

Subject/Title Allowable Expenses	Reference Number 1208
Approving Authority Executive Management	Effective Date October 1, 2006
Classification Finance	Version 9.0
	Last Amendment May 16, 2016
	Review
Related Documents Governance Policy 1016 – Public Disclosure of Travel and Expenses Finance Policy 1214 - Delegation of Authority and Establishment of Limits for Financial Commitments Human Resources Policy 1517 – Professional Development Government of Alberta Public Service Subsistence, Travel and Moving Expenses Regulation Government of Alberta Travel, Meal and Hospitality Expenses Policy Government of Alberta Part-Time Committee Remuneration Allocation Guidelines, Schedule 1, Part A, effective April 1, 2009 (Appendix 3)	Contact Executive Director

Purpose

This policy provides a framework of accountability to guide the effective oversight of public resources in the reimbursement and payment of travel, meal, hospitality, working sessions, and other expenses and allowances.

This policy sets fair and reasonable practices and criteria for the arrangement, approval, and reimbursement of expenses which support the HQCA business operations; ensuring that individuals are properly reimbursed for expenses incurred.

Applicability

This policy applies to all travel, hospitality and working session expenses incurred and claimed in relation to HQCA business, regardless of how an expense has been paid or reimbursed.

Compliance with this policy is required by all HQCA employees, Board Directors, Patient/Family Safety Advisory Panel (PFSAP) members, volunteers, students and other persons acting on behalf of the HQCA, including those under contract to the HQCA.

Policy Statements

The HQCA is committed to ensuring that expenses incurred benefit and enhance its ability to meet its legislated mandate. Processes for the arrangement, approval reimbursement, and disclosure of expenses reflect the HQCA's responsibility for the sound financial management of public funds and ensure individuals are adequately reimbursed for allowable expenses.

Persons incurring and approving expenses pertaining to HQCA-related business are responsible and accountable for ensuring such expenses meet the expectations of sound financial management and that, regardless of the payment mechanism, the expenses are reasonable. The following principles should be taken into account when determining if an expense is reasonable and necessary:

- Taxpayer dollars are to be used prudently and responsibly with a focus on accountability and transparency, and
- Travel, meal, hospitality and other expenses must support HQCA business objectives.

The HQCA policy and guideline limits set out in Appendix A align with the Government of Alberta's allowable expenses guidelines entitled:

- *Public Service Relocation and Employment Expenses Regulation*,
- the *Travel, Meal and Hospitality Expenses Policy* (November 18, 2015), and
- the *Public Disclosure of Travel and Expense Policy* (September 20, 2012).

1. General Requirements and Authority

Notwithstanding any other provision of this policy:

- No reimbursement will be paid except under this policy;
- Reimbursement may only be made in respect of expenses incurred in relation to HQCA business, unless otherwise expressly stated in this policy;

- A claimant shall not claim reimbursement and a per diem or personal allowance in respect of the same expense;
- A claimant shall not claim reimbursement of alcohol as a part of an expense claim, except as provided for in s.7 d); and
- No individual may approve his/her own expense claim. Please see Appendix B – Expense and Remuneration Claim Approval Procedure

Individuals incurring hospitality expenses, working session expenses, travel, meal, accommodation, or related incidental expenses, and other expenses with a credit card billed directly to the HQCA shall adhere to the requirements governing reimbursements and personal allowances as described in this policy.

Individuals undertaking travel, hospitality, or working sessions and incurring expenses shall avoid real or perceived conflicts of interest. For more information regarding the HQCA's policy on conflicts of interest, please refer to the HQCA Code of Conduct Bylaw.

Any expenses that are to be reimbursed by a third party are not eligible for reimbursement by the HQCA. In the event that the expense has been reimbursed by the HQCA and subsequently paid by a third party, the individual must reimburse the HQCA.

