

AHS Board and Executive Expense Report

NameCatherine MacNeillTitle: Corporate Secretary & Legal CounselLocationCalgaryExpenses submitted during the month of May 2017

						Travel (1)					
MMM-YY	Source Document	Purpose	Air	rfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
May-17 May-17	Expense Claim Direct Billing	Meetings Meetings			284	821	188 402	1,293 402			
Total			\$	-	\$ 284	\$ 821	\$ 590	\$ 1,695	\$-	\$-	\$-
Total for the Month	\$ 1,695										
Maximum da	ily single meal exper ily base hotel rate cla y air travel in the mo		\$ \$ \$	24 149 -							

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 & Legal Counsel	Calgary	\$ 1,293.26									
Expense Date	Business reason		Expense Locatior	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
5/10/2017	Travel to Edmonton for Meetings	Board Committee	AB - Other Zones	Meals Per Diem	\$ 24.00			Dinner \$24.00	1			
5/10/2017	Travel to Edmonton for and Governance Commi	Community Engagement ittee Meetings	AB - Other Zones	Taxi	\$ 27.12	Home	Red Arrow		1			
5/11/2017	Travel to Edmonton for Meetings	Board Committee	AB - Other Zones	Meals Per Diem	\$ 47.50			Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			
5/11/2017	Travel to Edmonton for and Governance Commi	Community Engagement ittee Meetings	AB - Other Zones	Taxi	\$ 30.06	Red Arrow	Home		1			
5/11/2017	Travel to Edmonton for and Governance Commi	Community Engagement ittee Meetings	AB - Other Zones	Accommodations	\$ 167.28				1			
5/23/2017	Travel to Edmonton for and Audit & Risk Commi	Quality & Safety, Finance ittee Meetings	AB - Other Zones	Taxi	\$ 34.32	Home	Red Arrow		1			
5/23/2017	Travel to Edmonton for Finance and Audit & Risl		AB - Other Zones	Meals Per Diem	\$ 24.00			Dinner \$24.00	1			
5/24/2017	Travel to Edmonton for Finance and Audit & Risl	,	AB - Other Zones	Meals Per Diem	\$ 47.50			Bfast \$10.50 Lunch \$13.00	1			
5/25/2017	Travel to Edmonton for Finance and Audit & Risl		AB - Other Zones	Meals Per Diem	\$ 34.50			Bfast \$10.50 Dinner \$24.00	1			
5/25/2017	Travel to Edmonton for and Audit & Risk Commi	Quality & Safety, Finance ittee Meetings	AB - Other Zones	Taxi	\$ 31.92	Red Arrow	Home		1			
5/25/2017	Travel to Edmonton for and Audit & Risk Commi	Quality & Safety, Finance ittee Meetings	AB - Other Zones	Accommodations	\$ 319.22				2			
5/30/2017	Travel to Edmonton for Risk Committee Meeting	Human Resources, Audit & gs and Board Meetings	AB - Other Zones	Taxi	\$ 29.28	Home	Red Arrow		1			

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
MACNEILL, CATHERINE	Corporate Secretary & Legal Counsel	Calgary	\$ 1,293.26									
Expense Date	Business reason		Expense Locatio	on Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
5/30/2017	Travel to Edmonton for I Finance and Audit & Risk Meetings	· · · · · · · · · · · · · · · · · · ·	AB - Other Zone	s Meals Per Diem	\$ 24.00			Dinner \$24.00	1			
5/31/2017	Travel to Edmonton for H Finance and Audit & Risk Meetings	,	AB - Other Zone	s Meals Per Diem	\$ 47.50			Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			
6/1/2017	Travel to Edmonton for I Finance and Audit & Risk Meetings	,	AB - Other Zone	s Meals Per Diem	\$ 34.50			Bfast \$10.50 Dinner \$24.00	1			
6/1/2017	Travel to Edmonton for I Risk Committee Meeting	Human Resources, Audit & s and Board Meetings	AB - Other Zone	s Accommodation	s \$334.56				2			
6/1/2017	Travel to Edmonton for I Risk Committee Meeting	Human Resources, Audit & s and Board Meetings	AB - Other Zone	s Taxi	\$ 36.00	Red Arrow	Home		1			
Approver(s) for	r the claim	Approval Status	Ap Da	proval te	I	1	1	1			1	<u> </u>
GIESBRECHT, T	INA	Approve	7-J	un-17								



5660 10TH ST NE SUITE 8 CALGARY AB T2E 8W7 (403) 777-1111

SALE



CUSTOMER COPY

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Home >> Red Amaw

ASSOCIATED CAB ALLIED LIMOUSIA 307-41 AVENUE, rat. CALGARY AB 12E and (403) 295 mm CAR \$1037

SALE



THANK YOU

CUSTOMER COPY



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Room Number:	
Arrival Date:	05-10-17
Departure Date:	05-11-17
Page No:	1 of 1

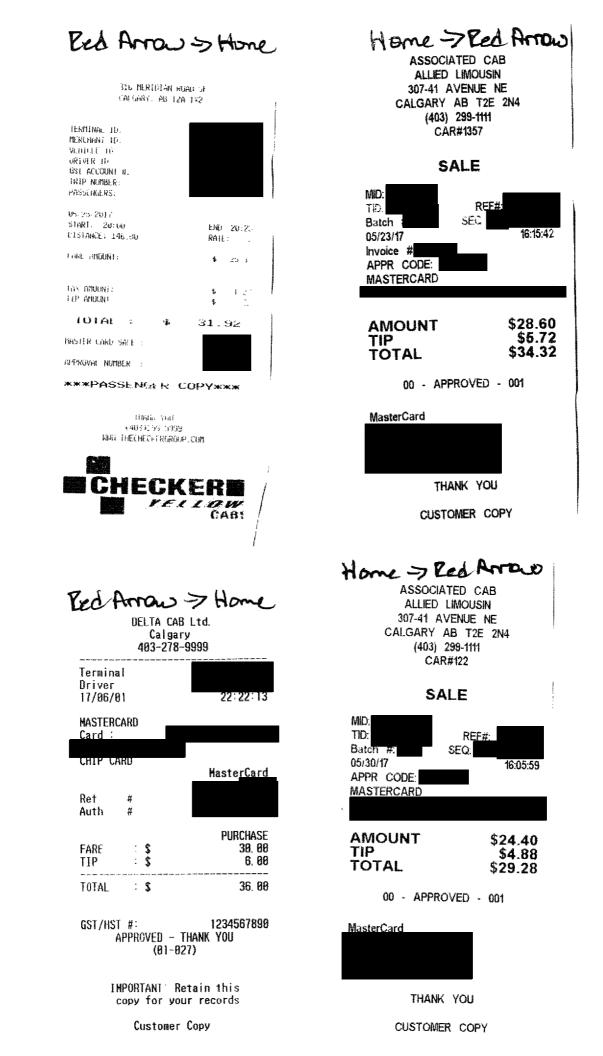
FION INVOICE

05-10-17

Description			Charges	Credits
Room Service	Room	CHECK#	27.50 (Me	201)
Room Revenue			149.00	•
Destination Marketing Fee - 3%			4.47	
Tourism Levy - 4%			6.14	
Room GST - 5%			7.67	
**************************************		Total	194.78	0.00
		Balance	194.78	
			(27.50))
			167.28	

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. #105631154 RT 0008





Catherine Macneill

Room Number:05-23-17Arrival Date:05-23-17Departure Date:05-25-17Page No:1 of 1

05-25-17

Guest Name:

INFORMATION INVOICE

Folio No:

Date	Description		Charges	Credits
05-23-17	Room Service	Room# CHECK#	(27.50)	
05-23-17	Room Revenue		149.00 -	
05-23-17	Destination Marketing Fee - 3%		4.47 -	
05-23-17	Tourism Levy - 4%		6.14 ~	
05-24-17	Room Service	Room# : CHECK#	(38.55)	
05-24-17	Refreshment Centre - Diet Coke	1	(7,35)	
05-24-17	Room Revenue		149.00	
05-24-17	Destination Marketing Fee - 3%		4.47 🗸	
05-24-17	Tourism Levy - 4%		6.14	
05-25-17	Refreshment Centre - Pringles	01	(6:30)	
05-25-17	Refreshment Centre - Diet Coke	03	(11.03)	
05-25-17	Mastercard		\checkmark	406.95
		Total	406.95	406.95
		Balance	0.00	
			(87.73)	
			319.22.)

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. #105631154 RT 0008

Catherine Macneill

Room Number:Arrival Date:05-30-17Departure Date:06-01-17Page No:1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

06-01-17 Date Description Charges Credits 05-30-17 Room Service Room# CHECK# 32.525 05-30-17 Room Revenue 149.00 V 05-30-17 Destination Marketing Fee - 3% 4.47 ~ 05-30-17 Tourism Levy - 4% 6.14 -05-30-17 Room GST - 5% 7.67 Room Service 05-31-17 CHECK# Room 29.73 Room Revenue 05-31-17 149.00 05-31-17 Destination Marketing Fee - 3% 4.47 05-31-17 Tourism Levy - 4% 6.14 05-31-17 Room GST - 5% 7.67 🗸 Total 401.81 0.00 Balance 401.81 67.25

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. #105631154 RT 0008



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 : May-17	orting Period for the Month of : May-17
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DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
10-May-17	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton and Return (May 11) to attend Community Engagement and Governance Committee Meetings	Marlin Travel	133.92
23-May-17	Direct Billing	Choose from Drop-down List	Red Arrow from Calgary to Edmonton and Return (May 25) to attend Quality & Safety, Finance and Audit & Risk Committee Meetings	Marlin Travel	133.92
30-May-17	Direct Billing	Choose from Drop-down List	Red Arrow from Calgary to Edmonton and Return (June 1) to attend Human Resources, Audit & Risk Committee and Board Meetings	Marlin Travel	133.92
	Direct Billing	Choose from Drop-down List		Marlin Travel	
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
otal Paid in th	e Month				\$ 401.76

From: Sent: To: Subject: Red Arrow Reservations <itinerary@redarrow.ca> May 5, 2017 3:36 PM Carley Walls Red Arrow Itinerary/Receipt

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

You can reach us at:

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
	2017-05- 05				2017-05- 10	2017-05-11	-	Website User

Travellers:

macneill/catherine

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CEEXP 16:30 Assigned to: 02C Departs Calgary (CALTO / CTO 205 9 Ave SE) at 16:30 on 2017-05-10. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 19:50 on 2017-05-10. (3 hrs 20 mins)	3 hrs 20 mins	Adult	1	\$ 70.48	\$ 66.96
ECEXP 16:30 Assigned to: 02C Departs Edmonton (EDMTO / ETO 10014 104 St) at 16:30 on 2017-05-11. Arrives Calgary (CALTO / CTO 205 9 Ave SE) at 19:50 on 2017-05-11. (3 hrs 20 mins)	3 hrs 20 mins	Adult	1	\$ 70.48	\$ 66.96

INVOICE

2017-05-05

				Base Price:	\$ 140.96
				Discounts:	\$ 7.04
Payment DATE	s Received GUEST	REFERENCE	AMOUNT	Service Charges:	\$ 0.00
2017-	ALBERTA HEALTH SERVICES MARLIN	MasterCard	\$	Invoice Total:	\$ 133.92
05-05	TRAVEL		133.92	Payments Received:	\$ 133.92
				Balance Due:	\$ 0.00

PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN.

TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. 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. December 15 - January 5 to cancel or make any changes to a reservation we require 24 hours notice. 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. **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 your monthly statement & not individual invoices.

If you wish to change or cancel your booking, please contact a Passenger Experience Representative at 1-800-232-1958.

Thank you for booking with Red Arrow Motorcoach. We appreciate your business!

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication

From: Sent: To: Subject: Red Arrow Reservations <itinerary@redarrow.ca> April 6, 2017 4:18 PM Carley Walls Red Arrow Itinerary/Receipt

INVOICE

2017-04-06

You can reach us at:

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

Corporate Sales

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ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
	2017-04- 06				2017-05- 23	2017-05-25		Website User

Travellers:

macneill/catherine

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CEEXP 16:30 Assigned to: 12A Departs Calgary (CALTO / CTO 205 9 Ave SE) at 16:30 on 2017-05-23. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 19:50 on 2017-05-23. (3 hrs 20 mins)	3 hrs 20 mins	Adult	1	\$ 70.48	\$ 66.96
ECEXP 16:30 Assigned to: 12A Departs Edmonton (EDMTO / ETO 10014 104 St) at 16:30 on 2017-05-25. Arrives Calgary (CALTO / CTO 205 9 Ave SE) at 19:50 on 2017-05-25. (3 hrs 20 mins)	3 hrs 20 mins	Adult	1	\$ 70.48	\$ 66.96

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				Base Price:	\$ 140.96
				Discounts:	\$ 7.04
Payments Received DATE GUEST REFERENCE AMOUNT				Service Charges:	\$ 0.00
Concerns and the language states and the second states of the second sta	ALBERTA HEALTH	MasterCard	S	Invoice Total:	\$ 133.92
			133.92	Payments Received:	\$ 133.92
				Balance Due:	\$ 0.00

PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN.

TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. 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. December 15 - January 5 to cancel or make any changes to a reservation we require 24 hours notice. 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. **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 your monthly statement & not individual invoices.

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From: Sent: To: Subject:

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Red Arrow Reservations <itinerary@redarrow.ca> May 25, 2017 9:51 AM Carley Walls Red Arrow Itinerary/Receipt

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

GROUP SALES SALES ORDERED CUSTOMER# P.O. DEPARTING RETURNING **ORDER#** REP AGENT NAME 2017-04-2017-05-Website 2017-06-01 -06 30 User

Travellers:

macneill/catherine

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CEEXP 16:30 Assigned to: 01A Departs Calgary (CALTO / CTO 205 9 Ave SE) at 16:30 on 2017-05-30. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 19:50 on 2017-05-30. (3 hrs 20 mins)	3 hrs 20 mins	Adult	1	\$ 70.48	\$ 66.96
EDMCAL 18:30 Assigned to: 03B Departs Edmonton (EDMTO / ETO 10014 104 St) at 18:30 on 2017-06-01. Arrives Calgary (CALTO / CTO 205 9 Ave SE) at 22:00 on 2017-06-01. (3 hrs 30 mins)	3 hrs 30 mins	Adult	1	\$ 70.48	\$ 66.96

INVOICE

2017-05-25

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You can reach us at:

Corporate Sales

				Base Price:	\$ 140.96
				Discounts:	\$ 7.04
Payments Received DATE GUEST REFERENCE AMOUNT			Service Charges:	\$ 0.00	
2017- 04-06ALBERTA HEALTH SERVICES MARLIN TRAVEL	ALBERTA HEALTH	MasterCard	\$	Invoice Total:	\$ 133.92
		133.92	Payments Received:	\$ 133.92	
				Balance Due:	\$ 0.00

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TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. 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. December 15 - January 5 to cancel or make any changes to a reservation we require 24 hours notice. 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. **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 your monthly statement & not individual invoices.

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