

AHS Board and Executive Expense Report

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

Expenses submitted during the month of October 2019

			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)
Oct-19	Expense Claim	Meetings				425	425			
Oct-19	Direct Billing	Meetings	320		497		817			
Total			\$ 320	\$ -	\$ 497	\$ 425	\$ 1,242	\$ -	\$ -	\$ -

Total for the Month \$ 1,242

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.



Employment # [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:	Oct-19
Address:	[REDACTED]	City:	[REDACTED]		
Province:	[REDACTED]	Postal Code:	[REDACTED]	Country:	Canada
Reason for Expense	Attended Board Meeting and Public Board Meeting on October 9, 2019 in Edmonton. Attended Board Meeting on October 25 and Advisory Council Fall Forum on October 25-26, 2019 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	\$425.46
Other (D)	101	0005	71110300000	41090000	\$0.00
TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE					\$425.46

SECTION 3: AUTHORIZATION			
I attest that I have read and understand the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and confirm expenses being claimed are in compliance with such policy to the best of my understanding and belief.			
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.			
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.			
Claimant (Print Name)	Signature: I, by signing this form, attest that I am compliant to all the above statements	Date	Phone#
Brenda Hemmelgarn		Nov 8/19	[REDACTED]

I attest that I have read and understand the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and confirm expenses being claimed are in compliance with such policy to the best of my understanding and belief.	
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.	
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.	
Approved by (Print Name)	Position Title/Program Group
David Weyant, Q.C.	Board Chair
Signature: I, by signing this form, attest that I am compliant with all the above statements	Date
	Nov. 27, 2019

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

Carry forward from Section 1

Name:	Brenda Hemmelgarn	Expense Period Month:	Oct-19
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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)

All the below costs are based on: Attended Private Board Meeting and Public Board Meeting on October 9, 2019 in Edmonton. Attended Board Meeting on October 25 and Advisory Council Fall Forum on October 25-26, 2019 in Edmonton.

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	Allow-ance	Meal Type	Amount				
8-Oct-2019	Taxi from residence to YYC to travel to Edmonton for the Board Meeting on Public Board Meeting on October 9, 2019.	Yes					\$44.16			
8-Oct-2019	Taxi from YEG to hotel to attend above meetings.	Yes					\$63.25			
24-Oct-2019	Mileage from Calgary to Edmonton and return to attend Board Meeting on Oct 25; and Advisory Council Fall Forum on Oct. 25-26, 2019.	Yes							629.8	
Total: (amount auto fills to page 1)				\$0.00		\$0.00	\$0.00	\$107.41	\$0.00	629.80

BOARD MEMBER Mileage Rate	0.505	Total Mileage	\$ 318.05
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Home to airport

ASSOCIATED CAB
/ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY, AB T2E2N4
(403) 299-1111
CAR#996

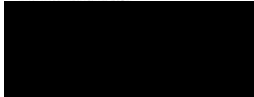
**SALE
DUPLICATE**

Batch #: [REDACTED] RE [REDACTED]
10/08/19 SEQ: [REDACTED] 14:19:11
APPR CODE: [REDACTED]
VISA

**AMOUNT \$38.40
TIP \$5.76
TOTAL \$44.16**

00 - APPROVED - 001

Visa Credit



Thank You
Please Come Again

CUSTOMER COPY

Airport to hotel

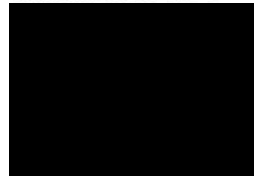
AIRPORT TAXI SERVICE
4608 101 ST.
(7808907070)
EDMONTON AB

CARD [REDACTED]
CARD TYPE VISA
DATE 2019/10/08
TIME 0007 18:58:09
INVOICE # [REDACTED]
RECEIPT NUMBER [REDACTED]

PURCHASE
AMOUNT \$55.00
TIP \$8.25
TOTAL

\$63.25

Visa Credit



APPROVED

AUTH# [REDACTED]
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST#807721436

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**

Name : Dr Brenda Hemmelgarn	Reporting Period for the Month of : Oct-19
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
8-Oct-2019	Direct Billing	Airline Ticket	Attend Board Meetings and Public Board Meetings on Oct 9, 2019 in Edmonton - Flight from Calgary to Edmonton on Oct 8, 2019	Vision Travel	\$319.96
8-Oct-2019	Direct Billing	Hotel	Attend Board Meetings and Public Board Meetings on Oct 9, 2019 in Edmonton	Other	\$189.73
24-Oct-2019	Direct Billing	Hotel	Advisory Council Fall Forum in Edmonton on Oct 25 and 26, 2019 - Accommodations for the nights of Oct 24 and 25, 2019	Other	\$307.62
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
Total Paid in the Month					\$ 817.31

[REDACTED]

From: Brenda Hemmelgarn
Sent: Tuesday, October 08, 2019 1:46 PM
To: [REDACTED]
Subject: RE: Invoice and Itinerary for HEMMELGARN/BRENDA MS - 08October19 - Vision Travel Locator: [REDACTED]

Thanks!

From: [REDACTED]
Sent: October 8, 2019 1:43 PM
To: Brenda Hemmelgarn
Cc: [REDACTED]
Subject: Fw: Invoice and Itinerary for HEMMELGARN/BRENDA MS - 08October19 - Vision Travel Locator: [REDACTED]

Hi Brenda...here is your new flight information.

