

## AHS Board and Executive Expense Report

**Name** Glenda Yeates  
**Title** AHS Board Member  
**Location** Edmonton

Expenses submitted during the month of October 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)
Oct-19	Expense Claim	Meetings		83	380	168	631			
Oct-19	Direct Billing	Meetings	1,237				1,237			
<b>Total</b>			\$ 1,237	\$ 83	\$ 380	\$ 168	\$ 1,868	\$ -	\$ -	\$ -

**Total for the Month**      \$      1,868

Maximum daily single meal expense claimed in the month      \$      21  
 Maximum daily base hotel rate claimed in the month      \$      169  
 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.

Employee# [REDACTED]

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

## BOARD MEMBER EXPENSE CLAIM FORM

<b>SECTION 1: PAYEE INFORMATION</b>					
Name:	Glenda Yeates			Expense Period Month:	Oct-19
Address:	[REDACTED]	City:	[REDACTED]		
Province:	[REDACTED]	Postal Code:	[REDACTED]	Country:	Canada
Reason for Expense	Attended Board Meeting on October 9, 2019 in Edmonton.				

<b>SECTION 2: FINANCE CODING &amp; TOTAL CLAIM</b>					
Description	Corp/BU/Org	Location (If applicable)	Functional Centre/Primary	Expense/Secondary Acct	Total (Note: This column will auto fill)
Meals (A)	101	0005	71110300000	45000000	<b>\$83.10</b>
Travel Exp (B+C+E)	101	0005	71110300000	62212000	<b>\$537.30</b>
Other (D)	101	0005	71110300000	41090000	<b>\$10.25</b>
<b>TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE</b>					<b>\$630.65</b> ✓ <i>AN</i>

<b>SECTION 3: AUTHORIZATION</b>			
I attest that I have read and understand the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and confirm expenses being claimed are in compliance with such policy to the best of my understanding and belief.			
I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services Board and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization.			
I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided below.			
Claimant (Print Name)	Signature: I, by signing this form, attest that I am compliant to all the above statements	Date	Phone#
Glenda Yeates	<i>See attached email for approval</i>	1000.04/19	[REDACTED]
I attest that I have read and understand the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and confirm expenses being claimed are in compliance with such policy to the best of my understanding and belief.			
I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services Board and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization.			
I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided below.			
Approved by (Print Name)	Position Title/Program Group		
David Weyant, Q.C.	Board Chair		
Signature: I, by signing this form, attest that I am compliant with all the above statements			Date
<i>[Signature]</i>			Nov. 27, 2019

Health and Personal Information on this form is collected by AHS under the authority of section 20(b) r Freedom of Information and Protection of Privacy (FOIP) Act, respectively, for the pu

*Dec-9/19*  
*Deborah Rhodes*  
Deborah Rhodes, VP Corporate Services & CFO

**For payment please submit to:**  
14<sup>th</sup> Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmonton AB T5J 3E4, Attention: Jennifer Hamstra

*Nov. 28/19*  
*emailed to*  
*public disclosure*  
*copy to G.Y.*  
*(G.M.)*

**Carry forward from Section 1**

Name: **Glenda Yeates** Expense Period Month: **Oct-19**

Completion of the "cost effective method used" Column is required. If you select "No" in this column, Further Explanation is Required in the "Rationale is Required" section below

Rationale is Required for expenses that are not Cost Effective: (supporting analysis and documentation must be attached to this form)

All the below costs are based on: **Attended Board Meeting on October 9, 2019 in Edmonton.**

**SECTION 4A: BOARD MEMBER - TRAVEL EXPENSE CLAIM**

The Board Members follow the Government of Alberta (GOA) Travel, Meal and Hospitality Expenses Policy

Note: For meal allowances outside Canada, the GOA policy redirects to the National Joint Council (NJC) travel directive for rates (Appendix C for USA, Appendix D for International).

Date	Description: (include purpose of trip, mode of travel, starting point, details of expenditure)	Cost Effective method used?	Meal (Allowance OR Receipt)( A )				Accommodation ( B )	Transportation (Flight, Car Rental, Fuel, Parking, Taxi) ( C )	Other (Itemize) ( D )	Mileage km ( E )
			Allowance Within Canada		With Receipt or Allowance Outside Canada					
			Meal Type	Allowance	Meal Type	Amount				
8-Oct-2019	Use of personal vehicle to airport, to travel to Edmonton to attend Board Meeting on October 9, 2019.	Yes						\$10.25		
8-Oct-2019	Taxi from YEG to hotel.	Yes	L-\$11.60	\$11.60			\$63.25			
8-Oct-2019	Two nights accommodation to attend Board Meeting on October 9, 2019	Yes	D-\$20.75	\$20.75		\$379.46				
9-Oct-2019	Per diems	Yes	BD-\$29.95	\$29.95						
10-Oct-2019	Taxi from hotel to YEG.	Yes	BL-\$20.80	\$20.80			\$60.26			
10-Oct-2019	Taxi from Ottawa Airport to residence.	Yes					\$34.33			
<b>Total: (amount auto fills to page 1)</b>			\$83.10		\$0.00	\$379.46	\$157.84	\$10.25	0.00	

**BOARD MEMBER Mileage Rate** 0.505 **Total Mileage** \$ -

AIRPORT TAXI SERVICE  
4608 101 ST.  
(7808907070)  
EDMONTON AB

CARD [REDACTED]  
CARD TYPE VISA  
DATE 2019/10/08  
TIME 7597 17:28:48  
INVOICE # [REDACTED]  
RECEIPT NUMBER  
[REDACTED]

PURCHASE  
AMOUNT \$55.00  
TIP \$8.25  
TOTAL

\$63.25  
-----

Visa Credit  
[REDACTED]

APPROVED

AUTH# [REDACTED]  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

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



GLENDAYEATES  
 [REDACTED]

Page Number : 1 Invoice Nbr : [REDACTED]  
 Guest Number : [REDACTED]  
 Folio ID : [REDACTED]  
 Arrive Date : 08-OCT-19 17:32  
 Depart Date : 10-OCT-19 08:20  
 No. Of Guest : 1  
 Room Number : [REDACTED]  
 Marriott Bonvoy Number : [REDACTED]

Copy Tax Invoice

Tax ID : 815461330RT0001  
 The Westin Edm YEGWI OCT-10-2019 08:30 [REDACTED]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
08-OCT-19	[REDACTED]	Room Chrg - Special Corp	169.00	
08-OCT-19	[REDACTED]	GST	8.70	
08-OCT-19	[REDACTED]	DMF	5.07	
08-OCT-19	[REDACTED]	Tour Levy	6.96	
09-OCT-19	[REDACTED]	Share Restaurant	27.15 *	
09-OCT-19	[REDACTED]	Room Chrg - Special Corp	169.00	
09-OCT-19	[REDACTED]	GST	8.70	
09-OCT-19	[REDACTED]	DMF	5.07	
09-OCT-19	[REDACTED]	Tour Levy	6.96	
10-OCT-19	[REDACTED]	Visa [REDACTED]		-406.61

Approve EMV Receipt for VI [REDACTED] PIN Verified

Application Label: Visa Credit

\*\* Total 406.61 -406.61  
 \*\*\* Balance -0.00

\* - 27.15  
 \$ 379.46

BETTER BALANCE - The soothing scent of White Tea revitalizes and uplifts from the moment you step through our doors. Enhance any environment by taking our signature scent home with you. Learn more at [westin.com/store](http://westin.com/store)  
 Tell us about your stay. [www.westin.com/reviews](http://www.westin.com/reviews)

Continued on the next page

GREATER EDMONTON TAXI  
SERVICE  
10135 31 AVE NW  
EDMONTON AB

CARD [REDACTED]  
CARD TYPE VISA  
DATE 2019/10/10  
TIME 5791 08:53:56  
INVOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

PURCHASE  
AMOUNT \$52.40  
TIP \$7.86  
TOTAL

\$60.26

-----  
Visa Credit  
[REDACTED]

APPROVED

AUTH# [REDACTED]

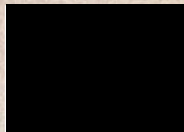
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

**BLUE LINE TAXI**  
(613) 238 - 1111

TERMINAL ID:  
MERCHANT ID:  
VEHICLE ID :  
DRIVER ID :



TRIP NUMBER:  
PASSENGERS:



1

10/10/2019  
START: 17:14

END: 16:15

FARE AMOUNT:

\$ 29.85

TIP AMOUNT:

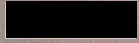
\$ 4.48

TOTAL :

\$

34.33

VISA SALE :



APPROVAL NUMBER :



**\*\*\*PASSENGER COPY\*\*\***

CUSTOMER SERVICE 1-800-443-2812  
INQUIRY@TAXITAB.COM  
TAXITAB



## 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

<b>Name :</b> Glenda Yeates	<b>Reporting Period for the Month of :</b> Oct-19
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
8-Oct-19	Direct Billing	Airline Ticket	Flight from Ottawa to Edmonton on Oct 8 and return on Oct 10, 2019 to attend Board Meeting on October 09, 2019.	Vision Travel	\$1,236.67
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
<b>Total Paid in the Month</b>					<b>\$ 1,236.67</b>



**From:** [REDACTED]@visiontravel.ca  
**Sent:** Monday, September 30, 2019 10:40 AM  
**To:** [REDACTED]@VISIONTRAVEL.CA  
**Subject:** Invoice and Itinerary for YEATES/GLENDA MS - 08October19 - Vision Travel Locator: [REDACTED]

Caution - This email came from an external address and may contain unsafe content. Ensure you trust this sender before opening attachments or clicking any links in this message.



