

AHS Board and Executive Expense Report

Name Nancy Guebert
Title Chief Program Officer Cancer Control Alberta
Location Calgary
 Expenses submitted during the month of November 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)
Nov-18	P-Card	Meetings			402	294	696			
Nov-18	Expense Claim	Meetings		285		206	491			
Nov-18	Direct Billing	Meetings	700				700			
Total			\$ 700	\$ 285	\$ 402	\$ 500	\$ 1,887	\$ -	\$ -	\$ -

Total for the Month \$ 1,887

Maximum daily single meal expense claimed in the month \$ 24
 Maximum daily base hotel rate claimed in the month \$ 179
 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								
GUEBERT, NANCY COLLEEN	Chief Program Officer, Cancer Control Alberta	Calgary	\$ 695.97								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
10/27/2018	Attend Fall Forum in Edmonton	AB - Other Zones	Taxi	\$ 43.70	Delta Hotel South Edmonton	YEG Airport	Transportation to airport	1			
10/30/2018	Attend Senior Leaders Meeting at Calgary Airport	AB - Local	Parking - Lot or Parkade	\$ 29.35			Parking of personal vehicel	1			
11/5/2018	Attend 2 days of meetings in Edmonton including ACF Show the Love Campaign	AB - Other Zones	Taxi	\$ 75.90	YEG Airport	Westin Hotel	Transportation from airport	1			
11/6/2018	Attend 2 days of meetings in Edmonton including ACF Show the Love Campaign event	AB - Other Zones	Accommodations	\$ 401.92			\$179.00/night within limit. Additional costs GST, Tourism Levy, Marketing fee	2			
11/7/2018	Attend 2 days of meetings in Edmonton including ACF Show the Love Campaign Event	AB - Other Zones	Taxi	\$ 75.90	Sunlife	YEG Airport	Transportation to Airport	1			
11/7/2018	Attend 2 days of meetings in Edmonton including ACF Show the Love Campaign Event	AB - Local	Parking - Lot or Parkade	\$ 69.20			Personal vehicle parking	1			
Approver(s) for the claim		Approval Status	Approval Date								
BELANGER, FRANCOIS		Approve	4-Dec-18								

① Taxi: Fall Forum Venue to
YES AIRPORT (Delta South)

PLACED - N. GUBBERI NOV. 2018

② Parking: Senior Leaders Meeting
@ Venue - Calgary Airport

Fall Forum
GREATER EDMONTON TAXI
SERVICE
10135 31 AVE NW
EDMONTON AB

RECEIPT
GST NO. R122556194

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2018/10/27
TIME 0059 14:17:30
INVOICE # [REDACTED]
RECEIPT NUMBER [REDACTED]
PURCHASE
AMOUNT \$38.00
TIP \$5.70
TOTAL
\$43.70

TKT NO [REDACTED]
EXIT No. A1
IN: 10/30/18 08:23
OUT: 10/30/18 15:02
DURATION: 0 06: 39
PAID: \$ 29.35
(GST INCLUDED)
MASTERCARD
[REDACTED]
AUTH. CODE
REF.
THANK YOU FOR

5x leader mtg.
FlyYYC YYC CALGARY INTERNATIONAL AIRPORT

MasterCard
[REDACTED]

⑥ Parking @ YYC AIRPORT - Nov 5-7
Edmonton Mtgs: 2:1 Donna Rose;

APPROVED
AUTH# [REDACTED]
THANK YOU

RECEIPT
GST NO. R122556194
Pcard

Pharmacy
updates
CFO Monthly;
Show the
love
Campaign

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

TKT NO: [REDACTED]
POF: CS2
IN: 11/05/18 17:54
OUT: 11/07/18 18:46
PAID: \$ 69.20
DURATION: 2 00: 52
(GST INCLUDED)

YELLOW CAB 780.462.3456
BARREL TAXI 780.489.7777
EDMTAXI.COM
GST 100403070

MASTERCARD
[REDACTED]
YOU HAVE 10 MIN.
TO EXIT

Taxi: New 7th Sunlife to 457
Edmonton Mtgs: 2:1, Pharmacy
Updates, CPD Monthly,
Show the Love

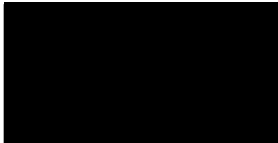
Receipt

PRESTIGE TRANSPORTATION
10135 31 AVE NW
EDMONTON AB

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2018/11/07
TIME 0548 16:30:33
INVOICE # [REDACTED]
RECEIPT NUMBER [REDACTED]

PURCHASE
AMOUNT \$66.00
TIP \$9.90
TOTAL
\$75.90

MasterCard



APPROVED

AUTH# [REDACTED]
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PRESTIGE 780.463.5000
GOPRESTIGE.CA
GST 862184769

