

## Official Administrator and Executive Expense Report

**Name** Doug Tupper  
**Title** Chair, Quality Assurance & Patient Safety Advisory Committee  
**Location** Calgary  
 Expenses submitted during the month of April 2015

		Travel (1)								
Month-Year	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Apr-15	Expense Claim	Meetings	752	53		355	1,160			
<b>Total</b>			\$ 752	\$ 53	\$ -	\$ 355	\$ 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 \$ -  
 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:	
TAA/NR Applicable? - If yes, indicate line & amt	

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

### SECTION 1: PAYEE INFORMATION

Name:	Doug Tupper	Vendor# (if known)		Expense Period Month:	Apr-15
Address:	[REDACTED]	City:	Edmonton	Province:	AB
Postal Code:	[REDACTED]	Country:		Phone #:	[REDACTED]
Reason for Expense &/or Business Case					

### SECTION 2: FINANCE CODING & TOTAL CLAIM

Description	Corp/BU/O #	Location (if applicable)	Functional Centre/Primary	Expense/ Secondary Acct	Total (Note: This column will auto fill)
Meals (A)	101	0005	71110300000	45000000	\$53.15 ✓
Travel Exp (B+C+E)	101	0005	71110300000	62212000	\$1,106.09 ✓
Other (D)	101	0005	71110300000	41090000	\$0.00 ✓
<b>TOTAL PAYMENT</b>					<b>\$1,159.24</b> ✓

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

### SECTION 3: AUTHORIZATION

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 with all the above statements	Date	Phone#
Doug Tupper	<i>Doug Tupper</i>	April 13/15	[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#
Dr. Carl Amrhein	Official Administrator	May 4 2015	[REDACTED]
Signature: I, by signing this form, attest that I am compliant with all the above statements	DOFA Level	Position#	

- 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 Act (HPIA) and sections 33(c) and 34(2) of the Freedom of Information and Protection of Privacy Act (FOIP/PIPA) apply to the collection, use and disclosure of your health personal information.

*Deborah Rhodes*  
 Deborah Rhodes, Vice President  
 Corporate Services & Chief Financial Officer

Date: May 1, 2015 Phone Number: [REDACTED]

Position Number: [REDACTED] DOFA Level: [REDACTED]

For payment please submit to the Official Administrator office:  
 14<sup>th</sup> Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmonton AB T5J 3E4, Attention: Von Whiting

Carry forward from Section 1

Name: **Doug Tupper** Vendor# (if known) Expense Period Month: [REDACTED]

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 )	Payroll Only OA Committee Meeting Fee ( F )
			Allowance		With Receipt						
			Meal Type	Allowance	Meal Type	With Receipt					
1-Apr-15	Taxi from Oro Valley House to Tucson, AZ Airport.	Yes	BL-\$20.80	\$20.80			\$97.73	✓			
1-Apr-15	Airfare from Tucson, AZ to Edmonton & Return to attend the Finance and Audit & Risk Advisory Committee Meetings.	Yes					\$751.53	✓			
1-Apr-15	Taxi from Edmonton Airport to Residence.	Yes					\$68.00	✓			
2-Apr-15	Parking and Mileage from Residence to SSP and return to attend the Finance and Audit & Risk Advisory Committee Meetings.	Yes					\$30.00	✓	17		
2-Apr-15	Attended the Finance Advisory Committee Meeting and the Audit & Risk Advisory Committee Meeting.										
2-Apr-15	Attended the Human Resources Advisory Committee Meeting.										
3-Apr-15	Taxi from Residence to Edmonton Airport.	Yes	LD-\$32.35	\$32.35			\$60.00	✓			
3-Apr-15	Taxi from Tucson Airport to Oro Valley House.	Yes					\$80.24	✓			
16-Apr-15	Attended the Human Resources Advisory Committee Meeting.										
<b>Total: (amount auto fills to page 1)</b>			\$53.15		\$0.00	\$0.00	\$1,097.50	\$0.00	17.00		

\$8.59

YELLOW CAB  
COMPANY  
PHOENIX  
480-888-888

VEHID : [REDACTED]  
DRIVER: [REDACTED]  
DATE: 04/01/15  
TIME: 06:54  
START: 06:53  
END : 06:53  
DIST : 0.0  
FLAT RATE  
VISA