2. Responsibilities

a) Individual Claimants

Individual claimants are required to:

- acknowledge that expenses being claimed are in compliance with the principles and mandatory requirements of this policy;
- complete the approval process outlined in Policy 1517 – Professional Development, before making arrangements for expenses to be incurred in relation to attendance of an educational event;
- attest that expenses have been incurred using a cost effective method;
- ensure expenses have not been previously claimed;
- provide rationale and relevant supporting analysis for any proposed expenses which would exceed the guideline limits outlined in Appendix A; in writing to Executive Management, for approval, prior to the expense;
 - any overage submitted on a claim that has not been approved will be treated as a personal expense and not reimbursed;
- provide supporting documentation for each expense being claimed, as required or an attestation on why a receipt cannot be provided;
 - clearly distinguishing between business (claimed) and personal (not claimed) expenses on supporting claim documentation;

- where possible, the HQCA recommends redacting personal information and references to personal expenses as any expense claim can be accessed by the public if requested under the Freedom of Information and Protection of Privacy Act (FOIPP).
 - follow the Expense Claim Approval Procedure as outlined in Appendix B; and
 - submit claim(s) to the designated approver before quarter end of the same fiscal year.
- b) Approvers
- Approvers are required to:
- ensure expenses being claimed comply with the requirements of this policy;
 - confirm expenses claimed are for valid business purposes for the HQCA;
 - confirm that expenses claimed have been incurred using a cost effective method or have been approved by Executive Management;
 - ensure expenses have not been previously claimed; and
 - apply the principle that claims should be:
 - able to withstand scrutiny by the Auditor General of Alberta and members of the public;
 - properly explained and documented;
 - reasonable and appropriate.

3. Incurring Expenses

- a) Individuals who travel for HQCA business are expected to consider the cost effectiveness of their travel expenses. Cost effectiveness does not necessarily mean the most inexpensive method of travel; consideration of time, impact to service delivery and safety should be considered when assessing cost effectiveness.
- b) Expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
- c) Except where prohibited in this or other HQCA policy, a claimant may elect to personally incur and accept responsibility for expenses exceeding those permitted or approved under this policy.
 - When electing to accept this responsibility, the claimant must provide supporting documentation that shows the allowable expense eligible for reimbursement under this policy and the difference that will be incurred by the claimant.

- d) When a claimant receives a discount, credit or bonus for travel that reduces the original cost, only the net expense may be claimed. This is not applicable when the claimant receives a rebate, credit or privilege for using a personal credit card for which a fee has been paid.

4. Eligible Expenses

The HQCA reimburses eligible expenses including, but not limited to, those listed below.

- a) Vehicle mileage when personally-owned vehicle used for travel
 - i) The HQCA shall reimburse business use of a privately-owned vehicle at the business kilometer rate set out in Appendix A.
 - ii) If an employee proceeds directly to a business location other than their regular work site and the business location is further than their regular work site, they may claim only kilometers travelled which exceed the distance between their residence and their regular work site.
 - iii) If an employee proceeds directly to their residence at the end of the day from location other than their regular work site, they may only claim kilometers travelled which exceed the distance from their regular work site and their residence.
- b) Rental vehicles (operated by an HQCA representative)

A claimant may claim the:

 - i) expense of renting a vehicle(s) for valid business purpose;
 - o the size and type of the vehicle must be appropriate for the number of passengers, road conditions, and nature of the need;
 - ii) fuel for rental vehicle(s),
 - iii) in-car navigation system(s) and
 - iv) electronic toll payment(s) (where appropriate) for rental vehicles.
- c) Third party transportation (operated by a non-HQCA representative; includes taxi or town car, limousine or similar vehicle, or other vehicle fares)

A claimant may claim the:

 - i) expense of hiring a third party method of transportation only when cost effective and travel need dictate, plus a gratuity of up to 15 percent;
 - o the size and type of the vehicle must be appropriate for the number of passengers, road conditions, and nature of the need;
 - o third party fares within city limits, in excess of \$100 must include rationale and supporting documentation of cost effectiveness.
- d) Intra-municipal public transportation (includes bus fare, airport buses, subway, fast rail transit)

- e) Parking
 - i) Parking, including fees and taxes, shall be within the guideline limits as set out in Appendix A.
- f) Meals
 - i) Reasonable and appropriate meal expenses incurred by an individual while travelling on HQCA-related business may be reimbursed:
 - o the actual cost of a meal in the amount shown on the receipt to the maximum amount set out in Appendix A, excluding alcohol; or
 - o the amount without a receipt as set out in Appendix A.
 - ii) The most senior individual in attendance shall pay and claim the expense for a group business meal when the meal is to be paid by one individual. The names of individuals who participated in the group meal must be listed on the expense claim. Non-paying attendees are not eligible to claim a meal reimbursement in this instance.
 - iii) No meal expense can be claimed if the meal is included as part of another fee, event, or other expense.
 - iv) Meals are reimbursed when traveling on HQCA business as follows:
 - o breakfast, if the departure time from home or the HQCA office is 7:30 am or earlier, or the return time is 7:30 am or later; or
 - o lunch, if the departure time from home or the HQCA office is 1:00 pm or earlier, or the return time is 1:00 pm or later; or
 - o dinner, if the departure time from home or the HQCA office is 6:00 pm or earlier, or the return time is 6:00 pm or later.
- g) Air fare
 - i) Travel outside of Canada must be approved by the Chief Executive Officer (CEO) for employees and the Board Chair for CEO and Board members.
 - ii) Air fare, including fees and taxes, shall be within the guideline limits as set out in Appendix A.
 - iii) Air fare which exceeds the guideline limits outlined in Appendix A; must be submitted in writing to the CEO or Board Chair, for approval, prior to the expense.
 - iv) Bookings are to be made two weeks in advance, wherever possible, to leverage the best price.
 - v) Economy class shall be used for all flights unless, approved by the CEO or the Board Chair for the CEO and Board members.
 - o Air Canada preferred Economy fare type: Flex
 - o WestJet preferred Economy fare type: Flex

- For airlines not listed above with multiple Economy class options, claimants must review fares with Executive Management to select preferred fare.
 - h) Accommodation
 - i) When travelling on HQCA business and overnight accommodation is necessary, the actual expense of accommodation, or reimbursement to the maximum rate set out in Appendix A per night may be claimed;
 - ii) Any accommodation expenses exceeding the guideline limits noted above will be the responsibility of the individual, not the HQCA.
 - i) Internet connectivity in hotel, airplanes, or other public places while traveling on HQCA business
 - j) One personal long distance call for each consecutive 24 hour period of absence
 - k) Charges for electronic communication related to HQCA business
 - l) Charges for business-related phone calls
 - m) Excess baggage charges, when extra luggage and equipment is required because of duties being performed or length of stay
 - n) Laundry and dry cleaning expenses incurred if travelling for four (4) or more consecutive days
 - o) Losses incurred due to any change in the rate of exchange for foreign currency purchased to meet allowed expenses when travel is required for HQCA business outside of Canada
 - p) Travel immunizations for travel required to these areas
 - q) Personal expenses
- For each full 24-hour period spent traveling on HQCA business, an employee may claim an allowance for personal expenses as set out in Appendix A.

5. Ineligible Expenses

The HQCA will not reimburse the following expenses including, but not limited to, those listed below.

- a) Alcohol
 - Alcohol is an ineligible expense that cannot be claimed as part of a travel or working session expense claim. Alcohol may be reimbursed only as part of a hospitality expense as set out in s.7 d) of this policy.
- b) Interest charges on outstanding personal credit card balances
- c) Entertainment videos and movie channels
- d) Spa and fitness centre fees and charges
- e) Traffic and parking fines
- f) In-room amenities not included in the cost of the room (e.g., mini bar)

- g) Loss of money or personal effects
- h) Expenses resulting from failure to cancel transportation or hotel arrangements, except in extenuating circumstances
- i) Voluntary (personal) additional days beyond the business purpose of the trip and all related expenses
- j) Valet parking charges
- k) Flight cancellation insurance
- l) Flowers, prizes, gifts, including gift cards, or expense for a social gathering, except as part of a protocol for guests honoured at a hospitality, educational or conference event, employee recognition or retirement event, all of which require prior approval from Executive Management.

6. Expense Claims

Expense claims must, at a minimum, include the following components:

- name of the individual who incurred the expense, or the individual to whom the expense is attributable;
- date of transaction(s);
- transaction amount(s);
- description and business rationale for incurring the expense;
- original or scanned original, itemized receipts; and
- if applicable, clear identification of the project budget the expense should be allocated to.

