

## Official Administrator and Executive Expense Report

**Name** Don Sieben

**Title** Chair, Audit & Finance Advisory Committee

**Location** Edmonton

Expenses submitted during the month of September 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)
Sep-14	Expense Claim	Meetings				72	72			
<b>Total</b>			\$ -	\$ -	\$ -	\$ 72	\$ 72	\$ -	\$ -	\$ -

**Total for the Month** \$ 72

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



AHS - AP Processing - Internal Use Only	
Voucher #	
Naming Convention:	
T4A/NR Applicable? - If yes, indicate line & amt	

## OFFICIAL ADMINISTRATOR AND COMMITTEE MEMBER REMUNERATION AND EXPENSE CLAIM FORM

<b>SECTION 1: PAYEE INFORMATION</b>					
Name:	Don Sieben Professional Corporation (Don Sieben)	Vendor# (if known)		Expense Period Month:	Aug-Sept 2014
Address:	[REDACTED]	City:	Edmonton	Province:	AB
Postal Code:	[REDACTED]	Country:		Phone #:	[REDACTED]
Reason for Expense &/or Business Case					

<b>SECTION 2: FINANCE CODING &amp; TOTAL CLAIM</b>					
Description	Corp/BU/Org	Location (if applicable)	Functional Centre/Primary	Expense/Secondary Acct	Total (Note: This column will auto fill)
Meals (A)	101	0005	71110300004	45000000	\$0.00
Travel Exp (B+C+E)	101	0005	71110300004	62212000	\$57.00 <i>72.00</i>
Other (D)	101	0005	71110300004	41090000	\$0.00
<b>TOTAL PAYMENT</b>					<b>\$37.00 <i>72.00</i></b>

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

[REDACTED]

<b>SECTION 3: AUTHORIZATION</b>			
I attest that I have read and understand all applicable policies of Alberta Health Services 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 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.			
Claimant (Print Name)	Signature: I, by signing this form, attest that I am compliant to all the above statements	Date	Phone#
Don Sieben	<i>[Signature]</i>	7/4/14	[REDACTED]

I attest that I have read and understand all applicable policies of Alberta Health Services 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 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 Name)	Position Title/Program Group	Date	Phone#
Janet Davidson	Official Administrator	18/09/14	[REDACTED]
Signature: I, by signing this form, attest that I am compliant with all the above statements	DOFA Level	Position#	
<i>[Signature]</i>	[REDACTED]	[REDACTED]	

- 1) All cheques and attachments will be mailed out by Accounts Payable. Cheques will NOT be pulled and returned to departments for mailing.
- 2) Non-compliant and incomplete/improperly authorized payment requisitions will be returned without processing.

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. For more information, questions or concern about the collection, use or disclosure of your health personal information, please contact Mark Paika, Director Accounts Payable at 780-735-0506 or email, Mark.Paika@albertahealthservices.ca

For payment please submit to the Official Administrator office: 10101 Southport Road SW, Calgary, AB, T2W 3N2, Attention: Lou DeCoste

*Deborah Rhodes*  
Deborah Rhodes, Acting CFO

*Sept 11/14*  
Date

Created: November 01, 2013  
Rev 2 eff April 17, 2014

**Carry forward from Section 1**

Don Sieben Professional Corporation (Don Sieben)	Vendor# (if known)	Expense Period Month: Aug-Sept 2014
--------------------------------------------------	--------------------	-------------------------------------

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 above

**SECTION 4A: OFFICIAL ADMINISTRATOR & COMMITTEE MEMBER - TRAVEL EXPENSE CLAIM**

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		With Receipt					
			Meal Type	Allowance	Meal Type	With Receipt				
12-Aug-14	Meeting with Vickie Kaminski (parking)	Yes					\$14.00 ✓			
15-Aug-14	Audit and Finance Advisory Committee Meeting (parking)	Yes					\$23.00 ✓			
25-Aug-14	Human Resources Advisory Committee Meeting	Yes					NA			
4-Sep-14	Quality and Safety Advisory Committee	Yes								
21/08/14	AF ✓	YES					21.00 ✓			
1/8/14	Meeting with Vickie K	YES					14.00			
<b>Total: (amount auto fills to page 1)</b>			\$0.00		\$0.00	\$0.00	72 \$67.00	\$0.00	0.00	

OA COMMITTEE MEMBER Mileage Rate	0.505	Total Mileage	\$
----------------------------------	-------	---------------	----

For payment please submit to the Official Administrator office: 10101 Southport Road SW, Calgary, AB. T2W 3N2, Attention: Lou DeCoste