EXP [REDACTED]  
SEQ#/TRIP# [REDACTED]  
19105  
AUTH# [REDACTED]  
FARE \$ 75.00  
TOTAL \$ 75.00

APPROVED\$ 75.00  
\$ 75.00 USD

= 97.73 CAN  
X

TRANS. APPROVED  
IMPORTANT:  
RETAIN A COPY  
FOR YOUR RECORDS

---COPY---

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

CARD [REDACTED]  
CARD TYPE VISA  
DATE 2015/04/01  
TIME 8003 15:38:20  
RECEIPT NUMBER  
[REDACTED]

PURCHASE  
TOTAL  
\$68.00

VISA CREDIT  
A0000000031010  
D11F8F7EB6505552  
0080008000-E800  
E0C92B2A20EA4770  
0080008000-F800

APPROVED

AUTH [REDACTED] 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

GST B3209 4528 RT0001

RECEIPT  
IMPARK LOT 256  
NO IN AND OUT PRIVILEGES

06:00 PM  
APR 02, 2015

Purchase Date/Time: 09:40am Apr 02, 2015  
Total Parking: \$26.67  
Total gst: \$1.43  
Total Due: \$30.00  
Total Paid: \$30.00  
Ticket # [REDACTED]  
S/N #: 6000245104  
Setting: Lot 256  
Mach Name: Meter 1

Rate: \$30 - All Day  
Payment Type: Card

Car [REDACTED] Visa  
Auth [REDACTED]  
GST #887315636RT0001

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

Terminal [REDACTED]  
Driver [REDACTED]  
15/04/03 13:32:23

VISA  
Card : [REDACTED]  
VISA CREDIT  
CHIP CARD  
AID : A0000000031010  
TVR : 0080008000  
VERIFIED BY PIN  
Ref # [REDACTED]  
Auth # [REDACTED]

PURCHASE  
FARE : \$ 60.00  
TOTAL : \$ 60.00

APPROVED - THANK YOU  
(01-027)

IMPORTANT: Retain a  
copy for your records

Merchant Copy

YELLOW CAB  
COMPANY  
PHOENIX  
480-888-888

VEHID : [REDACTED]  
DRIVER: [REDACTED]  
DATE: 04/03/15  
TIME: 22:24  
START: 22:20  
END : 22:20  
DIST : 0.0  
FLAT RATE  
VISA

EXP [REDACTED]  
SEQ#/TRIP# [REDACTED]  
20465  
AUTH# [REDACTED]

FARE \$ 70.00  
TOTAL \$ 70.00

APPROVED\$ 70.00  
\$ 70.00 USD

= 90.24 CAN  
X

TRANS. APPROVED  
IMPORTANT:  
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---COPY---

**Doug Tupper**

**From:** reservations@email-usairways.com

**Sent:** Friday, March 20, 2015 10:45 AM

**To:** [REDACTED]

**Subject:** Your US Airways flight



[Book travel](#)

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**You're confirmed**

Date issued: Friday, March 20, 2015



Scan at any US Airways kiosk to check in



Next step: the airport. See terminal information and [find your way](#).

Confirmation code:

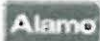


US Airways

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Get your wheels in Edmonton, Canada

Reserve your car now and earn Dividend Miles with Alamo and National.



[Reserve now](#)

**Need a hotel?**

Get a room in Edmonton, Canada

You're sure to get the best rates here.



[Book a hotel](#)

**Passenger summary**

Passenger name

Request type # (Airfare)

Total amount

Special needs

Douglas Alfred Tupper



Day of departure: [Redacted]

ETD: [Redacted]

Trip details



[Download to Outlook](#)

**DEPART**

**TUS**

**YEG**

Tucson, AZ to Edmonton, Canada  
Wednesday, April 01, 2015

FLIGHT # 5639



Operated by Mesa Airlines dba US Airways Express

DEPART	08:05 AM TUS	AIRCRAFT	CRJ 900
ARRIVE	09:06 AM PHX Terminal 4	CABIN	Coach
TRAVEL TIME	1h 1m	MEAL	-
		SEATS	<u>18D</u>



