

AHS Board and Executive Expense Report

Name Marliss Taylor
Title AHS Board Member
Location Edmonton

Expenses submitted during the month of January 2016

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)
Jan-16	Expense Claim	Meetings				20	20			462
Total			\$ -	\$ -	\$ -	\$ 20	\$ 20	\$ -	\$ -	\$ 462

Total for the Month \$ 482

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.

5) Remuneration, Allowances Reported in the Financial Statements

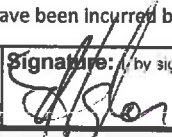
Car allowance, honoraria, meeting fees, and any other employment benefits reported in the annual financial statements are excluded from this report.

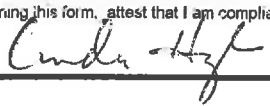
AHS - AP Processing - Internal Use Only
Voucher #
Naming Convention:
T4A:NR Applicable? - If yes, indicate line & amt

BOARD MEMBER EXPENSE CLAIM FORM

SECTION 1: PAYEE INFORMATION					
Name:	Marliss Taylor			Expense Period Month:	Nov 2015-Jan 2016
Address:	[REDACTED]		City:	[REDACTED]	
Province:	[REDACTED]	Postal Code:	[REDACTED]	Country:	Canada
Reason for Expense	To be able to conduct Board business.				

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	\$0.00
Travel Exp (B+C+E)	101	0005	71110300000	62212000	\$20.00
Other (D)	101	0005	71110300000	41090000	\$462.00
TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE					\$482.00

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#
Marliss Taylor		Feb 9/16	[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
	Feb. 9/16

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 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:	Marliss Taylor	Expense Period Month:	Nov 2015-Jan 2016
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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

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				
9-Nov-15	Purchase of a printer to conduct Board business.	Yes						\$154.85		
3-Jan-16	Purchase of a locking filing cabinet to conduct Board business.	Yes						\$272.99		
8-Jan-16	Purchase of stationery supplies to conduct Board business.	Yes						\$34.16		
20-Jan-16	Taxi from office to SSP to attend Governance Committee meeting on January 20, 2016.	Yes					\$12.00			
21-Jan-16	Taxi from SSP to Office - attended Finance Committee and Audit & Risk Committee meetings.						\$8.00			
Total: (amount auto fills to page 1)			\$0.00		\$0.00	\$0.00	\$20.00	\$482.00	0.00	

BOARD MEMBER Mileage Rate	0.505	Total Mileage	\$ -
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For payment please submit to:

14th Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmonton AB T5J 3E4, Attention: Jennifer Hamstra

STAPLES Canada
Store # 307
2012 38 Avenue NW
Edmonton, AB T6T0B9

Sale 00091 5 002 19083
0307 11/09/15 06:33

ENTER TO WIN!
\$1,000 STAPLES SHOPPING SPREE

Staples listens and values your feedback.
Tell us how we did today!

Visit www.StaplesListens.ca

Your Survey Code: Barcode at the bottom
Expires: 11/16/2015

AIR MILES Number

1707171

1	CANON MB2320 WIREL	
	0138010108	99.92G
1	RECYCLING FEE AB	
	596893	4.80G
1	VLOCTY RT BLD BP	
	070330184873	4.36G
1	CANON PGI-1200XL B	
	013803238013	38.40G

Subtotal 147.48

GST 5.00% 7.37

Total \$154.85

Debit 154.85

Interac C Purchase
Authorization Number CHEQUING

91 11/09/15 18:33:25

00/001 APPROVED - THANK YOU

INTERAC A0000002771010

8080008000 6800

Thank you for shopping at STAPLES!
We will not be undersold!
Visit Staples.ca

IMPORTANT
Retain This Copy for Your Records

GST No. 126152586



November 09, 2015 (\$154.85)

- Purchase of a printer to conduct Board business.

①

STAPLES Canada
Store # 165

6800 48 Ave Unit 350 Cornerstone Pwr Ctr
Camrose, AB T4V4T1
780-608-4100

Sale 00091 1 005 13423
0165 01/03/16 01:21

ENTER TO WIN!

\$1,000 STAPLES SHOPPING SPREE

Staples listens and values your feedback.
Tell us how we did today!
Visit www.StaplesListens.ca

Your Survey Code: Barcode at the bottom
Expires: 01/10/2016

AIR MILES Number : [REDACTED]

0016345

1 OB DLX CHERRY 2DR LA
718103079648

259.99G

Subtotal 259.99

GST 5.00% 13.00

Total \$272.99

Debit 272.99

Purchase
CHEQUING

Interac [REDACTED]

Authorization Number [REDACTED]

01/03/16

13:21:41

00/001 APPROVED - THANK YOU

INTERAC A0000002771010

8080008000 6800

Thank you for shopping at STAPLES!

We will not be undersold!

Visit Staples.ca

IMPORTANT

Retain This Copy for Your Records

GST No. 126152586



01650103161342305

2

January 03, 2016 (\$272.99)

- Purchase of a locking filing cabinet to conduct Board business.



WE SELL
FOR LESS

[REDACTED]

32PK COMBO	005114198057	\$12.97	J
HANG FOLDERS	062537730801	\$9.27	J
FILE FOLDERS	062537741450	\$10.27	J
BOOK BIG BOOK	978162937180	\$11.97	J
SUBTOTAL		\$106.40	
GST 5%		\$5.32	
TOTAL		\$111.72	
DEBIT TEND		\$111.72	
CHANGE DUE		\$0.00	

GST/HST 137466199 RT 0001
QST 1016551356 TQ 0001

Claiming
only \$34.16

TRANSACTION RECORD PURCHASE

111.72
CHEQUING [REDACTED]
RRN # [REDACTED]
AUTH [REDACTED]
TERMI [REDACTED] 020287
00 APPROVED-THANK YOU

INTERAC
AID A0000002771010
TC 5033D1000415754F
*PIN VERIFIED

01/08/16 18:20:08

ITEMS SOLD 7

TC# 0563 0082 8272 7711 8630 2



New Thursday flyer start date
Circulaire maintenant en vigueur Jeudi
01/08/16 18:20:14

3

January 08, 2016 (\$34.16)

- Purchase of stationery supplies to conduct Board business.

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

CASH RECEIPT

TERMINAL: 82/66234760
DRIVER : ██████████
TRIP #: ██████████
2016/01/20 11:57:37
FARE : \$ 12.00
TOTAL: \$ 12.00

Thank you for choosing
Co-op Taxi

YELLOW CAB

780.462.3456
edmtaxi.com

GST# _____
Date: 21 / Jan Amount: \$8
Driver: ██████████ Car#: ██████████
From: 10030 107st
To: 105 Ave / 10 St
10135-31 Avenue, Edmonton, AB T6N 1C2 A &

⑤

January 21, 2016 (\$8.00)

- Taxi from SSP to office - attended Finance Committee and Audit & Risk Committee meetings.

④

January 20, 2016 (\$12.00)

- Taxi from office to SSP to attend Governance Committee meeting.