

AHS Board and Executive Expense Report

Name Brenda Huband
Title VP & Chief Health Operations Officer Central & Southern Alberta
Location Calgary
 Expenses submitted during the month of January 2017

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)
Jan-17	P-Card	Meetings			368	664	1,032	20	394	
Jan-17	Direct Billing	Meetings	378				378			
Total			\$ 378	\$ -	\$ 368	\$ 664	\$ 1,410	\$ 20	\$ 394	\$ -

Total for the Month \$ 1,824

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.

AHS Public Disclosure P-CARD

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
HUBAND, BRENDA	VP & Chief Health Operations Officer, Central & Southern Alberta	Calgary	\$ 1,446.31									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
12/11/2016	Dec 11th am for Meetings in Edmonton Dec 11 - 13th	AB - Local	Taxi	\$ 66.00				1				
12/13/2016	Taxi from SSP Dec 13 to Edmonton Airport for return trip to Calgary	AB - Local	Taxi	\$ 66.00				1				
12/15/2016	Taxi Dec 15 from Airport to Ministers office for LRP Meeting	AB - Local	Taxi	\$ 66.00				1				
12/15/2016	Taxi Dec 15 to Edmonton airport for return trip to Calgary	AB - Local	Taxi	\$ 66.00				1				
12/19/2016	Taxi Dec 19 from Edmonton Airport to Hotel for meetings Dec 20	AB - Local	Taxi	\$ 66.00				1				
12/19/2016	Hotel stay in Edmonton for mtgs Dec 20: Staff scheduling, CoAct, ELT, ZEL Budget	AB - Local	Accommodations	\$ 184.13				1				
12/20/2016	Parking Calgary Airport for mtgs in Edmonton Dec 20	AB - Local	Parking - Lot or Parkade	\$ 58.70				1				
12/20/2016	Taxi Dec 20 to Edm Airport for return trip to Calgary	AB - Local	Taxi	\$ 66.00				1				
1/2/2017	Hotel stay in Edmonton for meetings at SSP Dec 3: Zone Budget, ELT, HR meetings, ZEL Budget meeting	AB - Local	Accommodations	\$ 184.13				1				
1/2/2017	Taxi from Edmonton airport to hotel for attending all day meetings at SSP Jan 3	AB - Local	Taxi	\$ 66.00				1				

AHS Public Disclosure P-CARD

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total
HUBAND, BRENDA	VP & Chief Health Operations Officer, Central & Southern Alberta	Calgary	\$ 1,446.31

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
1/3/2017	Parking at Calgary Airport for trip to Edmonton for meetings Jan 3	AB - Local	Parking - Lot or Parkade	\$ 58.70				1			
1/3/2017	Travel to Edmonton Airport for return trip to Calgary	AB - Local	Taxi	\$ 66.00				1			
1/5/2017	Breakfast meeting with Stuart Dalglish City of Calgary on improving process/practice in apprehensions under MH act, CPS was to join mtg	AB - Local	Parking - Lot or Parkade	\$ 18.90				1			
1/6/2017	Breakfast meeting with City of Calgary on improving process/practice for apprehensions under the MH act	AB - Local	Working Session	\$ 44.00				1	2	2	
1/9/2017	at CEOs office request assisted with ordering lunch for those participating in 0900-1600 Finance Meeting, see attached attendance sheet	AB - Local	Working Session	\$ 349.75				1	25	25	
1/9/2017	Attending the Jan 24 CCHL session L Dr. Yiu: Leadership Resiliency	AB - Local	Courses and Professional Development	\$ 20.00				1			

Approver(s) for the claim	Approval Status	Approval Date
YIU, VERNA	Approve	27-Jan-17

[REDACTED]

From: Infinity Transportation Inc <infinitytransportationinc@hotmail.com>
Sent: Monday, January 02, 2017 10:36 AM
To: [REDACTED]
Subject: Fwd: Receipt Dec 11

----- Forwarded message -----
From: "AIRPORT TAXI SERVICE" <esp_receipt@moneris.com>
Date: Dec 29, 2016 11:53 AM
Subject: Transaction Receipt - Do Not Reply
To: <infinitytransportationinc@hotmail.com>
Cc:

AIRPORT TAXI SERVICE

T: ③ Dec 11th taxi from Edmonton Airport
to Westing Hotel for Meetings
in Edmonton Dec 11 - 13th

APPROVED

TYPE	PURCHASE
ORDER ID	[REDACTED]
AMOUNT (CAD)	\$66.00
CARD NUM	[REDACTED]
ACCOUNT	MC
DATE	Dec 29 2016 11:50AM
REF NUM	[REDACTED]
AUTH CODE	[REDACTED]

APPROVED - THANK YOU 027

REFUND POLICY

[REDACTED]

From: Infinity Transportation Inc <infinitytransportationinc@hotmail.com>
Sent: Monday, January 02, 2017 10:50 AM
To: [REDACTED]
Subject: Fwd: Transaction Receipt - Do Not Reply

Dec 13

----- Forwarded message -----

From: "AIRPORT TAXI SERVICE" <esp_receipt@moneris.com>
Date: Dec 29, 2016 11:52 AM
Subject: Transaction Receipt - Do Not Reply
To: <infinitytransportationinc@hotmail.com>
Cc:

AIRPORT TAXI SERVICE

(4)

Taxi from SSP Dec 13 to Edmonton Airport
for return trip to Calgary

T:

APPROVED

TYPE PURCHASE

ORDER ID [REDACTED]

AMOUNT (CAD) \$66.00

CARD NUM
ACCOUNT

[REDACTED]
MC

DATE Dec 29 2016 11:50AM

REF NUM [REDACTED]

AUTH CODE [REDACTED]

APPROVED - THANK YOU 027

REFUND POLICY

[REDACTED]

From: Infinity Transportation Inc <infinitytransportationinc@hotmail.com>
Sent: Monday, January 02, 2017 10:50 AM
To: [REDACTED]
Subject: Fwd: Transaction Receipt - Do Not Reply

Dec 15

----- Forwarded message -----

From: "AIRPORT TAXI SERVICE" <esp_receipt@moneris.com>
Date: Dec 29, 2016 11:52 AM
Subject: Transaction Receipt - Do Not Reply
To: <infinitytransportationinc@hotmail.com>
Cc:

AIRPORT TAXI SERVICE

(5)

Taxi from Airport to Ministers office
for LRP Meeting

T:

APPROVED

TYPE PURCHASE

ORDER ID [REDACTED]

AMOUNT (CAD) \$66.00

CARD NUM [REDACTED]
ACCOUNT MC

DATE Dec 29 2016 11:50AM

REF NUM [REDACTED]

AUTH CODE [REDACTED]

APPROVED - THANK YOU 027

REFUND POLICY

From: Infinity Transportation Inc <infinitytransportationinc@hotmail.com>
Sent: Monday, January 02, 2017 10:49 AM
To: [REDACTED]
Subject: Fwd: Transaction Receipt - Do Not Reply

Dec 15

----- Forwarded message -----

From: "AIRPORT TAXI SERVICE" <esp_receipt@moneris.com>
Date: Dec 29, 2016 11:52 AM
Subject: Transaction Receipt - Do Not Reply
To: <infinitytransportationinc@hotmail.com>
Cc:

AIRPORT TAXI SERVICE

(b)

Taxi Dec 15 to Edmonton airport
for return trip to Calgary

T:

APPROVED

TYPE PURCHASE

ORDER ID [REDACTED]

AMOUNT (CAD) \$66.00

CARD NUM
ACCOUNT

[REDACTED]
MC

DATE Dec 29 2016 11:50AM

REF NUM [REDACTED]

AUTH CODE [REDACTED]

APPROVED - THANK YOU 027

REFUND POLICY

[REDACTED]

From: Infinity Transportation Inc <infinitytransportationinc@hotmail.com>
Sent: Monday, January 02, 2017 10:48 AM
To: [REDACTED]
Subject: Fwd: Transaction Receipt - Do Not Reply

Dec 19

----- Forwarded message -----

From: "AIRPORT TAXI SERVICE" <esp_receipt@moneris.com>
Date: Dec 29, 2016 11:52 AM
Subject: Transaction Receipt - Do Not Reply
To: <infinitytransportationinc@hotmail.com>
Cc:

AIRPORT TAXI SERVICE

①

Taxi Dec 19 from Edmonton Airport
to Hotel for meetings Dec 20

T:

APPROVED

TYPE PURCHASE

ORDER ID [REDACTED]

AMOUNT (CAD) \$66.00

CARD NUM [REDACTED]
ACCOUNT MC

DATE Dec 29 2016 11:50AM
REF NUM [REDACTED]

AUTH CODE [REDACTED]

APPROVED - THANK YOU 027

REFUND POLICY

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

WESTIN®

HOTELS & RESORTS

Brenda Huband

Page Number : 1 Invoice Nbr [REDACTED]
 Guest Number : [REDACTED]
 Folio ID : [REDACTED]
 Arrive Date : 19-DEC-16 21:06
 Depart Date : 20-DEC-16 06:09
 No. Of Guest : 1
 Room Number : [REDACTED]
 Club Account : [REDACTED]

Tax Invoice

Tax ID : 815461330RT0001

The Westin Edmonton DEC-20-2016 06:20 [REDACTED]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
19-DEC-16	[REDACTED]	Room Charge	164.00	
19-DEC-16	[REDACTED]	GST	8.45	
19-DEC-16	[REDACTED]	Destination Marketing Fee	4.92	
19-DEC-16	[REDACTED]	Tourism Levy	6.76	
20-DEC-16	[REDACTED]	Mastercard-[REDACTED]		-184.13
		** Total	184.13	-184.13
		*** Balance	-0.00	

PACK LIGHT, STAY FIT - With the Westin Gear Lending program, New Balance(TM) workout gear is conveniently delivered to your room so you can keep moving. Experience it during your next stay. Learn more at westin.com/newbalance

②

Continued on the next page

Hotel stay in Edmonton for mtgs Dec 20:
 Staff shedding, CoACT, ELT, ZEL Budget

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



Brenda Huband

Page Number : 2 Invoice Nbr : [REDACTED]
Guest Number : [REDACTED]
Folio ID : [REDACTED]
Arrive Date : 19-DEC-16 21:06
Depart Date : 20-DEC-16 06:09
No. Of Guest : 1
Room Number : [REDACTED]
Club 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

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
12-19-2016	164.00	8.45	6.76	0.00	0.00	4.92	184.13	0.00
12-20-2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-184.13
Total	164.00	8.45	6.76	0.00	0.00	4.92	184.13	-184.13

RECEIPT
GST NO. R122556194

TKT NO: [REDACTED]
POF: C50
IN: 12/19/16 17:33
OUT: 12/20/16 19:38
PAID: \$ 58.70
DURATION: 1 02: 05
(GST INCLUDED)

Parking Calgary Airport for
mtgs in Edmonton Dec 20

①

MASTERCARD
[REDACTED]

YOU HAVE 10 MIN.
TO EXIT



RECEIPT
GST NO. R122556194

TKT NO: [REDACTED]
POF: C50
IN: 01/02/17 16:14
OUT: 01/03/17 19:17
PAID: \$ 58.70
DURATION: 1 03: 03
(GST INCLUDED)

Parking at Calgary Airport for
trip to Edmonton for meetings Jan 3

⑩

MASTERCARD
[REDACTED]

YOU HAVE 10 MIN.
TO EXIT



From: Infinity Transportation Inc <infinitytransportationinc@hotmail.com>
Sent: Monday, January 02, 2017 10:45 AM
To: [REDACTED]
Subject: Fwd: Transaction Receipt - Do Not Reply

Dec 20

----- Forwarded message -----

From: "AIRPORT TAXI SERVICE" <esp_receipt@moncris.com>
Date: Dec 29, 2016 11:51 AM
Subject: Transaction Receipt - Do Not Reply
To: <infinitytransportationinc@hotmail.com>
Cc:

AIRPORT TAXI SERVICE

8

Taxi Dec 20 to Edm Airport for
return trip to Calgary

T:

APPROVED

TYPE PURCHASE

ORDER ID [REDACTED]

AMOUNT (CAD) \$66.00

CARD NUM [REDACTED]
ACCOUNT MC

DATE Dec 29 2016 11:50AM
REF NUM [REDACTED]

AUTH CODE [REDACTED]