Vision Travel DT Ontario-West Inc  
9929 - 108 St.  
Edmonton, AB  
T5K 1G8  
(780) 425-8611 1-866-425-8611

www.visiontravel.ca  
GST Reg : 723782728 RT 0001

## Invoice/Itinerary

Invoice [REDACTED]  
Issued: 30 September 2019

Agency Ref.: [REDACTED]  
Sales Person: [REDACTED]

Customer Number: [REDACTED]  
Customer Ref.: [REDACTED]

ALBERTA HEALTH SERVICES  
10030 107 STREET  
EDMONTON AB  
T5J 3E4

Passenger(s): YEATES/GLENDA MS

**Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.**

### **Air Passenger Protection Regulations:**

As of July 15, 2019, airlines will be required to meet new obligations concerning communication, denied boarding, tarmac delay, baggage and the transportation of musical instruments. For more information visit : <https://rppa-appr.ca>

AC : <https://www.aircanada.com/ca/en/aco/home/legal/conditions-carriage-tariffs.html>

**AIR - Tuesday, October 8 2019**

[Add To Calendar](#)

**Air Canada Flight AC451 Economy Class**

<b>Depart</b>	Ottawa, Ontario <a href="#">Weather</a> Ottawa International Airport 12:00 PM Tuesday, October 8 2019	<b>Arrive</b>	Toronto, Ontario <a href="#">Weather</a> Pearson International Airport 01:04 PM Tuesday, October 8 2019
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**Duration:** 1 hour(s) and 4 minute(s) Non-stop  
**Status:** Confirmed - Air Canada Booking Reference: [REDACTED]  
**FF Number:** [REDACTED] YEATES/GLENDA MS - please reconfirm at check-in  
**Online Check In:** Available 24 hours prior - [click here](#)  
**E Upgrade:** For Eligible Flight - Aeroplan Members [click here](#)

**Remarks:** SEAT 15C - YEATES/GLENDA MS  
ARR TERMINAL1  
PLEASE CHECK IN WITH AIR CANADA

**AIR - Tuesday, October 8 2019**

[Add To Calendar](#)

**Air Canada Flight AC169 Economy Class**

<b>Depart</b>	Toronto, Ontario <a href="#">Weather</a> Pearson International Airport 02:45 PM Tuesday, October 8 2019	<b>Arrive</b>	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 04:52 PM Tuesday, October 8 2019
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**Duration:** 4 hour(s) and 7 minute(s) Non-stop  
**Status:** Confirmed - Air Canada Booking Reference: [REDACTED]  
**FF Number:** [REDACTED] YEATES/GLENDA MS - please reconfirm at check-in  
**Online Check In:** Available 24 hours prior - [click here](#)  
**E Upgrade:** For Eligible Flight - Aeroplan Members [click here](#)

**Remarks:** SEAT 14C - YEATES/GLENDA MS  
DEP TERMINAL1  
PLEASE CHECK IN WITH AIR CANADA

**Air Canada Flight AC358 Economy Class**

<b>Depart</b>	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 11:10 AM Thursday, October 10 2019	<b>Arrive</b>	Ottawa, Ontario <a href="#">Weather</a> Ottawa International Airport 04:52 PM Thursday, October 10 2019
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Duration: 3 hour(s) and 42 minute(s) Non-stop  
 Status: Confirmed - Air Canada Booking Reference: [REDACTED]  
 FF Number: [REDACTED] YEATES/GLENDA MS - please reconfirm at check-in  
 Online Check In: Available 24 hours prior - [click here](#)  
 E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)

Remarks: SEAT 14C - YEATES/GLENDA MS  
 DEP TERMINAL1  
 PLEASE CHECK IN WITH AIR CANADA

**Invoice Details**

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number: Vendor AC AIR CANADA	[REDACTED]	1026.85	71.96	0.00	0.00	1098.81
				Billed to:	[REDACTED]	
Vendor ACSEAT ACSEAT	[REDACTED]	137.86	0.00	0.00	0.00	137.86
				Billed to:	[REDACTED]	
	<b>Totals:</b>	<b>1164.71</b>	<b>71.96</b>	<b>0.00</b>	<b>0.00</b>	<b>1236.67</b>
				<b>Total Credit Card Billing:</b>		<b>1236.67</b>
				<b>Balance Due:</b>		<b>0.00</b>