

AHS Board and Executive Expense Report

Name Brian Stevenson
Title Chief Program Officer Capital Management
Location Edmonton
 Expenses submitted during the month of May 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)
May-17	P-Card	Meetings				80	80			
May-17	Direct Billing	Meetings	1,242				1,242			
Total			\$ 1,242	\$ -	\$ -	\$ 80	\$ 1,322	\$ -	\$ -	\$ -

Total for the Month \$ 1,322

Maximum daily single meal expense claimed in the month \$ -
 Maximum daily base hotel rate claimed in the month \$ -
 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								
STEVENSON, BRIAN	Chief Program Officer, Capital Management	Calgary	\$ 80.00								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
5/10/2017	Taxi home to Edmonton airport - travel to Calgary	AB - Local	Taxi	\$ 80.00	Home	Edmonton airport	Travel to Calgary for CapM Calgary Zone Staff Meeting	1			
Approver(s) for the claim		Approval Status	Approval Date								
RHODES, DEBORAH		Approve	26-May-17								

(1) Taxi – Home to Edmonton airport – Calgary Zone Capital Management Staff Engagement
Session – May 10, 2017

P-CARD

ST ALBERT TAXI
BAY9 3A RAYBORN CRES
ST ALBERT AB

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2017/05/10
TIME 5221 05:03:00
RECEIPT NUMBER
[REDACTED]

PURCHASE
AMOUNT \$72.00
TIP \$8.00
TOTAL

\$80.00

MasterCard
[REDACTED]

APPROVED

AUTH# [REDACTED]
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Executive Expenses Report Direct Billing Summary

Purpose of This Form:

The purpose of this form is to report expenses incurred on behalf of a designated Executive 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 : Brian Stevenson	Reporting Period for the Month of : May-17
-------------------------------	---

DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
04-Apr-17	Direct Billing	Airline Ticket	May 10/17 - Edmonton to Calgary round trip - to attend Calgary Zone Capital Management Staff Engagement Session and other mtgs	Marlin Travel	254.16
02-May-17	Direct Billing	Airline Ticket	May 17/17 - Edmonton to Lethbridge round trip - to attend South Zone CapM Staff Engagement Session - trip was cancelled & credit was used for June 6/17 trip to Lethbridge	Marlin Travel	708.60
08-May-17	Direct Billing	Airline Ticket	May 25/17 - Edmonton to Calgary round trip - to attend Calgary Cancer Project Executive Steering Committee and other mtgs	Marlin Travel	279.38
	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					\$ 1,242.14

Traveler**Passenger Name:**
STEVENSON, BRIAN L MR**e-Ticket Number:**
[REDACTED]**Reservation Number:**
[REDACTED]**Ticket Issue Date:**
April 24, 2017**Agency Details****Agency Information:**
MARLIN TRAVEL
9929 - 108Th.Street Government Centre
Edmonton, AB T5K 1G8
Canada**Agency Phone:**
780 425-8611 MARLIN TRAVEL 60-87935-0/**Agency IATA Number:**
60879350**Flight - WestJet (WS) - 238 May 10, 2017****Confirmation Number:**
[REDACTED]**Status:**
Confirmed**Fare Basis:**
GA14T**Depart:**
Edmonton Intl Arpt (YEG)
Edmonton
Terminal Not Available
6:30 AM**Arrive:**
Calgary Intl Arpt (YYC)
Calgary
Terminal Not Available
7:20 AM**Class Of Service:**
Economy**Carry-On:**
1 Piece Plan
Bag 1 - NO FEE CARRYON HAND BAGGAGE ALLOWANCE**Baggage Allowance:**
0 Piece Plan
Bag 1 - 25.00 CAD UPTO50LB/23KG AND UPTO62LI/158LCM
Bag 2 - 35.00 CAD UPTO50LB/23KG AND UPTO62LI/158LCM
Applies to: YEA - YYC**Flight - WestJet (WS) - 3291 May 10, 2017****Confirmation Number:**
[REDACTED]**Status:**
Confirmed**Fare Basis:**
GA14T**Flight Operated By:** WESTJET ENCORE**Depart:**
Calgary Intl Arpt (YYC)
Calgary
Terminal Not Available
7:00 PM**Arrive:**
Edmonton Intl Arpt (YEG)
Edmonton
Terminal Not Available
7:53 PM**Class Of Service:**
Economy**Carry-On:**
1 Piece Plan
Bag 1 - NO FEE CARRYON HAND BAGGAGE ALLOWANCE**Baggage Allowance:**
0 Piece Plan
Bag 1 - 25.00 CAD UPTO50LB/23KG AND UPTO62LI/158LCM
Bag 2 - 35.00 CAD UPTO50LB/23KG AND UPTO62LI/158LCM
Applies to: YYC - YEA**Fare Information****Form Of Payment:**
[REDACTED]**Fare:** CAD 155.20**Taxes and Carrier-imposed fees:**
CAD 14.96 CA
CAD EXEMPT XG
CAD 84.00 XT**Total:** CAD 254.16**Endorsement Information:**
NONREF - FEE FOR CHG-CXLAB HEALTHERSERVICES COF**Fare Calculation:**
10MAY YEA WS YYC 77.60WS YEA 77.60CAD155.20END XT 60.00SQ 24.00YQ

Traveler**Passenger Name:**

STEVENSON, BRIAN L MR

e-Ticket Number:

[REDACTED]

Reservation Number:

[REDACTED]