APPROVED - THANK YOU 027

REFUND POLICY

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



Brenda Huband

Page Number : 1 Invoice Nbr : [REDACTED]
 Guest Number : [REDACTED]
 Folio ID : [REDACTED]
 Arrive Date : 02-JAN-17 20:02
 Depart Date : 03-JAN-17 06:01
 No. Of Guest : 1
 Room Number : [REDACTED]
 Club Account : [REDACTED]

Information Invoice

Tax ID : 815461330RT0001

The Westin Edmonton JAN-03-2017 03:20 [REDACTED]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
02-JAN-17	[REDACTED]	Room Charge	164.00	
02-JAN-17	[REDACTED]	GST	8.45	
02-JAN-17	[REDACTED]	Destination Marketing Fee	4.92	
02-JAN-17	[REDACTED]	Tourism Levy	6.76	
JAN-03-2017	[REDACTED]	Mastercard		-184.13



** Total 184.13 -184.13
 *** Balance -0.00

Continued on the next page

(9)

Hotel stay in Edmonton for meetings at
 SSP Dec 3: Zone Budget, ELT,
 HR meeting, ZEL Budget meeting

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



Brenda Huband

Page Number	:	2	Invoice Nbr	:	[REDACTED]
Guest Number	:	[REDACTED]			
Folio ID	:	[REDACTED]			
Arrive Date	:	02-JAN-17	20:02		
Depart Date	:	03-JAN-17	06:01		
No. Of Guest	:	1			
Room Number	:	[REDACTED]			
Club Account	:	[REDACTED]			

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

FIND CLARITY. BOOST HAPPINESS - Like a gym membership for your mind, Headspace gives you simple tools to feel happier, work smarter and sleep better. Get some Headspace at westin.com/headspace

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

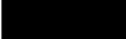
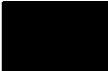



Tell us about your stay. www.westin.com/reviews

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 Huband

Page Number : 3 Invoice Nbr : 
 Guest Number : 
 Folio ID : 
 Arrive Date : 02-JAN-17 20:02
 Depart Date : 03-JAN-17 06:01
 No. Of Guest : 1
 Room Number : 
 Club Account : 

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
01-02-2017	164.00	8.45	6.76	0.00	0.00	4.92	184.13	0.00
Total	164.00	8.45	6.76	0.00	0.00	4.92	184.13	0.00

From: [REDACTED]
Sent: Tuesday, January 24, 2017 12:30 PM
To: [REDACTED]
Subject: FW: Receipt Jan 2nd

From: Infinity Transportation Inc [mailto:infinitytransportationinc@hotmail.com]
Sent: January 14, 2017 4:04 PM
To: [REDACTED]
Subject: Receipt Jan 2nd

----- Forwarded message -----
From: "AIRPORT TAXI SERVICE" <esp_receipt@moneris.com>
Date: Jan 10, 2017 12:47 PM
Subject: Transaction Receipt - Do Not Reply
To: <infinitytransportationinc@hotmail.com>
Cc:

AIRPORT TAXI SERVICE

T: 15 Taxi from Edmonton airport to hotel for attending all day meetings at SSP Jan 3

APPROVED

TYPE PURCHASE

ORDER ID [REDACTED]

AMOUNT (CAD) \$66.00

CARD NUM [REDACTED]
ACCOUNT MC

DATE Jan 10 2017 12:45PM
REF NUM [REDACTED]

AUTH CODE [REDACTED]

APPROVED - THANK YOU 027

REFUND POLICY

[REDACTED]
From: [REDACTED]
Sent: Sunday, January 15, 2017 4:36 AM
To: [REDACTED]
Subject: FW: Receipt Jan 3rd

From: Infinity Transportation Inc [infinitytransportationinc@hotmail.com]
Sent: January 14, 2017 4:05 PM
To: [REDACTED]
Subject: Receipt Jan 3rd

----- Forwarded message -----
From: "AIRPORT TAXI SERVICE" <esp_receipt@moneris.com>
Date: Jan 10, 2017 12:47 PM
Subject: Transaction Receipt - Do Not Reply
To: <infinitytransportationinc@hotmail.com>
Cc:

AIRPORT TAXI SERVICE

T: (16) Travel to Edmonton Airport for
return trip to Calgary

APPROVED

TYPE	PURCHASE
ORDER ID	[REDACTED]
AMOUNT (CAD)	\$66.00
CARD NUM ACCOUNT	[REDACTED] MC
DATE	Jan 10 2017 12:45PM
REF NUM	[REDACTED]
AUTH CODE	[REDACTED]

APPROVED - THANK YOU 027

Barclay's

Barclay's

Sheraton Suites Calgary
GST #846543619RT0002

5073 Jenalyn

Sheraton Suites Calgary
Alberta, Canada

G.S.T. # 846543619RT0002

63 / 1 CHK [REDACTED] GST 2
JAN05'17 8:17AM

CHECK: [REDACTED]
TABLE: [REDACTED]
SERVER: [REDACTED]

DATE: JAN05'17 8:51AM

CARD TYPE: MASTERCARD

ACCT #: [REDACTED]

EXP DATE: [REDACTED]

AUTH CODE: [REDACTED]

BRENDA. HUBAND

1 PARFAIT 13.50
1 LOW-FAT YOGURT 5.00
1 FRUIT & BERRIES 10.00
1 BREAD 3.50
1 *COFFEE 4.25

FOOD 36.25
GST 1.81
Total Due .. \$38.06

SUBTOTAL: 38.06

GRATUITY 5.94

TOTAL 44.00

SIGNATURE _____

GRATUITY _____

TOTAL _____

ROOM # _____

PRINT NAME _____

SIGNATURE _____

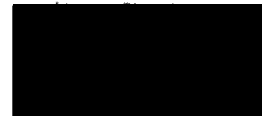
NOT A CREDIT CARD VOUCHER
PLEASE PAY YOUR SERVER

PLEASE RETURN A SIGNED COPY
TO YOUR SERVER

12

Breakfast meeting that was to also include
CPS on improving process/practice
for apprehension under MH act

RECEIPT



Expiration Date/Time

09:56 AM JAN 05, 2017

Purchase Date/Time: 06:56am Jan 05, 2017

Total Parking: \$18.00

Total FEDERAL: \$0.90

Total Due: \$18.90

Total Paid: [REDACTED]

Ticket #: [REDACTED]

S/N #: [REDACTED]

Setting: Lot 179

Mach Name: Lot 179-2

Rate: 3 HOURS

Payment Type: Card

[REDACTED] MasterCard

Auth #: [REDACTED]

GS

Breakfast meeting with Stuart Dalgleish,
City of Calgary on improving process/practice
for apprehensions under MH act, CPS was to join mtg

11

RECEIPT PARKING RECEIPT PARKING RECEIPT PARKING RECEIPT PARKING RECEIPT

3 Stars Alberta Inc

Franchise operator OLLY FRESCO'S
 Unit 120 - 10301 SOUTHPORT LANE SW
 CALGARY, Alberta T2W 1S7
 CANADA

INVOICE

Invoice No.: [REDACTED]
 Date: 01/09/2017
 Page: 1

Sold to:
 AHS. Kerry Pace

Ship to:
 Tower Building (10201)
 Room 1002&1003

Business No.:

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
WS	Each	25	Wrap Sandwich		5.99	149.75
Fruit Plater	Each	25	Fruit Salad		4.50	112.50
VD	Each	25	Vegetable Dip		3.50	87.50
Subtotal:						349.75

OLLY FRESCO'S
 120-10301 Southport Lane SW
 Calgary, AB, T2W 1S7

TYPE: PURCHASE

ACCOUNT: MASTERCARD

AMOUNT: \$ 349.75
 TOTAL: \$ 349.75

CARD NUMBER: [REDACTED]
 DATE/TIME: 09/Jan/2017 13:32:20
 REFERENCE NUMBER: [REDACTED]
 AUTHORIZATION: [REDACTED]

(13)

At CEO's office request, assisted with
 ordering lunch for those participating
 in 0900-1600 Finance meeting

List of meeting attendees submitted to
 Finance Compliance

01 APPROVED-THANK YOU 027

* IMPORTANT *
 Retain this copy for your records

*** CUSTOMER COPY ***

Comment:	Total Amount	349.75
----------	--------------	--------

[REDACTED]

From: Brenda Huband
Sent: Monday, January 09, 2017 10:32 AM
To: [REDACTED]
Subject: FW: C.C.H.L. Purchase Receipt