PLACE FACE UP ON DASH  
IMPARK LOT 256  
NO IN AND OUT PRIVILEGES

Expiration Date/Time

**12:50 PM**  
**AUG 01, 2014**

PLACE FACE UP ON DASH  
IMPARK LOT 256  
NO IN AND OUT PRIVILEGES

Expiration Date/Time

**03:22 PM**  
**AUG 12, 2014**

PLACE FACE UP ON DASH  
IMPARK LOT 256  
NO IN AND OUT PRIVILEGES

Expiration Date/Time

**06:00 PM**  
**AUG 15, 2014**

*ATC*  
PLACE FACE UP ON DASH  
IMPARK LOT 256  
NO IN AND OUT PRIVILEGES

Expiration Date/Time

**11:47 AM**  
**AUG 21, 2014**

Purchase Date/Time: 10:50am Aug 01, 2014  
Total Parking: \$13.33  
Total gst: \$0.67  
Total Due: \$14.00  
Total Paid: \$14.00  
Ticket # [REDACTED]  
S/N #: 500012451104  
Setting: Lot 256  
Mach Name: Meter 1  
*Meeting*  
*U.K.*

Purchase Date/Time: 01:22pm Aug 12, 2014  
Total Parking: \$13.33  
Total gst: \$0.67  
Total Due: \$14.00  
Total Paid: \$14.00  
Ticket # [REDACTED]  
S/N #: 500012451104  
Setting: Lot 256  
Mach Name: Meter 1

Purchase Date/Time: 07:38am Aug 15, 2014  
Total Parking: \$21.90  
Total gst: \$1.10  
Total Due: \$23.00  
Total Paid: \$23.00  
Ticket # [REDACTED]  
S/N #: 500012451104  
Setting: Lot 256  
Mach Name: Meter 1  
Rate: \$23 - Early Bird  
Payment Type: Card

Purchase Date/Time: 08:47am Aug 21, 2014  
Total Parking: \$29.00  
Total gst: \$1.00  
Total Due: \$21.00  
Total Paid: \$21.00  
Ticket # [REDACTED]  
S/N #: 500012451104  
Setting: Lot 256  
Mach Name: Meter 1  
Rate: \$21 - 3 hours  
Payment Type: Card  
*ATC*

GST #887315638RT0001

GST #887315638RT0001

GST #887315638RT0001

GST #887315638RT0001

**RECEIPT**

IMPARK LOT 256  
NO IN AND OUT PRIVILEGES

Expiration Date/Time: 12:50pm Aug 01, 2014  
Purchase Date/Time: 10:50am Aug 01, 2014  
Total Parking: \$13.33  
Total gst: \$0.67  
Total Due: \$14.00  
Total Paid: \$14.00  
Ticket # [REDACTED]  
Setting: Lot 256  
Mach Name: Meter 1  
Rate: \$14 - 2 Hours  
Payment Type: Card

**RECEIPT**

IMPARK LOT 256  
NO IN AND OUT PRIVILEGES

Expiration Date/Time: 03:22pm Aug 12, 2014  
Purchase Date/Time: 01:22pm Aug 12, 2014  
Total Parking: \$13.33  
Total gst: \$0.67  
Total Due: \$14.00  
Total Paid: \$14.00  
Ticket # [REDACTED]  
Setting: Lot 256  
Mach Name: Meter 1  
Rate: \$14 - 2 Hours  
Payment Type: Card

**RECEIPT**

IMPARK LOT 256  
NO IN AND OUT PRIVILEGES

Expiration Date/Time: 06:00pm Aug 15, 2014  
Purchase Date/Time: 07:38am Aug 15, 2014  
Total Parking: \$21.90  
Total gst: \$1.10  
Total Due: \$23.00  
Total Paid: \$23.00  
Ticket # [REDACTED]  
Setting: Lot 256  
Mach Name: Meter 1  
Rate: \$23 - Early Bird  
Payment Type: Card

**RECEIPT**

IMPARK LOT 256  
NO IN AND OUT PRIVILEGES

Expiration Date/Time: 11:47am Aug 21, 2014  
Purchase Date/Time: 08:47am Aug 21, 2014  
Total Parking: \$29.00  
Total gst: \$1.00  
Total Due: \$21.00  
Total Paid: \$21.00  
Ticket # [REDACTED]  
Setting: Lot 256  
Mach Name: Meter 1  
Rate: \$21 - 3 hours  
Payment Type: Card

Card [REDACTED]

Card [REDACTED]

Card [REDACTED]

Card [REDACTED]