

## AHS Board and Executive Expense Report

**Name** Kerry Bales  
**Title** Chief Zone Officer Central Zone  
**Location** Red Deer

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	206		651	34	891			
Sep-18	Expense Claim	Meetings		41		771	812			
Sep-18	Direct Billing	Meetings	261				261			
<b>Total</b>			\$ 467	\$ 41	\$ 651	\$ 805	\$ 1,964	\$ -	\$ -	\$ -

**Total for the Month**      \$      1,964

Maximum daily single meal expense claimed in the month      \$      24  
 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									
BALES, KERRY R	Chief Zone Officer, Central Zone	Red Deer	\$ 891.23									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
8/26/2018	Conference	United States	Taxi	\$ 18.80	United States	United States	EIPC's UGM 2018 conference.	1				
8/26/2018	Conference	AB - Other Zones	Airfare	\$ 26.25	United States	United States	EIPC's UGM 2018 Conference.	1				
8/26/2018	Conference	AB - Other Zones	Accommodations	\$ 254.92			EIPC's UGM 2018 Conference.	1				
8/26/2018	Conference	United States	Airfare	\$ 84.38	United States	United States	EIPC's UGM 2018 Conference.	1				
8/29/2018	Conference	United States	Airfare	\$ 62.62	United States	United States	EIPC's UGM 2018 Conference.	1				
8/29/2018	Conference	United States	Airfare	\$ 33.31	United States	United States	EIPC's UGM 2018 Conference.	1				
8/30/2018	Conference	AB - Other Zones	Accommodations	\$ 260.17			EIPC's UGM 2018 Conference.	1				
9/8/2018	Meeting	AB - Other Zones	Accommodations	\$ 135.78			Seniors & Continuing Care Provincial Advisory Council meeting	1				
9/18/2018	Meeting	AB - Other Zones	Parking - Lot or Parkade	\$ 15.00			ELT meeting.	1				
<b>Approver(s) for the claim</b>		<b>Approval Status</b>		<b>Approval Date</b>								
HUBAND, BRENDA		Approve		26-Sep-18								

# **Badger**

SHARED RIDE SERVICE ZONE CAB

BADGER CAB  
608-256-5566

-----  
TERMINAL: [REDACTED]  
DRIVER :  
08/26/18 15:13:49

MASTERCARD [REDACTED]  
EXPIRY:  
REF  
AUTH

FARE : \$ 11.00  
TIP : \$ 3.00

-----  
TOTAL : \$ 14.00

APPROVED: \$ 14.00 \$18.80 CAD

X \_\_\_\_\_

TRANS. APPROVED

IMPORTANT: Retain a  
copy for your records



**Baggage Receipt**  
Issue Date: 26 AUG 2018 YYC ATO

A STAR ALLIANCE MEMBER

**Baggage Document**

**Description**

**Qty**

**Fees**

First Bag Fee

1

\$25.00

Tax

--

\$1.25

**Method of Payment**

MasterCard

**Ticket Number**

**Cardholder Name**

KERRY BALES

**Confirmation:**

**Carrier**

**Routing**

UA

YYC - DEN

UA

DEN - MSN

**Total Baggage Fees: CAD \$26.25**

**Excess Baggage Terms and Conditions:**

- All excess baggage is subject to space availability.
- Receipt for payment must be presented at bag check.
- For refunds or adjustments, see a United representative.

AGENT REFERENCE: GG ESC BAG



**MARRIOTT  
CALGARY AIRPORT  
IN-TERMINAL HOTEL**

**Calgary Airport Marriott In-Terminal Hotel  
2008 Airport Road NE Calgary, Alberta, Canada T2E 3B9  
Telephone: (403) 717-0522 Fax: (587) 232-0600**

Mr Kerry Bales  
[Redacted]

Room: [Redacted]  
Folio: [Redacted]  
Cashier: [Redacted]  
Arrival: 08-25-18  
Departure: 08-26-18

Date	Description	Additional Information	Charges	Credits
08-25-18	Room Charge		199.00	
08-25-18	Rooms Destination Market Fee		5.97	
08-25-18	Rooms Tourism Levy		8.20	
08-25-18	Room GST		10.25	
08-25-18	[Redacted] Parking		30.00	
08-25-18	Parking GST		1.50	
08-26-18	Master Card	[Redacted]		254.92

<b>GST Summary</b>	
Reg No: 741907497 RT0001	
Room	10.25
F&B	0.00
Other	0.00
<b>Total</b>	<b>10.25</b>

Total	254.92	254.92
Balance Due	0.00	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.