-----Original Message-----
From: Canadian College of Health Leaders [<mailto:info@cchl-ccls.ca>]
Sent: Monday, January 09, 2017 9:07 AM
To: Brenda Huband [REDACTED]
Subject: C.C.H.L. Purchase Receipt

INTERNET PURCHASE RECEIPT - CCHL-CCLS

Order Date: 2017-01-09 11:06:35 AM
Order Number: [REDACTED]
Bank Auth Number: [REDACTED]
Order Total: 20.00 CAD

Name on Card: Brenda Huband
Card Type: MC
Email Address: [REDACTED]

BILL TO:
Name: Brenda Huband
Address Line 1: [REDACTED]
Address Line 2: [REDACTED]
City: [REDACTED]
State/Province: [REDACTED]
Zip/Postal Code: [REDACTED]
Country: CA
Phone Number: [REDACTED]

Attending the Jan 24 CCHL session:
Dr. Yiu: Leadership Resiliency

(14)

SHIP TO:
Name:
Address Line 1:
Address Line 2:
City:
State/Province:
Zip/Postal Code:
Country:
Phone Number:
Shipping Method:

MERCHANT INFO:
Online Address: <http://www.cchl-ccls.ca>

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 : Brenda Huband	Reporting Period for the Month of : Jan-17
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
16-Jan-2017	Direct Billing	Choose from Drop-down List	Flight from Calgary to Edmonton for meetings on Jan 23: AHS Education launch, VP/SOO mtg	Marlin Travel	378.26
	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	-
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
Total Paid in the Month					\$ 378.26



Invoice

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

Trip #:
Booking Date: 16 Jan 17
Client:
Agent:

File Locator:

PASSENGERS: MS BRENDA HUBAND

Table with columns: REFERENCE/ DESCRIPTION, FARE, HST/GST, PST, OTHER TAXES, PENALTY, TOTAL. Row 1: AIR CANADA Ticket #, 303.30, 0.00, \$0.00, 74.96, 0.00, 378.26 CAD. Row 2: Total: 303.30, 0.00, 0.00, 74.96, 0.00, 378.26 CAD.

Table with columns: PAYMENTS, Invoice #, Payment Date, Card Holder, Form of Payment, Amount. Row 1: [Redacted], 01/16/2017, [Redacted], [Redacted], 378.26 CAD. Row 2: Total Payment: 378.26 CAD.

Balance Due CAD Currency 0.00 CAD

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101
REASON FOR TRAVEL AHS EXEC EDUC PROGRAM 2017 COHORT NUMBER 4 AND 5 LAUN

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
***** FOR AIR TRAVEL TO A FOREIGN COUNTRY PASSENGERS MUST ENSURE THAT THEY HAVE ALL NECESSARY TRAVEL DOCUMENTS SUCH AS A PASSPORT OR VISA AS DIRECTED BY EMBASSIES AND CONSULATES. ALL PASSENGERS ARE ADVISED TO VIEW
HTTP://WWW.AIRCANADA.COM/EN/TRAVELINFO/BEFORE/TRAVELDOC.HTML FOR IMPORTANT INFORMATION ON IDENTIFICATION REQUIRED FOR TRAVEL. *****PLEASE NOTE CHECKIN TIMES*****
**DOMESTIC FLIGHTS--CHECKIN 90 MINUTES PRIOR **DOMESTIC COUNTER WILL CLOSE 45 MINUTES PRIOR -----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
Tel : 780 425 8611

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

Trip #: [REDACTED]
Booking Date: 16 Jan 17
Client: [REDACTED]
Agent: [REDACTED]

File Locator: [REDACTED]

MY ITINERARY

Passengers	Citizenship	Required Travel Documents
BRENDA HUBAND	Not Specified	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 HUBAND		Booking Date: 16 Jan 17				
		File Locator/Ticket #: [REDACTED]				
Airline	Flight	From	Terminal	To	Class/Seat	Stops
AIR CANADA	08130	CALGARY INTL 23 Jan 17 6:45AM		EDMONTON INTL 23 Jan 17 7:41AM	W/	
AIR CANADA	08171	EDMONTON INTL 23 Jan 17 6:00PM		CALGARY INTL 23 Jan 17 6:59PM	W/	