

AHS Board and Executive Expense Report

Name Catherine MacNeill
Title Corporate Secretary (Acting)
Location Calgary

Expenses submitted during the month of March 2016

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)
Mar-16	Expense Claim	Meetings		239	621	370	1,230			
Mar-16	Direct Billing	Meetings				268	268			
Total			\$ -	\$ 239	\$ 621	\$ 638	\$ 1,498	\$ -	\$ -	\$ -

Total for the Month \$ 1,498

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.

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 Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total
MACNEILL, CATHERINE	Corporate Secretary - Acting	Calgary	1,231.14

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
3/2/2016	To attend Quality & Safety Committee Meeting	AB - Other Zones	Meals - Dinner	39.57				1	1	Catherine MacNeill	
3/2/2016	Travel for Quality & Safety Committee Meeting	AB - Other Zones	Taxi	32.40				1			
3/3/2016	To attend Quality & Safety Committee Meeting		Meals Per Diem	29.95			B/Fast & Dinner	1			
3/3/2016	Travel for Quality & Safety Committee Meeting	AB - Other Zones	Taxi	35.04				1			
3/3/2016	To attend Quality & Safety Committee Meeting	AB - Other Zones	Accommodations	155.32				1			
3/16/2016	To attend Board Committee Meetings		Meals Per Diem	9.20			B/Fast	1			
3/16/2016	To attend Board Committee Meetings		Mileage	151.50	Calgary	Edmonton		1			300
3/16/2016	To attend Board Committee Meetings	AB - Other Zones	Meals - Dinner	40.00				1	1	Catherine MacNeill	
3/17/2016	To attend Board Committee Meetings		Meals Per Diem	29.95			B/Fast & Dinner	1			
3/17/2016	To attend Board Committee Meetings		Mileage	151.50	Edmonton	Calgary		1			300
3/17/2016	To attend Board Committee Meetings	AB - Other Zones	Accommodations	155.32				1			
3/28/2016	To attend Board Meetings	AB - Other Zones	Meals - Dinner	40.00				1	1	Catherine MacNeill	
3/29/2016	To attend Board Meetings		Meals Per Diem	29.95			B/Fast & Dinner	1			
3/30/2016	To attend Board Meetings	AB - Other Zones	Accommodations	310.64				2			
3/30/2016	To attend Board Meetings		Meals Per Diem	20.80			B/Fast & Lunch	1			
Approver(s) for the claim		Approval Status		Approval Date							
GIESBRECHT, TINA		Approve		15-May-16							

Red Arrow → Home

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

SALE

MID: 4189233
TID: VG189233 REF#: [REDACTED]
Batch #. 043 SEQ: 043001001008
03/03/16 20:10:54
APPR CODE: [REDACTED]
MASTERCARD [REDACTED]

AMOUNT \$29.20
TIP \$6.84
TOTAL \$35.04

00 - APPROVED - 001

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

THANK YOU
CUSTOMER COPY

Dinner

Matrix Hotel
MZ Lounge
10640-100 Avenue
GST # 866344302

[REDACTED]

Check: [REDACTED] Guests: 1
1607
03/02/2016 08:12PM

1	MATRIX BURGER	18.00
1	SIDE GRAVY	3.00
1	FRUIT SALAD	7.00
1	POP	2.50
	Grat 17%	5.19
	Delivery Charge	2.00
	Subtotal	30.50
	G.S.T.	1.88
	Service Chrg	7.19
	Total Due	\$39.57

GRATUITY _____

TOTAL 39.57

Signature _____

Guest Name _____

Room # _____

Home → Red Arrow

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

SALE

MID: 4189233
TID: K1189233 REF#: [REDACTED]
Batch #. 065 SEQ: 065001001002
03/02/16 16:03:30
APPR CODE: [REDACTED]
MASTERCARD [REDACTED]

AMOUNT \$27.00
TIP \$5.40
TOTAL \$32.40

00 - APPROVED - 001

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

THANK YOU
CUSTOMER COPY



Catherine Macneill



Room Number: [Redacted]
Arrival Date: 03-02-16
Departure Date: 03-03-16
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

03-03-16

Date	Description	Charges	Credits
03-02-16	Room Revenue	145.00	
03-02-16	Destination Marketing Fee - 3%	4.35	
03-02-16	Tourism Levy - 4%	5.97	
03-03-16	Mastercard [Redacted]		194.89
Total		194.89	194.89
Balance		0.00	

(39.52)

\$ 155.32

\$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 G.S.T. #866344302 RT 0001

PAMPA BRAZILIAN STEAKH
9929, 109th St NW T5K1H6
EDMONTON AB
22487421
GH2248742105

**** PURCHASE ****

03-16-2016 20:30:12
Acct # [REDACTED] C
Exp Date [REDACTED] Card Type MC
Name: CATHERINE MACNEILL
A0000000041010 MasterCard

Trace [REDACTED]
Inv. [REDACTED]
Auth [REDACTED] RRN 001856032

Purchase \$50.40
Tip \$7.56
Total \$57.96

(00) APPROVED-THANK YOU

Retain this copy for your records
Customer copy

Dinner

PAMPA BRAZILIAN STEAKHOUSES
9929 109th Street
Edmonton, Alberta T5K1H6
780-756-7030
GST# 810657429 RT0001

NO. [REDACTED]

[REDACTED]

1 PAMPA RODIZIO \$8.00
Subtotal \$8.00
48.00 GST 2.40
Amount Due 50.40

Charge your Pampa
Card Today!

Only
Claimed
\$40

Dinner

Matrix Hotel
MZ Lounge
10640-100 Avenue
GST # 866344302

Only
Claimed
\$40

Che [REDACTED] Guests: 1

03/28/2016 08:05PM

1 NACHOS 18.00
1 BEETS 2 WAY 15.00
Grat 17% 5.61
Delivery Charge 2.00
Subtotal 33.00
G.S.T. 2.03
Service Chrg 7.61
Total Due \$42.64

GRATUITY _____

TOTAL _____

Signature _____

Guest Name _____

Room # _____

MS Catherine Macneill

Room Number: [REDACTED]
Arrival Date: 03-16-16
Departure Date: 03-17-16
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

03-17-16

Date	Description	Charges	Credits
03-16-16	Room Revenue	145.00	
03-16-16	Destination Marketing Fee - 3%	4.35	
03-16-16	Tourism Levy - 4%	5.97	
Total		155.32	0.00
Balance		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. G.S.T. #866344302 RT 0001



MS Catherine Macneill
[Redacted]

Room Number: [Redacted]
Arrival Date: 03-28-16
Departure Date: 03-30-16
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

03-29-16

Date	Description	Charges	Credits
03-28-16	Room Revenue	145.00	
03-28-16	Destination Marketing Fee - 3%	4.35	
03-28-16	Tourism Levy - 4%	5.97	
03-29-16	Room Revenue	145.00	
03-29-16	Destination Marketing Fee - 3%	4.35	
03-29-16	Tourism Levy - 4%	5.97	
Total		353.28	0.00
Balance		353.28	
		- 42.64	
		<u>310.64</u>	
			\$310.64

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 G.S.T. #866344302 RT 0001

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 : Catherine MacNeill	Reporting Period for the Month of : Mar-16
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
02-Mar-16	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton and Return (Mar 3) to attend the quality & safety	Marlin Travel	133.92
15-Mar-16	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton and Return (Mar 17) to attend the governance, finance, Audit & Risk and Human Resources Committee meetings	Marlin Travel	133.92
15-Mar-16	Direct Billing	Other Transportation	Red Arrow from Clagary to Edmonton and Return Cancelled	Marlin Travel	(133.92)
28-Mar-16	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton and Return (Mar 30) to attend board meetings	Marlin Travel	133.92
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
Total Paid in the Month					\$ 267.84

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: January 22, 2016
Page: 1/2
Our Reference: [REDACTED]

INVOICE

For
MS CATHERINE MACNEILL

Wednesday, March 2, 2016

 **Air**

OTHER TRAVEL **Flight:** 100 ECONOMY CLASS
From: CALGARY AB 04:30 PM
To: EDMONTON AB 07:50 PM **Mile(s) Flown:** 163
Stops: 0 **Arrival:** 02Mar16
RED ARROW ORDER NUMBER - [REDACTED]
DEPARTING CALGARY TICKET [REDACTED] SEAT NUMBER - [REDACTED]

Thursday, March 3, 2016

 **Air**

OTHER TRAVEL **Flight:** 110 ECONOMY CLASS
From: EDMONTON AB 04:30 PM
To: CALGARY AB 07:50 PM **Mile(s) Flown:** 163
Stops: 0 **Arrival:** 03Mar16
RED ARROW ORDER NUMBER - [REDACTED]
DEPARTING EDMONTON TICKET [REDACTED] SEAT NUMBER - [REDACTED]

Cost:
RED ARROW MOTORCOACH [REDACTED] [REDACTED] 133.92

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

Invoice Number: [REDACTED]
Date: January 22, 2016
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

FOR YOUR RECORDS.

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

Date: March 08, 2016
Page: 1/2
Our Reference [REDACTED]

CONFIRMATION STATEMENT OF ACCOUNT

For
MS CATHERINE MACNEILL

Itinerary

Tuesday, March 15, 2016

 **Air**

OTHER TRAVEL **Flight:** 100 ECONOMY CLASS
From: CALGARY AB 04:30 PM
To: EDMONTON AB 07:50 PM **Mile(s) Flown:** 163
Stops: 0 **Arrival:** 15Mar16
RED ARROW ORDER NUMBER - [REDACTED]
DEPARTING DOWN N CALGARY [REDACTED] WNTOWN EDMONTON.
SEAT NUMBER - [REDACTED]

Thursday, March 17, 2016

 **Air**

OTHER TRAVEL **Flight:** 110 ECONOMY CLASS
From: EDMONTON AB 04:30 PM
To: CALGARY AB 07:50 PM **Mile(s) Flown:** 163
Stops: 0 **Arrival:** 17Mar16
RED ARROW ORDER NUMBER - [REDACTED]
DEPARTING EDMONTON TICKET [REDACTED] SEAT NUMBER - [REDACTED]

Item	Cost	Tax	
RED ARROW TICKETS	133.92	0.00	133.92
Total Charges:			133.92
Less Previous Payments:			133.92
Balance Due:			0.00

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE

Lou Decoste

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: March 15, 2016 9:42 AM
To: BreAnn Kelly
Subject: Invoice



Invoice

Date: 2016-03-15

Bill To: You can reach us at

ALBERTA HEALTH SERVICES - MARLIN TRAVEL
9929 - 108 STREET
EDMONTON,ABT6K 1G8

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
	2016-01-22		-	-	2016-03-17	2016-03-17	-	Website User

Travellers:

MACNEILL/CATHERINE

Product	Details	Duration	Price Basis	Qty	Each	Billed
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Payments Received:

Date	From	Reference	Amount
2016-01-22	ALBERTA HEALTH SERVICES - MARLIN TRAVEL	MasterCard	133.92 CAD
2016-03-15	ALBERTA HEALTH SERVICES - MARLIN TRAVEL	MasterCard	-133.92 CAD

Base Price:	0.00 CAD
Discounts:	0.00 CAD
Service Charges:	0.00 CAD
Invoice Total:	0.00 CAD
Commission:	0.00 CAD
Received:	0.00 CAD
Balance:	0.00 CAD

TERMS: DUE UPON RECEIPT

GST# BN139981476

If you wish to time change, date change, or cancel for a full refund - 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change.

Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. If you wish to change or cancel your booking, please contact our Central Reservation line at 1-800-232-1958.

Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices

Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time

CORPORATE BILLING ACCOUNTS - PLEASE PAY OFF OF YOUR MONTHLY STATEMENT & NOT OFF OF INDIVIDUAL INVOICES.

Thank you for choosing Red Arrow.

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

Date: March 08, 2016
 Page: 1/2
 Our Reference: [REDACTED]

CONFIRMATION STATEMENT OF ACCOUNT

For
 MS CATHERINE MACNEILL

Itinerary

Monday, March 28, 2016

 **Air**

OTHER TRAVEL Flight: 100 ECONOMY CLASS
From: CALGARY AB 04:30 PM
To: EDMONTON AB 07:50 PM Mile(s) Flown: 163
Stops: 0 **Arrival:** 28Mar16
 RED ARROW ORDER NUMBER - [REDACTED]
 DEPARTING CALGARY TICKET [REDACTED] SEAT NUMBER - [REDACTED]

Wednesday, March 30, 2016

 **Air**

OTHER TRAVEL Flight: 110 ECONOMY CLASS
From: EDMONTON AB 04:30 PM
To: CALGARY AB 07:50 PM Mile(s) Flown: 163
Stops: 0 **Arrival:** 30Mar16
 RED ARROW ORDER NUMBER - [REDACTED]
 DEPARTING DO WN EDMONT [REDACTED] OWTOWN CALGARY.
 SET NUMBER - [REDACTED]

	Cost		
Item	Cost	Tax	
RED ARROW TICKETS	133.92	0.00	133.92
	Total Charges:		133.92
	Less Previous Payments:		133.92
	Balance Due:		0.00

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE