

AHS Board and Executive Expense Report

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

							Т	ravel (1)]		
МММ-ҮҮ	Source Document	Purpose	А	irfare	N	leals	Ассо	ommodation	Other Travel		Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Nov-17 Nov-17	Expense Claim Direct Billing	Meetings Meetings		1,011		71		368	19	96	267 1,379			
Total			\$	1,011	\$	71	\$	368	\$ 19	96 \$	5 1,646	\$	- \$ -	\$-
Total for the Month	\$ 1,646													
Maximum da	ily single meal expens ily base hotel rate cla y air travel in the mor		\$ \$ \$	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.

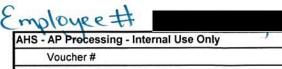
4) Other

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.





Naming Convention:

T4A/NR Applicable? - If yes, indicate line & amt

BOARD MEMBER EXPENSE CLAIM FORM

SECTION 1: PA	A Yeates					Expense	Period	Nov-17	
Name: Glend	a reates					Month:		NOV-17	
Address:				City:		l,			
Province:		P	ostal Code:		Country	:	Canada		
Reason for Expens		nan Resources Com Id Finance Committe		아님,	18 - 2019 - 2017 - 2019 - 200				2,
SECTION 2: FIN	ANCE CODI	NG & TOTAL CLAI	М						
Description	<u>Corp/BU/O</u> <u>ra</u>	Location (If applicable)	<u>Functio</u> <u>Centre/Pri</u>		Expe Second	2000	(Note: T	<u>Total</u> his column will a	auto fill
Meals (A)	101	0005	7111030	0000	4500	0000		\$71.50	\checkmark
Travel Exp (B+C+I	E) 101	0005	7111030	0000	6221	2000	in I	\$195.83	1
Other (D)	101	0005	7111030	0000	4109	0000		\$0.00	
		TO	TAL AMOUNT PAY	ABLE BY AC	COUNTS PA	YABLE		\$267.33	\checkmark
		S	ECTION 3: AUTH	ORIZATION					10
l attest that expenses s Claimant (Print Name Glenda Yeates		and the second se	ning this form, attest that I am o	ompliant to all the a	bove statements	Date		rovided below. Phone#	
			emailfor			Decs			eine
l attest the expenses e claimant or on their be	nclosed in this clair half from Alberta I	Ill applicable policies of tha m are for valid business pu Health Services or any othe aim have been incurred by	rposes for Alberta Health er Organization.	Services Board a	nd that this clair	n has not l	been previ	ously claimed by th	
Approved by (Print N	lame)		Positi	on Title/Progra	am Group				
Linda Hughes			Board	d Chair					6 I
Signature: I, by signing	this form, attest that	I am compliant with all the above	e statements				Date	k/17	
Health and Personal inform	ation on this form is co	/ ollected by AHS under the autho of Privacy (FOIP) Act, re	rity of section 20(b) of the Heal spectively, for the purpose of a		bonah a	Rhade	Dec.	6/17	
				Debora	h Rhodes, VI	Corpor	ate Servi	ces & CFO	
		F	or payment please	sub Positio	n #	DOFA	Level:		