Flight # 5639 : Plane change required in PHX

Stop: Change plane in Phoenix, AZ (PHX)

FLIGHT # 484



Operated by US Airways

DEPART	10:05 AM PHX Terminal 4	AIRCRAFT	A319
ARRIVE	02:32 PM YEG	CABIN	Coach
TRAVEL TIME	3h 27m	MEAL	<u>MarketPlace™</u>
		SEATS	<u>19C</u>

**RETURN**

**YEG**

**TUS**

Edmonton, Canada to Tucson, AZ  
Friday, April 03, 2015

FLIGHT # 484



Operated by US Airways

DEPART	03:25 PM YEG	AIRCRAFT	A319
ARRIVE	05:42 PM PHX Terminal 4	CABIN	Coach
TRAVEL TIME	3h 17m	MEAL	<u>MarketPlace™</u>
		SEATS	<u>22C</u>



Flight # 484 : Plane change required in PHX

Stop: Change plane in Phoenix, AZ (PHX)

FLIGHT # 3042



Operated by Mesa Airlines dba US Airways Express

DEPART	06:50 PM PHX Terminal 4	AIRCRAFT	CRJ 800
ARRIVE	07:39 PM TUS	CABIN	Coach
TRAVEL TIME	0h 49m	MEAL	-
		SEATS	<u>13C</u>



Total travel cost (1 passengers)

Your fare (Non-refundable)	Adult
TUS to TUS (VA07ZNH3)	\$246.50
TUS to TUS (GA14YNH3)	\$217.50
Taxes and fees	\$112.20
Subtotal	\$576.20
Number of passengers	x1
Total by passenger type	\$576.20
Total fare (All passengers)	\$576.20

[Redacted]  
 Charged to Douglas A Turner  
 [Redacted]

You paid \$576.20

USD

= \$ 751.53 CAD ✓

Helpful links

Travel tools and tips

[Airport information](#)

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Bags

Pay for your checked bags when you check in online or at the airport! [Read more about bags.](#)

Carry-ons\*

All flights

Checked bags (each way per person)\*\*

Domestic (U.S., Puerto Rico, USVI, Canada)

Carry-on bag

Personal item

\$0

\$0

1st bag

2nd bag

\$25

\$35



Personal Accounts

View Accounts

Order Cheques

Change Account Type

Small Business Accounts

Online Statements

Communications

Session History

Order Foreign Currency

My Links

Choose my links

- Pay Bills
- Make a Transfer
- Purchase Mutual Funds
- WebBroker
- View Bills

More Online Services

Apply for a credit Limit

# Account Activity

Help | Print

Travel with confidence. **Pack the right insurance.** »

Account:

View:

Current Balance (?)

Credit Limit

Current Available Credit\* (?)

Balance Date: Apr 29, 2015

Account Type: OWNER

Statement balance for selected period was

Due date and minimum payment was

May 01, 2015

Make a payment:

Pay current balance

Next

Posted Date ↑ (?)

Transaction Description ↓

Debits ↓ (?)

Credits ↓ (?)

Balance (?)

Apr 06, 2015

AAA TAXI 1612 PHOENIX

90.24 ✓

(6)

(70.00 USD)



ommunications

ession History

order Foreign Currency

Balance Date: Apr 27, 2015

Account Type: OWNER

Statement balance for selected period was

Due date and minimum payment was

May 01, 2015

Make a payment:

### My Links

Choose my links

- > Pay Bills
- > Make a Transfer
- > Purchase Mutual Funds
- > WebBroker
- > View Bills

### More Online Services

- > Apply for a credit Limit Increase
- > Add an Authorized User Card
- > Automatically Pay Bills with your TD Credit Card

View more Online Services

Posted Date <sup>?</sup>	Transaction Description <sup>?</sup>	Debits <sup>?</sup>	Credits <sup>?</sup>	Balance <sup>?</sup>
Apr 02, 2015	AAA TAXI 1369 PHOENIX	97.73 ✓ (75.00 USD)		①
Mar 23, 2015	USAIRWAYS [REDACTED]	751.53 ✓ (576.20 USD)		②