Taxi: Nov 5th JTS →
Edmonton Hotel
Edmonton Mtgs: 2:1, Pharmacy
Update

Receipt

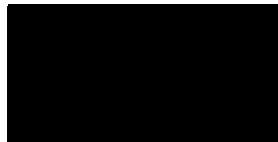
PRESTIGE TRANSPORTATION
10135 31 AVE NW
EDMONTON AB

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2018/11/05
TIME 5533 22:44:05
INVOICE # [REDACTED]
RECEIPT NUMBER [REDACTED]

PURCHASE
AMOUNT \$66.00
TIP \$9.90
TOTAL
\$75.90

CPD Monthly,
Show the
Love
Campaign

MasterCard



APPROVED

AUTH# [REDACTED]
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PRESTIGE 780.463.5000
GOPRESTIGE.CA
GST 862184769

⑤ ACCOMMODATIONS: NOV 5-7th
 Edmonton Mtgs: 2:1, Pharmacy Update, CFO Monthly Team Mtg,
 ATF Show the Love Campaign for CC 1.

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Nancy Ms Guebert
 Alberta Health Services li
 [Redacted]

Page Number : 1 Invoice Nbr : [Redacted]
 Guest Number : [Redacted]
 Folio ID : [Redacted]
 Arrive Date : 05-NOV-18 22:53
 Depart Date : 07-NOV-18 08:29
 No. Of Guest : 1
 Room Number : [Redacted]
 Club Account : [Redacted]

Tax Invoice

Tax ID : 815461330RT0001
 The Westin Edmonton NOV-07-2018 08:40 [Redacted]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
05-NOV-18	[Redacted]	Room Charge	179.00	
05-NOV-18	[Redacted]	GST	9.22	
05-NOV-18	[Redacted]	Destination Marketing Fee	5.37	
05-NOV-18	[Redacted]	Tourism Levy	7.37	
06-NOV-18	[Redacted]	Room Charge	179.00	
06-NOV-18	[Redacted]	GST	9.22	
06-NOV-18	[Redacted]	Destination Marketing Fee	5.37	
06-NOV-18	[Redacted]	Tourism Levy	7.37	
07-NOV-18	[Redacted]	Mastercard [Redacted]		-401.92
** Total			401.92	-401.92
*** Balance			0.00	

PACK LIGHT. STAY FIT - With the Westin Gear Lending program, New Balance(TM) workout gear is conveniently delivered to your room so you can keep moving. Experience it during your next stay. Learn more at westin.com/newbalance

Continued on the next page

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
GUEBERT, NANCY COLLEEN	Chief Program Officer, Cancer Control Alberta	Calgary	\$ 490.56								
9/18/2018	Attend mtgs in Edmonton Sep18-20		Mileage-Local-Home Zone	\$ 16.16	Residence	YYC Airport	Personal vehicle to airport	1			32
9/18/2018	Attend mtgs in Edmonton Sep18-20	AB - Other Zones	Meals Per Diem	\$ 37.00			Meals needed while attending mtgs in Edmonton Lunch \$13.00 Dinner \$24.00	1			
9/19/2018	Attend mtgs in Edmonton Sep18-20	AB - Other Zones	Meals Per Diem	\$ 47.50			Meals needed while attending mtgs in Edmonton Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			
9/20/2018	Attend mtgs in Edmonton Sep18-20	AB - Other Zones	Meals Per Diem	\$ 23.50			Meals needed while attending mtgs in Edmonton Bfast \$10.50 Lunch \$13.00	1			
9/20/2018	Attend mtgs in Edmonton Sep18-20		Mileage-Local-Home Zone	\$ 16.16	YYC Airport	Residence	Personal vehicle from airport to home	1			32
9/26/2018	Attend Connect Care Validation Session		Mileage-Local-Home Zone	\$ 5.05	Southport Tower	BMO Centre Calgary	Use of personal vehicle	1			10
10/1/2018	Attend mtgs in Edmonton Oct 1-3		Mileage-Local-Home Zone	\$ 16.16	Residence	YYC Airport	Personal vehicle to airport	1			32
10/1/2018	Attend mtgs in Edmonton Oct 1-3	AB - Other Zones	Meals Per Diem	\$ 37.00			Meals needed while attending mtgs in Edmonton Lunch \$13.00 Dinner \$24.00	1			
10/2/2018	Attend mtgs in Edmonton Oct 1-3	AB - Other Zones	Meals Per Diem	\$ 34.50			Meals needed while attending mtgs in Edmonton Bfast \$10.50 Dinner \$24.00	1			