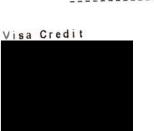
Carry fo	rward from Section 1										, 1°
Name:	Glenda Yeates							Expense Month:	e Period	Nov-17	
Comp	pletion of the "cost effective r						ect "No" in t ction below	his colu	mn, Furtl	her Explar	nation is
Rational	e is Required for expense							umentatio	on must be	attached to	this form)
BECTION	I 4A: BOARD MEMBER - T	RAVEL EX	PENSE	CLAIM							
	d Members follow the <u>Govern</u> meal allowances outside Ca									diractiva f	or rates
and the second s		D for Interna		y ream		ne Nation	al Joint Cou	ncii (NJ	c) traver		orrates
			Meal (A	llowand	e OR Re	ceipt)(A)					
Date	Description: (include purpose of trip, mode of travel, starting point, details of expenditure)	method	Allowa Within C		Allowan	eceipt <u>or</u> ce Outside mada	Accom- modation (B)	(Flight, Fuel, Pa	Car Rental, rking, Taxi)	Other (Itemize) (D)	<u>Mileage km</u> (E)
	point, actano or experiantare,	used?	<u>Meal</u> <u>Type</u>	Allow- ance	<u>Meal</u> Type	<u>Amount</u>	(0)	(C)	(5)	
21-Nov-201	Taxi from residence to Ottawa Airport to attend Board Committee Meetings on November 22 and 23, 2017 in Edmonton.	Yes						Ø \$3	6.72	\checkmark	
21-Nov-2017	7 Taxi from YEG to hotel.	Yes	L-\$11.60	\$11.60	1			0 se	2.50	\checkmark	
22-Nov-2017	7 Per diems.	Yes	BD-\$29.95	\$29.95	\checkmark						
23-Nov-2017	7 Taxi from hotel to SSP.	Yes	BD-\$29.95	\$29.95	\checkmark			o S	B.00	1	
23-Nov-2017	7 Taxi from SSP to YEG	Yes					C. 1. Month & March 19, No. 70, 1993 (2016)	<mark>6</mark> \$5	5.20	V	
24-Nov-2017	7 Taxi from Ottawa Airport to residence.	Yes						o \$3	3.41	\checkmark	
	Total: (amount auto fills to	page 1)		\$71.50	<i>√</i>	\$0.00	\$0.00	\$1	95.83	\$0.00	0.00
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10135	31	AVE	NW
EDMON	TON		AB

CARD	
CARD TYP	E VISA
DATE	2017/11/21
TIME	1543 15:47:40
NVOICE	#
RECEIPT	NUMBER
PURCHAS	1
AMOUNT	\$55.00
TIP	\$7.50
TOTAL	
	\$62.50

 \checkmark



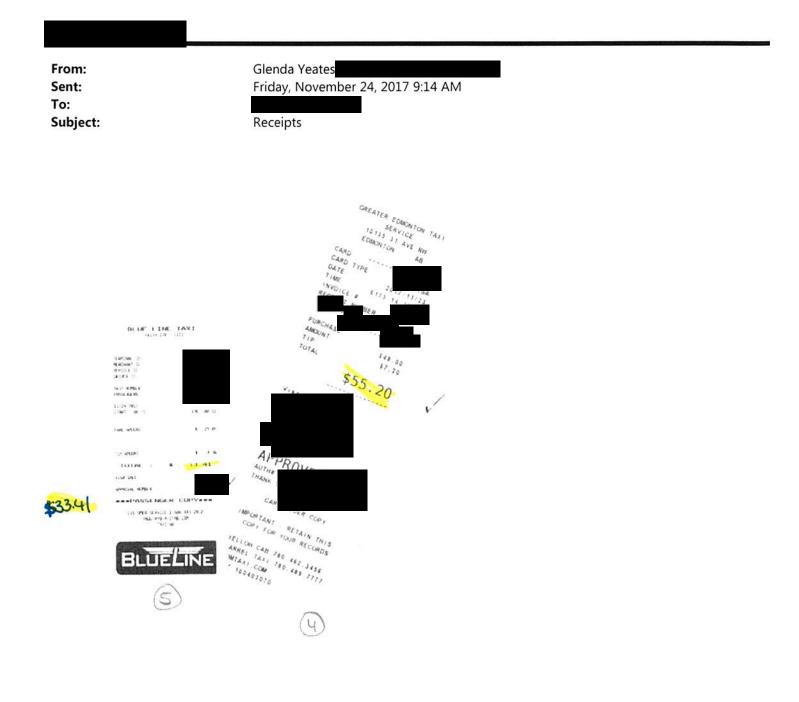
APPROVED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

YELLOW CAB 7804623456 BARREL TAXI 780.489.7777 EDMTAXI.COM GST 100403070

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Attached are the remaining receipts for my claim for the recent trip to the four committee meetings. They are for \$55.20 and \$33.41 respectively. Thanks for handling this, and for all your able assistance.