If a detailed receipt is not available, the claimant must take reasonable steps to obtain a copy of the original receipt. If unsuccessful at obtaining a copy of the receipt, to claim reimbursement, the claimant must provide a written statement attesting to the following:

- the expense was incurred and related to HQCA business;
- the expense has not been claimed previously; and
- the circumstances as to why the receipt is missing.

The attestation must be signed by the claimant. The maximum amount of eligible expenses that is reimbursed through a written attestation is \$100 per claim

The HQCA has template expense claim forms that should be used when submitting a claim to ensure these requirements are met. Examples of these forms are found in Appendix C.

7. Hospitality Expenses

- a) Hospitality may be undertaken to advance the HQCA's mission, vision, and values and are only provided when the event involves one or more participants from outside the HQCA, which may include, but is not limited to:
- government officials;
 - dignitaries;
 - guests of or visitors to the HQCA;
 - public interest groups; and
 - other private, public, or non-profit entities or organizations
 - providing people from national, international or charitable organizations with an understanding or appreciation of Alberta's health system and the HQCA;
 - honouring distinguished people for exceptional public service in Alberta;
 - conducting prestigious ceremonies for heads of state, government or distinguished guests from the private sector; and
 - other hospitality functions as approved by the HQCA Board Chair or CEO, provided they conform to the rules listed in this section of the policy.
- b) Only the Board Chair or CEO (or designate) may undertake and approve hospitality activities. In addition to the intended business purpose, below is a list of the key details the Board Chair or CEO (or designate) will consider when approving hospitality activities.
- An HQCA facility is preferable if one is available and appropriate.
 - Costs should be minimized where possible, but have due regard for the nature, size and intended business purpose of the event.
 - HQCA representatives that attend the event must be kept to a minimum, limited to those with direct involvement in the business purpose of the event. HQCA representatives attending the event must be documented.
 - Hospitality expenses eligible for reimbursement may include, but are not be limited to:
 - meals and entertainment;
 - non-alcoholic beverages
 - transportation;
 - accommodation; and
 - incidental expenses.

- c) Hospitality expenses for transportation and accommodation shall be subject to the limits set out in Appendix A.
- d) Only the Board Chair and CEO have discretionary authority to purchase and expense alcoholic beverages as part of HQCA hospitality activities. Alcohol may be consumed as part of a meal or at a reception for invitees provided there is a valid and approved rationale for purchase. Alcohol provided will be provided responsibly (e.g., food must always be served as accompaniment).
 - When possible, written approval for the exceptional purchase of alcohol should be sought in advance, with the following information being provided to the approver:
 - purpose;
 - date;
 - location;
 - names of individuals invited to the event;
 - type of hospitality event (e.g., breakfast, lunch, dinner, reception, refreshments, etc.); and
 - rationale for reimbursement of alcohol purchase.
- e) The most senior individual who sponsors or hosts the event shall pay and claim the expense. The submitted claim must include the:
 - purpose;
 - date;
 - location;
 - names of individuals who attended the event; and
 - type of hospitality event (e.g., breakfast, lunch, dinner, reception, refreshments, etc.).
- f) All hospitality expenses shall be itemized on the appropriate expense claim form and supported by the necessary receipts and supporting documentation as required in this policy, and approved in accordance with Appendix B.

8. Working Sessions

- a) A working session means a meeting held for the purpose of facilitating business directly related to the roles and responsibilities of individuals in attendance. Expenses incurred that would be eligible for reimbursement include food, non-alcoholic beverages, venue, and travel expenses (when the individual has been invited to attend in person and travel has been approved by the individual's supervisor) for events which include, but may not be limited to:
 - staff engagement session;

- strategy or planning session;
 - staff training session;
 - staff meeting; and
 - conference, seminar, or workshop related to the roles and responsibilities of individuals in attendance.
- b) Working session expenses require prior authorization from the Board Chair, or Executive Management.
- c) The most senior individual responsible for hosting the event is required to pay and claim the expense for a working session. The names of individuals who participated in the working session must accompany the expense claim. Non-paying attendees are not eligible to claim a meal reimbursement in this instance.
- d) Claims for reimbursement of working session expenses must be in accordance with this policy.

9. Part-time Committee/Panel Remuneration

The HQCA policy aligns with the Government of Alberta's Part-Time Committee Remuneration Allocation Guidelines effective April 1, 2009 (Appendix 3).

- a) Board members shall be remunerated at Schedule 1, Part A rates:
- i) \$164 for up to and including four hours in any day, or
 - ii) \$290 for over four hours and up to and including eight hours in any day, or
 - iii) \$427 for over eight hours in any day, spent on the business of the Board, including meeting time and preparation.
- b) The Chair of the Board shall be remunerated at Schedule 1, Part A, section 2 rates:
- i) \$219 for up to and including four hours in any day, or
 - ii) \$383 for over four hours and up to and including eight hours in any day, or
 - iii) \$601 for over eight hours in any day, spent on the business of the Board, including meeting time and preparation.
- c) Patient/ Family Safety Advisory Panel (PFSAP) members shall be remunerated at Schedule 2, Part A, section 1 rates:
- i) \$98 for up to and including four hours in any day, or
 - ii) \$169 for over four hours and up to and including eight hours in any day, or
 - iii) \$257 for over eight hours in any day, spent on the business of the Panel, including meeting time and preparation.

- d) The Chair of the PFSAP Panel shall be remunerated at Schedule 2, Part A, section 2 rates:
- i) \$131 for up to and including four hours in any day, or
 - ii) \$224 for over four hours and up to and including eight hours in any day, or
 - iii) \$356 for over eight hours in any day, spent on the business of the Panel, including meeting time and preparation.

10. Remuneration Claims

Remuneration claims must, at a minimum, include the following components:

- name of the Board/Panel individual;
- date of the activity;
- amount of time spent on the activity; and
- description of the activity.

The HQCA has template remuneration claim forms that should be used when submitting a claim to ensure these requirements are met. Examples of these forms are found in Appendix C.

Appendix A

Travel and Meal Reimbursement and Personal Allowance Guidelines

The reimbursement and personal allowance rates listed below are in accordance with the rates set out in the Alberta Government and the Canada Revenue Agency (CRA).

On an expense reimbursable under this policy, the claimant shall be reimbursed either the total amount shown on the receipt, including the GST, or the maximum reimbursable amount, whichever is less. GST and other taxes cannot be claimed on personal allowances.

The HQCA Board and Executive Management acknowledge that rates and availability can vary and, in rare instances, the most cost effective option may exceed these guidelines. As noted above in s.2 a), supporting documentation and approval (preferably in advance) will be required to ensure reimbursement for those expenses.

Expense Type	Section Reference	Reimbursement with Receipt	Reimbursement without Receipt
MEALS IN CANADA			
Breakfast	4 f)	Actual expense to a maximum of \$20 (including taxes and gratuity up to 15%*), overage requires written approval	\$9.20
Lunch	4 f)	Actual expense to a maximum of \$30 (including taxes and gratuity up to 15%*), overage requires written approval	\$11.60
Dinner	4 f)	Actual expense to a maximum of \$40 (including taxes and gratuity up to 15%*), overage requires written approval	\$20.75
<p><i>* Note that most credit/debit machines will apply the gratuity to your amount AFTER GST has been applied, causing claimants to exceed the reimbursement guidelines if select the % feature on the machine. Claimants should ensure they are calculating gratuity on the pre-tax meal amount.</i></p>			

Expense Type	Section Reference	Reimbursement with Receipt	Reimbursement without Receipt
AIR FARE			
Within Alberta	4 g)	\$600 (including taxes, fees and charges; excluding seat assignment and/or baggage fees)	N/A
Within Canada	4 g)	\$1,000 (including taxes, fees and charges; excluding seat assignment and/or baggage fees)	N/A
Within the United States	4 g)	\$2,000 (including taxes, fees and charges; excluding seat assignment and/or baggage fees)	N/A
Outside North America	4 g)	\$3,000 (including taxes, fees and charges; excluding seat assignment and/or baggage fees)	N/A
ACCOMMODATION			
Edmonton, Central, Calgary and South Zones	4 h)	\$200 per night (excluding taxes and fees); overage requires written approval	\$20.15
North Zone	4 h)	\$250 per night (excluding taxes and fees); overage requires written approval	\$20.15
Outside of Alberta	4 h)	\$250 per night (excluding taxes and fees). Use cost effective method to secure accommodation and any proposed expense in excess of \$250 per night (excluding taxes and fees) should be reviewed with Executive Management before booking	\$20.15

Expense Type	Section Reference	Reimbursement with Receipt	Reimbursement without Receipt
PERSONAL ALLOWANCE			
Personal	4 q)	N/A	\$7.35 in Canada
			\$14.65 outside of Canada
PERSONAL VEHICLE MILEAGE			
Business Kilometre Rate for Personally- Owned Vehicle	4 a)	N/A	Board/PFSAP \$0.505 per km
			Employees/ contractors \$0.52 per km
THIRD PARTY TRANSPORTATION FARES			
Within City limits	4 c)	\$100 (including taxes and gratuity up to 15%*)	\$12.75
<p><i>* Note that most credit/debit machines will apply the gratuity to your amount AFTER GST has been applied, causing claimants to exceed the reimbursement guidelines if select the % feature on the machine. Claimants should ensure they are calculating gratuity on the pre-tax fare amount.</i></p>			
PUBLIC TRANSPORTATION (bus fares, airport buses, subway, fast rail transit)			
Within City limits	4 d)	\$100 (including taxes)	\$12.75
PARKING			
	4 e)	\$50 per day (including taxes)	\$12.75

Appendix B

Expense and Remuneration Claim Approval Procedure

1. Staff:

- a) Complete the HQCA expense claim template as per the allowable expenses described above.
- b) Submit the completed template and required receipts to the Executive Director's (ED) Executive Assistant (EA).
- c) The EA will review for mathematical accuracy and ensure proper documentation has been supplied with the expense claim.
- d) Any questions or concerns regarding the expense claim will be forwarded to the ED. If concerns remain they will be forwarded to the CEO.
- e) The EA forwards the expense claim and supporting documentation to the ED for approval. For the ED's expense claims, the claim is forwarded to the CEO for approval.
- f) The CEO or Executive Director reviews the documents provided and signs and dates their approval and returns all documentation to the EA who then forwards them to the Finance department.
- g) The Analyst, Finance & Payroll processes the documents and forwards for cheque or electronic funds transfer approval as per financial policy 1214 - Delegation of Authority and Establishment of Limits for Financial Commitments.

2. CEO:

- a) CEO expense receipts are forwarded to the CEO's EA who compiles the expense claim template as per the allowable expenses described above.
- b) The CEO's EA prepares the expense claim and ensures proper documentation has been supplied with the expense claim, checks for mathematical accuracy and compliance with HQCA policy.
- c) The CEO's Expense Claim form is forwarded to the Board Chair for approval via secure email transmission. The Chair may delegate this authority to the Vice-Chair.
- d) The Chair or delegate reviews the documents and provides electronic approval by email.
- e) The documents are returned to the CEO's EA who forwards them to the Finance department.
- f) The Analyst, Finance & Payroll processes the documents and forwards for cheque or electronic funds transfer approval as per financial policy 1214 - Delegation of Authority and Establishment of Limits for Financial Commitments.

3. Board members:

- a) Board member's expense and remuneration claims are completed as per the allowable expenses described above.
- b) The Board member forwards the completed forms and documentation to the CEO's EA who will check for mathematical accuracy and compliance with policy. Any questions or concerns regarding the claims will be forwarded to the CEO for clarification. If concerns remain they will be forwarded to the Board Chair.
- c) The forms and supporting documentation are forwarded by the CEO's EA to the Board Chair for approval. In the absence of the Board Chair, the Vice-Chair will approve the expense claims. The Board Chair's expense and remuneration claims are forwarded to the Board Vice-Chair for approval. The Vice-Chair's expenses will be forwarded to the Chair of the Audit and Finance Committee in the event the Board Chair is unavailable.
- d) The Board Chair or delegate signs and dates the form.
- e) The documentation is returned to the CEO's EA who forwards them to the Finance department for payment.
- f) The Analyst, Finance & Payroll processes the documents and forwards for cheque or electronic funds transfer approval as per financial policy 1214 - Delegation of Authority and Establishment of Limits for Financial Commitments.
- g) Redacted, Board Chair and Board member expenses are posted on the HQCA website per Policy 1016 – Public Disclosure of Travel and Expenses.

