

AHS Board and Executive Expense Report

Name Glenda Yeates
Title AHS Board Member
Location Edmonton

Expenses submitted during the month of January 2020

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)
Jan-20	Expense Claim	Meetings		74		78	152			
Jan-20	Direct Billing	Meetings	858		330		1,188			
Total			\$ 858	\$ 74	\$ 330	\$ 78	\$ 1,340	\$ -	\$ -	\$ -

Total for the Month \$ 1,340

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 154
 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]

AHS - AP Processing, Internal Use

Voucher #

Naming Convention:

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

**BOARD MEMBER
EXPENSE CLAIM FORM**

SECTION 1: PAYEE INFORMATION

Name:	Glenda Yeates	Expense Period Month:	Jan-20
Address:	[Redacted]	City:	[Redacted]
Province:	[Redacted]	Postal Code:	[Redacted]
		Country:	Canada
Reason for Expense	Attended Strategic Planning Meeting on January 29 and Board Meeting on January 30, 2020 in Calgary.		

SECTION 2: FINANCE CODING & TOTAL CLAIM

Description	Corp/BU/Org	Location (If applicable)	Functional Centre/Primary	Expense/Secondary Acct	Total (Note: This column will auto fill)
Meals (A)	101	0005	7111030000	45000000	\$73.85
Travel Exp (B+C+E)	101	0005	7111030000	62212000	\$67.76
Other (D)	101	0005	7111030000	41090000	\$10.25
TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE					\$151.86

SECTION 3: AUTHORIZATION

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>Please see attached email for approval.</i>	<i>Feb 12/20</i>	[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>	<i>Feb 13, 2020</i>

Health and Personal information on this form is collected by AHS under the authority of section 20(b) of the Health Information Act (HIA) and sections 33(c) and 34(2) of the Freedom of Information and Protection of Privacy (FOIP) Act, respectively, for the purpose of administering AHS Procure to Pay program.

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

Deborah Rhodes Feb. 13/20

Carry forward from Section 1

Name:	Glenda Yeates	Expense Period Month:	Jan-20
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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)

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).

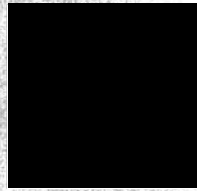
Date	Description: (include purpose of trip, mode of travel, starting point, details of expenditure)	Cost Effective method used?	Meal (Allowance OR Receipt)(A)				Accommodation (B)	Transportation (Flight, Car Rental, Fuel, Parking, Taxi) (C)	Other (Itemize) (D)	Mileage km (E)
			Allowance Within Canada		With Receipt or Allowance Outside Canada					
			Meal Type	Allowance	Meal Type	Amount				
28-Jan-2020	Use of personal vehicle from residence to Ottawa airport to travel to Calgary for Board Meetings on January 29-30, 2020. Strategic Planning and Board Meeting in Calgary	Yes	L-\$11.60	\$11.60				\$10.25		
28-Jan-2020	Taxi from daughter's residence in Calgary to hotel. Strategic Planning and Board Meeting in Calgary	Yes					\$34.90			
28-Jan-2020	Dinner per diem. Strategic Planning and Board Meeting in Calgary	Yes	D-\$20.75	\$20.75						
29-Jan-2020	Dinner per diem. Strategic Planning and Board Meeting in Calgary	Yes	D-\$20.75	\$20.75						
30-Jan-2020	Dinner per diem. Strategic Planning and Board Meeting in Calgary	Yes	D-\$20.75	\$20.75						
31-Jan-2020	Taxi from Ottawa Airport to residence. Strategic Planning and Board Meeting in Calgary	Yes					\$32.86			
Total: (amount auto fills to page 1)				\$73.85		\$0.00	\$0.00	\$67.76	\$10.25	0.00

BOARD MEMBER Mileage Rate	0.505	Total Mileage	\$ -
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Calgary, AB
T2A 1X2
(403) 299-9999
www.thecheckergroup.com

Jan 28, 20 21:30

Car#
Driver#
Driver Tax#
Booking#



From:
601 27 Avenue Northwest
Calgary
2020-01-28 9:05:07 PM

To:
2020-01-28 9:29:34 PM

Flagfall	\$3.80
Fare	\$26.60
Extras	\$0.00
Total + Tips	\$34.90
Subtotal	\$30.40
Tip	\$4.50
Card Charged	\$34.90
Tax	\$1.45

Approval

Card No
Entry Mode EMVContact
Auth ID

Mode Issuer
AID
TVR
IAD
TSI F800
ARC 00
Visa Credit

Verified by PIN
2020-01-28 9:30:51 PM

Thank you for using Checker
Taxi!