Glenda

Hello Jennifer,



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:

Glenda Yeates	for the Month of : Nov-17
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YES

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
22-Nov-2017	Direct Billing	Airline Ticket	Flight from Ottawa to Edmonton to attend the HR Committee Meeting; chair QSC Committee Meeting on Nov 22; attend Finance and A&R Committee Meetings on Nov 23; and return on November 23, 2017 (Invoice	Marlin Travel	784.19
21-Nov-2017	Direct Billing	Airline Ticket	Flight Change Fee and Additional Fare (Invoice Example 1 to come in the night before (November 21, 2017) to accommodate start time of meetings on November 22, 2017.	Marlin Travel	227.00
22-Nov-2017	Direct Billing	Hotel	Two nights accommodation to attend the meetings as per above.	Marlin Travel	368.26
Fotal Paid in the	Month				\$ 1,379.45



Invoice

PASSENGERS: MS GLENDA YEATES

REFERENCE/ DESCRIPTIO	ON			FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL	
AIR CANADA Ticket #				620.70	0.00	\$0.00	71.96	0.00	692.66	CAD
AIR CANADA Ticket #				91.53	0.00	\$0.00	0.00	0.00	91.53	CAD
			Total:	712.23	0.00	0.00	71.96	0.00	784.19	CAD
PAYMENTS	Invoice #	Payment Date	Card Holder		Form of	f Payment			Amount	
		10/05/2017							0.00	CAD
		10/05/2017							692.66	CAD
		10/05/2017							91.53	CAD
							Total Pa	ayment:	784.19	CAD
					B	alance Du	e CAD Cu	rrency	0.00	CAD
				Total GS	т	0.00	Tota	al HST	\$0.00	
CORPORATE UNIT 101 REASON FOR TRAVEL A	HS BOARD ME	EETING								

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ALBERTA HEA	ALTH SERVICES				Booking Date:	06 Oct 17	
10030 - 107 S	TREET				Client:		
EDMONTON A	AB				Agent: Agents email:		
T5J 3E4					Agents email:		
					File Locator:		
MY ITINER	ARY						
Passengers		Citi	zenship	Required Trave	I Documents		
GLENDA YEA	TES	Not	Specified	Not Specified			
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A	IR						
					Booking Date:	10/0	05/2017
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AIR CANADA	00351	OTTAWA INTL		CALGARY INTL		К	
		11/22/2017 7:25AM		11/22/2017 9:55A	M		
					Booking Date:	10/0	05/2017
Passengers:	GLENDA YEATES				File Locator/Tick	et #:	
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		11/22/2017 7:25AM		11/22/2017 9:55A	M		
					Booking Date:	10/0	05/2017
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	00100	11/22/2017 10:45AM		11/22/2017 11:43/		10	
					Booking Date:	10/0	05/2017
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		11/22/2017 10:45AM		11/22/2017 11:43/	AM		

ALBERTA HEA 10030 - 107 ST EDMONTON A T5J 3E4					Trip #: Booking Date: 06 C Client: Agent: Agents email: File Locator:)ct 17	
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AI	R			5.1.726.23	Booking Date:	10/05/	2017
	GLENDA YEATE	ES			Booking Date: File Locator/Ticket #:	10/05/2	2017
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Invoice

ALBERTA HEALTH SERVICES	Trip #:
ALBERTA HEALTH SERVICES	Booking Date: 03 Nov 17
10030 - 107 STREET	Client:
EDMONTON AB	Agent:
T5J 3E4	Agents email:
	File Locator:

