

## Official Administrator and Executive Expense Report

**Name** Catherine MacNeill  
**Title** Corporate Secretary - Acting  
**Location** Calgary

Expenses submitted during the month of September 2015

Travel (1)										
Month-Year	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Sep-15	Direct Billing	Meetings				409	409			
<b>Total</b>			\$ -	\$ -	\$ -	\$ 409	\$ 409	\$ -	\$ -	\$ -

**Total for the Month**      \$                      409

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.

Car allowance and any other employment benefits reported in the annual financial statements are excluded from this report

## 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

<b>Name :</b> Catherine MacNeill	<b>Reporting Period for the Month of :</b> Sep-15
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DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
31-Aug-15	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton (September 9) and Return (September 10)	Marlin Travel	133.92
17-Sep-15	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton (November 25) and Return (November 26)	Marlin Travel	133.92
17-Sep-15	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton (December 8) and Return (December 9)	Marlin Travel	140.96
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
<b>Total Paid in the Month</b>					<b>\$ 408.80</b>

MARLIN TRAVEL  
O-O PERCY HUNT TRAVELGROUP INC  
MAIN FLOOR, 9929 108TH ST.  
EDMONTON, AB T5K 1G8  
GST Reg#: 885101915

Branch:

Agent:

To: ALBER  
SUITE 800, NORTH TOWER  
10030-107 ST  
EDMONTON AB  
CA T5J 3E4

Invoice Number:

Date:

Page:

Our Reference:

August 31, 2015

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## INVOICE

For

CATHERINE MACNEILL

Wednesday, September 9, 2015

 Air

MCO

From: CALGARY AB

To: EDMONTON AB

Stops: 0 Arrival: 09Sep15

RED ARROW CONFIRMATION

DEPARTS CALGARY DOWNTOWN ARRIVES EDMONTON DOWNTOWN

SEAT SELECTION 10A

Flight: 001

04:30 PM

07:50 PM

ECONOMY CLASS

Mile(s) Flown: 163

To: ALBERTA HEALTH SERVICES  
SUITE 800, NORTH TOWER  
10030-107 ST  
EDMONTON AB  
CA T5J 3E4

Invoice Number: [REDACTED]  
Date: August 31, 2015  
Page: 2/2  
Our Reference: [REDACTED]

# INVOICE

Thursday, September 10, 2015

 Air

MCO Flight: 001 ECONOMY CLASS  
From: EDMONTON AB 04:30 PM  
To: CALGARY AB 07:50 PM Mile(s) Flown: 163  
Stops: 0 Arrival: 10Sep15

[REDACTED] RIVES CALGARY DOWNTOWN

## Cost:

RED ARROW MOTORCOACH [REDACTED] 133.92

## Total:

Grand Total: 133.92  
Less Credit Card Payments: 133.92  
Credit / Balance Due To This Invoice: 0.00  
Total Balance Due: 0.00

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE  
ACCEPTED:.....DECLINED:.....  
DOCUMENTATION REQUIRED: VALID PASSPORT...VISA..TOURIST CARD..  
...PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER.....  
PLEASE RECONFIRM ALL FLIGHTS BETWEEN 48 AND 72 HOURS PRIOR  
TO EACH DEPARTURE DIRECTLY WITH THE AIRLINE.  
CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY  
GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL  
24 HOUR EMERGENCY HELP DESK WITHIN CANADA OR USA CALL  
1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT  
1 303 801 2147. PLEASE QUOTE ACCESS CODE 2EC0  
OUR PRIVACY POLICY CAN BE FOUND AT WWW.MARLINTRAVEL.CA.

MARLIN TRAVEL  
PERCY HUNT TRAVEL GROUP INC.  
505 5TH STREET WEST  
CALGARY. AB T2P 3J2  
GST Reg#: 885101915

Branch:

Agent:

To: ALBERTA HEALTH SERVICES  
SUITE 800, NORTH TOWER  
10030-107 ST  
EDMONTON AB  
CA T5J 3E4

Invoice Number:

Date:

Page:

Our Reference:

September 30, 2015

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## INVOICE

For

CATHERINE MACNEILL

Wednesday, November 25, 2015

 Air

OTHER TRAVEL

From: CALGARY AB

To: EDMONTON AB

Stops: 0 Arrival: 25Nov15

CONFIRMATION

SEAT 2A

DEPARTING CALGARY DOWNTOWN

Flight: 001

08:00 AM

11:50 AM

ECONOMY CLASS

Mile(s) Flown: 163

To: ALBERTA HEALTH SERVICES  
SUITE 800, NORTH TOWER  
10030-107 ST  
EDMONTON AB  
CA T5J 3E4

Invoice Number: [REDACTED]  
Date: September 30, 2015  
Page: 2/2  
Our Reference: [REDACTED]

# INVOICE

Thursday, November 26, 2015

 Air

OTHER TRAVEL  
**From:** EDMONTON AB      **Flight:** 002      ECONOMY CLASS  
12:30 PM  
**To:** CALGARY AB      03:50 PM      **Mile(s) Flown:** 163  
**Stops:** 0      **Arrival:** 26Nov15  
CONFIRMATION [REDACTED]  
SEAT 2A  
DEPARTING EDMONTON DOWNTOWN

<b>Cost:</b>		
RED ARROW MOTORCOACH	[REDACTED]	133.92
<b>Total:</b>		

<b>Grand Total:</b>	133.92
<b>Less Credit Card Payments:</b>	133.92
<b>Credit / Balance Due To This Invoice:</b>	0.00
<b>Total Previous Payments:</b>	140.96
<b>Total Charges Previous Invoices:</b>	140.96
<b>Total Balance Due:</b>	0.00

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.  
24 HOUR 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 2BI1.  
\*\*\*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 ASSISTANCE ENROUTE DURING NORMAL BUSINESS HOURS PLEASE CONTACT OUR BRANCH COLLECT AT 403 263 2290 OR LOCAL MARLIN TRAVEL OFFICE.

MARLIN TRAVEL  
PERCY HUNT TRAVEL GROUP INC.  
505 5TH STREET WEST  
CALGARY, AB T2P 3J2  
GST Reg#: 885101915

Branch:

Agent:

To: ALBERTA HEALTH SERVICES  
SUITE 800, NORTH TOWER  
10030-107 ST  
EDMONTON AB  
CA T5J 3E4

Invoice Number:

Date:

Page:

Our Reference:

September 30, 2015

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## INVOICE

For

CATHERINE MACNEILL

Tuesday, December 8, 2015

 Air

OTHER TRAVEL

From: CALGARY AB

To: EDMONTON AB

Stops: 0 Arrival: 08Dec15

CONFIRMATION

SEAT 2A

DEPARTING CALGARY DOWNTOWN

Flight: 003

08:00 AM

11:50 AM

ECONOMY CLASS

Mile(s) Flown: 163

To: ALBERTA HEALTH SERVICES  
SUITE 800, NORTH TOWER  
10030-107 ST  
EDMONTON AB  
CA T5J 3E4

Invoice Number: [REDACTED]  
Date: September 30, 2015  
Page: 2/2  
Our Reference: [REDACTED]

# INVOICE

Wednesday, December 9, 2015

 Air

OTHER TRAVEL  
From: EDMONTON AB Flight: 004 ECONOMY CLASS  
To: CALGARY AB 12:30 PM  
Stops: 0 Arrival: 09Dec15 03:50 PM Mile(s) Flown: 163  
CONFIRMATION [REDACTED]  
SEAT 2A  
DEPARTING EDMONTON DOWNTOWN

## Cost:

RED ARROW MOTORCOACH [REDACTED]	140.96
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## Total:

Grand Total:	140.96
Less Credit Card Payments:	140.96
Credit / Balance Due To This Invoice:	0.00
Total Balance Due:	0.00

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