

## AHS Board and Executive Expense Report

**Name** Dr. Brenda Hemmelgarn  
**Title** AHS Board Vice-Chair  
**Location** Calgary

Expenses submitted during the month of September 2017

			Travel (1)					Working Sessions Hosting and Hospitality		
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Hosting and Hospitality (3)	Other (4)
Sep-17	Expense Claim	Meetings				122	122			
Sep-17	Direct Billing	Meetings	329		184		513			
<b>Total</b>			\$ 329	\$ -	\$ 184	\$ 122	\$ 635	\$ -	\$ -	\$ -

**Total for the Month**      \$        635

Maximum daily single meal expense claimed in the month      \$        -  
 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:	Brenda Hemmelgarn			Expense Period Month:	Sep-17
Address:	[REDACTED]	City:	[REDACTED]		
Province:	[REDACTED]	Postal Code:	[REDACTED]	Country:	Canada
Reason for Expense	Attendance at Private and Public Board Meetings on September 28, 2017 in Edmonton.				

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	71110300000	45000000	\$0.00
Travel Exp (B+C+E)	101	0005	71110300000	62212000	\$121.95 ✓
Other (D)	101	0005	71110300000	41090000	\$0.00
<b>TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE</b>					<b>\$121.95</b> ✓ <i>pb</i>

SECTION 3: AUTHORIZATION			
<p>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.</p> <p>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.</p> <p>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.</p>			
Claimant (Print Name)	Signature: I, by signing this form, attest that I am compliant to all the above statements	Date	Phone#
Dr. Brenda Hemmelgarn	<i>B. Hemmelgarn</i>	Oct 16/17	[REDACTED]
<p>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.</p> <p>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.</p> <p>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.</p>			
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>	Oct 25/17		

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 administer:

Oct-18/17

For payment please sub  
14<sup>th</sup> Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edn

*Deborah Rhodes*  
Deborah Rhodes, VP Corporate Services & CFO  
Position #: [REDACTED] DOFA Level: [REDACTED]

**Carry forward from Section 1**

Name: **Brenda Hemmelgarn** Expense Period Month: **Sep-17**

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				
27-Sep-2017	Parking at YYC to attend Board Meetings on September 28, 2017 in Edmonton.	Yes					\$58.70			
27-Sep-2017	Taxi from YEG to hotel.	Yes					\$63.25			
<b>Total: (amount auto fills to page 1)</b>			\$0.00		\$0.00	\$0.00	\$121.95 ✓	\$0.00	0.00	

**BOARD MEMBER Mileage Rate** 0.505 **Total Mileage** \$ -

GREATER EDMONTON TAXI  
SERVICE  
10135 31 AVE NW  
EDMONTON AB

CARD [REDACTED]  
CARD TYPE VISA  
DATE 2017/09/27  
TIME 0709 21:05:15  
INVOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

**RECEIPT**  
GST NO. R122556194

TKT NO [REDACTED]  
POF: [REDACTED]  
IN: 09/27/17 18:05  
OUT: 09/28/17 21:13 ✓  
PAID: \$ 58.70 ✓  
DURATION: 1 03: 08  
(GST INCLUDED)

VISA  
[REDACTED]

YOU HAVE 10 MIN.  
TO EXIT

-----  
PURCHASE  
AMOUNT \$55.00  
TIP \$8.25  
TOTAL

**\$63.25** ✓  
-----

Visa Credit  
[REDACTED]

**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



## 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**

<b>Name :</b> Brenda Hemmelgarn	<b>Reporting Period for the Month of :</b> Sep-17
---------------------------------	---

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
27-Sep-2017	Direct Billing	Airline Ticket	Flight from Calgary to Edmonton and return to attend Board Meeting on September 28, 2017 in Edmonton (Invoice [REDACTED])	Marlin Travel	329.36
27-Sep-2017	Direct Billing	Hotel	One night accommodation to attend meetings in Edmonton as per above.	Other	184.13
				Choose from Drop-down List	
				Choose from Drop-down List	
				Choose from Drop-down List	
<b>Total Paid in the Month</b>					<b>\$ 513.49</b>



**Invoice**

ALBERTA HEALTH SERVICES SUITE 800, NORTH TOWER 10030-107 ST EDMONTON, AB T5J 3E4 CANADA	<b>Trip #:</b> [REDACTED] <b>Booking Date:</b> 21 Sep 17 <b>Client:</b> [REDACTED] <b>Agent:</b> [REDACTED] <b>Agents email:</b> [REDACTED] <b>File Locator:</b> [REDACTED]
---	--

**PASSENGERS:** MS BRENDA HEMMELGARN

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
AIR CANADA Ticket [REDACTED]	254.40	0.00	\$0.00	74.96	0.00	329.36 CAD
<b>Total:</b>	<b>254.40</b>	<b>0.00</b>	<b>0.00</b>	<b>74.96</b>	<b>0.00</b>	<b>329.36 CAD</b>

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	09/19/2017		[REDACTED]	0.00 CAD
		09/21/2017		[REDACTED]	329.36 CAD
<b>Total Payment:</b>					<b>329.36 CAD</b>
<b>Balance Due CAD Currency</b>					<b>0.00 CAD</b>

Total GST                      0.00                      Total HST                      \$0.00

CORPORATE UNIT 101  
REASON FOR TRAVEL AHS BOARD MEETING

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL  
 \*\*\*\*\* AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0 \*\*\*\*\* \*\*PLEASE REVIEW YOUR ITINERARY FOR ACCURACY\*\*  
 PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY -----  
 ----AIR CANADA RULES----- TICKET IS NON REFUNDABLE CHANGES PERMITTED UP TO 2 HOURS PRIOR TO FLIGHT TIME CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY 24HOURS IN ADVANCE GO TO WWW.AIRCANADA.COM TO CHECK IN AND PRINT YOUR BOARDING PASS.

GOVERNMENT CENTRE  
 MAIN FLOOR, 9929- 108TH ST, EDMONTON, AB T5K1G8  
 Tél.: 780 425 8611  
 GST REG# 885101915

ALBERTA HEALTH SERVICES  
SUITE 800, NORTH TOWER  
10030-107 ST  
EDMONTON, AB T5J 3E4  
CANADA

Trip #: [REDACTED]  
Booking Date: 21 Sep 17  
Client: [REDACTED]  
Agent: [REDACTED]  
Agents email: [REDACTED]  
File Locator: [REDACTED]

### MY ITINERARY

<b>Passengers</b> BRENDA HEMMELGARN	<b>Citizenship</b> Not Specified	<b>Required Travel Documents</b> Not Specified
--	-------------------------------------	---

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



AIR

**Passengers:** BRENDA HEMMELGARN

**Booking Date:** 09/19/2017  
**File Locator/Ticket #:** [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	08225	CALGARY INTL 09/27/2017 7:35PM		EDMONTON INTL 09/27/2017 8:25PM	W		



AIR

**Passengers:** BRENDA HEMMELGARN

**Booking Date:** 09/19/2017  
**File Locator/Ticket #:** [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	08155	EDMONTON INTL 09/28/2017 8:00PM		CALGARY INTL 09/28/2017 8:53PM	G		

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



Brenda Hemmelgarn

Page Number : 1 Invoice Nbr : [REDACTED]  
 Guest Number : [REDACTED]  
 Folio ID : [REDACTED]  
 Arrive Date : 27-SEP-17 21:07  
 Depart Date : 28-SEP-17 06:58  
 No. Of Guest : 1  
 Room Number : [REDACTED]  
 Club Account : [REDACTED]  
 AR Account : [REDACTED]

Copy

Tax ID : 815461330RT0001  
 The Westin Edmonton SEP-29-2017 16:47 [REDACTED]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
27-SEP-17	[REDACTED]	Room Charge	164.00	
27-SEP-17	[REDACTED]	GST	8.45	
27-SEP-17	[REDACTED]	Destination Marketing Fee	4.92	
27-SEP-17	[REDACTED]	Tourism Levy	6.76	
28-SEP-17	[REDACTED]	Transfer to A/R		-184.13
		** Total	184.13	-184.13
		*** Balance	-0.00	

BETTER BALANCE - The soothing scent of White Tea revitalizes and uplifts from the moment you step through our doors. Enhance any environment by taking our signature scent home with you. Learn more at [westin.com/store](http://westin.com/store)

Continued on the next page



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



Brenda Hemmelgarn

Page Number : 2 Invoice Nbr : [REDACTED]  
 Guest Number : [REDACTED]  
 Folio ID : [REDACTED]  
 Arrive Date : 27-SEP-17 21:07  
 Depart Date : 28-SEP-17 06:58  
 No. Of Guest : 1  
 Room Number : [REDACTED]  
 Club Account : [REDACTED]  
 AR Account : [REDACTED]

As a Starwood Preferred Guest you have earned at least [REDACTED] Starpoints for this visit [REDACTED]

Tell us about your stay. [www.westin.com/reviews](http://www.westin.com/reviews)

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
09-27-2017	164.00	8.45	6.76	0.00	0.00	4.92	184.13	0.00
09-28-2017	0.00	0.00	0.00	0.00	0.00	-184.13	-184.13	0.00
	-----	-----	-----	-----	-----	-----	-----	-----
Total	164.00	8.45	6.76	0.00	0.00	-179.21	0.00	0.00