

## AHS Board and Executive Expense Report

**Name** Dr. Rob Hayward  
**Title** Senoir Medical Director & Chief of Medical Information Officer  
**Location** Edmonton  
 Expenses submitted during the month of February 2019

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)
Feb-19	Expense Claim	Meetings				25	25			
Feb-19	Direct Billing	Meetings	513				513			
<b>Total</b>			\$ 513	\$ -	\$ -	\$ 25	\$ 538	\$ -	\$ -	\$ -

**Total for the Month** \$ 538

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 Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
HAYWARD, ROBERT	Senior Medical Director & Chief Medical Information Officer	Edmonton	\$ 25.00								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
2/15/2019	Parking at Edmonton Airport due to travel to Calgary for AMA meeting	AB - Other Zones	Parking - Lot or Parkade	\$ 25.00			Travel to Calgary for AMA meeting	1			
Approver(s) for the claim		Approval Status	Approval Date								
BELANGER, FRANCOIS		Approve	28-Feb-19								

GS# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton  
Tax Code CA5%

Exit Lane 15/02/19 17:58  
Receipt [REDACTED]

Short-term parking tkt  
DL - No. 002578  
15/02/19 06:37  
15/02/19 17:58  
Period 0d11h22'  
(Tax) \$25.00

Total \$25.00

Payment Received  
VIA [REDACTED] \$25.00

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

Sub Total \$23.81  
Tax 5% \$1.19

06/02/2019 14:11

## 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> Dr. Rob Hayward	<b>Reporting Period for the Month of :</b> Feb-19
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
15-Feb-19	Direct Bill	Airline Ticket	Flight to Calgary to attend the AMA/AHS/AH Workshop	Marlin Travel	513.32

<b>Total Paid in the Month</b>	<b>\$ 513.32</b>
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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: 09 February 2019

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

Customer Number: [REDACTED]  
Customer Ref.:

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

Passenger(s): HAYWARD/ROBERT DR

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

AIR - Friday, February 15 2019		<a href="#">Add To Calendar</a>	
<b>WestJet Flight WS242 Premium Economy Class - Seat 03D (Non smoking, Aisle) Confirmed</b>			
<b>Depart</b>	Edmonton, Alberta Edmonton International Airport 07:30 AM Friday, February 15 2019	<b>Arrive</b>	Calgary, Alberta Calgary International Airport 08:31 AM Friday, February 15 2019
<b>Duration:</b>	1 hour(s) and 1 minute(s) Non-stop		
<b>Status:</b>	Confirmed - WestJet Booking Reference: [REDACTED]		
<b>Online Check In:</b>	Available 24 hours prior - <a href="#">click here</a>		
<b>Baggage Allowance:</b>	2 Piece(s)		
<b>Remarks:</b>	PLEASE CHECK IN WITH WESTJET		

AIR - Friday, February 15 2019		<a href="#">Add To Calendar</a>	
<b>Air Canada Flight AC8152 Economy Class - Seat 07F (Non smoking, Chargeable) Confirmed</b>			
<b>Depart</b>	Calgary, Alberta Calgary International Airport 04:30 PM Friday, February 15 2019	<b>Arrive</b>	Edmonton, Alberta Edmonton International Airport 05:26 PM Friday, February 15 2019
<b>Duration:</b>	0 hour(s) and 56 minute(s) Non-stop		
<b>Status:</b>	Confirmed - Air Canada Booking Reference: [REDACTED]		
<b>Operated By:</b>	AIR CANADA EXPRESS - JAZZ		
<b>FF Number:</b>	115210486 - HAYWARD/ROBERT DR - please reconfirm at check-in		
<b>Online Check In:</b>	Available 24 hours prior - <a href="#">click here</a>		
<b>Baggage Allowance:</b>	1 Piece(s)		
<b>Remarks:</b>	PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ		

**Invoice Details**

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	██████████					
WestJet	██████████	182.36	49.48	0.00	0.00	231.84
					Billed to: ██████████	
Invoice Number:	██████████					
Air Canada	██████████	244.00	37.48	0.00	0.00	281.48
					Billed to: ██████████	
	<b>Totals:</b>	<b>426.36</b>	<b>86.96</b>	<b>0.00</b>	<b>0.00</b>	<b>513.32</b>
					<b>Total Credit Card Billing:</b>	<b>513.32</b>
					<b>Balance Due:</b>	<b>0.00</b>