

### **AHS Board and Executive Expense Report**

Name Dr. Brenda Hemmelgarn Title AHS Board Vice-Chair

**Location** Calgary

Expenses submitted during the month of May 2019

					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-19	Expense Claim	Meetings				247	247		(-)	
May-19	Direct Billing	Meetings	1,169		190	247	1,359			
Total			\$ 1,169	\$ -	\$ 190	\$ 247	\$ 1,606	\$ -	\$ -	\$ -

**Total for** 

**the Month** \$ 1,606

Maximum daily single meal expense claimed in the month \$ - Maximum daily base hotel rate claimed in the month \$ 169

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.



Employeet	
AHS - AP Processing)- Internal	
Voucher#	
Naming Convention:	
T4A/NR Applicable? - If yes, indicate line & amt	

# BOARD MEMBER EXPENSE CLAIM FORM

oronio.		= WE0014	ATION				-			
SECTION	11: PAYE	E INFORM	ATION	****		Tevnono	- Parlad			
Name:	Brenda H	emmelgarn				Exponso Period May-19				
Address:					City:					
Province:				Postal Code:		Country:	Canada	8		
Reason for	Exponso	Attended Q	nses in this claim rela uality & Safety Co nittee on May 30, 2	mmittee on May	22, 2019; Human	n Resources Commi d Meeting on May 30	ttee on N ), 2019 in	lay 29, 2019; Audit & Edmonton.		
SECTION	2: FINA	NCE CODIN	IG & TOTAL CLA	AIM						
Descr	iption	Corp/BU/O	Location (If applicable)		inctional tre/Primery	Expense/ Secondary Acct	(Note: T	<u>Total</u> his column will auto fill)		
Meals (A)		101	0005	711	10300000	45000000		\$0.00		
Travel Exp	(B+C+E)	101	0005	711	10300000	62212000	100 N N	\$247.20		
Other (D)		101	0005	711	10300000	41090000		\$0.00		
				TOTAL AMOUNT	PAYABLE BY AC	COUNTS PAYABLE		\$247.20		
					UTHORIZATION					
			he Government of Albe tanding and belief.	rta's Travel, Meal and	d Hospitality Expenses	Policy, and confirm expen	ses being c	aimed are in compliance		
lattest the e	xpenses encl	osed in this clair			Health Services Board	l and that this claim has no	ot been pre	viously claimed by me or on		
l attest that o	expenses sub	mitted in this cl	aim have been incurred	by using a cost effec	tive method, otherwis	se rationale and supporting	g analysis is	provided below.		
Claimant (P Brenda He		n	100	signing this form, allest the	nt I am complant to all the a		6/19	Phone#		
with such pol Lattest the ex- claimant or o	licy to the be expenses enclo on their behal	st of my unders used in this claid If from Alberta	tanding and belief. In are for valid business Health Services or any o	purposes for Alberta other Organization.	Health Services Board	Policy, and confirm expent  I and that this claim has no  se rationale and supporting	ot been pre	viously claimed by the		
Approved	by (Print Nan	ne)			Position Title/Prog	ram Group				
Linda Hug	ghes				Board Chair					
Signature:	I, by signing this	form, attest that I	om consplant with all the abo	ve statements			Jate	11/19		

Health and Personal information on this form is collected by AHS under the authority of section 20(b) of the Health Information Act (HIA) and sections 33(c) and 34(2) of the Freedom of Information and Protection of Privacy (FOIP) Act, respectively, for the purpose of administering AHS Procure to Pay program.

For payment please submit to:

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

Created: November 01, 201; Rev 12 eff Jun 25, 2018

Debrach Phodos June 11/19
Deborah Rhodes, VP Corporate Services & CFO

Position # DOFA Level

Carry fo	Carry forward from Section 1		<u> </u>
Name:	Brenda Hemmelgarn	Expense Period Month:	May-19

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).

			Meal (Allowance OR Receipt)( A )							
<u>Date</u>	Description: (include purpose of trip, mode of travel, starting point, details of expenditure)	Cost Effective method	/e Allowance		With Receipt <u>or</u> Allowance Outside Canada		Accom- modation (B)	<u>Transportation</u> (Flight, Car Rental, Fuel, Parking, Taxi)	Other (Itemize)	Mileage km (E)
	pomi, details of expenditure?	used?	Meal Type	Allow- ance	Meal Type	Amount	161	(C)	(0)	
22-May-2019	Parking at YYC to attend Quality & Safety Committee on May 22, 2019 in Edmonton.	Yes						<b>₹</b> \$29.35		
22-May-2019	Taxi from YEG to hotel to attend above noted meetings in Edmonton.	Yes						\$63.25		
29-May-2019	Parking at YYC to attend HR Committee on May 29; A&R Committee; Private/Public Board Meetings on May 30 in Edmonton.	Yes						<b>≉</b> \$29.35		
29-May-2019	Taxi from YEG to hotel to attend above noted meetings in Edmonton.	Yes	5					\$63.25		
30-May-2019	Taxi from SSP to YEG.	Yes						, \$62.00		
									111-00-00-00-00-00-00-00-00-00-00-00-00-	
	Total: (amount auto fills to	page 1)		\$0.00		\$0.00	\$0.00	\$247.20	\$0.00	0.00

