

## Official Administrator and Executive Expense Report

**Name** Gord Winkel  
**Title** Quality and Patient Safety Advisory Committee  
**Location** Edmonton  
 Expenses submitted during the month of August 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)
Aug-14	Expense Claim	Meetings	218	21		156	395			
<b>Total</b>			\$ 218	\$ 21	\$ -	\$ 156	\$ 395	\$ -	\$ -	\$ -

**Total for the Month** \$ 395

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

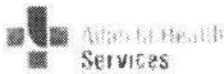
#### 3) Hosting and Hospitality expenses

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	
T4/ANNR Applicable? If yes, indicate line & amt	

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

SECTION 1: PAYEE INFORMATION					
Name:	Leading Org Solutions Inc. (Gord Winkler)	Vendor# (if known):	Expense Period Month:	July 2014	
Address:	[REDACTED]	City:	Province:	AB	
Postal Code:	[REDACTED]	Country:	Phone #:	[REDACTED]	
Reason for Expense &/or Business Case	Quality and Safety Committee Meeting, Calgary AB June 4, 2014				

SECTION 2: FINANCE CODING & TOTAL CLAIM					
Description	Cost/BU/OI	Location (if applicable)	Functional Centre/Primary	Expense/Secondary Acct	Total (Note: This column will auto fill)
Meals (A)	101	0005	71110300004	45000000	\$21.25
Travel Exp (B+C+E)	101	0005	71110300004	62212000	\$373.32
Other (D)	101	0005	71110300004	41090000	\$0.00
<b>TOTAL PAYMENT</b>					<b>\$394.57</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 included 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: (by signing this form, you are certifying compliance with all the above statements)	Date	Phone#		
Gord Winkler		Sept 4/2014	[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 included 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	23/09/14	[REDACTED]		
Signature: (by signing this form, you are certifying compliance 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/inproperly authorized payment requestions 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 30(c) and 34(2) of the Privacy and Protection of Personal Information Act (PIPA) respectively for the purpose of administering AHS Procure to Pay program. For more information, questions or concerns about the collection, use or disclosure of your health personal information, please contact Mark Palko, Director Accounts Payable at 180 230-0508 or email: Mark.Palko@albertahealthservices.ca.

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

Deborah Rhodes, Acting CFO

Sept 4/14  
 Date

Created November 01 2013  
 Rev 2 of February 06, 2014

**Carry forward from Section 1**

<b>Name:</b>	Leading Org Solutions Inc. (Gord Winkel)	<b>Vendor#</b> (if known)		<b>Expense Period</b> <b>Month:</b>	July 2014
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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 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				
17-Jul-14	Quality & Safety Advisory Committee Meeting in Calgary (parking)	Yes			B	\$21.25		\$15.00		48
17-Jul-14	Taxi in Calgary (54.90 + 61.70)	Yes						\$116.60		
17-Jul-14	Airfare from Edmonton to Calgary and Return (142.93 + 74.55 including flight change costs)	Yes						\$217.48		
<b>Total: (amount auto fills to page 1)</b>			\$0.00			\$21.25	\$0.00	\$349.08	\$0.00	48.00

<b>OA COMMITTEE MEMBER Mileage Rate</b>	0.505	<b>Total Mileage</b>	\$ 24.24
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For payment please submit to the Official Administrator office: 10101 Southport Road SW, Calgary, AB. T2W 3N2, Attention: Lou DeCoste

From: Air Canada <confirmation@aircanada.ca>  
Subject: Air Canada - 17-Jul: Edmonton - Calgary (booking ref [REDACTED] - booking modified  
Date: July 13, 2014 3:01:51 PM MDT  
To: [REDACTED]

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*

AIR CANADA 

## Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

[Scan this barcode to check in at any Air Canada check in kiosk.](#)



### Booking Information

Booking Reference: [REDACTED]

#### Customer Care

Air Canada  
1-888-247-2262

Flight Arrivals and Departures  
1-888-422-7533

Electronic Ticketing confirmed. This is your official itinerary/receipt.

#### Main Contact:

Mr Gordon Winkel

Mobile: [REDACTED]

Home: [REDACTED]

Work: [REDACTED]

#### Online Services

- [Manage](#) my booking online (view/change my booking; select seats\*).
- [Select Seats](#)
- [Maple Leaf Lounge | Meal Vouchers | On My Way](#)
- [Alert me](#) of flight status changes directly to my mobile phone or email.
- [Flight Arrivals & Departures](#) - check online if my flight is on time.
- [Check-in online](#) and print my boarding pass.

