

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)					Working Sessions Hosting and Hospitality		
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Hosting and Hospitality (3)	Other (4)
Mar-19	P-Card	Meetings				326	326			
Mar-19	Direct Billing	Meetings	559				559			
Total			\$ 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 days	# of Attendees	Attendee Name(s)	Trip Distance
3/8/2019	All-day CSAMH Retreat in Calgary	AB - Other Zones	Taxi	\$ 67.73	Deerfoot Inn	Calgary Airport		1			
3/8/2019	All-day CSAMH retreat in Calgary	AB - Local	Taxi	\$ 153.40	Downtown Edmonton to EIA	Return from EIA to Downtown	Taxi from home to the EIA and then return from EIA to home	1			
3/8/2019	All-day CSAMH Retreat in Calgary	AB - Other Zones	Taxi	\$ 74.69	Calgary Airport	Deerfoot Inn		1			
3/11/2019	Communications mtg at ATB with Colleen Turner	AB - Local	Parking - Lot or Parkade	\$ 12.00				1			
3/12/2019	Joint Executive Team Mtg at ATB place with Alberta Health	AB - Local	Parking - Lot or Parkade	\$ 18.00				1			
Approver(s) for the claim		Approval Status		Approval Date							
YIU, VERNA		Approve		5-Apr-19							

ATB PLACE
GST:887315638R1001
RECEIPT C1

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

Mar 11 2019 04:14 pm

TRANSACTION
RECORD

Card Number :

Card Entry : CHIP

Trans Type : PURCHASE

Amount : \$12.00

Auth #

Sequence #

Term ID

Date : 19/03/11

Time : 16:14:21

APPROVED

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

Application Label:
MasterCard

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

SALE

MID: [REDACTED]
TID: [REDACTED] REF: [REDACTED]
Batch #: [REDACTED] SEQ: [REDACTED]
03/08/19 10:38:48
APPR CODE: [REDACTED]
MASTERCARD

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

00 - APPROVED - 001

MasterCard

CUSTOMER COPY

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

SALE

MID: [REDACTED]
TID: [REDACTED] REF#: [REDACTED]
Batch #: [REDACTED] SEQ: [REDACTED]
03/08/19 14:27:36
APPR CODE: [REDACTED]
MASTERCARD

AMOUNT \$57.40
TIP \$10.33
TOTAL \$67.73

00 - APPROVED - 001

MasterCard

CUSTOMER COPY

#2. March 8, 2019
- All-day CSAMH
Retreat in YYC -
Taxi from airport
to Deerfoot Inn

#3 March 8, 2019
All day CSAMH
Retreat in YYC -
Taxi from Deerfoot
Inn to airport

*** CUSTOMER
COPY ***

#1 March 11, 2019
Communications
meeting@ ATB

Thank you for
visiting!

A1B 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 Type : 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
SUCH TOTAL IN
ACCORDANCE WITH ISSUERS
AGREEMENT WITH
CARDHOLDER

Application Label:

MasterCard

*** CUSTOMER
COPY ***

ATS GROUP
4608 101 ST NW
7809897099
EDMONTON AB

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2019/03/08
TIME 0591 18:27:28
INVOICE # [REDACTED]
RECEIPT NUMBER [REDACTED]

PURCHASE
AMOUNT \$130.00
TIP \$23.40
TOTAL

\$153.40

MasterCard

APPROVED

AUTH# [REDACTED]

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

#4. Joint Exec. Team
meeting @ ATB with
Thank you for
visiting! Alberta Health

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 : Dr. Kathryn Todd	Reporting Period for the Month of : Mar-19
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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 the Month					\$ 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

Invoice/Itinerary

Invoice: [REDACTED]
 Issued: 06 March 2019

Agency Ref.: [REDACTED]
 Sales Person: [Anna Madden](#)

Customer Number: [REDACTED]
 Customer Ref.:

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

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.

AIR - Friday, March 8 2019		Add To Calendar	
WestJet Flight WS3394 Premium Economy Class - Seat 03A (Non smoking, Window) Confirmed			
Depart	Edmonton, Alberta Edmonton International Airport 08:30 AM Friday, March 8 2019	Arrive	Calgary, Alberta Calgary International Airport 09:26 AM Friday, March 8 2019
Duration:	0 hour(s) and 56 minute(s) Non-stop		
Status:	Confirmed - WestJet Booking Reference: [REDACTED]		
Operated By:	WESTJET ENCORE		
FF Number:	[REDACTED] - 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		Add To Calendar	
Air Canada Flight AC8152 Economy Class - Seat 08C (Non smoking) Confirmed			
Depart	Calgary, Alberta Calgary International Airport 04:30 PM Friday, March 8 2019	Arrive	Edmonton, Alberta Edmonton International Airport 05:26 PM Friday, March 8 2019
Duration:	0 hour(s) and 56 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]		
Operated By:	AIR CANADA EXPRESS - JAZZ		
FF Number:	[REDACTED] - 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 Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	██████████					
Air Canada	██████████	233.00	37.48	0.00	0.00	270.48
					Billed to: ██████████	
Invoice Number:	██████████					
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
					Balance Due:	0.00

From: [REDACTED]
To: [REDACTED]
Subject: FW: Invoice and Itinerary for TODD/KATHRYN - 08March19 - Vision Travel Locator: [REDACTED]
Date: Monday, May 27, 2019 11:16:16 AM
Attachments: [~WRD301.jpg](#)
[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,

[REDACTED]
[REDACTED]
Travel Advisor
Vision Travel Solutions
9929-108 St, Edmonton, Alberta, T5K 1G8

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

[REDACTED] [@visiontravel.ca](mailto:[REDACTED]@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: [REDACTED]
Issued: 06 March 2019

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

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

ALBERTA HEALTH SERVICES

Passenger(s): TODD/KATHRYN

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 (Flown) [Add To Calendar](#)

WestJet Flight WS3394 Premium Economy Class

Depart Edmonton, Alberta [Weather](#) **Arrive** Calgary, Alberta [Weather](#)
 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: [REDACTED]
FF Number: [REDACTED] - 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 (Flown) [Add To Calendar](#)

Air Canada Flight AC8152 Economy Class

Depart Calgary, Alberta [Weather](#) **Arrive** Edmonton, Alberta [Weather](#)
 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: [REDACTED]
FF Number: [REDACTED] - TODD/KATHRYN - 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: 0 Piece(s)

Remarks: SEAT 8C

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	[REDACTED]					
Air Canada Seat	[REDACTED]	11.00	0.00	0.55	0.00	11.55
					Billed to: [REDACTED]	
	Totals:	0.00	0.00	0.00	0.00	11.55
					Balance Due:	0.00

Remarks

 PLEASE REVIEW YOUR ITINERARY FOR ACCURACY
 PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU
 FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE