

AHS Board and Executive Expense Report

Name Brenda Hubley
Title Chief Program Officer CancerControl Alberta
Location Edmonton
 Expenses submitted during the month of July 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)
Jul-19	P-Card	Meetings			281	188	469			
Jul-19	Expense Claim	Meetings		48	548	303	899			
Jul-19	Direct Billing	Meetings	557				557			
Total			\$ 557	\$ 48	\$ 829	\$ 491	\$ 1,925	\$ -	\$ -	\$ -

Total for the Month \$ 1,925

Maximum daily single meal expense claimed in the month \$ 13
 Maximum daily base hotel rate claimed in the month \$ 249
 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								
HUBLEY, BRENDA	Chief Program Officer CancerControl Alberta	Edmonton	\$ 469.35								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
6/17/2019	Transportation from Calgary Airport to the Tom Baker Cancer Centre - Realignment/HR meetings	AB - Local	Taxi	\$ 50.72	YYC	TBCC		1			
6/17/2019	Transportation from the Tom Baker Cancer Centre to Aloft Hotel - Realignment/HR meetings	AB - Local	Taxi	\$ 13.80	TBCC	Aloft Hotel		1			
6/19/2019	Transportation from the Edmonton Airport to home - Realignment/HR meetings	AB - Local	Taxi	\$ 63.25	YEG	home		1			
6/19/2019	Transportation from Aloft Hotel to the Tom Baker Cancer Centre - Realignment/HR meetings	AB - Local	Taxi	\$ 11.80	hotel	TBCC		1			
6/19/2019	Transportation from the Tom Baker Cancer Centre to the Calgary Airport - Realignment/HR meetings	AB - Local	Taxi	\$ 48.90	TBCC	YYC		1			
6/20/2019	Accommodations required for 2 nights due to various meetings scheduled with HR and TBCC staff	AB - Local	Accommodations	\$ 280.88				2			
Approver(s) for the claim		Approval Status		Approval Date							
CHIES, MAURO A		Approve		6-Aug-19							

Brenda Hubley, CPO Cancer Control - 17 Jun - 22 Jul 2019

2

Hotel → TBCC

Checker Taxi
316 Meridian Rd SE
Calgary, AB
T2A 1X2
(403) 299-9999
www.thecheckergroup.com

Jun 19, 19 07:51

Car#
Driver#
Driver Tax#
Booking#

From:
2359 Banff Trl NW
Calgary
2019-06-19 7:44:45 AM

To:
2019-06-19 7:50:35 AM

Flagfall	\$3.80
Fare	\$5.00
Extras	\$0.00
Flat Rate	\$0.00
Tip	\$3.00
Total + Tip	\$11.80
Subtotal	\$8.80

Tip	\$3.00
Card Charged	\$11.80
Tax	\$0.42

3

TBCC → YYC

Checker Taxi
316 Meridian Rd SE
Calgary, AB
T2A 1X2
(403) 299-9999
www.thecheckergroup.com

Jun 19, 19 14:47

Car#
Driver#
Driver Tax#
Booking#

From:
2019-06-19 2:17:40 PM

To:
2019-06-19 2:46:49 PM

Flagfall	\$3.80
Fare	\$38.60
Extras	\$0.00
Flat Rate	\$0.00
Tip	\$6.50
Total + Tip	\$48.90
Subtotal	\$42.40

Tip	\$6.50
Card Charged	\$48.90
Tax	\$2.02

taxi from TBCC to
Calgary Airport

4

YEG → Home

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

CARD
CARD TYPE MASTERCARD
DATE 2019/06/19
TIME 0039 17:31:32
INVOICE #
RECEIPT NUMBER

PURCHASE
AMOUNT \$55.00
TIP \$8.25
TOTAL

\$63.25

taxi from Edm
Airport to home

TBCC → H&A

CALGARY CITY CABS
1052 50 AVE NE #6
CALGARY AB T2A 4E8

RECEIPT ID: 00000000000000000000
Tax ID: 03/26/11
2000000000

Purchase

MasterCard
AID:
Entry Method: Chip
Batch#:

06/17/19 18:15:29

Ref#
Inv # PPR Code:

Amount: \$ 12.00
Tip: \$ 1.80

Total: \$ 13.80

taxi from TBCC
to hotel in calgan

taxi from a bft
hotel in calgary to
TBCC

5

YYC → TBCC

ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299-1111
CAR#1558

SALE

MID:
TID:
Batch #: 06/17/19
APPR CODE:
MASTERCARD

REF#
SEQ# 10:47:43

AMOUNT	\$44.10
TIP	\$6.62
TOTAL	\$50.72

00 - APPROVED - 001

taxi from Calgary
Airport to TBCC

①

Aloft Calgary University
2359 Banff Trail NW
Calgary, AB T2M 4LZ
Canada
Tel: 403-289-1973 Fax: 403-282-1241



BRENDA HUBLEY

Page Number : 1 Invoice Nbr : [REDACTED]
Guest Number : [REDACTED]
Folio ID : [REDACTED]
17-JUN-19 18:18
19-JUN-19 07:26
1
[REDACTED]

Tax Invoice

Tax ID : 893755702RT0001
Aloft Calgary YYCUL JUN-19-2019 07:26 [REDACTED]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
17-JUN-19	[REDACTED]	Room Chrg - Govt./Military	125.10	
17-JUN-19	[REDACTED]	GST	6.44	
17-JUN-19	[REDACTED]	Tourism Levy	5.15	
17-JUN-19	[REDACTED]	Destination Marketing Fee	3.75	
18-JUN-19	[REDACTED]	Room Chrg - Govt./Military	125.10	
18-JUN-19	[REDACTED]	GST	6.44	
18-JUN-19	[REDACTED]	Tourism Levy	5.15	
18-JUN-19	[REDACTED]	Destination Marketing Fee	3.75	
19-JUN-19	[REDACTED]	MasterCard [REDACTED]		-280.88

- hotel in Calgary
- 2 nights

Continued on the next page

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total										
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance		
HUBLEY, BRENDA	Chief Program Officer CancerControl Alberta	Edmonton		\$ 898.88									
7/10/2019	Accommodations required in calgary for 2 nights due to meeting schedule - Cancer Care Retreat	AB - Local	Accommodations	\$ 547.88			Rates are higher than normal due to the Calgary Stampede taking place	2					
7/10/2019	Realignment/HR Meetings in Calgary	AB - Local	Meals Per Diem	\$ 24.00				1					
7/11/2019	Realignment/HR Meetings in Calgary	AB - Local	Meals Per Diem	\$ 24.00				1					
7/10/2019	Mileage from Edmonton to Calgary Aloft Hotel - Cancer Care Retreat		Mileage-Local-Home Zone	\$ 303.00	Edmonton (home)	Calgary (Aloft Hotel)	personal vehicle used	1			600		
Approver(s) for the claim		Approval Status		Approval Date									
CHIES, MAURO A		Approve		6-Aug-19									

B. Hubley

Receipt - Based Expenses

Aloft Calgary University
2359 Banff Trail NW
Calgary, AB T2M 4LZ
Canada
Tel: 403-289-1973 Fax: 403-282-1241



BRENDA HUBLEY

Page Number : 1 Invoice Nbr : [REDACTED]
Guest Number : [REDACTED]
Folio ID : [REDACTED]
10-JUL-19 16:55
12-JUL-19 11:33
[REDACTED]
1088

Copy Tax Invoice

Tax ID : 893755702RT0001

Aloft Calgary YYCUL JUL-12-2019 11:40 [REDACTED]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
10-JUL-19	[REDACTED]	Room Chrg - Standard Retail	239.00	
10-JUL-19	[REDACTED]	GST	12.31	
10-JUL-19	[REDACTED]	Tourism Levy	9.85	
10-JUL-19	[REDACTED]	Destination Marketing Fee	7.17	
11-JUL-19	[REDACTED]	Room Chrg - Standard Retail	249.00	
11-JUL-19	[REDACTED]	GST	12.82	
11-JUL-19	[REDACTED]	Tourism Levy	10.26	
11-JUL-19	[REDACTED]	Destination Marketing Fee	7.47	
12-JUL-19	[REDACTED]	Vis [REDACTED]		-547.88

- hotel in Calgary
- 2 nights

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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 Hubley	Reporting Period for the Month of : Jun-19
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
11-Jun-19	Direct Billing	Airline Ticket	June 13 Travel to Calgary- CCA Meetings (seat selection)	Vision Travel	\$23.10
11-Jun-19	Direct Billing	Airline Ticket	June 13 Travel to Calgary - CCA Meetings (flight)	Vision Travel	\$534.06
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
Total Paid in the Month					\$ 557.16

