

AHS Board and Executive Expense Report

Name Brian Stevenson
Title Chief Program Officer Capital Management
Location Edmonton
 Expenses submitted during the month of February 2018

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)
Feb-18	P-Card	Meetings				287	287			
Feb-18	Direct Billing	Meetings	359				359			
Total			\$ 359	\$ -	\$ -	\$ 287	\$ 646	\$ -	\$ -	\$ -

Total for the Month \$ 646

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 PCard

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
STEVENSON, BRIAN	Chief Program Officer, Capital Management	Calgary	\$ 286.58									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
2/1/2018	Trip to Calgary to attend Capital Management mtgs	AB - Local	Taxi	\$ 95.00	Edmonton Airport	Home	Taxi - Edmonton Airport to Home - Trip to Calgary to attend Capital Management mtgs	1				
2/1/2018	Trip to Calgary to attend Capital Management mtgs	AB - Local	Taxi	\$ 80.00	Home	Edmonton Airport	Taxi - Home to Edmonton Airport - Trip to Calgary to attend Capital Management mtgs	1				
2/1/2018	Trip to Calgary to attend Capital Management mtgs	AB - Local	Taxi	\$ 54.28	SPTT	Calgary Airport	Taxi - Southport to Calgary Airport - Trip to Calgary to attend Capital Management mtgs	1				
2/1/2018	Trip to Calgary to attend Capital Management mtgs	AB - Local	Taxi	\$ 57.30	Calgary Airport	SPTT	Taxi - Calgary Airport to Southport - Trip to Calgary to attend Capital Management mtgs	1				
Approver(s) for the claim		Approval Status		Approval Date								
RHODES, DEBORAH		Approve		28-Feb-18								

(1) Taxi - Edmonton Airport to home - Trip to Calgary to attend Capital Management mtgs - Feb 1/18

(2) Taxi - Home to Edmonton Airport - Trip to Calgary to attend Capital Management mtgs - Feb 1/18

GREATER EDMONTON TAXI
 SERVICE
 10135 31 AVE NW
 EDMONTON AB

CARD [REDACTED]
 CARD TYPE MASTERCARD
 DATE 2018/02/01
 TIME 7812 18:05:41
 INVOICE # [REDACTED]
 RECEIPT NUMBER [REDACTED]

 PURCHASE
 AMOUNT \$85.00
 TIP \$10.00
 TOTAL

\$95.00

MasterCard
 [REDACTED]

APPROVED
 AUTH# [REDACTED]
 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

DUPLICATE

ST ALBERT TAXI
 3A RAYBORN CRESCENT
 ST ALBERT AB

DUPLICATE

CARD [REDACTED]
 CARD TYPE MASTERCARD
 DATE 2018/02/01
 TIME 3688 05:36:39
 RECEIPT NUMBER [REDACTED]

PURCHASE
 AMOUNT \$72.00
 TIP \$8.00
 TOTAL

\$80.00

MasterCard
 [REDACTED]

APPROVED
 AUTH# [REDACTED]
 THANK YOU

CARDHOLDER COPY

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DUPLICATE

(3) Taxi – Southport to Calgary Airport - Trip to Calgary to attend Capital Management mtgs – Feb 1/18

(4) Taxi - Calgary Airport to Southport - Trip to Calgary to attend Capital Management mtgs – Feb 1/18

CHECKER/YELLOW CAB
316 MERIDIAN ROAD SE
CALGARY, AB T2A 1X2

Merchant ID: CCG00045
Driver ID: [REDACTED]
Record Num [REDACTED]

Sale

Application Label: MasterCard

[REDACTED]

AID: A0000000041010

MASTERCARD Entry Method: Chip

Amount: \$ 47.20

Tip: \$ 7.08

Total: CAD\$ 54.28

2018/02/01 14:43:45

Rev Code [REDACTED]

Inv# [REDACTED] Appr Code [REDACTED]
Apprvd: Online Batch# [REDACTED]
TRN Ref #: [REDACTED]

ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299-1111
CAR#1053

SALE

MID: [REDACTED]
TID: [REDACTED] REF#: [REDACTED]
Batch #: [REDACTED] SEQ: [REDACTED]
02/01/18 08:24:56
APPR CODE: [REDACTED]
MASTERCARD

AMOUNT \$51.30
TIP \$6.00
TOTAL \$57.30

00 - APPROVED - 001

MasterCard
[REDACTED]

THANK YOU

CUSTOMER COPY

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 : Feb-18
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DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
24-Jan-08	Direct Billing	Airline Ticket	Feb 1/18 - Edmonton to Calgary round trip - to attend meeting with Calgary Zone direct reports	Marlin Travel	358.92
	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					\$ 358.92

Traveler**Passenger Name:**

STEVENSON, BRIAN L MR

e-Ticket Number:

[REDACTED]

Reservation Number:

[REDACTED]

Issue Date:

January 24, 2018

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-

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

[REDACTED]

This ticket was purchased with additional funds collected during a ticket exchange process. Additional payment was collected at the time of exchange in the amount of CAD 358.92

Fare:

CAD 259.96

Taxes and Carrier-imposed fees:

CAD 14.96 CA

CAD EXEMPT XG

CAD 84.00 XT

Amount Charged:

CAD 358.92



My Trip

THU, FEB 01, 2018 - Edmonton (YEG) to Calgary (YYC) - Flown

WestJet (WS) 238
Confirmation Number:

DEPART 6:30^{AM}_{YEG} NON STOP ARRIVE 7:29^{AM}_{YYC}

PASSENGERS

Name	eTicket Number
STEVENSON, BRIAN L MR	

Class Of Service: Economy

AIRPORT INFO

Edmonton Intl Arprt (YEG)
Edmonton, AB, CA

.....to.....

Calgary Intl Arprt (YYC)
Calgary, AB, CA

THU, FEB 01, 2018 - Calgary (YYC) to Edmonton (YEG) - Flown

WestJet (WS) 3145
Confirmation Number:

DEPART 4:15^{PM}_{YYC} NON STOP ARRIVE 5:11^{PM}_{YEG}

PASSENGERS

Name	eTicket Number
STEVENSON, BRIAN L MR	

Class Of Service: Economy

AIRPORT INFO

Calgary Intl Arprt (YYC)
Calgary, AB, CA

.....to.....

Edmonton Intl Arprt (YEG)
Edmonton, AB, CA

TUE, JUL 31, 2018 - Edmonton Intl Arprt (YEG)

Tour

PASSENGERS
STEVENSON, BRIAN L MR

INFO
1 Person
Extended Pnr Date for Marlin Travel Internal Use Only

Agent Comments

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$1000000 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 2ECO

PLEASE REVIEW YOUR ITINERARY FOR ACCURACY

Help

Your Reservation Code:

VISION TRAVEL
9929 - 108th.street Government Centre
Edmonton, AB T5K 1G8
Canada

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