### Special Service Receipt

Issue Date: 26 AUG 2018 DEN ATO

A STAR ALLIANCE MEMBER

Special Service Document

Description	Qty	Fees
Economy Plus DEN - MSN	1	\$63.00

Method of Payment	Traveler
MasterCard	KERRY BALES

Cardholder Name	Ticket Number
KERRY BALES	

### ECONOMY PLUS FEES

Total Fees **USD \$63.00**

Confirmation:

**\$84.38 CAD**


Refunds for Premium Seats will be automatically made to the original form of payment. Refunds will only be processed for customers that do not travel in a Premium Seat and have their boarding pass reissued with a new seat assignment.

AGT REF: GG ELR



# Special Service Receipt

Issue Date: 29 AUG 2018 MSN ATO

A STAR ALLIANCE MEMBER 

Special Service Document

Description

Qty

Fees

Method of Payment Traveler

Economy Plus

MasterCard  KERRY BALES

MSN - DEN

1 \$47.00

Cardholder Name Ticket Number

KERRY BALES



ECONOMY PLUS FEES

\$62.62 CAD

Total Fees USD \$47.00

Confirmation:



Refunds for Premium Seats will be automatically made to the original form of payment. Refunds will only be processed for customers that do not travel in a Premium Seat and have their boarding pass reissued with a new seat assignment.

AGT REF: GG FLR



**Baggage Receipt**  
Issue Date: 29 AUG 2018 MSN ATD

A STAR ALLIANCE MEMBER

Baggage Document	Description	Qty	Fees
[REDACTED]	First Bag Fee	1	\$25.00

**Method of Payment**

MasterCard [REDACTED]

**Ticket Number**  
[REDACTED]

**Cardholder Name**

KERRY BALES

**Confirmation:**  
[REDACTED]

Carrier	Routing
UA	MSN - DEN
UA	DEN - YYC

**Total Baggage Fees: USD \$25.00**

**Excess Baggage Terms and Conditions:**

- All excess baggage is subject to space availability. \$33.31 CAD
- Receipt for payment must be presented at bag check.
- For refunds or adjustments, see a United representative.

AGENT REFERENCE: GG ESC BAG

**RECEIPT**

License Plate Number

[REDACTED]

Expiration Date/Time

**06:00 AM**  
**SEP 19, 2018**

Purchase Date/Time: 08:08am Sep 18, 2018

Total Due: \$15.00      Rate: \$15 valid until 6AM

Total Paid: \$15.00      Pmt Type: CC (Swipe)

Ticket [REDACTED]

S/N # [REDACTED]

Setting: Windsor CP Cell

Mach Name: Windsor Portable 1

[REDACTED] MasterCard

Auth #: [REDACTED]

GST# R108102831

RECEIPT UNIVERSITY OF ALBERTA - PARKING RECEIPT UNIVERSITY OF ALBERTA - PARKING





**MARRIOTT  
CALGARY AIRPORT  
IN-TERMINAL HOTEL**

**Calgary Airport Marriott In-Terminal Hotel  
2008 Airport Road NE Calgary, Alberta, Canada T2E 3B9  
Telephone: (403) 717-0522 Fax: (587) 232-0600**

Kerry Bales

Room: [REDACTED]  
Folio: [REDACTED]  
Cashier: [REDACTED]  
Arrival: 08-29-18  
Departure: 08-30-18

Date	Description	Additional Information	Charges	Credits
08-29-18	[REDACTED] Parking		35.00	
08-29-18	Parking GST		1.75	
08-29-18	Room Charge		199.00	
08-29-18	Rooms Destination Market Fee		5.97	
08-29-18	Rooms Tourism Levy		8.20	
08-29-18	Room GST		10.25	
08-30-18	Master Card	[REDACTED]		260.17

GST Summary	
Reg No: 741907497 RT0001	
Room	10.25
F&B	0.00
Other	0.00
<b>Total</b>	<b>10.25</b>

Total	260.17	260.17
Balance Due	0.00	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.

**Sandman Hotel Calgary Airport**

25 Hopewell Way NE

Calgary, AB T3J 4V7 CA

403-219-2475 Fax: 403-219-2476

www.sandmanhotels.com



**Name:** Kerry Bales

**Guest Name:** Kerry Bales  
**Company:**

**Arrival**  
September 07, 2018

**Departure**  
September 08, 2018

**Group:** \_\_\_\_\_ **Room** 242

**Bill To:** Bales, Kerry

**Attn:**

**Property Code: 1-49 Invoice #** [REDACTED] **PO #** [REDACTED]

**Res. #** [REDACTED]

Date	Description		Voucher	Amount
7/9/18	Room Revenue		car-242	120.94
7/9/18	GST		car-242	6.23
7/9/18	Provincial Tourism Levy		car-242	4.98
7/9/18	Destination Marketing Fee		car-242	3.63
8/9/18	Master Card	242	6523	-135.78
			<b>Balance:</b>	<b>0.00</b>