BLUE LINE TAXI
(613) 238 - 1111

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



TRIP NUMBER:
PASSENGERS:

1

01/31/2020
START: 00:18

END: 00:19

FARE AMOUNT:

\$ 28.57

TIP AMOUNT:

\$ 4.29

TOTAL : \$ 32.86

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

Name : Glenda Yeates	Reporting Period for the Month of : Jan-20
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
28-Jan-20	Direct Billing	Airline Ticket	Flight from Ottawa to Calgary and return on January 30, 2020 (Invoice ██████████ to attend Stratetic Planning Meeting on January 29 and Board Meeting on January 30, 2020.	Vision Travel	\$857.98
28-Jan-20	Direct Billing	Hotel	Two nights accommodation to attend Strategic Planning Board Meeting on January 29 and Board Meeting on January 30, 2020.	Choose from Drop-down List	\$329.92
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Other Transportation		Choose from Drop-down List	
Total Paid in the Month					\$ 1,187.90

From: [REDACTED]@visiontravel.ca
Sent: Monday, January 06, 2020 4:23 PM
To: [REDACTED]
Subject: Invoice and Itinerary for YEATES/GLENDA MS - 28January20 - Vision Travel Locator:
[REDACTED]
Attachments: E-Ticket Receipt 1 [REDACTED] - January 28 2020 23222993.pdf

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: 06 December 2020

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, January 28 2020

[Add To Calendar](#)

Air Canada Flight AC447 Economy Class

Depart	Ottawa, Ontario Weather Ottawa International Airport 10:00 AM Tuesday, January 28 2020	Arrive	Toronto, Ontario Weather Pearson International Airport 11:12 AM Tuesday, January 28 2020
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Duration: 1 hour(s) and 12 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](#)
Baggage Allowance: 1 Piece(s)

Remarks: ARR TERMINAL1
PLEASE CHECK IN WITH AIR CANADA
SEAT 14C

AIR - Tuesday, January 28 2020

[Add To Calendar](#)

Air Canada Flight AC143 Economy Class

Depart	Toronto, Ontario Weather Pearson International Airport 12:40 PM Tuesday, January 28 2020	Arrive	Calgary, Alberta Weather Calgary International Airport 03:00 PM Tuesday, January 28 2020
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Duration: 4 hour(s) and 20 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](#)
Baggage Allowance: 1 Piece(s)

Remarks: DEP TERMINAL1
PLEASE CHECK IN WITH AIR CANADA
SEAT 16A - NO AISLE PREFERRED SEATS AVAILABLE

AIR - Thursday, January 30 2020

[Add To Calendar](#)

Air Canada Flight AC148 Economy Class

Depart	Calgary, Alberta Weather Calgary International Airport 04:00 PM Thursday, January 30 2020	Arrive	Toronto, Ontario Weather Pearson International Airport 09:45 PM Thursday, January 30 2020
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Duration: 3 hour(s) and 45 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](#)
 Baggage Allowance: 1 Piece(s)

Remarks: ARR TERMINAL1
 PLEASE CHECK IN WITH AIR CANADA
 SEAT 16E - NO AISLE PREFERRED SEATS AVAILABLE

AIR - Thursday, January 30 2020

[Add To Calendar](#)

Air Canada Flight AC470 Economy Class

Depart	Toronto, Ontario Weather Pearson International Airport 11:10 PM Thursday, January 30 2020	Arrive	Ottawa, Ontario Weather Ottawa International Airport 12:11 AM Friday, January 31 2020
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Duration: 1 hour(s) and 1 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](#)
 Baggage Allowance: 1 Piece(s)

Remarks: DEP TERMINAL1
 PLEASE CHECK IN WITH AIR CANADA
 SEAT 14C

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number Air Canada	[REDACTED]	782.02	75.96	0.00	0.00	857.98
					Billed to: [REDACTED]	
Totals:		782.02	75.96	0.00	0.00	857.98
					Total Credit Card Billing:	857.98
					Balance Due:	0.00



DELTA
CALGARY SOUTH

135 Southland Drive S.E Calgary, Alberta, T2J 5X5
Telephone: 403-278-5050 Fax: 403-225-5834

Alberta Health Services
Alberta Health Services
PO BOX 1600
EDMONTON AB T5J 2N9
Canada

Room: [REDACTED]
Folio: [REDACTED]
Cashier: [REDACTED]
Arrival: 01-28-20
Departure: 01-30-20

Yeates, Glenda

A/R Invoice: [REDACTED]
A/R Account: [REDACTED]

Date	Description	Additional Information	Charges	Credits
01-28-20	Room Charge	[REDACTED]	154.00	
01-28-20	DMF		4.62	
01-28-20	Tourism Levy		6.34	
01-28-20	Rooms - GST		7.93	
01-29-20	Room Charge		154.00	
01-29-20	DMF		4.62	
01-29-20	Tourism Levy		6.34	
01-29-20	Rooms - GST		7.93	
02-03-20	GST Exempt- 120903		-15.86	

GST Summary		Total	329.92	0.00
Registration No:	895126332			
Room	15.86			
F&B	0.00			
Other	21.92			
Total	37.78			
		Balance Due	329.92	CDN

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.