

## **AHS Board and Executive Expense Report**

Name Dr. Kathryn Todd

**Title** VP System Innovations & Programs

**Location** Edmonton

Expenses submitted during the month of March 2019

						Travel (1)					
ммм-үү	Source Document	Purpose	Airfar	e	Meals	Accommodation	her avel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Mar-19 Mar-19	P-Card Direct Billing	Meetings Meetings	Į.	559			326	326 559			
Total			\$ 5	559 \$	; -	\$ -	\$ 326	\$ 885	\$ -	\$ -	\$ -

Total for the Month

\$ 885

Maximum daily single meal expense claimed in the month \$ - Maximum daily base hotel rate claimed in the month \$ - 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	\$ 325.82									
Expense Date	Business reason		Expense Location	Expense Type	Amount	From Location	To Location	Justification		# of Attendees	Attendee Name(s)	Trip Distance
3/8/2019	All-day CSAMH Retreat in Ca	lgary	AB - Other Zones	Taxi	\$ 67.73	Deerfoot Inn	Calgary Airport		1			
3/8/2019	All-day CSAMH retreat in Cal	gary	AB - Local	Taxi	\$ 153.40	Downtown Edmonton to EIA	Return from EIA to Downtown	Taxi from home to the EIA and then <b>return</b> from EIA to home	1			
3/8/2019	All-day CSAMH Retreat in Ca	lgary	AB - Other Zones	Taxi	\$ 74.69	Calgary Airport	Deerfoot Inn		1			
3/11/2019	Communications mtg at ATB Turner	with Colleen	AB - Local	Parking - Lot or Parkade	\$ 12.00				1			
3/12/2019	Joint Executive Team Mtg at with Alberta Health	ATB place	AB - Local	Parking - Lot or Parkade	\$ 18.00				1			
Approver(s)	for the claim	Approval St	atus	Approval Date		•	•	•				
YIU, VERNA		Approve		5-Apr-19								

ATB PLACE GS1:887315638R1091 RECEIPT 01

IN: 11.03.19 14:47 PAY: 11.03.19 16:15 AMOUNT: \$ 12.00

Mar 11 2019 04:14 pm

TRANSACTION RECURD

Card Number

Card Entry : CHIP

Trans Tupe : PURCHASE

: \$12.00 Amount

Auth # Sequence # Term ID

Date : 19703711

: 16:14:21 limo

### APPROVED

BY ENTERING A VERTILIED PIN, CARDHULDER AGREES TO PAY ISSUER SUCH TOTAL IN ACCORDANCE WITH ISSUERS AGREEMENT WITH CARDHOLDER

Application Label:



ASSOCIATED CAB ALLIED LIMOUSIN 307-41 AVENUE NE CALGARY AB T2E 2N4 (403) 299 1111 CAR#1224

## SALE



AMOUNT \$63.30 \$11.39 TIP TOTAL \$74.69

00 - APPROVED - 001

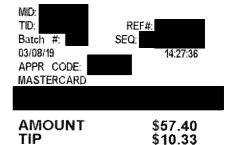


CUSTOMER COPY

#2. March 8, 2019 - All-day CSAMH Taxi from airport

ASSOCIATED CAB ALLIED LIMOUSIN 307-41 AVENUE NE CALGARY AB T2E 2N4 (403) 299 1111 CAR#1224

## SALE



00 - APPROVED - 001

\$67.73



TOTAL

CUSTOMER COPY

#3 March 8, 2019

\*\*\* CUSTOMER March 11,2019 Communications

Thank you for Visiting!

ATB\_PLACE GST:887315638RT001 RECEIPT C1

IN: 12.03.19 07:47 PAY: 12.03.19 10:22 AMOUNT: \$ 18.00

-- ~ ~

Mar 12 2019 10:21 am

TRANSACTION RECORD

Card Number

Card Entry : CHIP

Trans Tupe : PURCHASE

Amount. : \$18.00

Auth #
Sequence #
Term ID

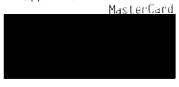
Date : 19/03/12

Time : 10:21:17

## APPROVED

BY ENTERING A VERIFIED
PIN, CARDHOLDER
AGREES TO PAY ISSUER
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ACCORDANCE WITH ISSUERS
AGREEMENT WITH
CARDHOLDER

Application Label:



\*\*\* CUSTOMER
COPY \*\*\*

HH. Joint Exec. Team
-meeting @ ATB with
Thank you for Alberta Health

ATS GROUP 4608 101 ST NW 7809897099 EDMONTON AB

CARD TYPE MASTERCARD
DATE 2019/03/08
TIME 0591 18:27:28
INVOICE #

RECEIPT NUMBER

PURCHASE

AMOUNT \$130.00 TIP \$23.40 TOTAL

\$153.40

MasterCard

## APPROVED

AUTH# THANK You

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

#5 - March 8, 2019 -Taxi from downtown to EIA and return. All day YYC CSAMH meeting



## **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: Dr. Kathryn Todd Reporting Period for the Month of:

  Mar-19

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
8-Mar-19	Direct Billing	Airline Ticket	Community, Seniors, Addiction & Mental Health Team Retreat in Calgary	Vision Travel	\$558.99
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
Total Paid in th	<u> </u>				\$ 558.99



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

Passenger(s):

TODD/KATHRYN

# Invoice/Itinerary

Invoice: Agency Ref.: Customer Number: Sales Person: Anna Madden Customer Ref.:

ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and

notify us if there are any discrepancies.

AIR - Friday, March 8 2019 <u>Add To Calendar</u>

WestJet Flight WS3394 Premium Economy Class - Seat 03A (Non smoking, Window) Confirmed

Depart Edmonton, Alberta Arrive Calgary, Alberta

Edmonton International Airport Calgary International Airport 08:30 AM Friday, March 8 2019 09:26 AM Friday, March 8 2019

**Duration:** 0 hour(s) and 56 minute(s) Non-stop

Status: Confirmed - WestJet Booking Reference:

Operated By: WESTJET ENCORE

FF Number: - TODD/KATHRYN - please reconfirm at check-in

Online Check In: Available 24 hours prior - click here

Remarks: PLEASE CHECK IN WITH WESTJET ENCORE

AIR - Friday, March 8 2019 <u>Add To Calendar</u>

Air Canada Flight AC8152 Economy Class - Seat 08C (Non smoking) Confirmed

Depart Calgary, Alberta Arrive Edmonton, Alberta

Calgary International Airport Edmonton International Airport 04:30 PM Friday, March 8 2019 05:26 PM Friday, March 8 2019

**Duration:** 0 hour(s) and 56 minute(s) Non-stop

Status: Confirmed - Air Canada Booking Reference:

Operated By: AIR CANADA EXPRESS - JAZZ

FF Number: - TODD/KATHRYN - please reconfirm at check-in

Online Check In: Available 24 hours prior - click here

Baggage Allowance: 0 Piece(s)
Remarks: SEAT 8C

Invoice Deta	ils					
Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Numb	er:					
Air Canada		233.00	37.48	0.00	0.00	270.48
					Billed to:	
Invoice Numb	er:					
WestJet		227.48	49.48	0.00	0.00	276.96
					Billed to:	
	Totals:	460.48	86.96	0.00	0.00	547.44
				Total Credit	Card Billing:	547.44
				E	Balance Due:	0.00

From: To:

Subject: FW: Invoice and Itinerary for TODD/KATHRYN - 08March19 - Vision Travel Locator:

Monday, May 27, 2019 11:16:16 AM Date:

**Attachments:** 

~WRD301.jpq image001.jpg image002.jpg image003.jpg

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.

Hi Michelle,

Here is the invoice amount it was a seat fee.

Thank you,

Travel Advisor

**Vision Travel Solutions** 9929-108 St, Edmonton, Alberta, T5K 1G8

Office: 780-425-8611 Toll-Free: 866-425-8611

@visiontravel.ca www.visiontravel.ca

Click here to add my vCard to your address book



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: Issued: 06 March 2019

Agency Ref.: Sales Person: Customer Number: Customer Ref.:

**ALBERTA HEALTH SERVICES** 

Passenger(s):

TODD/KATHRYN

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and

notify us if there are any discrepancies.

PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE

	lay, Marc	h 8 2019 (Flown)				Add To Cale	ndar
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epart	Edmont	on, Alberta <u>Weather</u> on International Airpor M Friday, March 8 201		Arrive	Calgary Int	berta <u>Weather</u> ernational Airport Friday, March 8 2019	
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Online Che	eck In:	Available 24 hours	prior - <u>click he</u>	<u>ere</u>			
Remarks:		PLEASE CHECK II	N WITH WES	STJET ENC	ORE		
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Depart		, Alberta <u>Weather</u>		Arrive	Edmonton,		
		International Airport				International Airport	
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