

AHS Board and Executive Expense Report

Name Dr. Brenda Hemmelgarn Title AHS Board Vice-Chair

Location Calgary

Expenses submitted during the month of February 2016

						Trav	el (1)						
ммм-үү	Source Document	Purpose	Air	fare	Meals	Accomn	nodation	Other Travel		Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Feb-16	P-Card	Meetings						-	72	72			
Feb-16	Expense Claim	Meetings						15		151			
Feb-16	Direct Billing	Meetings		404			311			715			
Total			\$	404	\$	- \$	311	\$ 22	23 \$	938	\$ -	\$ -	\$ -

Total for the Month

\$ 938

Maximum daily single meal expense claimed in the month \$ - Maximum daily base hotel rate claimed in the month \$ 145 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.



 Attached ALL original detailed r 	eceipts and supporting documents in the s	ame order as it appears on this sta	tement
 Cardholder AND Approver's sig 	natures required where indicated below		
PROCIUK, LORINDA	EXECUTIVE ASSOCIATE		
Cardholder's Name	Cardholder's Position/Title	Billing Reporting Period:	20/02/2016
PRESIDENT & CEO OFFICE	SEVENTH STREET PLAZA		
Cardholder's Dept	Cardholder's Site/Location	Total Statement Amount:	\$155.69 \$72.00
LORINDA.PROCIUK@ALBERTAHE	ALTHSERVICES.CA		<u> </u>
Cardholder's e-mail address		Last 6 digits of the P-Card #	# :

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount		Trans Amount	GST	T FreighDescription
19/02/2016	419641085	INFINITY TRANSPORTATIO, LIMOUSINES AND TAXICABS	72.00		^{72.00} \$36.00	3.43	Taxi for Board Members (G. Yeates/B. Hemmelgarn) from SSP to Airport on Janu 21, 2016 (attended Board Meetings).
9/02/2016	419641086	INFINITY TRANSPORTATIO, LIMOUSINES AND TAXICABS	72.00	CAD	\$36.00	3.43	Taxi for Board Members (G.Yeates/B. Hemmelgarn) from SSP to Airport on Janu 28th (attended Board Meeting).



RUN DATE: 03/07/2016



261 AICE2	Card	holder Statement Repo
Signatures		
Cardholder Designate (if Applicable) By signing this statement I hereby certify that I have reviewed and reconciled this statement Program User Guide and Training. I have allocated the transaction	t in BMO Online to the best of my ability in(s) to the proper cost centre.	n accordance to AHS Corporate Policies.
Name of Cardholder Designate	Cardholder Designate Position/Title	etary
Signature of Cardholder Designate	Jeh. 24,2011 Date of Signature	e.
Cardholder By signing this statement I attest that I have read and understand the "Travel, Hospitality an expenses being claimed are in compliance with such policy.		
 I attest the expenses enclosed in this claim are for valid business claimed by me or on my behalf from Alberta Health Services or an charged is attached. I attest that expenses submitted in this claim have been incurred better that expenses submitted in this claim have been incurred better that expenses submitted in this claim have been incurred better that expenses submitted in this claim have been incurred better that expenses submitted in this claim have been incurred better the content of the con	y other Organization. A personal cheque	for any personal expenses inadvertently
provided. PROCIUK, LORINDA Name or Cardnoider	EXECUTIVE ASSOCIATE Cardholder Position/Title	se rationale and supporting analysis is
Signature of Cardholder	03/07/16 Date of Signature	
Approver Designate (If Applicable) By signing this statement I attest that I have read and understand the "Travel, Hospitality an expenses being claimed are in compliance with such policy.	d Working Session Expense Policy (1122	e)" of Alberta Health Servic es and confirm
 I attest the expenses enclosed in this claim are for valid business claimed by the claimant or on their behalf from Alberta Health Sencharged has been obtained. I attest that expenses submitted in this claim have been incurred be provided. 	vices or any other Organization. A person	al cheque for personal expenses inadvertently
Deb Rhodes Name of Approver Designate	NP Corporate + CF Approver Designate Position/Title	20
Debotah Dhadas Signature of Approver Designate	March 15, 2016 Date of Signature	ps
Approver By signing this statement		
 i attest that i have read and understand the "Travel, Hospitality and expenses being claimed are in compliance with such policy. 	d Working Session Expense Policy (1122)" of Alberta Health Services and confirm
 I attest the expenses enclosed in this claim are for valid business processed by the claimant or on their behalf from Alberta Health Service charged has been obtained. I attest that expenses submitted in this claim have been incurred be provided. 	rices or any other Organization. A person	al cheque for personal expenses inadvertently
Name of Approver	Board Chair Approver Position/Title	
Signature of Approver	Date of Signature	
Submit approved statement with attachments to Accounts Payable:		
Attach: * Original (or scanned) itemized receipts with documented business re-	asons including names of narticinants	Address:
where required Signed Cardholder Statement Report (or copies of electronic signature And where applicable:		Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street
 Copies of pre-approvals for travel Personal cheque payable to "Alberta Health Services" Return, refund and/or credit receipts 		Edmonton, AB T5J 3E4
 Disputes letter Business reasons for travel require detailed descriptions – include whereal), why travel was necessary and detailed explanation of reason. 	nere travelled to, who attended (if	
Accounts Payable only:		

AUS md

Reference #:

RUN DATE: 02/24/2016

Reviewed by:_

Date:

Jennifer Hamstra

From:

tobias tobias <tobias.goldengoose@gmail.com>

Sent: To: Friday, February 19, 2016 5:39 AM Colette Mooney; Lorinda Prociuk

Subject:

Fwd: Transaction Receipt - Do Not Reply

Glenda Yeates and Brenda Hemmelgarn Jan.21/2016 SSP>Ap



INFINITY TRANSPORTATION I

TYPE

PURCHASE

ORDER ID

CUSTOMER ID

CARD NUM

ACCOUNT

Lorinda Prociuk

MASTERCARD

DATE

REF NUM

AUTH CODE

Feb 19 2016 05:35AM

AMOUNT (CAD)

\$72.00

\$36.00

Cardholder will pay card issuer above amount pursuant to Cardholder Agreement

01 APPROVED - THANK YOU 027

- IMPORTANT -

Retain this copy for your records

Jennifer Hamstra

From:

tobias tobias <tobias.goldengoose@gmail.com>

Sent:

Friday, February 19, 2016 5:39 AM Colette Mooney; Lorinda Prociuk

To: Subject:

Fwd: Transaction Receipt - Do Not Reply

Glenda Yeates and Brenda Hemmelgarn

Jan.28/2016 SSP>Ap

INFINITY TRANSPORTATION I



TYPE PURCHASE

ORDER ID

CUSTOMER ID

CARD NUM

ACCOUNT MASTERCARD

DATE

REF NUM
AUTH CODE

Feb 19 2016 05:36AM

\$36.00

Cardholder will pay card issuer above amount pursuant to Cardholder Agreement

01 APPROVED - THANK YOU 027

- IMPORTANT - Retain this copy for your records





AHS	- AP Processing - Internal Use Only	
	Voucher#	
Na	aming Convention	
T4A/N	NR Applicable? - If you, indicate line 3 amt	

BOARD MEMBER

Address: Province: AB Reason for Exper	Prenda Hernmeig	âm	In., and a second	City:	Expens Month: Calgary	Feb-16
Province: AB	Attendance		Partie de la constant	City:	Calgary	
Resson for Exper	Attendance		Daniel Control			
7	Attendance	Postal Code:			Country:	Canada
SECTION 2: FI	Reason for Expense Attendance at Board Meetings February 25, 2016 (Board Me			16 (Governance;	Audit & Risk; and F	inance Committees) and
	NANCE CODIN	G & TOTAL C	LAIM			
Description	Com/BU/O	Location (# applicable)		tional Primary	Expensed Secondary Acct	Ictal (Flote: Thix column will auto fill
/leais (A)	101	0005	71110	300000	45000000	\$0.00
Fravel Exp (B+C-	+E) 101	0005	711103	300000	62212000	\$151.30
Other (D)	101	0005	711103	300000	41090000	\$0.00
			TOTAL AMOUNT PA	YABLE BY ACC	OUNTS PAYABLE	\$151.30
			SECTION 3: AUT	HORIZATION		
ry behalf from Alber	ta Health Services or a submitted in this clair	m have been incurred	on. d by using a cost effective r	mathod, otherwise re	ationale and supporting a	
r. Branda Hemi	4	B. A	regring this form, attack that I as	n compliant to all the abo	ove statements Date Mon	Phone#
		1 5 . // /				
ittest the expenses e almant or on their b	enclosed in this claim a chalf from Alberta Hea	are for valid business with Services or any o	purposes for Alberta Heal	th Services Board an	d that this claim has not i	is in compliance with such policies, been previously claimed by the
pproved by (Pnit		-		ition Title/Program		
nda Hughes				rd Chair		
gnature: L by signin	g this form steel that I are	sompliant with all the ab	xove distantents	ALC: YES	1	Date 14

14th Floor, North Town Debora

Deborah Rhodes, VP Corporate Services & CFO

Position

Created: November 01, 2013 Rev 8 aff December 17, 2015

Jennifer Hamatra

Carry for	ward from Section 1		
Name:	Dr. Brenda Hemmelgarn	Expense Period Month:	42401

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)

	Description: (include purpose	Cost	Meal (/	Allowanc	e OR Red	eipt)(A)		Transportation (Flight, Car Rental, Fuel Parking, Tay()		
<u>Date</u>	of trip, mode of travel.	Effective	Allow	ance	With	Receipt	Accom- modation			Mileage kn
	starting point, details of expenditure)	method used?	Meal Type	Allow- ance	Meal Type	With Receipt	(B)	Fuel, Parking, Taxi) (C)	(D)	(E)
23-Feb-16	Parking at Calgary International Airport to attend Board Meetings in Edmonton.	Yes						\$88.05		
23-Feb-16	Taxi from Edmonton International Airport to hotel to attend Board Meetings in Edmonton.	Yes						\$63.25		
			4							
			y i							
	Total: (amount auto fills to	nago 4\	"tan	\$0.00	# €	\$0.60	\$0.00	\$151.30	\$0.00	0.00

For payment please submit to:

0.505

Total Mileage

BOARD MEMBER Mileage Rate

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

RECEIPT **GST NO. R122556194**

EXIT No. IN: 02/23/16 17:19 OUT: 02/25/16 19:58 DURATION: 2 02: 39 PAID: \$ 88.05 (GST INCLUDED) VISA

REF. THANK YOU FOR YOUR VISIT

OO signic



lern Id:45024124702214 Ilen #18676 Visz Credil PURCHASI OP Id:755484 Card

AID:A000000000031010

APPROVED

AMOUNT TIP

CAD\$55.00 CAD\$8.25

TOTAL

CAD\$63.25

Ref. 1 Auth. 1 Resp. IVR: 4000088000 ISI: F089

BOOK ON LINE AT CONTAXI.COM TRANK YOU FOR BEING OUR GUEST

6ST 103403079

Pale: 2816/02/22 Response: AUTN 1:84:13

水本水CUSTOMER COPY本本本



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	on for this reporting period:	YES	
Name :	Brenda Hemmelgarn	Reporting Period for the Month of :	Feb-16	

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
23-Feb-2016	Direct Billing	Alrline Ticket	Flight from Calgary to Edmonton and return to attend Board Meetings on February 24 and 25, 2016 (Invoice #	Marlin Travel	344.48
23-Feb-2016	Direct Billing	Airline Ticket	Change fee for flight from Edmonton to Calgary as meeting on February 25th was extended (Invoice #	Marlin Travel	59.30
23-Feb-2016	Direct Billing	Hotel	2 nights accomodation to attend Board Meetings on February 24 and 25, 2016.	Other	310.64
otal Paid in the	Month				\$ 714.42

MARLIN TRAVEL
O-O PERCY HUNT TRAVELGROUP INC
MAIN FLOOR, 9929 108TH ST.
EDMONTON, AB T5K 1G8

GST Reg#: 885101915

Branch: Agent:

To: ALBERTA HEALTH SERVICES SUITE 800, NORTH TOWER

> 10030-107 ST EDMONTON AB CA T5J 3E4

Invoice Number:

Date: February 1, 2016

Page: 1/2

Our Reference:

INVOICE

For

MS BRENDA HEMMELGARN

AC

Tuesday, February 23, 2016

Air

AIR CANADA Flight: 8170 G CLASS From: CALGARY AB 07:20 PM Equipment: DH4

To: EDMONTON INTL AB 08:12 PM Mile(s) Flown: 163

Stops: 0 Arrival: 23Feb16

AIR CANADA E

AIR CANADA CONFIRMATION

TICKET NUMBER

SEAT 3C

Thursday, February 25, 2016

Air

AIR CANADA
From: EDMONTON INTL AB

To: CALGARY AB

Stops: 0 Arrival: 25Feb16

AIR CANADA E

AIR CANADA CONFIRMATION I

TICKET NUMBER

SEAT 5C

Flight: 8169 V CLASS 05:00 PM Equipment: DH4

sido i iri Equipment.