PASSENGERS: MS GLENDA YEATES

REFERENCE/ DESCRIPT	ION			FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL	
AIR CANADA Ticket #				127.00	0.00	\$0.00	0.00	0.00	127.00	CAD
AIR CANADA Ticket #	* * * *			100.00	0.00	\$0.00	0.00	0.00	100.00	CAD
			Total:	227.00	0.00	0.00	0.00	0.00	227.00	CAD
PAYMENTS	Invoice #	Payment Date	Card Holder		Form of	Payment			Amount	
									0.00	
		11/01/2017 11/01/2017							127.00 (100.00 (
		110112011					Total Pa	ayment:	227.00	
					Ba	alance Du	e CAD Cu	rrency	0.00	CAD
CORPORATE UNIT 101 REASON FOR TRAVEL	AHS BOARD ME	EETING		Total GS	т	0.00	Tota	al HST	\$0.00	

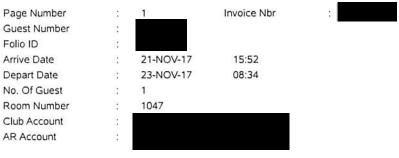
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MY ITINER	ARY						
Passengers Citizenship GLENDA YEATES Not Specified			red Trav pecified	el Documents			
	need to ensure that corr r return to Canada	rect documentation requirements	s are met for enti	y to the	applicable destinations a	as	
	IR						- Acrosoft
assengers:	GLENDA YEATES				Booking Date: File Locator/Ticket #:	01 Nov 17	
Airline	Flight	From	Terminal	То		Class/Seat	Stops
IR CANADA	00449	OTTAWA INTL 21 Nov 17 11:00AM			NTO PEARSON 17 12:06PM	S/	
IR CANADA	00167	TORONTO PEARSON 21 Nov 17 12:55PM			NTON INTL 17 3:07PM	S/	
assengers:	GLENDA YEATES				Booking Date: File Locator/Ticket #:	01 Nov 17	
virline	Flight	From	Terminal	То		Class/Seat	Stops
AIR CANADA	00449	OTTAWA INTL 21 Nov 17 11:00AM	reminal	TORO	NTO PEARSON 17 12:06PM	S/	Stops
AIR CANADA	00167	TORONTO PEARSON 21 Nov 17 12:55PM			NTON INTL 17 3:07PM	S/	

				Trip #: Booking Date: 03 Client: Agent: Agents email: File Locator:	Nov 17	
AI	R					
				Booking Date:	01 Nov 17	
Passengers:	GLENDA YEATES			File Locator/Ticket #	•	
Airline	Flight	From	Terminal	То	Class/Seat	Stops
AIR CANADA	00172	EDMONTON INTL 23 Nov 17 4:00PM		TORONTO PEARSON 23 Nov 17 9:37PM	G/	
				Booking Date:	01 Nov 17	
Passengers:	GLENDA YEATES			File Locator/Ticket #		
				Booking Date:	01 Nov 17	
Passengers:	GLENDA YEATES			File Locator/Ticket #	:	
Airline	Flight	From	Terminal	То	Class/Seat	Stops
AIR CANADA	00470	TORONTO PEARSON 23 Nov 17 11:10PM		OTTAWA INTL 24 Nov 17 12:11AM	G/	
				Booking Date:	01 Nov 17	
Passengers:	GLENDA YEATES			File Locator/Ticket #		

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

Glenda Yeates

WESTIN® HOTELS & RESORTS



Сору

Tax ID : 815461330RT0001

Date Reference	Description	Charges (CAD)	Credits (CAD)
21-NOV-17	Room Charge	164.00	
21-NOV-17	GST	8.45	
21-NOV-17	Destination Marketing Fee	4.92	
21-NOV-17	Tourism Levy	6.76	
22-NOV-17	Room Charge	164.00	
22-NOV-17	GST	8.45	
22-NOV-17	Destination Marketing Fee	4.92	
22-NOV-17	Tourism Levy	6.76	
23-NOV-17	Transfer to A/R		-368.26

** Total 368.26 -368.26 *** Balance 0.00

Continued on the next page