

AHS Board and Executive Expense Report

Name Catherine MacNeill
Title: Corporate Secretary & Legal Counsel
Location Calgary

Expenses submitted during the month of September 2019

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)
Sep-19	Expense Claim	Meetings		93	341	73	507			
Sep-19	Direct Billing	Meetings				138	138			
Total			\$ -	\$ 93	\$ 341	\$ 211	\$ 645	\$ -	\$ -	\$ -

Total for the Month \$ 645

Maximum daily single meal expense claimed in the month \$ 24
 Maximum daily base hotel rate claimed in the month \$ 159
 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 & Legal Counsel	Calgary	\$ 507.05									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
9/10/2019	Travel to Edmonton for AHS Board Committee meetings	AB - Local	Taxi	\$ 34.46	Home	Red Arrow		1				
9/10/2019	Attend AHS Board Committee Meetings in Edmonton	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 meetings	AB - Local	Taxi	\$ 33.70	Red Arrow	Home		1				
9/12/2019	Attend AHS Board Committee meetings in Edmonton	AB - Other Zones	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 the claim		Approval Status	Approval Date									
GIESBRECHT, TINA		Approve	23-Sep-19									

MATRIX HOTEL

MS Catherine Macneill

Room No. [REDACTED]
 Arrival : 09-10-19
 Departure Date : 09-12-19
 Folio No. [REDACTED]
 Conf. No. [REDACTED]
 P.O. No. :

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

INFORMATION INVOICE

Date	Description	Charges	Credits
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
09-10-19	Room Revenue	159.00	
09-10-19	Destination Marketing Fee	4.77	
09-10-19	Tourism Levy	6.55	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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		423.16

Total Charges	423.16	
Total Credits		423.16
Balance		0.00

(82.52)

 340.64

 *Page No. 1 of 1

Home → Red Arrow

ASSOCIATED CAB
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299-1111
CAR#503

SALE

MID: [REDACTED]
TID: [REDACTED] R [REDACTED]
Batch [REDACTED] SEC [REDACTED]
09:10/19 16:24:12
APPR CODE: [REDACTED]
MASTERCARD [REDACTED]

AMOUNT \$29.20
TIP \$5.26
TOTAL \$34.46

00 - APPROVED - 001

MasterCard
[REDACTED]

Thank You

CUSTOMER COPY

Red Arrow → Home

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

SALE

09-12-2019 20:29:54
Acct # [REDACTED] C
Exp Date [REDACTED] Card Type MC
Name: MACNEILL/CATHERINE

MasterCard

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

Sale \$28.20
Tip \$5.50

TOTAL \$33.70

+++++
00 APPROVED-THANK YOU
+++++

Retain this copy for your records
Customer copy

www.calgarycabs.ca
403-777-1111

Foundation Forum

RECEIPT

License Plate Number
[REDACTED]

#*Expiration Date/Time*#

06:00 AM
SEP 22, 2019

Purchase Date/Time: 09:43am Sep 21, 2019

Total Parking: \$5.00
Total FEOREAL: \$0.25

Total Due: \$5.25 Rate: \$5 - 6 am
Total Paid: \$5.25 Pmt Type: CC (Swipe)

Tick [REDACTED]
S/N [REDACTED]

Setting: Lot 467
Mach Name: 467-1

MasterCard

Auth [REDACTED]

GST REG #102466000

PARKING RECEIPT
RECU DE STATIONNEMENT
PARKING RECEIPT
RECU DE STATIONNEMENT

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 : Sep-19
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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 the Month					\$ 137.52

Subject:

FW: Red Arrow Itinerary/Receipt



SAP® Concur® Partner
TMC Preferred

ITINERARY/RECEIPT

2019-09-05

You can reach us at:

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

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
[REDACTED]	2019-04-29	[REDACTED]			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

Ave SE) at 19:50 on 2019-09-12. (3 hrs
20 mins)

Payments Received

DATE	GUEST	REFERENCE	AMOUNT
2019-04-29	Alberta Services	MasterCard [REDACTED]	\$ 137.52

Base Price:	\$ 144.76
Discounts:	\$ 7.24
Service Charges:	\$ 0.00
Invoice Total:	\$ 137.52
Payments 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 originating 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. 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: 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