

AHS Board and Executive Expense Report

Name Richard Dicerni
Title AHS Board Member
Location Edmonton

Expenses submitted during the month of December 2017

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)
May-16	Expense Claim	Meetings	925	51		203	1,179			
May-16	Direct Bill	Meetings			368		368			
Total			\$ 925	\$ 51	\$ 368	\$ 203	\$ 1,547	\$ -	\$ -	\$ -

Total for the Month \$ 1,547

Maximum daily single meal expense claimed in the month \$ 21
Maximum daily base hotel rate claimed in the month \$ 164
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.

Employee # [Redacted]

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:	Richard Dicerni			Expense Period Month:	Dec-17
Address:	[Redacted]	City:	[Redacted]		
Province:	[Redacted]	Postal Code:	[Redacted]	Country:	Canada
Reason for Expense	Attendance at Private and Public Board Meetings in Edmonton on December 06, 2017.				

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	7111030000	45000000	\$50.70 ✓
Travel Exp (B+C+E)	101	0005	7111030000	62212000	\$1,127.83 ✓
Other (D)	101	0005	7111030000	41090000	\$0.00
TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE					\$1,178.53 ✓

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#
Richard Dicerni	<i>See a.H. email for approval</i>	Dec 21/2017	[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
<i>Linda Hughes</i>	Jan. 8 / 2018

Health and Personal information on this form is collected by AHS under the authority of section 20(b) of the Health Information Privacy (FOIP) Act, respectively, for the purpose of administering

JRH
Deborah Rhodes, VP Corporate Services & CFO
Position #: [Redacted] DOFA Level: [Redacted]

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:	Richard Dicerni	Expense Period Month:	Dec-17
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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

The Board Members follow the Government of Alberta (GOA) Travel, Meal and Hospitality Expenses Policy

Note: For meal allowances outside Canada, the GOA policy redirects to the National Joint Council (NJC) travel directive for rates (Appendix C for USA, Appendix D for International).

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 Within Canada		With Receipt or Allowance Outside Canada					
			Meal Type	Allowance	Meal Type	Amount				
5-Dec-2017	Taxi from residence to Ottawa Airport.	Yes					\$40.95	✓		
5-Dec-2017	Flight from Ottawa to Edmonton and retur on December 7, 2017.	Yes					\$924.48	✓		
5-Dec-2017	Taxi from YEG to hotel.	Yes	D-\$20.75	\$20.75	✓		\$59.00	✓		
6-Dec-2017	Taxi from hotel to SSP.	Yes			✓		\$9.00	✓		
6-Dec-2017	Taxi from SSP to hotel.	Yes	D-\$20.75	\$20.75	✓		\$10.00	✓		
7-Dec-2017	Taxi from hotel to YEG.	Yes	B-\$9.20	\$9.20	✓		\$54.40	✓		
7-Dec-2017	Taxi from Ottawa airport to residence.	Yes					\$30.00	✓		
Total: (amount auto fills to page 1)			\$50.70	✓	\$0.00	\$0.00	\$1,127.83	✓	\$0.00	0.00

BOARD MEMBER Mileage Rate	0.505	Total Mileage	\$ -
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BLUE LINE TAXI
(613) 238-1111

DATE: 12/05/2017
TIME: 17:48

PHONE NUMBER:
EXTENSION:

DATE: 12/05/2017
TIME: 17:48

TAXI AMOUNT: \$ 35.00

TAXI AMOUNT: \$ 5.95

TOTAL: \$ 40.95

TAXI AMOUNT: \$ 40.95

PHONE NUMBER:
EXTENSION:

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB



GREATER EDMONTON TAXI
SERVICE
10135 31 AVE NW
EDMONTON AB

CARD [REDACTED]
CARD TYPE AMEX
DATE 2017/12/05
TIME 1324 21:36 22
INVOICE # [REDACTED]
RECEIPT NUMBER [REDACTED]
PURCHASE
AMOUNT \$55.00
TIP \$4.00
TOTAL \$59.00

