

AHS Board and Executive Expense Report

NameCatherine MacNeillTitle:Corporate Secretary & Legal CounselLocationCalgaryExpenses submitted during the month of September 2019

								Trav	/el (1)						
МММ-ҮҮ	Sou Docu		Purpose	Air	fare	M	eals	Accom	modation	Othe Trave		Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Sep-19 Sep-19	Expense Direct		Meetings Meetings				93		341		73 138	507 138			
Total				\$	-	\$	93	\$	341	\$	211	\$ 645	\$-	\$ -	\$ -
Total for the Month	\$	645													
		•	se claimed in the month imed in the month	\$ \$	24 159										

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

Non economy air travel in the month

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

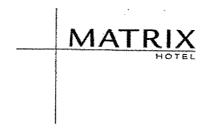
Other expenses include expenses incurred in the normal course of business that are required for work purposes. May include small item technology purchases, books, etc.

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	Claimant Title	Claimant	Expense]									
Name		Location	Claim Total										
MACNEILL, CATHERINE	Corporate Secretary & Legal Counsel	Calgary	\$ 507.05										
Expense Date	Business reason		Expense Location	Expense Type	Am	ount	From Location	To Location	Justification	-	# of Attendees	Attendee Name(s)	Trip Distance
9/10/2019	Travel to Edmonton for AHS Board Committee n	AB - Local	Taxi	\$	34.46	Home	Red Arrow		1				
9/10/2019	Attend AHS Board Committee Meetings in Edmo	AB - Other Zones	Meals Per Diem	\$	24.00				1				
9/11/2019	Attend AHS Board Committee Meetings in Edmonton		AB - Other Zones	Meals Per Diem	\$	34.50				1			
9/12/2019	Attend AHS Board Committee Meetings in Edmonton		AB - Other Zones	Meals Per Diem	\$	34.50				1			
9/12/2019	Travel to Edmonton for AHS Board Committee n	neetings	AB - Local	Taxi	\$	33.70	Red Arrow	Home		1			
9/12/2019	Attend AHS Board Committee meetings in Edmo	Attend AHS Board Committee meetings in Edmonton		Accommodations	\$	340.64				2			
9/22/2019	Attend Foundation Leadership Forum in Calgary	AB - Local	Parking - Lot or Parkade	\$	5.25				1				
Approver(s) for	r the claim	Approval Sta	tus	Approval Date									<u>.</u>
GIESBRECHT, TINA Approve		Approve		23-Sep-19									
		1											



MS Catherine Macneill

Company Name:	AHS - Vision/Marlin	Travel
Group Name:		

INFORMATION INVOICE

Date	Description	Charges	Credits
09-10-19	Room Revenue	159.00	
09-10-19	Destination Marketing Fee	4.77	
09-10-19	Tourism Levy	6.55	
		•	
09-11-19	Room Revenue	159.00	
09-11-19	Destination Marketing Fee	4.77	
09-11-19	Tourism Levy	6.55	
09-11-19	Mastercard	0.00	423.16
			:

Total Charges Total Credits		423.16	100 40
			423.16
Balance			0.00
	1)	(82.5	2)
	•	340.64	ન.
		Pa	ege No. 1 of 1

Room No. Arrival

Folio No. Conf. No. P.O. No.

Departure Date

: 09-10-19

: 09-12-19

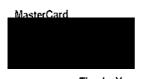
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Home > Red Arrow Associated CAB 307-41 AVENUE NE CALGARY AB T2E 2N4 (403) 299-1111 CAR#503

SALE



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Thank You

CUSTOMER COPY



Red Array > Home

CALGARYUNITEDCABS#1340 #8 -5660 10TH ST NET2E8W7 CALGARY AB 27040964 QW2704096401

SALE



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Retain this copy for your records Customer copy

> www.calgarycabs.ca 403-777-1111

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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:

Name : Catherine MacNeill	Reporting Period for the Month of : Sep-19
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YES

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
10-Sep-19	Direct Billing	Other Transportation	Red Arrow from Calgary and return (September 12) to Edmonton to attend AHS Board Committee Meetings	Vision Travel	\$137.52
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
Total Paid in tl	ne Month				\$ 137.52

Subject:

FW: Red Arrow Itinerary/Receipt



SAP[®] Concur[®] Partner TMC Preferred

ITINERARY/RECEIPT

2019-09-05

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You can reach us at:

Corporate Sales

ALBERTA HEALTH SERVICES - VISION TRAVEL 10030 107 STREET EDMONTON AB T51 2E4

EDMONTON, AB T5J 3E4

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
	2019-04- 29				2019-09- 10	2019-09-12		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 2019-09-10. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 19:50 on 2019-09-10. (3 hrs 20 mins)	3 hrs 20 mins	Adult	1	\$ 72.38	\$ 68.76
ECEXP 16:30. Assigned to: 07C Departs Edmonton (EDMTO / ETO 10014 104 St) at 16:30 on 2019-09-12. Arrives Calgary (CALTO / CTO 205 9	3 hrs 20 mins	Adult	1	\$ 72.38	\$ 68.76

				Base Price: Discounts:	\$ 144.76 \$ 7.24
Payments R	eceived			Service Charges:	\$ 0.00
DATE	GUEST	REFERENCE	AMOUNT	Invoice	\$ 137.52
2019-04-	Alberta	MasterCard	\$	Total:	\$ 157.52
29	Services		137.52	Payments	¢ 127.50
				Received:	\$ 137.52
				Balance Due:	\$ 0.00

PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN. PLEASE CHECK IN 15 MINUTES PRIOR TO DEPARTURE

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 (prior to time of oginating departure point); 3 hours notice prior to P.M. departures (prior to time of originating departure point) must be given. All Camrose Departures require 30 minutes notice. December 14 - January 4 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 fee. 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 <u>www.redarrow.ca</u> 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: Payment due 30 days after completion of trip.

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