

## AHS Board and Executive Expense Report

**Name** Dr. Kathryn Todd  
**Title** VP System Innovations & Programs  
**Location** Edmonton

Expenses submitted during the month of September 2018

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-18	P-Card	Meetings			679	313	992		389	
Sep-18	Direct Billing	Meetings	545				545			
<b>Total</b>			\$ 545	\$ -	\$ 679	\$ 313	\$ 1,537	\$ -	\$ 389	\$ -

**Total for the Month** \$ 1,926

Maximum daily single meal expense claimed in the month \$ -  
 Maximum daily base hotel rate claimed in the month \$ 199  
 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 P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
TODD, KATHRYN	VP System Innovations & Programs	Edmonton	\$ 1,381.04								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
9/6/2018	Parking to attend the BioAlberta's Life Sciences CEO Dinner	AB - Local	Parking - Lot or Parkade	\$ 16.50			Parking to attend a dinner event	1			
9/9/2018	Attended the Libins Gala in Calgary with Colleen Turner.	AB - Other Zones	Accommodations	\$ 232.57			Accommodations in Calgary to attend an Event with VP of Comms	1			
9/11/2018	Cab to YEG from UofA Hosp	AB - Local	Taxi	\$ 76.70	UofA Hospital	YEG Airport	Cab to YEG airport to attend meetings in Calgary	1			
9/11/2018	Cab from YYC Airport to Arts Hotel	AB - Other Zones	Taxi	\$ 43.31	YYC Airport	Arts Hotel	Cab from YYC airport to Hotel to attend Calgary meetings	1			
9/12/2018	Cab in Calgary - From the Quality & Safety meeting to the IHE Board Meeting	AB - Other Zones	Taxi	\$ 32.57	Southport	UofC TRW Bldg	Cab from one meeting to another meeting in Calgary on Sept 12th	1			
9/12/2018	Cab from Arts Hotel to Southport	AB - Other Zones	Taxi	\$ 25.07	Arts Hotel	Southport, Calgary	Cab from hotel to Southport to attend meeting.	1			
9/13/2018	Accomodations to Attended the Quality Safety Meeting on Sept 12th & the SCN	AB - Other Zones	Accommodations	\$ 446.84			2 nights to attend meetings in Calgary	1			
9/13/2018	Cab from YEG to home	AB - Local	Taxi	\$ 76.70	YEG Airport	Home	Cab home from Airport - Meetings in Calgary	1			
9/13/2018	Cab from Hotel to YYC Airport	AB - Other Zones	Taxi	\$ 42.00	Hotel Arts	YYC	To attend an SCBN meeting at the YYC airport	1			
9/17/2018	SIP Working Group Meeting	AB - Local	Working Session	\$ 388.78			SIP Working Group Meeting	1	10	List of attedees kept on file	
Approver(s) for the claim		Approval Status		Approval Date							
YIU, VERNA		Approve		6-Nov-18							

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Impark Lot 57

06:00 AM  
SEP 07, 2018

Impark  
Impark  
Impark  
Impark  
Impark  
Impark  
Impark  
Impark  
Impark  
Impark

Purchase Date/Time: 06:59pm Sep 06, 2018

Total Parking: \$15.71

Total GST: \$0.79

Total Due: \$16.50

Total Paid: \$16.50

Rate: \$16.50 - UNTIL 6 AM

Payment Type: Card

Attending: Lot 57

Machine Name: old Meter 2

MasterCard

Auth #

GST #887316638RT0006  
NO IN AND OUT PRIVILEGES

**\*RECEIPT**

Impark Lot 57

06:00am Sep 07, 2018

Purchase Date/Time: 06:59pm Sep 06, 2018

Total Parking: \$15.71

Total GST: \$0.79

Total Due: \$16.50

Total Paid: \$16.50

Rate: \$16.50 - UNTIL 6 AM

Payment Type: Card

Attending: Lot 57

Machine Name: old Meter 2

MasterCard

Auth #

CALGARYUNITDCABS#1735  
#8 -5660 10TH ST NET2E8W7  
CALGARY AB  
27041285  
QW2704128501

**SALE**

09-13-2018 08:44:55  
Acct # [REDACTED] C  
Exp Date [REDACTED] Card Type MC  
Name: TODD/KATHRYN.

MasterCard

Trace # [REDACTED]

Inv. # [REDACTED]

Auth [REDACTED]

RRN [REDACTED]

Sale \$36.00

Tip \$6.00

**TOTAL \$42.00**

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

Retain this copy for your records  
Customer copy

www.calgarycabs.ca  
403-777-1111

ATS GROUP  
4608 101 ST NW  
7809897099  
EDMONTON AB

CARD [REDACTED]  
CARD TYPE MASTERCARD  
DATE 2018/09/11  
TIME 8780 16:24:41  
INVOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

PURCHASE  
AMOUNT \$65.00  
TIP \$11.70  
TOTAL

**\$76.70**

MasterCard

**APPROVED**

AUTH# [REDACTED]  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

ATS GROUP  
4608 101 ST NW  
7809897099  
EDMONTON AB

CARD [REDACTED]  
CARD TYPE MASTERCARD  
DATE 2018/09/13  
TIME 2656 16:44:53  
INVOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

PURCHASE  
AMOUNT \$65.00  
TIP \$11.70  
TOTAL

**\$76.70**

MasterCard

**APPROVED**

AUTH# [REDACTED]  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

Ms Kathryn Todd

CANADA

Guest Name :  
Company Name :  
A/R Number :  
Group Name :

INVOICE

Date : 09-09-18  
Time : 08:50 AM  
Room No. : [REDACTED]  
Arrival : 08-09-18  
Departure : 09-09-18  
Conf. No. : [REDACTED]  
Page No. : 1 of 1  
Invoice :  
PO :

DATE	DESCRIPTION	RÉFÉRENCE	DÉBIT	CRÉDIT
09-08-18	Room Charge		179.10	
09-08-18	DMF - Destination Marketing Fee		5.37	
09-08-18	Alberta Tourism Tax		7.38	
09-08-18	GST		9.22	
09-08-18	Parking - Weekend		30.00	
09-08-18	GST		1.50	
09-09-18	MASTERCARD	[REDACTED]		232.57
DMF		5.37	<b>TOTAL</b>	232.57
GST: 848120796		10.72		232.57
ATT		7.38	<b>SOLDE</b>	<b>0.00 CAD</b>

Like you, we know it's the little things that mean a lot. So, if you enjoyed your stay with us, please visit [www.tripadvisor.com](http://www.tripadvisor.com) and share your Germain experience.

ASSOCIATED CAB  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#637

**SALE**

MID: [REDACTED]  
TID: [REDACTED] REF#: [REDACTED]  
Batch [REDACTED] SEQ: [REDACTED]  
09/12/18 12:04:16  
APPR CODE: 140416  
MASTERCARD  
[REDACTED]

AMOUNT	\$27.60
TIP	\$4.97
TOTAL	\$32.57

00 - APPROVED - 001

MasterCard  
[REDACTED]

Thank You

CUSTOMER COPY

CALGARY CITY CABS  
4852 50 AVE NE UNIT 6  
CALGARY, AB T3J4L8  
(403) 605-9999

**SALE**

Batch [REDACTED] REF#: [REDACTED]  
09/12/18 SEQ: [REDACTED] 08:50:14  
APPR CODE: [REDACTED]  
MASTERCARD  
[REDACTED]

AMOUNT	\$21.80
TIP	\$3.27
TOTAL	\$25.07

00 - APPROVED - 001

MasterCard  
[REDACTED]

Thank You  
Please Come Again

CUSTOMER COPY

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#470

**SALE**

Batch #: [REDACTED] REF#: [REDACTED]  
09/11/18 SEQ: [REDACTED] 13:22:24  
APPR CODE: [REDACTED]  
MASTERCARD  
[REDACTED]

AMOUNT	\$36.70
TIP	\$6.61
TOTAL	\$43.31

00 - APPROVED - 001

MasterCard  
[REDACTED]

THANK YOU

CUSTOMER COPY



**Kathryn Todd**

Canada

**INVOICE**

Company Name : Public Works and Governmen  
Group :  
A/R Number :

Room Number : [Redacted]  
Arrival Date : 11-09-18  
Departure Date : 13-09-18  
Page : 1 of 1  
Folio Number : [Redacted]  
Confirmation :  
Cashier :

GST No. : 861182947 13-09-18

Date	Description	Charges	Credits
11-09-18	Room	199.00	
11-09-18	Destination Marketing Fee 3%	5.97	
11-09-18	Alberta Tourism Levy 4%	8.20	
11-09-18	GST 5%	10.25	
12-09-18	Room	199.00	
12-09-18	Destination Marketing Fee 3%	5.97	
12-09-18	Alberta Tourism Levy 4%	8.20	
12-09-18	GST 5%	10.25	
13-09-18	Mastercard - Rooms [Redacted]		446.84
<b>Total</b>		<b>446.84</b>	<b>446.84</b>
<b>Balance</b>		<b>0.00</b>	<b>CAD</b>

I agree that I am personally liable for the final disposition and payment of any services rendered or goods supplied by The Hotel Arts and further authorize the use of my credit card to facilitate full payment. I accept responsibility in the event the indicated third-party, company or association fails to render full payment of this account, and also for any loss or damage to the premises or its contents. In the event of damage to the Hotel due to the Guest's action or negligence, the Guest shall be liable to the Hotel for compensation of damages.