From: [REDACTED]@visiontravel.ca
Sent: Tuesday, June 11, 2019 11:03 AM
To: [REDACTED]@VISIONTRAVEL.CA
Subject: Invoice and Itinerary for HUBLEY/BRENDA MS - 13June19 - Vision Travel Location [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
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: [REDACTED]
Issued: 11 June 2019

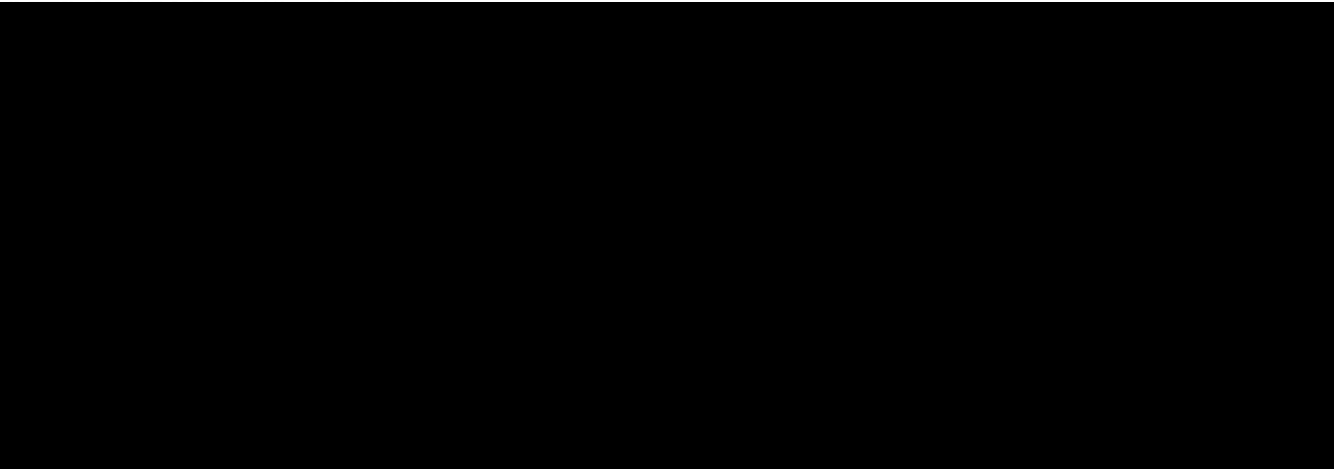
Agency Ref.: [REDACTED]
Sales Person: [REDACTED]

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

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

Passenger(s): HUBLEY/BRENDA MS

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



AIR - Thursday, June 13 2019

[Add To Calendar](#)

Air Canada Flight AC8131 Economy Class

Depart	Edmonton, Alberta Weather Edmonton International Airport 06:00 AM Thursday, June 13 2019	Arrive	Calgary, Alberta Weather Calgary International Airport 06:52 AM Thursday, June 13 2019
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Duration: 0 hour(s) and 52 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference: [REDACTED]
Operated By: AIR CANADA EXPRESS - JAZZ
FF Number: [REDACTED] HUBLEY/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 4A - HUBLEY/BRENDA MS
AIR CANADA CONFIRMATION [REDACTED]
TICKET NUMBER [REDACTED]
PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

AIR - Friday, June 14 2019

[Add To Calendar](#)

Air Canada Flight AC8150 Economy Class

Depart	Calgary, Alberta Weather Calgary International Airport 03:35 PM Friday, June 14 2019	Arrive	Edmonton, Alberta Weather Edmonton International Airport 04:25 PM Friday, June 14 2019
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Duration: 0 hour(s) and 50 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference: [REDACTED]
Operated By: AIR CANADA EXPRESS - JAZZ
FF Number: [REDACTED] HUBLEY/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 5A - HUBLEY/BRENDA MS
AIR CANADA CONFIRMATION [REDACTED]
TICKET NUMBER [REDACTED]
PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	[REDACTED]					
Vendor ACSEAT ACSEAT	[REDACTED]	23.10	0.00	0.00	0.00	23.10
					Billed to: [REDACTED]	
Vendor AC AIR CANADA	[REDACTED]	459.10	74.96	0.00	0.00	534.06
					Billed to: [REDACTED]	
	Totals:	482.20	74.96	0.00	0.00	557.16
				Total Credit Card Billing:		557.16
				Balance Due:		0.00