Safe travels ☺

Jennifer

From: tripinfo@visiontravel.ca [mailto:tripinfo@visiontravel.ca]
Sent: Tuesday, October 08, 2019 1:42 PM
To: [REDACTED]@VISIONTRAVEL.CA
Subject: invoice and itinerary for HEMMELGARN/BRENDA MS - 08October19 - vision Travel Locator: [REDACTED]

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: [REDACTED]
Issued: 08 October 2019

Agency Ref: [REDACTED]
Sales Person: [REDACTED]

Customer Number: [REDACTED]
Customer Ref.: [REDACTED]

ALBERTA HEALTH SERVICES
10030 - 107 STREET

Passenger(s): HEMMELGARN/BRENDA MS

EDMONTON AB
T5J 3E4

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

Air Passenger Protection Regulations:

As of July 15, 2019, airlines will be required to meet new obligations concerning communication, denied boarding, tarmac delay, baggage and the transportation of musical instruments. For more information visit : <https://rppa-appr.ca>

WS : www.westjet.com/canadian-passenger-rights

AIR - Tuesday, October 8 2019		Add To Calendar
WestJet Flight WS3145 Economy Class		
Depart	Calgary, Alberta Weather Calgary International Airport 04:15 PM Tuesday, October 8 2019	Arrive Edmonton, Alberta Weather Edmonton International Airport 05:08 PM Tuesday, October 8 2019
Duration:	0 hour(s) and 53 minute(s) Non-stop	
Status:	Confirmed - WestJet Booking Reference [REDACTED]	
Operated By:	WESTJET ENCORE	
Online Check In:	Available 24 hours prior - click here	
Baggage Allowance:	1 Piece(s)	
[REDACTED]		

Excursion / Tour - Sunday, December 1 2019

Depart: Edmonton

Status: Confirmed

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number: WestJet	[REDACTED]	270.48	49.48	0.00	0.00	319.96
					Billed to: [REDACTED]	
	Totals:	270.48	49.48	0.00	0.00	319.96
					Total Credit Card Billing:	319.96
					Balance Due:	0.00

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



BRENDA HEMMELGARN

Page Number : [REDACTED] Invoice Nbr : [REDACTED]
 Guest Number : [REDACTED]
 Folio ID : [REDACTED]
 Arrive Date : 08-OCT-19 19:02
 Depart Date : 11-OCT-19 09:46
 No. Of Guest : 1
 Room Number : [REDACTED]
 Marriott Bonvoy Number : [REDACTED]
 AR Account : [REDACTED]

Copy Tax Invoice

Tax ID : 815461330RT0001
 The Westin Edm YEGWI OCT-15-2019 15:26 [REDACTED]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
08-OCT-19	[REDACTED]	Room Chrg - Special Corp	169.00	
08-OCT-19	[REDACTED]	GST	8.70	
08-OCT-19	[REDACTED]	DMF	5.07	
08-OCT-19	[REDACTED]	Tour Levy	6.96	
11-OCT-19	[REDACTED]	Direct Bill		-189.73
		** Total	189.73	-189.73
		*** Balance	0.00	

REST EASY - Nothing recharges mind and body like sound sleep. Experience superior rest at home with the Westin Heavenly(R) Bed, a revitalizing retreat for the sleep of your dreams. Learn more at westin.com/store
 Tell us about your stay. www.westin.com/reviews

Continued on the next page



DELTA
HOTELS
MARRIOTT

EDMONTON SOUTH
CONFERENCE CENTRE

4404 Gateway Boulevard NW, Edmonton, Alberta, T6H 5C2
Tel: 780-434-6415 Fax: 780-436-9247

Alberta Health Services
10030 107 Street NW Suite 14
Edmonton AB T5J 3E4
Canada

Room: [REDACTED]
Folio: [REDACTED]
Cashier: [REDACTED]
Arrival: 10-23-19
Departure: 10-31-19
Reference:
A/R Invoice: [REDACTED]
A/R Account: [REDACTED]

AHS CommunityEngagement AdvisoryCouncils, I

Date	Description	Additional Information	Charges	Credits
	Hemmelgarn, Brenda Room # [REDACTED]			
10-24-19	Room Charge	Routed From Hemmelgarn Brenda Of Room # [REDACTED]	137.00	
10-24-19	Room Destination Marketing Fee	Routed From Hemmelgarn Brenda Of Room # [REDACTED]	4.11	
10-24-19	Room GST	Routed From Hemmelgarn Brenda Of Room # [REDACTED]	7.06	
10-24-19	AB Tourism Levy	Routed From Hemmelgarn Brenda Of Room # [REDACTED]	5.64	
10-25-19	Room Charge	Routed From Hemmelgarn Brenda Of Room # [REDACTED]	137.00	
10-25-19	Room Destination Marketing Fee	Routed From Hemmelgarn Brenda Of Room # [REDACTED]	4.11	
10-25-19	Room GST	Routed From Hemmelgarn Brenda Of Room # [REDACTED]	7.06	
10-25-19	AB Tourism Levy	Routed From Hemmelgarn Brenda Of Room # [REDACTED]	5.64	
	Guest Total		307.62	0.00