**Guest Signature:** \_\_\_\_\_

Order Name: **SIP WORKING GROUP MEETING**



**Classic Fare Catering**  
 2-044 Lister Centre, 87 Ave & 116  
 St, Edmonton, AB T6G 2H6  
 (780) 492-4411

ORDER # [REDACTED]  
 Friday, 9/14/2018  
 Ordered On: 9/7/2018  
 Complete

Customer Information

**First Name:** [REDACTED]  
**Last Name:** [REDACTED]  
**Department:** Alberta Health Services  
**Email:** [REDACTED]  
**Phone:** [REDACTED]

Payment Information

**Payment Type:** Credit Card | MASTERCARD [REDACTED]

Delivery / Pickup Information

**Select Location:** Classic Fare Catering  
**Method:** Alumni House  
**Order Input By:** Priya  
**Delivery Contact:** [REDACTED]  
**Company:** Alberta Health Services  
**Delivery Phone:** [REDACTED]  
**Room:** AON Room  
**Onsite Contact and Phone #:** [REDACTED]  
**Does this Event require Servers or Bartenders?** No  
 <br> **If so, this may require addtl. fees. :**  
**Signed Order?:** Yes

Order Information

**Guest Count:** 10  
**Pick-up/Delivery Date:** Friday, 9/14/2018  
**Food Prepared Time:** 11:00 AM  
**Food/ Liquor Delivery Time:** N/A  
**Event Start Time:** 10:00 AM  
**Event End Time:** 2:00 PM

FOOD

	Qty.	Price	Ext.
<b>FOOD PICK UP TIME: 11:00 AM</b>			
<b>SERVICE TIME: 12:00 PM - 1:00 PM (LIVE BBQ)</b>			
<b>Gourmet Burgers</b>			
Please choose the type of Burger. The following condiments are included: Fresh buns, ketchup, mustard, relish, mayo, BBQ sauce, sliced onions, pepper rings, sliced pickles, sliced tomatoes and lettuce.	10	\$13.42	\$134.20
• 5 oz Turkey Patty with cranberry mayo	6	\$13.42	\$80.52

**Gourmet Burgers**

Please choose the type of Burger. The following condiments are included: Fresh buns, ketchup, mustard, relish, mayo, BBQ sauce, sliced onions, pepper rings, sliced pickles, sliced tomatoes and lettuce.

- 4 oz Beef Patty with basil mayo

**Asian Vegetable Salad**

Crunchy sliced cabbage, snow peas, broccoli, carrots tossed with thai basil and sesame lime ginger dressing.

5 \$6.75 \$33.75

**Caesar Salad**

Caesar salad made with fresh romaine, topped with fresh croutons, parmesan cheese and smoked bacon on the side, served with creamy Caesar dressing.

5 \$6.75 \$33.75

**Down South Potato Salad**

Potatoes, chopped scallions, finely diced celery and peppers tossed in a creole mustard vinaigrette.

5 \$6.75 \$33.75

**BBQ ADD-Ons**

**Cheese - per person**

6 \$1.00 \$6.00

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To confirm your order, please sign and return a copy of this event order via fax at (780) 492-4369, or email at info@classicfarecatering.ca. An event order will not be confirmed until this has been obtained.

Guaranteed quantities and dietary restrictions are required by 2:00PM MST three (3) business days before the event date after which we cannot guarantee any additions and decreases or cancellations will be charged at full value.

In accordance with AGLC regulations, if your event has alcohol service, the bar will close one hour prior to your event end time to allow for consumption. For example, if your event is taking place 5pm to 8pm, your bar will close at 7pm.

No food or beverage of any kind may be removed from the catered area.

\* Any amount charged by Aramark (such as an administrative, service, delivery, labor, or other charge or fee), unless expressly designated as a tip or gratuity, is not for the benefit of any employee(s) and is not a tip or gratuity. Charges or fees other than those designated as tips or gratuities are not distributed to employees except where expressly stated otherwise in writing.

