

Official Administrator and Executive Expense Report

Name Ronda White
Title Chief Audit Executive, Internal Audit & Enterprise Risk Management
Location Edmonton
 Expenses submitted during the month of November 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) |
|--------------|-----------------|----------|---------|-------|---------------|--------------|--------------|------------------------------|--|-----------|
| Nov-14 | P-Card | Meetings | 346 | | | | 346 | | | |
| Total | | | \$ 346 | \$ - | \$ - | \$ - | \$ 346 | \$ - | \$ - | \$ - |

Total for the Month \$ 346

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

| | | | |
|---|------------------------------|--------------------------------|-------------------|
| Instruction: | | | |
| <ul style="list-style-type: none"> • Attached ALL original detailed receipts and supporting documents in the same order as it appears on this statement • Cardholder AND Approver's signatures required where indicated below | | | |
| WHITE, RONDA | CHIEF AUDIT EXECUTIVE | Billing Reporting Period: | 20/11/2014 |
| Cardholder's Name | Cardholder's Position/Title | | |
| INTERNAL AUDIT & ERM | FOCUS BUILDING | Total Statement Amount: | \$345.71 |
| Cardholder's Dept | Cardholder's Site/Location | | |
| RONDA.WHITE@ALBERTAHEALTHSERVICES.CA | | Last 6 digits of the P-Card #: | [REDACTED] |
| Cardholder's e-mail address | | | |

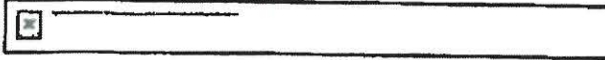
| Statement of Transactions | | | | | | | | |
|---------------------------|-----------|---|-----------------------|----------|--------------|-------|---------|--|
| Transaction Date | Trans ID | Merchant Name & Description | Trans Original Amount | Currency | Trans Amount | GST | Freight | Description |
| 14/11/2014 | 871184787 | WESTJET 8882102822520, Westjet Airlines | 345.71 | CAD | 345.71 | 18.4% | | Ronda White (Travel to Calgary for ERM Director Interview) |

| | | |
|---|---|-------------|
| Signatures Cardholder Designate (if Applicable) By signing this statement <ul style="list-style-type: none"> • I hereby certify that I have reviewed and reconciled this statement in BMO Online to the best of my ability in accordance to AHS Corporate Policies, Program User Guide and Training. I have allocated the transaction(s) to the proper cost centre. | | |
| Name of Cardholder Designate <u>Audrey Hunter Hort</u> Signature of Cardholder Designate | Cardholder Designate Position/Title <u>Administrative Assistant</u> Date of Signature <u>Nov. 26 2014</u> | |
| Cardholder By signing this statement <ul style="list-style-type: none"> • I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy. • 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. A personal cheque for any personal expenses inadvertently charged is attached. • I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided. | | |
| Name of Cardholder <u>R White</u> Signature of Cardholder | Cardholder Position/Title <u>CHIEF AUDIT EXECUTIVE</u> Date of Signature <u>NOV 26 /14</u> | |
| Approver Designate (if Applicable) By signing this statement <ul style="list-style-type: none"> • I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy. • 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. A personal cheque for personal expenses inadvertently charged has been obtained. • I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided. | | |
| Name of Approver Designate <u>Susan Best</u> Signature of Approver Designate | Approver Designate Position/Title <u>Exec. Assistant</u> Date of Signature <u>Nov. 27, 2014</u> | |
| Approver By signing this statement <ul style="list-style-type: none"> • I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy. • 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. A personal cheque for personal expenses inadvertently charged has been obtained. • I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided. | | |
| Name of Approver <u>Deborah Rhodes</u> Signature of Approver | Approver Position/Title <u>VP Corp Services & CFO</u> Date of Signature <u>Dec. 11 14</u> | |
| Submit approved statement with attachments to Accounts Payable: | | |
| Attach: <ul style="list-style-type: none"> • Original (or scanned) itemized receipts with documented business reasons including names of participants where required • Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report) And where applicable: <ul style="list-style-type: none"> • Copies of pre-approvals for travel • Personal cheque payable to "Alberta Health Services" • Return, refund and/or credit receipts • Dispute letter • Business reasons for travel require detailed descriptions – include where travelled to, who attended (if meal), why travel was necessary and detailed explanation of reason. | Address: Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street Edmonton, AB T6J 3E4 | |
| Accounts Payable only | | |
| Reference #: _____ | Reviewed by: _____ | Date: _____ |

Audra Hunter Holt

From: noreply@itinerary.westjet.com on behalf of WestJet Airlines [noreply@itinerary.westjet.com]
Sent: Friday, November 14, 2014 3:38 PM
To: Audra Hunter Holt
Subject: Reservation Confirmation

*Travel to Calgary for
ERM Director Interviews*



WestJet
22 Aerial Place N.E.
Calgary, Alberta,
Canada
Tel: 1-888-9378538

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Booking Confirmation

Your reservation code is [REDACTED] Main contact: Ms RONDA WHITE
E-mail: AUDRA.HUNTERHOLT@ALBERTASERVICES.CA
Work phone: [REDACTED]

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#). Please ensure that if your travel plans include a flight on a WestJet Encore turboprop aircraft that you review the [following details](#) as there are some differences in allowances and amenities from flights on our larger WestJet Boeing 737 aircraft. If you are flying to Dublin, there are also some specific regulations you should be aware of before you leave.

Guest

Ms. RONDA WHITE Flight: Edmonton (YEG)-Calgary (YYC), Calgary (YYC)-Edmonton (YEG)
Ticket Number: [REDACTED]
Seat: YEG-YEG, YYC-YEG

Air Itinerary Details

| | | | |
|-------------------|---|---|------------------------------|
| WS0104 WestJet | Edmonton, CA Mon 01 Dec, 2014 07:45 AM | Calgary, CA Mon 01 Dec, 2014 08:43 AM | Fare type: Econo Non-stop |
| WS3291 WestJet | Calgary, CA Mon 01 Dec, 2014 06:25 PM | Edmonton, CA Mon 01 Dec, 2014 07:23 PM | Fare type: Flex Non-stop |

Fare breakdown

| Guest type | Base fare per guest | Air transportation charges per guest | Taxes, fees and charges per guest | Total fare per guest | Number of guests | Total fare |
|------------|---------------------|--------------------------------------|-----------------------------------|----------------------|------------------|---------------------------|
| adult | CAD 231.00 | CAD 24.00 | CAD 90.71 | CAD 345.71 | x 1 | CAD 345.71 |
| | | | | | | Total airfare: CAD 345.71 |

Tax details

| Rate code | Description | Amount |
|-----------|---------------------------------------|------------------------|
| XG | Goods and Services Tax (GST) | CAD 16.46 |
| CA | Air Travellers Security Charge (ATSC) | CAD 14.25 |
| SQ | Airport Improvement Fee (AIF) | CAD 60.00 |
| | | Total taxes: CAD 90.71 |

Fare family benefits

YEG-YYC: Econo Seat Sale Benefits

- First checked bag fee of \$25-29.50 CAD for flights within Canada or to/from the U.S.¹
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece²

¹ Not applicable on flights operated by our airline partners

Fare family benefits

YYC-YEG: Flex Seat Sale Benefits

- No fee for first checked bag¹
- Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece¹
- Lower change and cancellation fees

¹ Not applicable on flights operated by our airline partners

Total

Charged to MASTERCARD

CAD 345.71 ✓

WestJet offers

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- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airlines partners](#); it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage](#) info page.
- [Positive identification](#) is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
- For detailed information on your flight visit:
 - [Fares, taxes and fees](#) (For [change/cancel guidelines](#), [baggage fees](#), [service fees](#) and other [taxes and fees](#))
 - [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
 - [Seat selection](#) (How it works, changing your seat and more)
 - [Inflight services](#) (Buy on board, [up!](#) magazine and more)
 - [Inflight entertainment](#) for information on our live seatback television.
- Carbonzero and WestJet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the [purchase of carbon offsets](#).
- We appreciate hearing about your experience with us. If you would like to provide us with feedback, please see our [contact us](#) page and select the give feedback tab. You may also send us a letter at: WestJet Campus, Attention Guest Relations, 22 Aerial Place N.E. Calgary, Alberta Canada T2E 3J1.

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Contact Information

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