

Official Administrator and Executive Expense Report

Name Martin Harvey
Title Official Administrator Advisory Committee Member
Location Edmonton
 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				49	49			
Total			\$ -	\$ -	\$ -	\$ 49	\$ 49	\$ -	\$ -	\$ -

Total for the Month \$ 49

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
T4/ANR Applicable? - If yes, indicate line & amt

OFFICIAL ADMINISTRATOR AND COMMITTEE MEMBER REMUNERATION AND EXPENSE CLAIM FORM

SECTION 1: PAYEE INFORMATION					
Name:	Martin Harvey	Vendor# (if known)		Expense Period Month:	April
Address:	[REDACTED]	City:	[REDACTED]	Province:	Alberta
Postal Code:	[REDACTED]	Country:		Phone #:	[REDACTED]
Reason for Expense &/or Business Case	Human Resources Advisory Committee Meetings				

SECTION 2: FINANCE CODING & TOTAL CLAIM					
Description	Corn/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	\$48.59
Other (D)	101	0005	71110300004	41090000	\$0.00
TOTAL PAYMENT					\$48.59

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 to all the above statements	Date	Phone#
Martin Harvey		April 17th 2015	[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. Paul ...	Officer of Administration	May 11, 2015	[REDACTED]
Signature: I, by signing this form, attest that I am compliant with the above statements	DOFA Level	Position#	

- All cheques and attachments will be mailed out by Accounts Payable. Cheques will NOT be pulled and returned to departments for mailing.
- 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 Palka, Director Accounts Payable at 780-735-0506 or email: Mark.Palka@albertahealthservices.ca

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

Date: April 30/15 Phone Number: [REDACTED]
Position Number: [REDACTED] DOFA Level: [REDACTED]

Carry forward from Section 1

Name: Martin Harvey Vendor# (if known) Expense Period Month: April

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					
April 2nd	HR Advisory Committee Conference Call Meeting										
April 16th	HR Advisory Committee Meeting <i>Parking, Mileage</i>						\$14.25	✓	68		
Total: (amount auto fills to page 1)			\$0.00		\$0.00	\$0.00	\$14.25	✓	\$0.00	68 00	

OA COMMITTEE MEMBER Mileage Rate 0.505 Total Mileage \$ 34.34

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

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ALBERTA HEALTH SERVICES
SPT-1 GST R124072513

EXPIRES

17 APR 15

12:46 PM PAID \$ 14.25C

ENTRY TIME 16 APR 15 12:46 PM

SPACE 6

EXPIRES

17 APR 15

12:46 PM

PAID

\$ 14.25C

RECEIPT

SPACE 6



MILIEU DE TRAVAIL VISIBLE / MILIEU DE TRAVAIL VISIBLE / PLACER SUR LE TABLEAU DE BORD / PLACER SUR LE TABLEAU DE BORD

Parking to attend
HR Advisory Committee
meeting.