05:54 PM Mile(s) Flown: 163

To: ALBERTA HEALTH SERVICES SUITE 800, NORTH TOWER

10030-107 ST EDMONTON AB CA T5J 3E4 Invoice Number:

Date: Page: February 1, 2016

2/2

Our Reference:

INVOICE

Thursday, February 25, 2016

Air

AIR CANADA

From: EDMONTON INTL AB

To:

CALGARY AB

Stops: 0 Arrival: 25Feb16

AIR CANADA E

AIR CANADA CONFIRMATION

TICKET NUMBER

SEAT 9C

Flight: 8153 V CLASS 06:40 PM Equipment: DH4

Total Balance Due:

07:34 PM

Mile(s) Flown: 163

0.00

Cost:	
AIR CANADA WEB	269.52
Tax:	74.96
Ticket Total:	344.48
Fotal:	
Grand Total:	344.48
Less Credit Card Payments:	344.48
Credit / Balance Due To This Invoice:	0.00

- MARLIN TRAVEL

O-O PERCY HUNT TRAVELGROUP INC

MAIN FLOOR, 9929 108TH ST.

EDMONTON, AB T5K 1G8

GST Reg#: 885101915

Branch: Agent:

To: ALBERTA HEALTH SERVICES

SUITE 800, NORTH TOWER

10030-107 ST **EDMONTON AB CA T5J 3E4**

Invoice Number:

Date:

February 17, 2016

Page:

Our Reference:

1/2

INVOICE

For the second

MS BRENDA HEMMELGARN

AC

Tuesday, February 23, 2016

≪ Air

AIR CANADA

From: CALGARY AB

To: EDMONTON INTL AB

Stops: 0 23Feb16 Arrival:

AIR CANADA E

AIR CANADA CONFIRMATION

TICKET NUMBER

SEAT 3C

Flight: 8170 **G CLASS**

07:20 PM Equipment: DH4

08:12 PM

Mile(s) Flown: 163

Thursday, February 25, 2016

≼ Air

AIR CANADA

From: EDMONTON INTL AB

To: CALGARY AB

Stops: 0 Arrival: 25Feb16

AIR CANADA E

AIR CANADA CONFIRMATION

TICKET NUMBER

SEAT 9C

Flight: 8153 **V CLASS** 06:40 PM Equipment: DH4

07:34 PM

Mile(s) Flown: 163

Cost:

AIR CANADA WEB

AIR CANADA WEB

9.30

50.00

To: ALBERTA HEALTH SERVICES SUITE 800, NORTH TOWER

10030-107 ST EDMONTON AB CA T5J 3E4 **Invoice Number:**

Date:

February 17, 2016

Page:

2/2

Our Reference:

INVOICE

Credit / Balance Due To This Invoice:

Total Previous Payments:

Total Charges Previous Invoices:

Total Balance Due:

59.30

0.00

344.48

Total Balance Due:

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE ACCEPTED:.....DECLINED:.....

DOCUMENTATION REQUIRED: VALID PASSPORT... VISA..TOURIST CARD.. ...PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER......
PLEASE RECONFIRM ALL FLIGHTS BETWEEN 48 AND 72 HOURS PRIOR TO EACH DEPARTURE DIRECTLY WITH THE AIRLINE.
CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL
24 HOUR EMERGENCY HELP DESK WITHIN CANADA OR USA CALL
1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT

1 303 801 2147. PLEASE QUOTE ACCESS CODE 2EC0 OUR PRIVACY POLICY CAN BE FOUND AT WWW.MARLINTRAVEL.CA.



Alberta Health Services

Guest Name: Hemmelgarn, Brenda

Folio l

Room Number:

Arrival Date:

02-25-16

Departure Date: Page No:

1 of 1

02-26-16

Date	Description		Charges	Credits
02-23-16	Room Revenue		145.00	·
02-23-16	Destination Marketing Fee - 3%		4.35	
02-23-16	Tourism Levy - 4%		5.97	
02-24-16	Room Revenue		145.00	
02-24-16	Destination Marketing Fee - 3%		4.35	
02-24-16	Tourism Levy - 4%		5.97	
		Total	310.64	0.00
	_	Balance	310.64	"

Signature:

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #866344302 RT 0001