\* [Can my booking be changed online?](#)

### Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8133 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Thu 17-Jul 2014 07:00	Calgary (YYC) Thu 17-Jul 2014 07:46	0	0hr46	CRJ	Flex, V	
AC8152 <sup>1</sup>	Calgary (YYC) Thu 17-Jul 2014 16:30	Edmonton, Edmonton Int'l (YEG) Thu 17-Jul 2014 17:21	0	0hr51	DH3	Flex, G	

Operated by:

<sup>1</sup> Air Canada Express - Jazz

### Passenger Information

1: Mr Gordon Winkel : Adult (16+), Ticket Number: [REDACTED]

Air Canada - Aeroplan [REDACTED] Meal Preference : **Regular**  
Payment Card: [REDACTED] Special Needs: **None**  
Seat Selection: AC8133 **12A** , AC8152 **11C**

### Additional charges and/or refund summary

	<u>Additional charges</u>
Passenger Type	<u>Adult</u>
<b>Air Transportation Charges</b>	
Airfare (includes <a href="#">Surcharges</a> )	<b>21.00</b>
<b>Taxes, Fees and Charges</b>	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	1.05
Total Additional Fare	<b>22.05</b>
<b>Extra Charges (Change Fee)</b>	
Change Fee	50.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	2.50
Total Extra Charge (Change Fee)	<b>52.50</b>
Number of passengers	<u>1</u>
<b>Grand Total - Canadian dollars</b>	<b>\$74.55</b>

#### Payment Information

**Credit/Debit Card** [REDACTED] - Amount paid: **\$74.55**

The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$22.05 (Airfare)
- Air Canada: \$52.50 (Change Fee per ticket)

Ticket number(s) [REDACTED]

### enRoute City Guide

## Calgary

Calgary grew up fast through successive energy booms, so it still feels a lot like a small prairie town - albeit a small prairie town with more than a million people that's now Western Canada's engine of commerce...

[▶ Read the complete guide](#)

### Fare Rules

**Departing Flight** Edmonton (YEG) To Calgary (YYC) - **Flex**

**Return Flight** Calgary (YYC) To Edmonton (YEG) - **Flex**

- **Changes:**

- o Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- o **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- o **Same-day standby** is available **only** to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- o Flights can only be used in sequence from the place of departure specified on the itinerary.

- **Cancellations:**

**Subject:** GORDON WINKEL is sending you the itinerary for your next trip from Edmonton to Calgary.  
**From:** Air Canada <confirmation@aircanada.ca>  
**Date:** 11/06/2014 10:14 PM  
**To:** [REDACTED]

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*

AC logo


# Itinerary/Receipt



From: [GORDON WINKEL](#)

**Your booking is confirmed.** Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

[Scan this barcode to check in at any Air Canada check in kiosk.](#)



 **Want travel insurance?** Protect yourself and your family against unforeseen circumstances.

 **Need a car in Calgary?** Great rates and additional Aeroplan Miles. 

## Booking Information

**Booking Reference:** [REDACTED]

### Customer Care

**Air Canada**  
1-888-247-2262

**Flight Arrivals and Departures**  
1-888-422-7533

**Electronic Ticketing confirmed. This is your official itinerary/receipt.**

**Main Contact:**  
Mr Gordon Winkel  
[REDACTED]

### Online Services

- **Manage** my booking online (view/change my booking; select seats\*).
- **Select Seats**
- **Maple Leaf Lounge | Meal Vouchers | On My Way**
- **Alert me** of flight status changes directly to my mobile phone or email.
- **Flight Arrivals & Departures** - check online if my flight is on time.
- **Check-in online** and print my boarding pass.

\* [Can my booking be changed online?](#)

## Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8153 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG)	Calgary (YYC) Wed 16-Jul 2014 18:49	0	0hr49	DH4	Flex, G	

	Wed 16-Jul 2014 18:00					
AC8152 <sup>1</sup>	<b>Calgary (YYC)</b> Thu 17-Jul 2014 16:30	<b>Edmonton, Edmonton Int'l (YEG)</b> Thu 17-Jul 2014 17:21	0	0hr51	DH3	Flex, G

Operated by:

<sup>1</sup> Air Canada Express - Jazz

**Passenger Information**

<b>1: Mr Gordon Winkel : Adult (16+), Ticket Number:</b> [REDACTED]	
Air Canada - Aeroplan : [REDACTED]	Meal Preference : <b>Regular</b>
Payment Card: [REDACTED]	Special Needs: <b>None</b>
Seat Selection: AC8153 <b>10C</b> , AC8152 <b>11C</b>	