**Order Totals**

**Sub Total** \$321.97  
**Service Fee** \$48.30  
**GST (5%)** \$18.51  
**Order Total** \$388.78

**Payment Summary**

MASTERCARD [REDACTED] **-\$388.78**  
 | 9/17/2018 11:49:31 AM  
**Balance Due** \$0.00

Special Instructions

Order # [REDACTED]



## Executive Expenses Report Direct Billing Summary

### Purpose of This Form:

The purpose of this form is to report expenses incurred on behalf of a designated Executive 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: **Choose from Drop-down List**

<b>Name :</b>	<b>Reporting Period for the Month of :</b> Sep-18
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DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
07-Sep-18	Direct Billing	Airline Ticket	Flight to Calgary for various meetings	Marlin Travel	544.96
	Direct Billing	Airline Ticket		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>\$ 544.96</b>

**Traveler****Passenger Name:**  
TODD, KATHRYN**e-Ticket Number:**  
[REDACTED]**Reservation Number:**  
[REDACTED]**Ticket Issue Date:**  
September 07, 2018**Rewards Program:**  
AC104447164 Air Canada**Agency Details****Agency Information:**  
VISION TRAVEL  
9929 - 108Th.Street Government Centre  
Edmonton, AB T5K 1G8  
Canada**Agency Phone:**  
780 425-8611 VISIONTRAVEL 60-87935-0/-  
TIFFANY**Flight - Air Canada (AC) - 8153 - September 11, 2018****Confirmation Number:**  
[REDACTED]**Status:**  
Confirmed**Fare Basis:**  
Q3WLAF1**\*Operated by:** AIR CANADA EXPRESS -  
JAZZ**Depart:**  
Edmonton Intl Arpt (YEG)  
Edmonton  
6:00 PM**Arrive:**  
Calgary Intl Arpt (YYC)  
Calgary  
6:53 PM**Class Of Service:**  
Economy**Not Valid Before:**  
September 11, 2018**Not Valid After:**  
September 11, 2018**Carry-On:**

2 Piece Plan

Bag 1 - NO FEE CARRY ON HAND BAGGAGE ALLOWANCE

Bag 2 - NO FEE CARRY ON HAND BAGGAGE

**Baggage Allowance:**

1 Piece Plan

Bag 1 - NO FEE UPTO50LB/23KG AND UPTO62LI/158LCM

Bag 2 - 35.00 CAD UPTO50LB/23KG AND UPTO62LI/158LCM

Applies to: YEA - YYC

**Flight - Air Canada (AC) - 8150 - September 13, 2018****Confirmation Number:**  
[REDACTED]**Status:**  
Confirmed**Fare Basis:**  
Q3ZLAF1**\*Operated by:** AIR CANADA EXPRESS -  
JAZZ**Depart:**  
Calgary Intl Arpt (YYC)  
Calgary  
3:40 PM**Arrive:**  
Edmonton Intl Arpt (YEG)  
Edmonton  
4:30 PM**Class Of Service:**  
Economy**Not Valid Before:**  
September 13, 2018**Not Valid After:**  
September 13, 2018**Carry-On:**

2 Piece Plan

Bag 1 - NO FEE CARRY ON HAND BAGGAGE ALLOWANCE

Bag 2 - NO FEE CARRY ON HAND BAGGAGE

**Baggage Allowance:**

1 Piece Plan

Bag 1 - NO FEE UPTO50LB/23KG AND UPTO62LI/158LCM

Bag 2 - 35.00 CAD UPTO50LB/23KG AND UPTO62LI/158LCM

Applies to: YYC - YEA

**Fare Information****Form Of Payment:**  
[REDACTED]**Fare:** CAD 470.00**Taxes and Carrier-imposed fees:**CAD 14.96 CA  
CAD EXEMPT XG  
CAD 60.00 SQ**Total:** CAD 544.96**Endorsement Information:**

AC ONLY-NONREF-CHGE FEE AB HEALTH SERVICES COF

**Fare Calculation:**

11SEP YEA AC YYC Q9.00Q3.00 218.00AC YEA Q9.00Q3.00 228.00CAD470.00END

**Notes**

Baggage discounts may apply based on frequent flyer status/online checkin/form of payment/military/etc.

**IMPORTANT INFORMATION FOR TRAVELERS WITH ELECTRONIC TICKETS - PLEASE READ:**

Carriage and other services provided by the carrier are subject to conditions of carriage, which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier. Passengers on a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that international treaties known as the Montreal Convention, or its predecessor, the Warsaw Convention, including its amendments (the Warsaw Convention System), may apply to the entire journey, including any portion thereof within a country. For such passengers, the applicable treaty, including special contracts of carriage embodied in any applicable tariffs, governs and may limit the liability of the carrier. The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, where your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.iatatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred.