

AHS Board and Executive Expense Report

Name	Glenda Yeates
Title	AHS Board Member
Location	Edmonton
Expenses sub	mitted during the month of June 2017

				Travel (1)									
МММ-ҮҮ	Source Document	Purpose	A	irfare		Meals	Accommodat	ion	Other Travel	Total Fravel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Jun-17 Jun-17	Expense Claim Direct Billing	Meetings Meetings		2,163		145	7	37	323	468 2,900			
Total			\$	2,163	\$	145	\$ 7	37	\$ 323	\$ 3,368	\$	- \$ -	\$ -
Total for the Month	\$ 3,368												
Maximum da	ily single meal expens ily base hotel rate clai y air travel in the mon		\$ \$ \$	21 164 -									

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.



Employee#	
AHS - AP Processing - Internal Use Only	1.2
Voucher #	
Naming Convention:	
T4A/NR Applicable? - If yes, indicate line & amt	

BOARD MEMBER EXPENSE CLAIM FORM

SECTION	N 1: PAYE	E INFORM	IATION					a			
Name:	Glenda Y	'eates					Expens Month:	e Period	May - June	2017	
Address:					City	:					
Province:				Postal Code:			Country:	Canada			
Reason for	Reason for Expense Attendance at Quality & Safety Committee Meeting on May 24; Finance Committee and Audit & Risk Committee Meetings on June 01, 2017.										
SECTION	2: FINA	NCE CODI	NG & TOTAL CL	AIM							
Descr	DescriptionCorp/BU/O rgLocation (If applicable)			Functional ntre/Primary		<u>Expense/</u> Secondary Acct	(Note: T	<u>Total</u> his column w	ill auto fill		
Meals (A)		101	0005	71	110300000		45000000	_	\$145.35	\checkmark	
Travel Exp	(B+C+E)	101	0005	71	110300000		62212000		\$322.63	~	
Other (D)		101	0005	71	110300000		41090000		\$0.00	1	
				TOTAL AMOUN	F PAYABLE E	BY ACCOU	NTS PAYABLE		\$467.98	10	
				SECTION 3:	AUTHORIZA	TION				V	
	expenses sub Print Name)		0				atements Date	analysis is p	rovided below. Phone#		
l attest the ex claimant or o	xpenses enclo n their behal	osed in this clair f from Alberta I	Il applicable policies of m are for valid business Health Services or any c aim have been incurrec	purposes for Alberta other Organization.	Health Services	Board and tha	t this claim has not	been previ	ously claimed by		
Approved b	y (Print Nam	e)			Position Title	/Program G	roup				
Linda Hug	lhes				Board Chair						
Signature: I	l, by signing this	form, attest that	am compliant with all the al	bove statements	•			Date July	4/17		
			ollected by AHS under the a of Privacy (FOIP) Ac Seventh Street F	t, respectively, for the pur	pose of administerir	Deborah		porate Se FA Level:	rvices & CFO		

Name:	Glenda Yeates							Expense Period Month:	May - Jur	ne 2017
Comp	letion of the "cost effective n							his column, Furt	her Explar	nation is
Detional	in Domuired for symposis					CARDING THE SECOND	tion below			
Rationale	e is Required for expenses	s that are i	lot Cost	Епес	ive: (s	upporting an	alysis and doc	umentation must be	attached to	this form)
	4A: BOARD MEMBER - TH							D I		
	d Members follow the <u>Govern</u> meal allowances outside Car								directive f	or rates
	ix C for USA, Appendix D			,						
			Meal (A	llowanc		ceipt)(A)				
Date	Description: (include purpose of trip, mode of travel, starting	Cost Effective	Allowa Within C	20.51.52.53.		eceipt <u>or</u> ce Outside	Accom-	Transportation (Flight, Car Rental,	Other	Mileage k
Date	point, details of expenditure)	method used?			Canada		(B)	Fuel, Parking, Taxi) (C)	(Itemize) (D)	(E)
3	11	useut	<u>Meal</u> Type	Allow- ance	<u>Meal</u> Type	<u>Amount</u>		(0)		
23-May-2017	Taxi from residence to Ottawa Airport to attend Board Committee Meetings on May 24 and 25, 2017 in Edmonton.	Yes						\$34.70	~	
23-May-2017	Taxi from YEG to Westin Hotel in Edmonton.	Yes	D-\$20.75	\$20.75	\checkmark			\$63.25	\checkmark	
24-May-2017	ETS Fare from SSP to hotel attended Quality & Safety Committee Meeting.	Yes	BLD-\$41.55	\$41.55	1			\$3.25	1	
25-May-2017	Dinner per diem	Yes	D-\$20.75	\$20.75	1					
28-May-2017	Taxi from Ottawa Airport to residence (stayed in AB for a personal stay).	Yes						\$33.78	\checkmark	
31-May-2017	Taxi from residence to Ottawa Airport to attend Audit & Risk Committee and Board Meetings on June 01, 2017 in Edmonton.	Yes						\$34.70	~	
31-May-2017	Taxi from YEG to Westin Hotel in Edmonton.	Yes	D-\$20.75	\$20.75	~			▶ \$63.25	v	
1-Jun-2017	Dinner per diem	Yes	D-\$20.75	\$20.75	~					
2-Jun-2017	Taxi from from hotel to YEG.	Yes	BL-\$20.80	\$20.80	<			ه \$55.00	V	
)2-Jun-2017	Taxi from Ottawa Airport to residence.	Yes						\$34.70	V	
	Total: (amount auto fills to	page 1)		\$145.35	1	\$0.00	\$0.00	\$322.63 🗸	\$0.00	0.00



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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 : Glenda Yeates	Reporting Period for the Month of :	May - June 2017
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YES

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
23-May-2017	Direct Billing	Airline Ticket	Flight from Ottawa to Edmonton to attend Q&S Committee Meeting on May 24th; Finance and Audit & Risk Committee Meetings on May 25th and return on May 28, 2017 (Invoice #	Marlin Travel	1,209.67
23-May-2017	Direct Billing	Hotel	Two nights accommodation to attend the meetings as per above.	Other	368.26
31-May-2017	Direct Billing	Airline Ticket	Flight from Ottawa to Edmonton to attend Audit & Risk Committee Meeting and Board Meetings on June 01, 2017 and return on June 02, 2017 (Invoice # and seat selection fee (Invoice #).	Other	953.26
31-May-2017	Direct Billing	Hotel	Two nights accommodation to attend the meetings as per above.	Other	368.26
Total Paid in the	Month				\$ 2,899.45



Invoice

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	Trip #: Booking Date: Client: Agent:	19 May 17
	File Locator:	

PASSENGERS: MS GLENDA YEATES

REFERENCE/ DESCRIP	TION			FARE	HST/GST	PST	OTHER TAXES	PENALTY	τοται	_
AIR CANADA Ticket #	••••			1,060.25	0.00	\$0.00	101.96	0.00	1,162.21	CAD
PRE PAID SEATS CA	D Confirmation #	1		47.46	0.00	\$0.00	0.00	0.00	47.46	CAD
			Total:	1,107.71	0.00	0.00	101.96	0.00	1,209.67	CAD
PAYMENTS	Invoice #	Payment Date	Card Holder		Form	of Pavment			Amount	
		05/25/2017 05/19/2017							47.46 1,162.21	
							Total Pa	ayment:	1,209.67	CAD
					E	Balance Du	rrency	0.00	CAD	
				Total GS	ST	0.00	Tota	al HST	\$0.00	
CORPORATE UNIT 101 REASON FOR TRAVEL		EETINGS								

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL

AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ... 1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT... 303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0 PLEASE REVIEW YOUR ITINERARY FOR ACCURACY PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY

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ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	Trip #: Booking Date: 19 May 17 Client: Agent:
	File Locator:

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Passengers:	GLENDA YEATE	S			ng Date: cator/Ticket #:	05/19/	2017
Airline	Flight	From	Terminal	То	Class	Seat	Stops
AIR CANADA	08151	EDMONTON INTL 05/25/2017 3:35PM		CALGARY INTL 05/25/2017 4:27PM	Q		
AIR CANADA	00350	CALGARY INTL 05/28/2017 9:35AM		OTTAWA INTL 05/28/2017 3:26PM	w		

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Alberta Health Services

Canada

Page Number AR Account Invoice Number Invoice Date

05-26-2017

1

INVOICE

Tax ID - 815461330RT0001

7	Polio ***Yeates, Glenda Voucher/PO # Ext Confirmation#		
23-MAY-17 (23-MAY-17) 23-MAY-17) 24-MAY-17) 24-MAY-17 (24-MAY-17)	Room Charge GST Destination Marketing Tourism Levy Room Charge GST Destination Marketing Tourism Levy	164.00 8.45 4.92 6.76 164.00 8.45 4.92 6.76 368.26	368.26

Continue

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Alberta Health Services

Canada

Page Number AR Account Invoice Number Invoice Date

2017

INVOICE

Tax ID - 815461330RT0001

Date	Description	Char	ge	Credit	Balance
GST Summa	ary:				
	and Beverage: phone Revenue:	0.	000000		
The Westi	in Edmonton GST#	815461330RT0001			
Current 368.26	Over 30	Over 60	Over 90	Balance 368.26	



Invoice

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET	Trip #: Booking Date: 25 May 17 Client:
EDMONTON AB T5J 3E4	Agent:
	File Locator:

PASSENGERS: MS GLENDA YEATES

REFERENCE/ DESCRIPTION		FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
AIR CANADA Ticket #		828.80	0.00	\$0.00	67.96	0.00	896.76 CAD
AIR CANADA Ticket #		56.50	0.00	\$0.00	0.00	0.00	56.50 CAD
	Total:	885.30	0.00	0.00	67.96	0.00	953.26 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	F	orm of Payment		Amount
		07/20/2017					56.50 CAD
		05/19/2017					896.76 CAD
		05/19/2017					-896.76 CAD
		05/19/2017					896.76 CAD
						Total Payment:	953.26 CAD
1 					Balance Due	CAD Currency	0.00 CAD
				Total GST	0.00	Total HST	\$0.00
CORPORATE UNIT 101						Total Hot	* = 0515

REASON FOR TRAVEL DIRECTOR MEETING

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL

ALBERTA HEALTH SE ALBERTA HEALTH SE 10030 - 107 STREET EDMONTON AB T5J 3E4					Trip #: Booking Date: 25 N Client: Agent:	1av 17
					File Locator:	
WY ITINERARY						
Passengers GLENDA YEATES	*******		e nship Specified	Required Trave Not Specified	el Documents	
All passengers need to well as for their return t	to Canada	at correct documentation r	requirements a	re met for entry to the a		
AIR						
Passengers: GLENI	DA YEATE:	S			Booking Date: File Locator/Ticket #:	05/19/2017
From: OTTAWA				5/31/2017 6/02/2017		
AIR			J			
	DA YEATE:	S			Booking Date: File Locator/Ticket #:	05/19/2017
Airline AIR CANADA	Flight 00353	From OTTAWA INTL 05/31/2017 4:05PM	Termir	nal To CALGARY INTL 05/31/2017 6:29F	Class V PM	Seat Stops
AIR CANADA	08164	CALGARY INTL 05/31/2017 7:35PM		EDMONTON INTL 05/31/2017 8:25F		

ALBERTA HEALTH SERVICES	Trip #:
ALBERTA HEALTH SERVICES	Booking Date: 25 May 17 Client:
10030 - 107 STREET	Agent:
EDMONTON AB	rigona
T5J 3E4	
	File Locator:

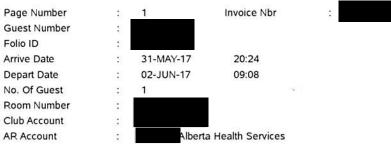
AIR

				Boo	king Date:	05/19/	2017
Passengers: GL	ENDA YEATE	S		File	Locator/Ticket #:		
Airline	Flight	From	Terminal	То	Class	Seat	Stops
AIR CANADA	00360	EDMONTON INTL		OTTAWA INTL	G		

The Westin Edmonton 10135 100 St Edmonton, AB T5J 0N7 Canada Tel: 780-426-3636 Fax: 780-428-1454

Glenda Yeates





Copy Invoice

815461330RT0001 Tax ID : The Westin Edmonton JUN-15-2017 12:23

Date Reference	Description	Charges (CAD) Cri	edits (CAD)
31-MAY-17	Room Charge	164.00	
31-MAY-17	GST	8.45	
31-MAY-17	Destination Marketing Fee	4.92	
31-MAY-17	Tourism Levy	6.76	
01-JUN-17	Room Charge	164.00	
01-JUN-17	GST	8.45	
01-JUN-17	Destination Marketing Fee	4.92	
01-JUN-17	Tourism Levy	6.76	
02-JUN-17	Transfer to A/R		-368.26
	** Total	368.26	-368.26
	*** Balance	0.00	

Continued on the next page

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Glenda Yeates



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As a Starwood Preferred Guest you have earned at least Starpoints for this vis

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EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
05-31-2017	164.00	8.45	6.76	0.00	0.00	4.92	184.13	0.00
06-01-2017	164.00	8.45	6.76	0.00	0.00	4.92	184.13	0.00
06-02-2017	0.00	0.00	0.00	0.00	0.00	-368.26	-368.26	0.00
Total	328.00	16.90	13.52	0.00	0.00	-358.42	0.00	0.00

Continued on the next page