4. PFSAP

- a) PFSAP member's expense and remuneration claims are completed as per the allowable expenses described above.
- b) The PFSAP member forwards the expense and remuneration claims and documentation to the Administrative Assistant – Health System Improvement (AAHSI). Hard copies are required for all claims, however electronic claims may be sent earlier to expedite the claim process.
- c) The AAHSI forwards the expense claims to the ED EA who will check for mathematical accuracy and compliance with policy. The expense claims are then forwarded to the Director, Health System Improvement & Citizen Engagement for review and initial. The claims are forwarded to the ED for final approval. Any questions or concerns regarding the claims will be directed to the ED.
- d) The remuneration claims are checked for mathematical accuracy and compliance with policy by the AAHSI. The remuneration claims are forwarded by the AAHSI to the Director, Health System Improvement & Citizen Engagement for review and initial. Any questions or concerns regarding the claims will be directed to the ED.

- e) The Director, Health System Improvement & Citizen Engagement forwards the remuneration claims to the ED for final approval. The documentation is forwarded by the ED to the Finance department for payment.
- f) The Analyst, Finance & Payroll processes the documents and forwards for cheque or electronic funds transfer approval as per financial policy 1214 - Delegation of Authority and Establishment of Limits for Financial Commitments

5. Contractors

- a) Contractor expenses are completed per the allowable expenses described above and are submitted with an invoice.
- b) Invoices are submitted to the Analyst, Finance & Payroll by:
 - e-mail at Accounts.Payable@hqca.ca or
 - mail at:
Health Quality Council of Alberta
Attn: Accounts Payable
210, 811 14 Street NW
Calgary, Alberta T2N 2A4
- c) The ED EA will review for mathematical accuracy, ensure proper documentation has been supplied with invoice for the expense claim, and ensure the expenses claimed are within the limits established in the written agreement between the contractor and the HQCA.
- d) Any questions or concerns regarding the expense claim will be forwarded to the ED. If concerns remain they will be forwarded to the CEO.
- e) The EA forwards the invoice and supporting expense claim documentation to the ED for approval.
- f) The CEO or Executive Director reviews the documents provided and signs and dates their approval and returns all documentation to the EA who then forwards them to the Finance department.
- g) The Analyst, Finance & Payroll processes the documents and forwards for remittance as per the written agreement between the contractor and the HQCA.

Appendix C

Expense and Remuneration Claim Forms

Please see template forms on the following pages for:

1. Board of Directors Expense Claim Form
2. Board of Directors Remuneration Claim Form
3. HQCA Staff Member Expense Claim Form
4. External Expense Claim Form
5. Personal Cell Phone Usage Form
6. PFSAP Expense Claim Form
7. PFSAP Remuneration Claim Form
8. PFSAP Remuneration Claim Form (Chair)

COMMITTEE REMUNERATION FORM

CLAIMANT: _____ SIGNATURE: _____

DATE: _____

Date	TIME IN HOURS		Total Time	Activity
	Begin	End		

SUMMARY:

A. Up to & including 4 hours _____ days @ \$ 164.00 per day = _____

B. Over 4 hours & up to and incl. 8 hours _____ days @ \$ 290.00 per day = _____

C. Over 8 hours a day _____ days @ \$ 427.00 per day = _____

TOTAL _____

These charges have been compared to O.C. 466/2007 effective October 15, 2007, APPENDIX 2, Schedule 1, Part A, Section 1 and found to be correct and accurate.

APPROVED BY: _____

DATE: _____

SIGNATURE: _____

AUDITED FOR ACCURACY: _____

DATE: _____

SIGNATURE: _____



EXPENSE CLAIM RE:

Name: _____

CLAIMANT SIGNATURE: _____

Address1: _____

DATE OF CLAIM: _____

Address2: _____

Address3: _____

CANADIAN FUNDS

Date	Description	Total KMs (Note 1)	KM Amt @\$0.52/km	EXPENSES	GST	Total Billable
			-			-
			-			-
			-			-
			-			-
			-			-
			-			-
			-			-
			-			-
			-			-
			-			-
			-			-
			-			-
			-			-
TOTALS		-	-	-	-	-

NOTE 1: Kilometres proven by Google Mapping (no GST)

APPROVED BY: _____

DATE: _____

Please complete and sign the form and send the signed form with original receipts attached to:
 Accounts Payable, Health Quality Council of Alberta
 Suite 210, 811 - 14 Street NW, Calgary, Alberta T2N 2A4

Office use only

Invoice:
Account:
Project ID:



**EXPENSE CLAIM - TRAVEL EXPENSES ONLY for
Patient/Family Safety Advisory Panel**

12010003

Name: _____

Address1: _____

Address2: _____

City/Province/Postal Code: _____

CLAIMANT SIGNATURE: _____

DATE OF CLAIM: _____

INVOICE No.: _____ [do not use]

CANADIAN FUNDS

Date	Details	Total kilometres	KM Amount @\$0.505/km	Travel Expenses (Meals, Accommodation, Parking, Airfare)	GST	Total Billable
<i>(when claiming kilometres identify beginning and end of trip)</i>		[kms]	[\$]	[\$]	[\$]	[\$]
TOTALS						

F.C. 71110600001, ACCOUNT: 69000000

F.C. 00000000000, ACCOUNT: 11350001

APPROVED BY PRINTED NAME: _____

APPROVED BY SIGNATURE: _____

DATE: _____



Remuneration Form
PATIENT/FAMILY SAFETY ADVISORY PANEL Member

IN ACCOUNT WITH: *HEALTH QUALITY COUNCIL OF ALBERTA*
Suite 210, 811 - 14 Street N.W.
Calgary, Alberta T2N 2A4

NAME: _____

Date	TIME IN HOURS			Activity
	Begin	End	Total Time	

S U M M A R Y:

A. Up to & including 4 hours _____ days @ \$98.00 per day = _____
 B. Over 4 hours & up to and incl. 8 hours _____ days @ \$169.00 per day = _____
 C. Over 8 hours a day _____ days @ \$257.00 per day = _____

TOTAL | _____

CLAIMANT: _____
 (signature here)

DATE: _____

These charges have been compared to O.C. 466/2007 effective April 1st, 2009, APPENDIX 3, Schedule 2, Part A, Section 1 and found to be correct and accurate.

AUDITED FOR ACCURACY: _____

DATE: _____

APPROVED BY: _____

DATE: _____

E/O APPROVAL: _____

DATE: _____

7111060000168500000



**Remuneration Form
PATIENT/FAMILY SAFETY ADVISORY PANEL Chair**

IN ACCOUNT WITH: *HEALTH QUALITY COUNCIL OF ALBERTA*
Suite 210, 811 - 14 Street N.W.
Calgary, Alberta T2N 2A4

NAME: _____

Date	TIME IN HOURS			Activity
	Begin	End	Total Time	

SUMMARY:

A. Up to & including 4 hours _____ days @ \$131.00 per day = _____
 B. Over 4 hours & up to and incl. 8 hours _____ days @ \$224.00 per day = _____
 C. Over 8 hours a day _____ days @ \$356.00 per day = _____

TOTAL _____

CLAIMANT: _____
 (signature here)

DATE: _____

These charges have been compared to O.C. 466/2007 effective April 1st, 2009, APPENDIX 3, Schedule 2, Part A, Section 1 and found to be correct and accurate.

AUDITED FOR ACCURACY: _____

DATE: _____

APPROVED BY: _____

DATE: _____

E/O APPROVAL: _____

DATE: _____

7111060000168500000

Document History	
Date Reviewed/Revised	Version
October 1, 2006	1.0
August 1, 2008	2.0
October 2009	3.0
March 2010	4.0
May 2011	5.0
November 2012	6.0
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