GST/HST #: 12176 7065 RT 001

	Total Tax
Destination Marketing Fee	\$3.63
GST	\$6.23
Provincial Tourism Levy	\$4.98
<b>Total</b>	<b>\$14.84</b>

## AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
BALES, KERRY R	Chief Zone Officer, Central Zone	Red Deer	\$ 812.15									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
8/26/2018	EPIC's UGM 2018 Conference.		Mileage-Other	\$ 69.19	Red Deer Michener Bend	Calgary Airport	EPIC's UGM 2018 Conference.	1			137	
8/26/2018	EPIC's UGM 2018 conference.	AB - Other Zones	Meals Per Diem	\$ 24.00			EPIC's UGM 2018 conference. Dinner \$24.00	1				
8/29/2018	EPIC's UGM 2018 conference.	United States	Meals Per Diem	\$ 17.00			EPIC's UGM 2018 conference. Lunch \$17.00	1				
8/29/2018	EPIC's UGM 2018 Conference.		Mileage-Other	\$ 69.19	Calgary Airport	Red Deer Michener Bend	EPIC's UGM 2018 Conference.	1			137	
9/7/2018	Seniors & Continuing Care Provincial Advisory Council Meeting		Mileage-Other	\$ 71.71	Red Deer Michener Bend	Calgary Sandman Hotel	Seniors & Continuing Care Provincial Advisory Council Meeting.	1			142	
9/8/2018	Seniors & Continuing Care Provincial Advisory Council Meeting		Mileage-Other	\$ 71.71	Calgary Sandman Hotel	Red Deer Michener Bend	Seniors & Continuing Care Provincial Advisory Council Meeting.	1			142	
9/10/2018	Lacombe Safety/Leadership Walk/Debrief.		Mileage-Local-Home Zone	\$ 25.76	Red Deer Michener Bend	Lacombe Hospital & Care Centre	Lacombe Safety/Leadership Walk/Debrief.	1			51	
9/18/2018	ELT Meeting in Edmonton		Mileage-Other	\$ 157.56	Red Deer Michener Bend	Edmonton Alumni House	ELT Meeting in Edmonton	1			312	
9/21/2018	Foundation Forum in Edmonton		Mileage-Other	\$ 155.54	Red Deer Michener Bend	Edmonton Seventh Street Plaza	Foundation Forum in Edmonton	1			308	
9/29/2018	CenZ PCN Committee Working Session		Mileage-Other	\$ 150.49	Red Deer Michener Bend	Calgary Westin Hotel	CenZ PCN Committee Working Session	1			298	
<b>Approver(s) for the claim</b>		<b>Approval Status</b>		<b>Approval Date</b>								
HUBAND, BRENDA		Approve		2-Oct-18								

## 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> Kerry Bales	<b>Reporting Period for the Month of :</b> Sep-18
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
29-Aug-18	Direct Billing	Airline Ticket	Connect Care - EPIC UGM 2018 Conference. Change in flight to return one day early.	Vision Travel	\$261.00
	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	\$
<b>Total Paid in the Month</b>					\$ 261.00



A DIRECT TRAVEL® COMPANY

Invoice

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

Trip #:
Booking Date: 27 Aug 18
Client:
Agent:

File Locator:

PASSENGERS: KERRY BALES

Table with columns: REFERENCE/ DESCRIPTION, FARE, HST/GST, PST, OTHER TAXES, PENALTY, TOTAL. Row: UNITED AIRLINES Ticket #, 0.00, 0.00, \$0.00, 0.00, 261.00, 261.00 CAD. Total: 0.00, 0.00, 0.00, 0.00, 261.00, 261.00 CAD.

Table with columns: PAYMENTS, Invoice #, Payment Date, Card Holder, Form of Payment, Amount. Row: 08/27/2018, 261.00 CAD. Total Payment: 261.00 CAD.

Balance Due CAD Currency 0.00 CAD

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101
REASON FOR TRAVEL EPIC UGM

\*\*\*\*\* AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0 \*\*\*\*\* PLEASE REVIEW YOUR ITINERARY FOR ACCURACY\*\*\* PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY

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

Trip #: [REDACTED]  
Booking Date: 27 Aug 18  
Client: [REDACTED]  
Agent: [REDACTED]

File Locator: [REDACTED]

## MY ITINERARY

Passengers	Citizenship	Required Travel Documents
KERRY BALES	Not Specified	Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



AIR

Passengers: KERRY BALES	Booking Date: 27 Aug 18
	File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
UNITED AIRLINES	01531	MADISON 29 Aug 18 5:30PM		CHICAGO OHARE 29 Aug 18 6:24PM	U/	
UNITED AIRLINES	00621	CHICAGO OHARE 29 Aug 18 8:00PM		CALGARY INTL 29 Aug 18 10:55PM	U/	