**Additional charges and/or refund summary**

	<b>Additional charges</b>	<b>Refund</b>
	<b>Adult</b>	<b>Adult</b>
<b>Passenger Type</b>		
<b>Air Transportation Charges</b>		
Airfare (includes <a href="#">Surcharges</a> )	<b>19.00</b>	
<b>Taxes, Fees and Charges</b>		
<a href="#">Canada Airport Improvement Fee</a>	60.00	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	4.30	
<a href="#">Air Travellers Security Charge (ATSC)</a>	7.13	
Total Additional Fare	<b>90.43</b>	
<b>Extra Charges (Change Fee)</b>		
Change Fee	50.00	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	2.50	
Total Extra Charge (Change Fee)	<b>52.50</b>	
<b>Options</b>		
Departing Flight - <a href="#">Flex</a>		
discount star image Advance Seat Selection ( <a href="#">Preferred</a> ) (This option was selected in the original booking)		25.00
Return Flight - <a href="#">Flex</a>		
discount star image NIL		
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	0.00	1.25
Total airfare, taxes and options (per passenger)	<b>142.93</b>	<b>26.25</b>
Number of passengers	1	1
<b>Grand Total - Canadian dollars</b>	<b>\$142.93</b>	<b>\$26.25</b>

**Payment Information**

**Credit/Debit Card** [REDACTED] - Amount paid: **\$142.93**

The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$90.43 (Airfare)
- Air Canada: \$52.50 (Change Fee per ticket)

Ticket number(s) [REDACTED]

**enRoute City Guide**

HMSHOST  
MONTANA'S COOKHOUSE  
EDMONTON INTERNATIONAL AIRPORT

HMSHOST  
MONTANA'S COOKHOUSE  
EDMONTON INTERNATIONAL AIRPORT

CHECK: [REDACTED]  
TABLE: [REDACTED]  
SERVER: [REDACTED]  
DATE: JUL17'14 6:21AM  
CARD TYPE: [REDACTED]  
ACCT #: [REDACTED]  
AUTH CODE: [REDACTED]

JUL17'14 6:04AM

DINE IN

GORD R WINKEL

TOTAL: 18.25

TIP: 3.00

TOTAL: 21.25

I AGREE TO PAY THE ABOVE AMOUNT  
IN ACCORDANCE WITH THE CARD  
ISSUER'S AGREEMENT.

\*\*\*\* SEAT 1 \*\*\*\*  
1 JUC BAR 3.39  
JUC ORANGE  
1 BRK MRNG BURG 13.99  
FRESH FRUIT  
TAX 0.87 AMOUNT D 18.25  
\*\*\*\*\*  
SUBTOTAL 17.38  
TAX 0.87  
AMOUNT DUE \$18.25

THANK YOU FOR YOUR BUSINESS!

TELL US ABOUT YOUR EXPERIENCE

TAMARA LAWLOR  
780-890-4447  
TAMARA.LAWLOR@HMSHOST.COM

GST #137512901

TAXI: AIRPORT TO  
SOUTHPORT  
ASSOCIATED CAB ALTA LTD  
387 - 41 AVE NE (483) 299-1111  
INSIST ON THE PROFESSIONALS

DATE: 2014/07/17  
PICK-UP TIME: 08:00  
DROP-OFF TIME: 08:37  
TRIP ID: 0  
LOCATION: 073000-45824103187  
CAR NUMBER: [REDACTED]  
CARD TYPE: [REDACTED]  
CARD: [REDACTED]  
EXPIRY: [REDACTED]  
AUTH: [REDACTED]

FARE (\$) 57.70  
EXTRA (\$) 0.00  
SUBTTL (\$) 57.70

TIP (\$) 4.00

TOTAL (\$) 61.70

SIGNATURE: \_\_\_\_\_

FOR ONLINE TAXI BOOKINGS VISIT  
OUR WEBSITE@WWW.ASSOCIATEDCAB.CA

CUSTOMER'S COPY

TAXI SOUTHPORT  
TO AIRPORT

\* TRANSACTION RECEIPT \*  
Checker/Yellow Cabs  
316 Meridian Road SE  
Calgary, AB, T2A 1X2  
403-299-9999

Taxi Service

TYPE: MasterCard  
CARD: [REDACTED]  
EXP: [REDACTED]  
DATA: SWIPED  
TerminalID: 00001556F2E9  
Transaction Reference  
Number [REDACTED]

DATE: 2014/07/17 15:06:25

AUTH: [REDACTED]

IFID: [REDACTED]

DRV: [REDACTED]

VEH: [REDACTED]

GST: 896875440

Meter Start Time:

14:38:51

Meter Stop Time:

15:05:24

Distance: 29.6 Km

FARE 1: \$ 50.90

FLAT: \$ 0.00

TAX: \$ 0.00

TOTAL FARE: \$ 50.90

PAYMENT AMOUNT: \$ 50.90

TIP: \$ 4.00

TOTAL PAYMENT: \$ 54.90

Purchase Auth Complete

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton  
Tax CodeCA5%

Exit Lane 17/07/14 17:06  
Receipt [REDACTED]

Short-term parking tkt

VP - No. 019065

17/07/14 05:32 -

18/07/14 05:31 -

Period 1d0h0'

(Tax) \$15.00

Total \$15.00

Payment Received

MC \$15.00

Type: Swiped

Sub Total \$14.29

Tax 5% 0.71

COMPLIANCE