Agency Details**Agency Information:**

MARLIN TRAVEL

9929 - 108Th.Street Government Centre 0/

Edmonton, AB T5K 1G8

Canada

Agency Phone:

780 425-8611 MARLIN TRAVEL 60-87935-

Agency IATA Number:

60879350

**Fare Information****Form Of Payment:**

[REDACTED]

Fare:

CAD 155.20

Taxes and Carrier-imposed fees:

CAD 14.96 CA

CAD EXEMPT XG

CAD 84.00 XT

Total Airfare:

CAD 254.16

Amount Charged:

CAD 254.16



Invoice

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	Trip #: [REDACTED] Booking Date: 02 May 17 Client: [REDACTED] Agent: [REDACTED] File Locator: [REDACTED]
--	---

PASSENGERS: MR BRIAN L STEVENSON

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
INTEGRA AIR Confirmation # [REDACTED]	575.36	0.00	\$0.00	133.24	0.00	708.60 CAD
Total:	575.36	0.00	0.00	133.24	0.00	708.60 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	05/02/2017		[REDACTED]	708.60 CAD
				Total Payment:	708.60 CAD

Balance Due CAD Currency 0.00 CAD

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101
REASON FOR TRAVEL CAPM SZ STAFF 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

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

Trip #: [REDACTED]
Booking Date: 02 May 17
Client: [REDACTED]
Agent: [REDACTED]

File Locator: [REDACTED]

MY ITINERARY

Passengers	Citizenship	Required Travel Documents
BRIAN L STEVENSON	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: BRIAN L STEVENSON

Booking Date: 05/02/2017

File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
CHARTER AIRLINE	00819	EDMONTON INTL		LETHBRIDGE	Y		
		05/16/2017 8:20AM		05/16/2017 9:35AM			
CHARTER AIRLINE	00928	LETHBRIDGE		EDMONTON INTL	Y		
		05/16/2017 4:30PM		05/16/2017 5:45PM			

Return flight is over the \$600.00 limit.
Rationale: Integra Air has limited flights to and from Lethbridge and Integra Air uses a numbered level system to determine pricing.

Traveler**Passenger Name:**
STEVENSON, BRIAN L MR**e-Ticket Number:**
[REDACTED]**Reservation Number:**
[REDACTED]**Ticket Issue Date:**
May 08, 2017**Agency Details****Agency Information:**
MARLIN TRAVEL
9929 - 108Th.Street Government Centre
Edmonton, AB T5K 1G8
Canada**Agency Phone:**
780 425-8611 MARLIN TRAVEL 60-87935-0/**Agency IATA Number:**
60879350**Flight - WestJet (WS) - 238 May 25, 2017****Confirmation Number:**
[REDACTED]**Status:**
Confirmed**Fare Basis:**
GA14**Depart:**
Edmonton Intl Arpt (YEG)
Edmonton
Terminal Not Available
6:30 AM**Arrive:**
Calgary Intl Arpt (YYC)
Calgary
Terminal Not Available
7:20 AM**Class Of Service:**
Economy**Carry-On:**
1 Piece Plan
Bag 1 - NO FEE CARRYON HAND BAGGAGE ALLOWANCE**Baggage Allowance:**
0 Piece Plan
Bag 1 - 25.00 CAD UPTO50LB/23KG AND UPTO62LI/158LCM
Bag 2 - 35.00 CAD UPTO50LB/23KG AND UPTO62LI/158LCM
Applies to: YEA - YYC**Flight - WestJet (WS) - 3145 May 25, 2017****Confirmation Number:**
[REDACTED]**Status:**
Confirmed**Fare Basis:**
GA14**Flight Operated By:** WESTJET ENCORE**Depart:**
Calgary Intl Arpt (YYC)
Calgary
Terminal Not Available
5:15 PM**Arrive:**
Edmonton Intl Arpt (YEG)
Edmonton
Terminal Not Available
6:08 PM**Class Of Service:**
Economy**Carry-On:**
1 Piece Plan
Bag 1 - NO FEE CARRYON HAND BAGGAGE ALLOWANCE**Baggage Allowance:**
0 Piece Plan
Bag 1 - 25.00 CAD UPTO50LB/23KG AND UPTO62LI/158LCM
Bag 2 - 35.00 CAD UPTO50LB/23KG AND UPTO62LI/158LCM
Applies to: YYC - YEA**Fare Information****Form Of Payment:**
[REDACTED]**Fare:** CAD 180.42**Taxes and Carrier-imposed fees:**
CAD 14.96 CA
CAD EXEMPT XG
CAD 84.00 XT**Total:** CAD 279.38**Endorsement Information:**
NONREF - FEE FOR CHG-CXLAB HEALTHERSERVICES COF**Fare Calculation:**
25MAY YEA WS YYC 90.21WS YEA 90.21CAD180.42END XT 60.00SQ 24.00YQ

Traveler

Passenger Name:
STEVENSON, BRIAN L MR

e-Ticket Number:
[REDACTED]

Reservation Number:
[REDACTED]

Agency Details

Agency Information:
MARLIN TRAVEL
9929 - 108Th.Street Government Centre
Edmonton, AB T5K 1G8
Canada

Agency Phone:
780 425-8611 MARLIN TRAVEL 60-87935-0/

Agency IATA Number:
60879350

**Fare Information**

Form Of Payment:
[REDACTED]

Fare: CAD 180.42

Taxes and Carrier-imposed fees:
CAD 14.96 CA
CAD EXEMPT XG
CAD 84.00 XT

Total Airfare: CAD 279.38

Amount Charged: CAD 279.38