BOARD MEMBER Mileage Rate 0.505 Total Mileage \$ -

### AIRPORT TAXI SERVICE 4608 101 ST. (7808907070) EDMONTON AB

CARD
CARD TYPE VISA
DATE 2019/05/22
TIME 0427 10:06:15
INVOICE #
RECEIPT NUMBER

PURCHASE

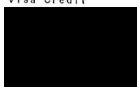
\$55.00 \$8.25

TIP TOTAL

AMOUNT

\$63.25

Visa Credit



### **APPROVED**

AUTH# THANK TOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

GST 84616 5918 RT0001 THANK YOU FOR SHOPPING AT XXXXXX

### RECEIPT GST NO. R122556194

TKT NO: EXIT NO. A103 IN: 05/22/19 06:33 OUT: 05/22/19 17:54 DURATION: 0 11: 21 PAID: \$ 29.35

(GST INCLUDED) VISA

AUTH. CODE REF. THANK YOU FOR YOUR VISIT

O () Flyyyc

YYC CALGARY INTERNATIONAL AMPORT

### RECEIPT GST NO. R122556194

TKT NC: POF: C52 PAID: \$ 29.35 IN: 05/29/19 18:22 OUT:05/30/19 17:57 DURATJON: 0 23: 35

(GST INCLUDED)

VISA

YOU HAVE 10 MIN. TO EXIT

O @ Flytyc



GREATER EDMONTON TAXI
SERVICE
10135 31 AVE NW
EDMONTON AB

CARD
CARD TYPE VISA
DATE 2019/05/29
TIME 4515 21:01:01
INVOICE #

RECEIPT NUMBER

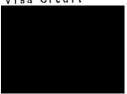
PURCHASE

AMOUNT TIP TOTAL

\$55.00 \$8.25

\$63.25

Visa Credit



**APPROVED** 

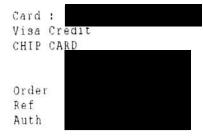
AUTH# THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

YELLOW CAB 780.462.3456 BARREL TAXI 780.489.7777 EDMTAXI.COM GST 100403070 Co-op Taxi Line (780)425-2525 www.co-optaxi.com

TRANSACTION RECORD
Terminal 363/66287795
Driver 1289
19/05/30 16:08:24



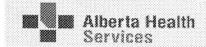
		PURCHASE
FARE	:	\$ 55.00
TIP	:	\$ 7.00
TOTAL	:	\$ 62.00

APPROVED - THANK YOU (01-027)

IMPORTANT: Retain this copy for your records

Customer Copy

Thank you for choosing Co-op taxi



### **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 when	ther you have expenses to report in this	ection for this reporting period:
Name :	Brenda Hemmelgarn	Reporting Period for the Month of: May-19

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
22-May-19	Direct Billing	Airline Ticket	Flight from Calgary to Edmonton and return to attend the Quality & Safety Committee meeting on May 22, 2019 (Invoice #	Vision Travel	\$579.6
29-May-19	Direct Billing	Airline Ticket	Flight from Calgary to Edmonton and return to attend Private and Public Board Meetings on May 30, 2019 in Edmonton (Invoice	Vision Travel	\$589.10
29-May-19	Direct Billing	Hotel	One night accommodation to attend Private and Public Board Meetings on May 30, 2019 in Edmonton.	Vision Travel	\$189.7
	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	
otal Paid in t	he Month				\$ 1,358.55

From: tripinfo@visiontravel.ca

Sent: Tuesday, May 14, 2019 10:45 AM

To: VISIONTRAVEL.CA

Subject: Invoice and Itinerary for HEMMELGARN/BRENDA MS - 22May19 - Vision Travel Locator:

Caution - This email came from an external address and may contain unsafe content. Ensure you trust this sender before opening attachments or clicking any links in this message.



Vision Travel DT Ontario-West Inc

. , Canada,

www.visiontravel.ca GST Reg: 723782728 RT 0001

## Invoice/Itinerary

Invoice Issued: 14 May 2019

Agency Ref. Sales Person:

**Customer Number** Customer Ref.

ALBERTA HEALTH SERVICES 10030 - 107 STREET **EDMONTON AB** T5J 3E4

Passenger(s): HEMMELGARN/BRENDA MS

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

AIR - Wednesday, May 22 2019

Add To Calendar

Air Canada Flight AC8130 Economy Class

Depart

Calgary, Alberta Weather Calgary International Airport

08:35 AM Wednesday, May 22 2019

Arrive

Edmonton, Alberta

Edmonton International Airport

09:25 AM Wednesday, May 22 2019

Duration: 0 hour(s) and 50 minute(s) Non-stop

Status: Confirmed - Air Canada Booking Reference:

Operated By: <u> AIR CANAD</u>A EXPRESS - JAZZ

FF Number: HEMMELGARN/BRENDA MS - please reconfirm at check-in

Online Check In: Available 24 hours prior - click here

E Upgrade: For Eligible Flight - Aeroplan Members click here

Remarks: SEAT 5C - HEMMELGARN/BRENDA MS

AIR CANADA CONFIRMATION

TICKET NUMBER

PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

AIR - Wednesday, May 22 2019

Add To Calendar

Air Canada Flight AC8153 Economy Class

Depart

Edmonton, Alberta Weather Edmonton International Airport 04:55 PM Wednesday, May 22 2019 Arrive

Calgary, Alberta Weather Calgary International Airport

05:47 PM Wednesday, May 22 2019

Duration:

0 hour(s) and 52 minute(s) Non-stop

Status:

Confirmed - Air Canada Booking Reference:

Operated By:

AIR CANADA EXPRESS - JAZZ

FF Number:

HEMMELGARN/BRENDA MS - please reconfirm at check-in

Online Check In:

Available 24 hours prior - click here

E Upgrade:

For Eligible Flight - Aeroplan Members click here

Remarks:

SEAT 5D - HEMMELGARN/BRENDA MS

AIR CANADA CONFIRMATION

TICKET NUMBER

PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

Invoice Details

Transaction Document / Booking Other Tax **GST/HST** QST Total **Base Fare** Number Invoice Number: 0.00 504.70 74.96 0.00 579.66

Vendor AC AIR CANADA

Totals:

504.70 74.96 Billed to: 0.00

0.00 579.66

Total Credit Card Billing:

579.66 **Balance Due:** 0.00

From:

@visiontravel.ca

Sent:

Tuesday, May 21, 2019 10:42 AM

To:

Subject:

Invoice and Itinerary for HEMMELGARN/BRENDA MS - 29May19 - Vision Travel Locator:

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Vision Travel DT Ontario-West Inc 9929 - 108 St. Edmonton, AB T5K 1G8 (780) 425-8611 1-866-425-8611

www.visiontravel.ca GST Reg: 723782728 RT 0001

# Invoice/Itinerary

Invoice:

Issued: 21 May 2019

Agency Ref. Sales Person Customer Number Customer Ref.

ALBERTA HEALTH SERVICES 10030 - 107 STREET **EDMONTON AB** T5J 3E4

Passenger(s):

HEMMELGARN/BRENDA MS

Disclaimer:

It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

AIR - Wednesday, May 29 2019

Add To Calendar

Air Canada Flight AC8058 Economy Class

Depart

Calgary, Alberta Weather

Arrive

Edmonton, Alberta Weather

Calgary International Airport 07:45 PM Wednesday, May 29 2019 Edmonton International Airport

08:35 PM Wednesday, May 29 2019

Duration: Status:

0 hour(s) and 50 minute(s) Non-stop

Operated By:

Confirmed - Air Canada Booking Reference:

Online Check In:

AIR CANADA EXPRESS - JAZZ Available 24 hours prior - click here

E Upgrade:

For Eligible Flight - Aeroplan Members click here

Remarks:

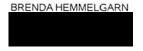
SEAT 9D

PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

AIR - Thursday, May 30 2019 Add To Calendar Air Canada Flight AC8155 Economy Class Depart Edmonton, Alberta Weather Arrive Calgary, Alberta Weather Edmonton International Airport Calgary International Airport 05:55 PM Thursday, May 30 2019 06:47 PM Thursday, May 30 2019 Duration: 0 hour(s) and 52 minute(s) Non-stop Status: Confirmed - Air Canada Booking Reference: Operated By: AIR CANADA EXPRESS - JAZZ Online Check In: Available 24 hours prior - click here E Upgrade: For Eligible Flight - Aeroplan Members click here Remarks: SEAT 9D PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ Invoice Details Transaction Total Document / Booking **Base Fare** Other Tax GST/HST QST Number Invoice Number: Vendor AC AIR 514.20 74.96 0.00 0.00 589.16 CANADA Billed to Totals: 514.20 74.96 0.00 0.00 589.16 **Total Credit Card Billing:** 589.16 Balance Due: 0.00 The Westin Edmonton 10135 100 St Edmonton, AB T5J 0N7 Canada

Tel: 780-426-3636 Fax: 780-428-1454





Page Number Invoice Nbr Guest Number Folio ID Arrive Date : 29-MAY-19 21:07 Depart Date 30-MAY-19 07:18 No. Of Guest Room Number Marriott Bonvoy Number: AR Account

Copy Tax Invoice

Tax ID: 815461330RT0001

Date	Reference	Description	Charges (CAD)	Credits (CAD)
29-MAY-19		Room Chrg - Special Corp	169.00	
29-MAY-19	í	GST	8.70	
29-MAY-19		DMF	5.07	
29-MAY-19	j	Tour Levy	6.96	
30-MAY-19		Direct Bill		-189.73
		** Total	189.73	-189.73
		*** Balance	0.00	

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