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
GUEBERT, NANCY COLLEEN	Chief Program Officer, Cancer Control Alberta	Calgary		\$ 490.56							
10/3/2018	Attend mtgs in Edmonton Oct 1-3	AB - Other Zones	Meals Per Diem	\$ 10.50			Meals needed while attending mtgs in Edmonton Bfast \$10.50	1			
10/3/2018	Attend mtgs in Edmonton Oct 1-3		Mileage-Local-Home Zone	\$ 16.16	YYC Airport	Residence	Personal vehicle from airport	1			32
10/15/2018	Attend AHS ELT mtg in Edmonton Oct 16		Mileage-Local-Home Zone	\$ 20.20	TBCC	YYC Airport via Stony Trail	Personal vehicle to airport	1			40
10/15/2018	Attend AHS ELT mtg Oct 16 in Edmonton	AB - Other Zones	Meals Per Diem	\$ 24.00			Meals required based on travel times Dinner \$24.00	1			
10/16/2018	Attend AHS ELT mtg Oct 16 in Edmonton	AB - Other Zones	Meals Per Diem	\$ 23.50			Meals required based on travel times Bfast \$10.50 Lunch \$13.00	1			
10/16/2018	Attend AHS ELT mtg in Edmonton Oct 16		Mileage-Local-Home Zone	\$ 16.16	YYC Airport	Residence	Personal vehicle from airport	1			32
10/30/2018	Attend Senior Leaders Meeting		Mileage-Local-Home Zone	\$ 10.61	TBCC	YYC Airport	Personal vehicle	1			21
10/31/2018	Attend CAPCA mtg in Toronto		Mileage-Local-Home Zone	\$ 16.16	Residence	YYC Airport	Personal vehicle to airport	1			32
11/2/2018	Attend CAPCA mtgs in Toronto		Mileage-Local-Home Zone	\$ 16.16	YYC Airport	Residence	Personal vehicle from airport	1			32
11/5/2018	Attend mtgs in Edmonton Nov 6-7		Mileage-Local-Home Zone	\$ 10.61	TBCC	YYC Airport	Personal vehicle to airport	1			21

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
GUEBERT, NANCY COLLEEN	Chief Program Officer, Cancer Control Alberta	Calgary	\$ 490.56								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
11/6/2018	Attend mtgs in Edmonton Nov 6-7	AB - Other Zones	Meals Per Diem	\$ 23.50			Meals required while attending mtgs in Edmonton Bfast \$10.50 Lunch \$13.00	1			
11/7/2018	Attend mtgs in Edmonton Nov 6-7	AB - Other Zones	Meals Per Diem	\$ 23.50			Meals required while attending mtgs in Edmonton Bfast \$10.50 Lunch \$13.00	1			
11/7/2018	Attend mtgs in Edmonton Nov 6-7		Mileage-Local-Home Zone	\$ 16.16	YYC Airport	Residence	Personal vehicle from airport	1			32
11/14/2018	Attend COEC mtg		Mileage-Local-Home Zone	\$ 7.58	Southport	TBCC	Use of personal vehicle	1			15
11/22/2018	Attend AHS PRO Symposium		Mileage-Local-Home Zone	\$ 7.58	TBCC	Blackfoot Hotel	Personal vehicle to mtg venue	1			15
11/23/2018	Return trip Attend AHS PRO Symposium		Mileage-Local-Home Zone	\$ 15.15	TBCC	Blackfoot Hotel	Personal vehicle to venue	1			30
Approver(s) for the claim		Approval Status		Approval Date							
CHIES, MAURO A		Approve		4-Dec-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**

Name : Nancy Guebert	Reporting Period for the Month of : Oct 21 2018 to Nov 20 2018
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
7-Nov-18	Direct Billing	Airline Ticket	Return flight YYC-YEG to attend Holiday Staff Function	Vision Travel	\$390.05
7-Nov-18	Direct Billing	Airline Ticket	Return flight YYC-YEG to attend Cancer PAC meetings	Vision Travel	\$310.64
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Choose from Drop-down List		Vision Travel	
Total Paid in the Month					\$ 700.69

From: tripinfo@visiontravel.ca
Sent: Monday, November 19, 2018 9:14 AM
To: [REDACTED]@VISIONTRAVEL.CA
Subject: Invoice and Itinerary for GUEBERT/NANCY MS - 06December18 - Vision Travel Locator: [REDACTED]



Vision Travel DT Ontario-West Inc
[REDACTED], Canada,
www.visiontravel.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice [REDACTED]
Issued: 07 November 2018

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

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

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

Passenger(s): GUEBERT/NANCY MS

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

AIR - Thursday, December 6 2018

[Add To Calendar](#)

Air Canada Flight AC8134 Economy Class

Depart	Arrive
Calgary, Alberta Weather Calgary International Airport 08:00 AM Thursday, December 6 2018	Edmonton, Alberta Weather Edmonton International Airport 08:53 AM Thursday, December 6 2018

Duration: 0 hour(s) and 53 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference [REDACTED]
Operated By: AIR CANADA EXPRESS - JAZZ
FF Number: [REDACTED] GUEBERT/NANCY MS - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)

Remarks: SEAT 9C - GUEBERT/NANCY MS

Air Canada Flight AC8153 Economy Class

Depart	Edmonton, Alberta Weather	Arrive	Calgary, Alberta Weather
	Edmonton International Airport		Calgary International Airport
	03:40 PM Thursday, December 6 2018		04:35 PM Thursday, December 6 2018

Duration: 0 hour(s) and 55 minute(s) Non-stop
 Status: Confirmed - Air Canada Booking Reference [REDACTED]
 Operated By: AIR CANADA EXPRESS - JAZZ
 FF Number: [REDACTED] - GUEBERT/NANCY MS - please reconfirm at check-in
 Online Check In: Available 24 hours prior - [click here](#)
 E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)

Remarks: SEAT 15D - GUEBERT/NANCY MS

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	[REDACTED]					
Vendor AC Domestic Air	[REDACTED]	303.54	74.96	0.00	0.00	378.50
Domestic Air	SJDBH5	11.00	0.00	Billed to [REDACTED] 0.55	0.00	11.55
				Billed to: [REDACTED]		
	Totals:	314.54	74.96	0.55	0.00	390.05
				Total Credit Card Billing:		390.05
				Balance Due:		0.00

From: [REDACTED]@visiontravel.ca>
Sent: Wednesday, November 07, 2018 2:56 PM
To: [REDACTED]
Subject: FW: Invoice and Itinerary for GUEBERT/NANCY MS - 14December18 - Vision Travel
Locator: [REDACTED]

Corporate Travel Advisor

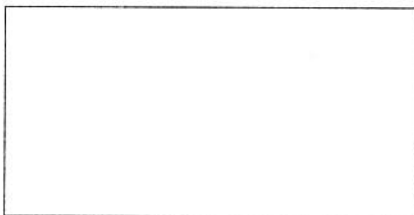
9929 - 108 St, Edmonton, Alberta, T5K 1G8

Office: 780-425-8611
Toll-Free: 888-255-0515

[REDACTED]@visiontravel.ca
www.visiontravel.ca



From: tripinfo@visiontravel.ca [mailto:tripinfo@visiontravel.ca]
Sent: November-07-18 2:53 PM
To: [REDACTED]
Subject: Invoice and Itinerary for GUEBERT/NANCY MS - 14December18 - Vision Travel Locator: [REDACTED]



Vision Travel DT Ontario-West Inc
, , Canada,
www.visiontravel.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: [REDACTED]
Issued: 07 November 2018

Agency Ref. [REDACTED]
Sales Person:

Customer Number: [REDACTED]
Customer Ref.:

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

Passenger(s): GUEBERT/NANCY MS

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

AIR - Friday, December 14 2018 [Add To Calendar](#)

Air Canada Flight AC8134 Economy Class

Depart Calgary, Alberta [Weather](#) **Arrive** Edmonton, Alberta [Weather](#)
 Calgary International Airport Edmonton International Airport
 08:00 AM Friday, December 14 2018 08:53 AM Friday, December 14 2018

Duration: 0 hour(s) and 53 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference: [REDACTED]
Operated By: AIR CANADA EXPRESS - JAZZ
FF Number: [REDACTED] GUEBERT/NANCY MS - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)

Remarks: SEAT 9D - GUEBERT/NANCY MS
 PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

AIR - Saturday, December 15 2018 [Add To Calendar](#)

Air Canada Flight AC8155 Economy Class

Depart Edmonton, Alberta [Weather](#) **Arrive** Calgary, Alberta [Weather](#)
 Edmonton International Airport Calgary International Airport
 05:25 PM Saturday, December 15 2018 06:20 PM Saturday, December 15 2018

Duration: 0 hour(s) and 55 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference [REDACTED]
Operated By: AIR CANADA EXPRESS - JAZZ
FF Number: [REDACTED] - GUEBERT/NANCY MS - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)

Remarks: SEAT 9D - GUEBERT/NANCY MS
 PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number	[REDACTED]					
Vendor AC Domestic Air	[REDACTED]	235.68	74.96	0.00	0.00	310.64
				Billed to [REDACTED]		
	Totals:	235.68	74.96	0.00	0.00	310.64
				Total Credit Card Billing:		310.64
				Balance Due:		0.00