AMERICAN EXPRESS



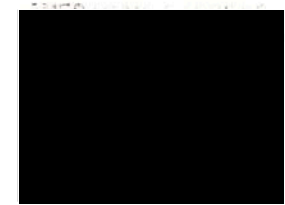
APPROVED
AUTH# [REDACTED]
THANK YOU

CARDHOLDER COPY
IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

CAPITAL 780.423.2425
24.7 TAXI 780.442.4444
EDMTAXI.COM
GST 100403070

GREATER EDMONTON TAXI
SERVICE
10135 31 AVE NW
EDMONTON AB

CARD [REDACTED]
CARD TYPE AMEX
DATE 2017/12/06
TIME 3256 06:42 15
INVOICE # [REDACTED]
RECEIPT NUMBER [REDACTED]
PURCHASE
TOTAL \$9.00



APPROVED
AUTH# [REDACTED]
THANK YOU

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YELLOW CAB 780.462.3456
BARREL TAXI 780.489.7777
EDMTAXI.COM
GST 100403070

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.

Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: 

Name: Mr Richard Dicerni
E-mail: 
Payment: 

Customer Care
Air Canada Reservations
 1-888-247-2262

Air Canada Flight Information
 1-888-422-7533
[International Reservations](#)

Alert me of flight changes
[Flight notification](#)

Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC360	Edmonton International (YEG)	Ottawa (YOW)	E90	Economy (T)	Confirmed
	Thu 07-Dec 2017 08:00	Thu 07-Dec 2017 13:46			

Seat number(s) requested: 19C

Passenger Information

Passenger: 1 Mr Richard Dicerni
Ticket number: 
Frequent Flyer Pgm: Air Canada Aeroplan **Program number:** 

Purchase Summary

Passenger: 1 Ticket number: 

Date of issue

23-Nov 2017

Fare Amount in Canadian dollars:

753.00

(including *navigational & other charges*)

Taxes, Fees & Charges

Air Travellers Security Charge (CA)	14.25
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	1.50
Combined Taxes *see fare calculation below (XT)	155.73

Total Fare in Canadian dollars:

924.48 ✓

Ticket particularities:
AC ONLYF/NONREF/CHGE FEE
-BG:AC

**Fare calculation:*

05DEC17YOW AC YEA Q23.00R373.00AC YOW Q23.00R334.00CAD753.00
END ROE1.00 XT102.73RC53.00SQ

Canadian tax registration numbers:

XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)
RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)
XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)

Fare Rules Summary

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable.
- Seat selection charges are per passenger and apply to each individual one-way flight segment in your itinerary. Flight segments are identified by a change in flight number, with each new flight number representing a flight segment. Taxes are not included.
- Please note that you may be moved from your selected seat without notice in the event of an involuntary schedule or airport change (e.g. flight disruption, cancellation), to accommodate a passenger with a disability, or for any other reason that requires Air Canada to move you prior to departure or during the flight. If you are moved from your seat for one of these reasons, you may request a refund for your seat charges. We invite you to read additional [terms and conditions](#) related to seat selection

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Baggage Information

Please see below for details on the bags you plan on checking at the baggage counter.

Baggage Information for: Richard Dicerni	
Air Canada baggage rules apply. For flight(s): AC360	1st bag: Complimentary 2nd bag: 35.00 CAD + taxes* per direction
Max. weight per bag: 23 KG (50 lb)	Max. linear dimensions: 158 CM (62 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to bags fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of

YELLOW CAB

A

780.462.3456

edmtaxi.com

GST# _____

Date: Dec 6/17 Amount: 10.00

Driver: _____ Car#: _____

From: SSP

To: Wheaton

10135-31 Avenue, Edmonton, AB T6N 1C2



GREATER EDMONTON TAXI
SERVICE
10135 31 AVE NW
EDMONTON AB

CARD [REDACTED]

CARD TYPE AMEX

DATE 2017/12/07

TIME 4185 06:30:56

INVOICE # [REDACTED]

RECEIPT NUMBER [REDACTED]

PURCHASE

AMOUNT \$49.40

TIP \$5.00

TOTAL

\$54.40



BLUELINE

Job # _____

RECEIPT FOR CAB FARE

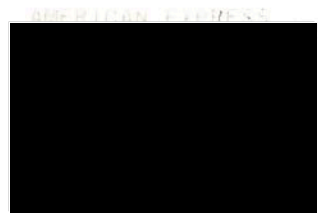
Amount 30.00 Date DEC 7

From _____

To [REDACTED]

Cab No. _____ Driver _____

H.S.T. Included in meter fare



APPROVED

AUTH# [REDACTED]

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

YELLOW CAB 780.462.3456
BARREL TAXI 780.489.7777
EDMTAXI.COM
GST 100403070

Expense Report Direct Bill Summary

Purpose of This Form:

The purpose of this form is to report expenses incurred on behalf of a designated Executive or an AHS Board Member and paid for by a third party vendor. The information will be used for public disclosure reporting.

Expenses Paid Directly to Third Party Vendors:

AHS may have established accounts with certain vendors used to book travel and other expenses that are billed directly to AHS. Examples include but are not limited to hotels, travel agencies, car rental agencies, conferences, courses and expenses reimbursed from a petty cash fund. It is mandatory to include in monthly reports these expenses that pertain to each member. AHS is required to disclose expenses for all applicable receipts and back up must be attached.

Direct Bill Report

- Enter all items related to expenses incurred while conducting AHS business and paid for via a third party vendor (i.e. accommodations, airline tickets, car rentals, hosting events and working sessions)
- Enter all expenses pertaining to professional development such as conferences and courses, etc.
- Enter all expenses paid by AHS not mentioned above.
- Copies of invoices and other relevant back up must be attached, approvals for hosting events/working sessions that exceeds \$600 must be provided.
- Information will be used for reporting purposes only.
- A personal cheque must be attached to cover expenses deemed ineligible.
- Indicate whether you have expenses to report in this section for this reporting period: **YES**

Name : Richard Dicerni	Reporting Period for the Month of : Dec-17
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
5-Dec-2017	Direct Billing	Hotel	Two nights accommodation to attend the Private and Public Board Meetings on December 6, 2017 in Edmonton.	Marlin Travel	368.26
	Direct Billing	Hotel		Other	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
Total Paid in the Month					\$ 368.26

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Richard Dicerni

Page Number : 1 Invoice Nbr : [REDACTED]
 Guest Number : [REDACTED]
 Folio ID : [REDACTED]
 Arrive Date : 05-DEC-17 21:42
 Depart Date : 07-DEC-17 07:09
 No. Of Guest : 1
 Room Number : [REDACTED]
 Club Account : [REDACTED]
 AR Account : [REDACTED]

Copy

Tax ID : 815461330RT0001
 The Westin Edmonton DEC-12-2017 11:40 A0004051

Date	Reference	Description	Charges (CAD)	Credits (CAD)
05-DEC-17	[REDACTED]	Room Charge	164.00	
05-DEC-17	[REDACTED]	GST	8.45	
05-DEC-17	[REDACTED]	Destination Marketing Fee	4.92	
05-DEC-17	[REDACTED]	Tourism Levy	6.76	
06-DEC-17	[REDACTED]	Room Charge	164.00	
06-DEC-17	[REDACTED]	GST	8.45	
06-DEC-17	[REDACTED]	Destination Marketing Fee	4.92	
06-DEC-17	[REDACTED]	Tourism Levy	6.76	
07-DEC-17	[REDACTED]	Transfer to A/R		-368.26
		** Total	368.26	-368.26
		*** Balance	0.00	

Continued on the next page