

AHS Board and Executive Expense Report

Name David Carpenter
Title AHS Board Member
Location Edmonton

Expenses submitted during the month of December 2018

			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-18	Expense Claim	Meetings	304	42	167	99	612			
Total			\$ 304	\$ 42	\$ 167	\$ 99	\$ 612	\$ -	\$ -	\$ -

Total for the Month \$ 612

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:	
T4A/NR Applicable? - If yes, indicate line & amt	

BOARD MEMBER EXPENSE CLAIM FORM

SECTION 1: PAYEE INFORMATION					
Name:	David Carpenter			Expense Period Month:	Dec-18
Address:	[Redacted]	City:	[Redacted]		
Province:	[Redacted]	Postal Code:	[Redacted]	Country:	Canada
Reason for Expense	Attended Private Board Meeting on December 12, 2018 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	\$41.50 ✓
Travel Exp (B+C+E)	101	0005	71110300000	62212000	\$570.44 ✓
Other (D)	101	0005	71110300000	41090000	\$0.00
TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE					\$611.94 ✓

SECTION 3: AUTHORIZATION			
I attest that I have read and understand the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and confirm expenses being claimed are in compliance with such policy to the best of my understanding and belief.			
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 13/18	[Redacted]

I attest that I have read and understand the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and confirm expenses being claimed are in compliance with such policy to the best of my understanding and belief.	
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 18/18

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

Dec 17/18
Deborah Rhodes
Deborah Rhodes, VP Corporate Services & CFO
Position # [Redacted] DOFA Level: [Redacted]

For payment please submit to:
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-18
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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						
11-Dec-2018	Mileage from residence to YQL and return to attend the Private Board Meeting on December 12, 2018 in Edmonton.	Yes							40			
11-Dec-2018	Parking at YQL.	Yes					\$16.00	✓				
11-Dec-2018	Flight from YQL to YEG and return.	Yes					\$303.71	✓				
11-Dec-2018	Taxi from YEG to hotel.	Yes					\$60.00	✓				
11-Dec-2018	1 night accommodation.	Yes	D-\$20.75	\$20.75	✓		\$167.28	✓				
12-Dec-2018	ETS Fare from hotel to SSP.	Yes	D-\$20.75	\$20.75	✓		\$3.25	✓				
Total: (amount auto fills to page 1)			\$41.50	✓	\$0.00		\$167.28	✓	\$382.96	✓	\$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 # : 86

Transaction #:

Date : DEC/11/18

Time : 12:40 PM

Card : \$16.00

Card

Parking Expires At:

DEC/13/18

12:40 PM

Please Retain Ticket.

Lock your vehicle and
secure all valuables.

PARKI

PARKING RECEIPT

PARKING RECEIPT

CEIPT

GREATER EDMONTON TAXI
SERVICE
10135 31 AVE NW
EDMONTON AB

CARD [REDACTED]
CARD TYPE VISA
DATE 2018/12/11
TIME 0337 16:41:34
INVOICE # [REDACTED]
RECEIPT NUMBER [REDACTED]

PURCHASE
AMOUNT \$55.00
TIP \$5.00
TOTAL

\$60.00

VISA

APPROVED

AUTH# [REDACTED]

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

YELLOW CAB 780.462.3456

BARREL TAXI 780.489.7777

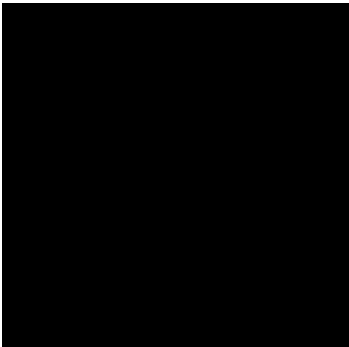
EDMTAXI.COM

GST 100403070





YOUR BOOKING IS CONFIRMED



Booking Reference [REDACTED]

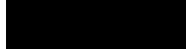
Travel booked/ticket issued on:29 June 2018

Passengers

David B Carpenter

Seats

Ticket Number



AC7216 1A
AC8146 1C

Aeroplan



AC8157 1C
AC7221 1A

Depart



Tuesday
11 Dec, 2018

13:05
Lethbridge
(YQL), Canada



13:55
Calgary
Calgary Intl. (YYC), Canada

0 hr 50
AC7216 Economy (T)
Operated by Air Canada Express - Air Georgian 1900D

15:25
Calgary
Calgary Intl. (YYC), Canada



16:23
Edmonton
Edmonton Intl. (YEG), Canada


0 hr 58
 AC8146 Economy (T)
 Operated by Air Canada Express - Jazz Dash 8-300



 Return

Economy - Flex

Wednesday
12 Dec, 2018

19:45
Edmonton
 Edmonton Intl. (YEG), Canada



20:46
Calgary
 Calgary Intl. (YYC), Canada


1 hr 01
 AC8157 Economy (T)
 Operated by Air Canada Express - Jazz Dash 8-300

23:35
Calgary
 Calgary Intl. (YYC), Canada



00:26 +1 Day
Lethbridge
 (YQL), Canada


0 hr 51
 AC7221 Economy (T)
 Operated by Air Canada Express - Air Georgian 1900D

Purchase summary

1 Adult



Air Transportation Charges

Base Fare - Departing Flight - Economy - Flex	103.00
Base Fare - Return Flight - Economy - Flex	103.00
Surcharges	24.00



Taxes, fees and charges



Goods and Services Tax - Canada no. 100092287 RT0001

14.46

Air Travellers Security Charge - Canada

14.25

Airport Improvement Fee - Canada

45.00

GRAND TOTAL - Canadian dollars

\$303.71



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





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
[Redacted]	[Redacted]	12/11/2018	12/12/2018	0.00
Master Folio				

Date	Room	Description / Voucher	Charges	Credits	Balance
12/11/2018	[Redacted]	Room Taxable	149.00	0.00	149.00
12/11/2018	[Redacted]	DMF - 3%	4.47	0.00	153.47
12/11/2018	[Redacted]	Tourism Levy - 4%	6.14	0.00	159.61
12/11/2018	[Redacted]	GST - 5%	7.67	0.00	167.28
12/12/2018	[Redacted]	American Express - [Redacted]	0.00	167.28	0.00
		Balance Due			0.00
Summary and Taxes					
		Taxable Sales	149.00		
		DMF - 3%	4.47		
		Tourism Levy - 4%	6.14		
		GST - 5%	7.67		



Customer Signature: _____
 Thankyou for Choosing the Union Bank Inn