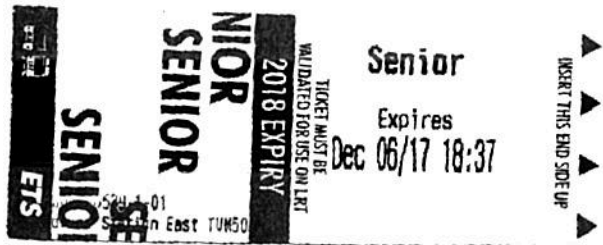
Please Retain Ticket.
Lock your vehicle and
secure all valuables.

PARKING RECEIPT PARKING RECEIPT PARKING RECEIPT PAR



\$3.25 ✓

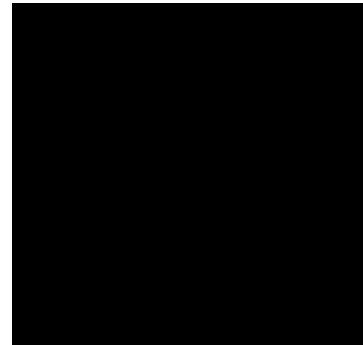
✓



3.25 ✓



AIR CANADA
YOUR BOOKING IS
CONFIRMED



Booking Reference



Travel booked/ticket issued on:13 May 2017

Passengers

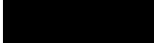


Mr. David B Carpenter

Ticket Number



Aeroplane



Depart	Travel Options	Seats
	YQ n	AC7216
	o	1A
	n	AC8146
	e	1C
Return		
	YQ n	AC8143
	o	1C
	n	AC7215
	e	1A

Depart


Economy Flex

Tuesday
05 Dec, 2017

(YQL), Canada



Calgary Intl. (YYC), Canada

 **0 hr 51**
 AC7216 Economy (G)
 flight_details.operated_by.text 1900D

Calgary Intl. (YYC), Canada



Edmonton Intl. (YEG), Canada

 **0 hr 52**
 AC8146 Economy (G)
 flight_details.operated_by.text Q400

Return


Economy Flex

Thursday
07 Dec, 2017

Edmonton Intl. (YEG),
Canada



Calgary Intl. (YYC), Canada

 **0 hr 59**
 AC8143 Economy (G)
 flight_details.operated_by.text Dash 8-300

Calgary Intl. (YYC), Canada



(YQL), Canada

 **0 hr 50**
 AC7215 Economy (G)
 flight_details.operated_by.text 1900D

Purchase summary

1 Adult



Air Transportation Charges

Base Fare

466.00

Surcharges 24.00



Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001 27.46

Air Travellers Security Charge 14.25

Airport Improvement Fee - Canada 45.00

Total before options (per passenger) **576⁷¹**

Number of passengers **x1**

Total **576⁷¹**

GRAND TOTAL - Canadian dollars **\$576⁷¹** ✓

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





1315863 ALBERTA Ltd. Corporate Transport

How was your experience?



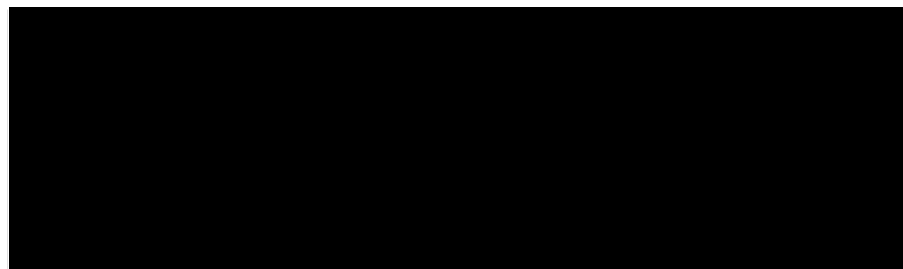
\$144.57

Custom Amount \$132.00

Subtotal \$132.00
GST - included, \$6.29
Tip \$12.57

Total \$144.57 ✓

ru



1315863 ALBERTA Ltd. Corporate Transport
3515-113B Street

Edmonton, AB T6J1L6
780-910-1750

05/12/2017,
16:48
Visa [REDACTED]
Auth code:
[REDACTED]

GST/HST: 822200507

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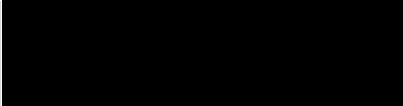
[Square Privacy Policy](#)



10053 Jasper Avenue
 Edmonton, AB T5J 1S5
 P.780.423.3600 F.780.423.4623
 reservations@unionbankinn.com

GST: 897343794RT0001

MR David Carpenter



Room	Folio	CheckIn	CheckOut	Balance
		12/05/2017	12/07/2017	0.00
Master Folio				Government Rate

Date	Room	Description / Voucher	Charges	Credits	Balance
12/05/2017		Room Taxable	149.00	0.00	149.00
12/05/2017		DMF - 3%	4.47	0.00	153.47
12/05/2017		Tourism Levy - 4%	6.14	0.00	159.61
12/05/2017		GST - 5%	7.67	0.00	167.28
12/06/2017		Room Taxable	149.00	0.00	316.28
12/06/2017		DMF - 3%	4.47	0.00	320.75
12/06/2017		Tourism Levy - 4%	6.14	0.00	326.89
12/06/2017		GST - 5%	7.67	0.00	334.56
12/07/2017		Visa - [Redacted]	0.00	334.56	0.00
		Balance Due			0.00

Summary and Taxes

Taxable Sales	298.00
DMF - 3%	8.94
Tourism Levy - 4%	12.28
GST - 5%	15.34



Customer Signature: _____
 Thank You for Joining us, The Union Bank Inn,
 Alberta's Original Boutique Hotel