

AHS Board and Executive Expense Report

Name Linda Hughes
Title AHS Board Chair
Location Edmonton

Expenses submitted during the month of July 2017

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)
Jul-17	Expense Claim	Meetings			223	120	343			
Jul-17	Direct Billing	Meetings	339				339			
Total			\$ 339	\$ -	\$ 223	\$ 120	\$ 682	\$ -	\$ -	\$ -

Total for the Month \$ 682

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.

Carry forward from Section 1

Name:	Linda Hughes	Expense Period Month:	Jul-17
--------------	--------------	------------------------------	--------

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				
26-Jul-2017	Parking at YEG to attend Private Board Meeting in Calgary on July 27, 2017	Yes					\$64.00	✓		
26-Jul-2017	Taxi from YYC to Westin Hotel	Yes					\$55.90	✓		
26-Jul-2017	One night accommodation to attend Private Board Meeting on July 27, 2017	Yes				\$223.42	✓			
Total: (amount auto fills to page 1)			\$0.00		\$0.00	\$223.42	\$119.90	\$0.00	0.00	

BOARD MEMBER Mileage Rate	0.505	Total Mileage	\$ -
----------------------------------	-------	----------------------	------

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax Code C45%

Exit #1 Ca 27/07/17 19:38
Cashier [REDACTED]
Receipt [REDACTED]

Nested Parking
Short-term parking tkt
DL/DL - No. [REDACTED]
26/07/17 14:27
27/07/17 19:38
Period 1d5h12'
(Tax) \$64.00

Total \$64.00 ✓

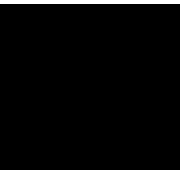
Payment Received
VISA \$64.00

Merch: [REDACTED]
Auth: [REDACTED]
Type: Swiped

Sub Total \$60.95
Tax 5% \$3.05

~~ALLIED~~
ALLIED
BLACK
LIMO & TAXI

Try our **ON-DEMAND** Taxi app
Connecting you Directly with your Driver



alliedblack.com

Driver _____ Date July 26, 17
Car # _____ Amount 55.40
GST Included # _____ ✓

②

①

3

The Westin Calgary
320 Fourth Ave SW
Calgary, AB T2P 2S6
Canada
Tel: 403-266-1611 Fax: 403-233-7471

WESTIN®

HOTELS & RESORTS

Linda Hughes

Page Number	:	1	Invoice Nbr	:	██████████
Guest Number	:	██████████			
Folio ID	:	██████████			
Arrive Date	:	26-JUL-17	17:38		
Depart Date	:	27-JUL-17	07:02		
No. Of Guest	:	1			
Room Number	:	██████████			
Club Account	:				

Tax Invoice

Tax ID : 815462536RT0001
The Westin Calgary JUL-27-2017 07:02 ██████████

Date	Time	Reference	Description	Charges (CAD)	Credits (CAD)
26-JUL-17	02:44	██████████	Room Charge	199.00	
26-JUL-17	02:44	██████████	Good And Services Tax	10.25	
26-JUL-17	02:44	██████████	Destination Marketing Fee	5.97	
26-JUL-17	02:44	██████████	Tourism Levy	8.20	
27-JUL-17	07:02	██████████	Visa ██████████		-223.42

Approve EMV Receipt for VISA ██████████ PIN Verified ██████████
Application Label: Visa Credit

** Total	223.42	-223.42
*** Balance	0.00	



Continued on the next page

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 : Linda Hughes	Reporting Period for the Month of : Jul-17
----------------------------	---

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
26-Jul-2017	Direct Billing	Airline Ticket	Flight from Edmonton to Calgary and return to attend Board Meeting on July 27, 2017 (Invoice # [REDACTED])	Marlin Travel	338.36
	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	-
Total Paid in the Month					\$ 338.36



Invoice

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	Trip #: [REDACTED] Booking Date: 13 Jul 17 Client: [REDACTED] Agent: [REDACTED] File Locator: [REDACTED]
--	---

PASSENGERS: MS LINDA HUGHES

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
AIR CANADA Ticket # [REDACTED]	263.40	0.00	\$0.00	74.96	0.00	338.36 CAD
Total:	263.40	0.00	0.00	74.96	0.00	338.36 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	07/13/2017		[REDACTED]	338.36 CAD
				Total Payment:	338.36 CAD

Balance Due CAD Currency 0.00 CAD

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101
REASON FOR TRAVEL BOARD MEETINGS WITH VERNA YIU

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL
 ***** 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 -----
 ---AIR CANADA RULES----- TICKET IS NON REFUNDABLE CHANGES PERMITTED UP TO 2 HOURS PRIOR TO FLIGHT TIME CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY 24HOURS IN ADVANCE GO TO WWW.AIRCANADA.COM TO CHECK IN AND PRINT YOUR BOARDING PASS. ----- **PLEASE NOTE CHECKIN TIMES***** **DOMESTIC FLIGHTS--CHECKIN 90 MINUTES PRIOR **DOMESTIC COUNTER WILL CLOSE 45 MINUTES PRIOR

GOVERNMENT CENTRE
 MAIN FLOOR, 9929- 108TH ST, EDMONTON, AB T5K1G8
 Tél.: 780 425 8611
 GST REG# 88510191

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

Trip #: [REDACTED]
Booking Date: 13 Jul 17
Client: [REDACTED]
Agent: [REDACTED]
File Locator: [REDACTED]

MY ITINERARY

Passengers	Citizenship	Required Travel Documents
LINDA HUGHES	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:		LINDA HUGHES		Booking Date:	07/13/2017		
				File Locator/Ticket #:	[REDACTED]		
Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	08151	EDMONTON INTL		CALGARY INTL	G		
		07/26/2017 3:35PM		07/26/2017 4:27PM			
AIR CANADA	08154	CALGARY INTL		EDMONTON INTL	G		
		07/27/2017 6:35PM		07/27/2017 7:25PM			