

Official Administrator and Executive Expense Report

Name Catherine MacNeill
Title Corporate Secretary - Acting
Location Calgary
 Expenses submitted during the month of November 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)
Nov-15	Expense Claim	Meetings		330	777	236	1,343			
Nov-15	Direct Billing	Meetings				402	402			
Total			\$ -	\$ 330	\$ 777	\$ 638	\$ 1,745	\$ -	\$ -	\$ -

Total for the Month \$ 1,745

Maximum daily single meal expense claimed in the month \$ 40
 Maximum daily base hotel rate claimed in the month \$ 145
 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

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total
MACNEILL, CATHERINE	Corporate Secretary - Acting	Calgary	1,342.50

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
9/9/2015	Attendance at Finance and Audit & Risk Committee Meetings	AB - Other Zones	Taxi	15.00				1			
11/17/2015	Travel for Board Orientation meeting in Edmonton	AB - Other Zones	Taxi	35.00				1			
11/17/2015	Travel for Board Orientation meeting in Edmonton	AB - Other Zones	Taxi	40.00				1			
11/17/2015	Attendance at Board Orientation Meeting		Meals Per Diem	32.35			Lunch/ Dinner	1			
11/22/2015	Travel for Board Orientation and OA Committee Meetings in	AB - Other Zones	Taxi	35.00				1			
11/22/2015	Attendance at Board Orientation	AB - Other Zones	Meals - Dinner	40.00				1	1	Catherine MacNeill	
11/23/2015	Attendance at Board Orientation	AB - Other Zones	Meals - Dinner	40.00				1	1	Catherine MacNeill	
11/23/2015	Attendance at Board Orientation Meetings-Breakfast		Meals Per Diem	9.20			Breakfast	1			
11/24/2015	Attendance at Board Orientation and OA Committee Meetings-		Meals Per Diem	62.40			B/F & Lunch	3			
11/24/2015	Attendance at Board Orientation	AB - Other Zones	Meals - Dinner	40.00				1	1	Catherine MacNeill	
11/25/2015	Attendance at OA Finance and Audit & Risk Committee Meetings	AB - Other Zones	Meals - Dinner	40.00				1	1	Catherine MacNeill	
11/26/2015	Attendance at Board Orientation and OA Committee Meetings in	AB - Other Zones	Accommodations	621.28				3			
11/26/2015	Travel for Board Orientation and OA Committee Meetings in	AB - Other Zones	Taxi	36.00				1			
11/30/2015	Travel for Board Meetings in Edmonton	AB - Other Zones	Taxi	40.00				1			

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
11/30/2015	Attendance at Board Meetings	AB - Other Zones	Meals - Dinner	24.40				1	1	Catherine MacNeill	
12/1/2015	Attendance at Board Meetings	AB - Other Zones	Accommodations	155.32				1			
12/1/2015	Travel for Board Meetings in Edmonton	AB - Other Zones	Taxi	35.00				1			
12/1/2015	Attendace at Board Meetings		Meals Per Diem	41.55			B/F, Lunch & Dinner	1			
Approver(s) for the claim		Approval Status		Approval Date							
SIMPKIN, VIVIAN		Approve		4-Dec-15							

**ALLIED
BLACK**
LIMO & TAXI

Home →
Red Arrow



alliedblack.com

Try our **ON-DEMAND** Taxi app
Connecting you Directly with your Driver

Driver [REDACTED] Date 17.11.2015
Car # [REDACTED] Amount 35.8
GST Included # _____

Red Arrow → Home

Driver # [REDACTED] Car # [REDACTED]
To: _____
From: _____
Date: Nov 17/15 Amount 40/-
GST# 88016-1310

Red Arrow → Westin

Co-op Taxi Line
(780) 425-2525
www.co-optaxi.com

CASH RECEIPT

TERMINAL: 192/66234682
DRIVER : [REDACTED]
TRIP #: [REDACTED]
2015/09/09 20:13:26

FARE : \$ 15.00

TOTAL: \$ 15.00

Thank you for choosing
Co-op Taxi

Red Arrow →
Home

110 DUNDAS ST. W. TORONTO, ONT. M5G 1L2

TERMINAL ID:
VEHICLE ID:
DRIVER ID:
GST ACCOUNT #:
TRIP NUMBER:
PASSENGERS:



11/26/2015
START: 10:05
DISTANCE: 0.00

END: 10:08
RATE: 1

FARE AMOUNT:

\$ 14.29

TAX AMOUNT:

\$ 1.71

TOTAL: \$ 36.00

TIP AMOUNT: \$ _____

GRAND TOTAL: \$ _____

CASH RECEIPT

THANK YOU
416-332-9399
WWW.THECHECKERGROUP.COM

**CHECKER**
YELLOW
CABS

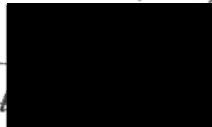
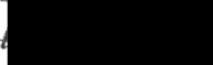
~~ALLIED~~ Home →
ALLIED Red Arrow
BLACK

LIMO & TAXI

Try our **ON-DEMAND** Taxi app
Connecting you Directly with your Driver



alliedblack.com

Driver  Date 11/25/15
Car #  Amount 35.00
GST Included # _____

Dinner

only
claimed

840



Tbl [redacted] Chk [redacted] Gst 1
Nov24'15 06:48PM
*** Reprint ***

1 SOFT DRINK	3.50
1 SOUP DU JOUR	10.00

1 DN RAVIOLI	17.00
1 CHEESECAKE	10.00
Subtotal	40.50
40.50 GST Percent	2.03
Amount Due	42.53

Dinner

WILDFLOWER GRILL
10009 107 ST
EDMONTON, AB. T5J 1J1
780-990-1938

SALE *Only claimed \$40*

Server [redacted]
Batch [redacted] REF [redacted]
11/24/15 19:54:28
APPR CODE: [redacted]
Trace: 3
MASTERCARD Chip

AMOUNT \$42.53
TIP \$6.38
TOTAL \$48.91

APPROVED

MasterCard
AID: A0000000041010
TVR: 00 00 00 80 00
TS: E8 00

THANK YOU / MERCI
CUSTOMER COPY

Dinner

Matrix Hotel
MZ Lounge
10640-100 Avenue
GST # 866344302

Only claimed \$40

Table: [redacted] Guests: 1
11/23/2015 06:56PM

1 MATRIX BURGER 17.00
1 POP 2.38
1 CHOCOLATE CAKE 8.00
1 *add ice cream 4.00
1 CANNED POP 2.38

Subtotal 33.76
G.S.T. 1.69

Total Due \$35.45

GRATUITY 6.00

TOTAL 41.45

Signature _____

Guest Name _____

Room # _____

Dinner

Matrix Hotel
MZ Lounge
10640-100 Avenue
GST # 866344302

Only claimed \$40

Check [redacted] : 1
1015
11/22/2015 07:57PM

1 NACHOS 16.00
1 FRUIT SALAD 6.00
1 MATRIX HOUSE SALAD 10.00
1 POP 2.38
Grat 17% 5.84
Delivery Charge 2.00

Subtotal 34.38
G.S.T. 2.11
Service Chrg 7.84

Total Due \$44.33

GRATUITY _____

TOTAL _____

Signature _____

Guest Name _____

Room # Charged to room.

Dinner

Matrix Hotel
MZ Lounge
10640-100 Avenue
GST # 866344302

Only claimed \$40

[redacted] [redacted]
11/25/2015 06:36PM
Guests: 1
1015

1 MARGHERITA PIZZA 15.00
1 MATRIX HOUSE SALAD 10.00
1 FRUIT SALAD 6.00
1 POP 2.38
Grat 17% 5.67
Delivery Charge 2.00

Subtotal 33.38
G.S.T. 2.05
Service Chrg 7.67
Total Due \$43.10

GRATUITY _____

TOTAL _____

Signature _____

Guest Name _____

Room # _____



Catherine Macneil



Guest Name.

Room Number: [Redacted]

Arrival Date: 11-22-15

Departure Date: 11-26-15

Page No. 1 of 2

INFORMATION INVOICE

Folio No.

Date	Description	Charges	Credits
11-22-15	Room Service [Redacted]		
11-22-15	Room Revenue [Redacted]	44.33 ✓	
11-22-15	Destination Marketing Fee - 3%	145.00	
11-22-15	Tourism Levy - 4%	4.35 ✓	155.32
11-23-15	Room Service [Redacted]	5.97 ✓	
11-23-15	Room Service [Redacted]	3.00 ✓	
11-23-15	Room Revenue [Redacted]	41.45 ✓	
11-23-15	Destination Marketing Fee - 3%	145.00	
11-23-15	Tourism Levy - 4%	4.35 ✓	155.32
11-24-15	Room Revenue [Redacted]	5.97 ✓	
11-24-15	Destination Marketing Fee - 3%	145.00	
11-24-15	Tourism Levy - 4%	4.35 ✓	155.32
11-25-15	Room Service [Redacted]	5.97 ✓	
11-25-15	Room Revenue [Redacted]	43.10 ✓	
11-25-15	Destination Marketing Fee - 3%	145.00	
11-25-15	Tourism Levy - 4%	4.35 ✓	155.32
		5.97	

- diet coke
- Softened water
- [unclear]

$155.32 \times 4 = 621.28$

Catherine Macneill

Room Number. [REDACTED]
Arrival Date. 11-22-15
Departure Date. 11-26-15
Page No 2 of 2

Guest Name

INFORMATION INVOICE

Folio No.

Date	Description	Charges	Credits
	Total	753.16	0.00
	Balance	753.16	

11-26-15

Signature:

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. (T.S.T. #x66344 302 RT 000)

Dinner

Matrix Hotel
MZ Lounge
10640-100 Avenue
GST # 866344302

[Redacted]

Check: [Redacted] Guests: 1
Table: [Redacted]
11/30/2015 08:27PM

1	SIDE SALAD	5.00
1	PARPPARDELLE	13.00
1	POP	2.38

Subtotal	20.38
G.S.T.	1.02

Total Due \$21.40

GRATUITY 3.00

TOTAL 24.40

Signature _____

Guest Name _____

Room # _____

ALLIED BLACK LIMO & TAXI
Home → Red Arrow



alliedblack.com

Try our **ON-DEMAND** Taxi app
Connecting you Directly with your Driver

Driver: [Signature] Date: 11/30/15
Car #: [Redacted] Amount: 24.40
GST Inc: [Redacted]

Mayfair TAXI
Red Arrow → Home
Calgary, Alberta

PHONE: 255-6555
221-Taxi (8294)
1-888-995-6555

Fare Amount: 35.00 Date: DEC 1st 15
To: 136 Spring Valley From: 205-9 AVE
Car No: [Redacted] Driver: [Signature]

THANK YOU FOR RIDING WITH US

Catherine Macneil

Room Number: [REDACTED]
 Arrival Date: [REDACTED]
 Departure Date: 12-01-15
 Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

Date	Description	Charges	Credits
11-30-15	Room Service [REDACTED]	24.49	
11-30-15	Room Revenue [REDACTED]	145.09	
11-30-15	Destination Marketing Fee - 3%	4.35	
11-30-15	Tourism Levy - 4%	5.97	
Total		179.72	0.00
Balance		179.72	

155.32

Signature:

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. (C.S.T. 8866344302 RT 000)

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 : Catherine MacNeill	Reporting Period for the Month of : Nov-15
----------------------------------	---

DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
17-Nov-15	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton and Return (November 17) to meet with Board Chair, Vivian Simpkin and Facilitators	Marlin Travel	133.92
22-Nov-15	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton (Nov 22) and Return (Nov 26) to attend Board Orientation meetings (Nov 23 & 24), Finance Cmmt meeting on Nov 25 and Audit & Risk Cmmt meeting on Nov 26	Marlin Travel	133.92
30-Nov-15	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton (Nov 30) and Return (Dec 1) to attend Board Meetings	Marlin Travel	133.92
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
Total Paid in the Month					\$ 401.76

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

Branch: [REDACTED]
 Agent: [REDACTED]

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

Invoice Number: [REDACTED]
 Date: November 12, 2015
 Page: 1/2
 Our Reference: [REDACTED]

INVOICE

For
 CATHERINE MACNEILL

Tuesday, November 17, 2015

 **Air**

OTHER TRAVEL **Flight:** 100 ECONOMY CLASS
From: CALGARY AB 08:00 AM
To: EDMONTON AB 11:50 AM **Mile(s) Flown:** 163
Stops: 0 **Arrival:** 17Nov15
 RED ARROW CONFIRMATION NUMBER - [REDACTED]
 DEPARTING CALGARY SEAT NUMBER - [REDACTED]

 **Air**

OTHER TRAVEL **Flight:** 110 ECONOMY CLASS
From: EDMONTON AB 06:30 PM
To: CALGARY AB 09:50 PM **Mile(s) Flown:** 163
Stops: 0 **Arrival:** 17Nov15
 RED ARROW CONFIRMATION NUMBER - [REDACTED]
 DEPARTING EDMONTON SEAT NUMBER - [REDACTED]

Cost:
 RED ARROW MOTORCOACH [REDACTED] [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

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

1/2

INVOICE

For

MS CATHERINE MACNEILL

Sunday, November 22, 2015

 Air

OTHER TRAVEL

From: CALGARY AB

To: EDMONTON AB

Stops: 0 Arrival: 22Nov15

RED ARROW ORDER NUMBER

DEPART DOWNTOWN ARRIVE

SEAT 6C

Flight: 101

04:30 PM

07:50 PM

ECONOMY CLASS

Mile(s) Flown: 163

Thursday, November 26, 2015

 Air

OTHER TRAVEL

From: EDMONTON AB

To: CALGARY AB

Stops: 0 Arrival: 26Nov15

RED ARROW ORDER NUMBER

DEPART DOWNTOWN ARRIVE DOWNTOWN

SEAT 3A

Flight: 202

02:00 PM

05:50 PM

ECONOMY CLASS

Mile(s) Flown: 163

Cost:

RED ARROW MOTORCOAC

133.92

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

Invoice Number [REDACTED]
Date: November 16, 2015
Page: 2/2
Our Reference: [REDACTED]

INVOICE

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

Branch: [REDACTED]
Agent: [REDACTED]

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

Invoice Number: [REDACTED]

Date: December 1, 2015

Page: 1/2

Our Reference: [REDACTED]

INVOICE

For
MS CATHERINE MACNEILL

Monday, November 30, 2015

 **Air**

OTHER TRAVEL

From: CALGARY AB

To: EDMONTON AB

Stops: 0 **Arrival:** 30Nov15

RED ARROW BUS

DEPART [REDACTED] TOWN

ORDER 1 [REDACTED]

Flight: 101

04:30 PM

07:50 PM

ECONOMY CLASS

Mile(s) Flown: 163

Tuesday, December 1, 2015

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

Invoice Number: [REDACTED]
 Date: December 1, 2015
 Page: 2/2
 Our Reference: [REDACTED]

INVOICE

Tuesday, December 1, 2015

 Air

OTHER TRAVEL	Flight: 102	ECONOMY CLASS	
From: EDMONTON AB	04:30 PM		
To: CALGARY AB	07:50 PM		Mile(s) Flown: 163
Stops: 0 Arrival: 01Dec15			
RED ARROW BUS			
DEPART [REDACTED] WN ARRIVE DOWNTOWN			
ORDER [REDACTED] SEAT 4B			

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.