

AHS Board and Executive Expense Report

Name Robert Hawes
Title Chief Program Officer Finance
Location Calgary

Expenses submitted during the month of June 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) |
| Jun-18 | Expense Claim | Meetings | | 98 | | 25 | 123 | | | |
| Jun-18 | Direct Billing | Meetings | | | 511 | 320 | 831 | | | |
| Total | | | \$ - | \$ 98 | \$ 511 | \$ 345 | \$ 954 | \$ - | \$ - | \$ - |

Total for the Month \$ 954

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 | | | | | | | | |
|---------------------------|--|-------------------|--------------------------|---------------|---------------|-------------|--|-----------|----------------|------------------|---------------|
| HAWES, ROBERT | Chief Program Officer, Finance | Calgary | \$ 123.00 | | | | | | | | |
| Expense Date | Business reason | Expense Location | Expense Type | Amount | From Location | To Location | Justification | # of days | # of Attendees | Attendee Name(s) | Trip Distance |
| 5/17/2018 | LPIP Strategy Mtg & AHS Finance HR Matter | AB - Other Zones | Parking - Lot or Parkade | \$ 10.00 | | | Parking lot fee Red Arrow Lot Calgary | 1 | | | |
| 5/17/2018 | LPIP Strategy Mtg & AHS Finance HR Matter | AB - Other Zones | Meals Per Diem | \$ 24.00 | | | LPIP Strategy Mtg & AHS Finance HR Matter Dinner \$24.00 | 1 | | | |
| 5/18/2018 | LPIP Strategy Mtg & AHS Finance HR Matter | AB - Other Zones | Meals Per Diem | \$ 13.00 | | | LPIP Strategy Mtg & AHS Finance HR Matter Lunch \$13.00 | 1 | | | |
| 6/13/2018 | Staff Update Sessions | AB - Other Zones | Parking - Lot or Parkade | \$ 15.00 | | | Parking at Red Arrow lot to attend Staff Update Session in Edmonton & Red Deer | 1 | | | |
| 6/13/2018 | Staff Update Sessions Calgary to EDM to Red Deer | AB - Other Zones | Meals Per Diem | \$ 24.00 | | | Staff Update Sessions travelling Calgary to EDM to Red Deer Dinner \$24.00 | 3 | | | |
| 6/14/2018 | Staff Update Sessions Calgary to EDM to Red Deer | AB - Other Zones | Meals Per Diem | \$ 24.00 | | | Staff Update Sessions travelling Calgary to EDM to Red Deer Dinner \$24.00 | 3 | | | |
| 6/15/2018 | Staff Update Sessions Calgary to EDM to Red Deer | AB - Other Zones | Meals Per Diem | \$ 13.00 | | | Staff Update Sessions travelling Calgary to EDM to Red Deer Lunch \$13.00 | 3 | | | |
| Approver(s) for the claim | | Approval Status | | Approval Date | | | | | | | |
| RHODES, DEBORAH | | Approve | | 26-Jun-18 | | | | | | | |

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: May 17, 2018 6:31 PM
To: Robert Hawes
Subject: Red Arrow Itinerary/Receipt

ITINERARY/RECEIPT



2018-05-17

You can reach us at:

ROBERT HAWES



Red Arrow - CNS
 Central Reservations: 1-800-
 232-1958
 sales@redarrow.ca

| ORDER# | ORDERED | CUSTOMER# | P.O. | GROUP NAME | DEPARTING | RETURNING | SALES REP | SALES AGENT |
|--------|------------|-----------|------|------------|------------|--------------|-----------|-------------|
| | 2018-05-17 | | | | 2018-05-17 | ✓ 2018-05-18 | - | |

Travellers:

Adult1/

| PRODUCT DESCRIPTION | DURATION | OCCUPANCY | QTY | PRICE/UNIT | BILLED |
|--|----------|-----------------|-----|------------|----------|
| Parking Per Day 2018-05-17 until 2018-05-18 (2 days) | 2 days | Per Day Parking | 1 | \$ 9.52 | \$ 10.00 |

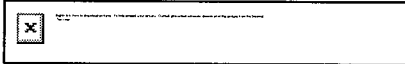
Payments Received

| DATE | GUEST | REFERENCE | AMOUNT |
|------------|------------------------|-----------|----------|
| 2018-05-17 | customer: ROBERT HAWES | Visa | \$ 10.00 |

| | |
|---------------------------|----------|
| Base Price: | \$ 9.52 |
| Discounts: | \$ 0.00 |
| Service Charges: | \$ 0.00 |
| GST: | \$ 0.48 |
| Invoice Total: | \$ 10.00 |
| Payments Received: | \$ 10.00 |

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: June 13, 2018 6:20 PM
To: Robert Hawes
Subject: Red Arrow Itinerary/Receipt

ITINERARY/RECEIPT






2018-06-13

You can reach us at:

ROBERT HAWES


Red Arrow - CNS
 Central Reservations: 1-800-
 232-1958
 sales@redarrow.ca

| ORDER# | ORDERED | CUSTOMER# | P.O. | GROUP NAME | DEPARTING | RETURNING | SALES REP | SALES AGENT |
|--|------------|---|------|------------|------------|------------|-----------|---|
|  | 2018-06-13 |  | | | 2018-06-13 | 2018-06-15 | - |  |

Travellers:

HAWES/ROBERT

| PRODUCT DESCRIPTION | DURATION | OCCUPANCY | QTY | PRICE/UNIT | BILLED |
|--|----------|-----------------|-----|------------|----------|
| Parking Per Day 2018-06-13 until 2018-06-15 (3 days) | 3 days | Per Day Parking | 1 | \$ 14.28 | \$ 15.00 |

Payments Received

| DATE | GUEST | REFERENCE | AMOUNT |
|------------|------------------------|---|----------|
| 2018-06-13 | customer: ROBERT HAWES | Visa  | \$ 15.00 |

| | |
|---------------------------|----------|
| Base Price: | \$ 14.28 |
| Discounts: | \$ 0.00 |
| Service Charges: | \$ 0.00 |
| GST: | \$ 0.72 |
| Invoice Total: | \$ 15.00 |
| Payments Received: | \$ 15.00 |

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 : Robert Hawes | Reporting Period for the Month of : May - June 2018 |
|----------------------------|--|

| DD-MMM-YYYY | Payment Method | Category | Description/Purpose of the Expense | Name of Vendor | Amount Paid |
|--------------------------------|----------------|----------------------|---|----------------|------------------|
| 2-May-2018 | Direct Billing | Other Transportation | Red Arrow Calgary to Edmonton, one way | Marlin Travel | 68.76 |
| 17-May-2018 | Direct Billing | Hotel | Matrix for one night in Edmonton, LPIP Strategy Mtg and AHS Finance HR Matter | Marlin Travel | 170.32 |
| 17-May-2018 | Direct Billing | Other Transportation | Red Arrow Calgary to Edmonton, Return | Marlin Travel | 137.52 |
| 13-Jun-2018 | Direct Billing | Other Transportation | Red Arrow Calgary to Edmonton, Red Arrow Red Deer to Calgary | Marlin Travel | 114.00 |
| 13-Jun-2018 | Direct Billing | Hotel | Matrix for two nights in Edmonton - Staff Update Sessions | Marlin Travel | 340.64 |
| Total Paid in the Month | | | | | \$ 831.24 |

R Jun 20/18.

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: April 30, 2018 1:05 PM
To: [REDACTED]
Subject: Red Arrow Itinerary/Receipt



ITINERARY/RECEIPT

2018-04-30

You can reach us at:

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

Corporate Sales

| ORDER# | ORDERED | CUSTOMER# | P.O. | GROUP NAME | DEPARTING | RETURNING | SALES REP | SALES AGENT |
|------------|------------|------------|------|------------|------------|------------|-----------|--------------|
| [REDACTED] | 2018-04-25 | [REDACTED] | | | 2018-05-02 | 2018-05-02 | - | Website User |

Travellers:

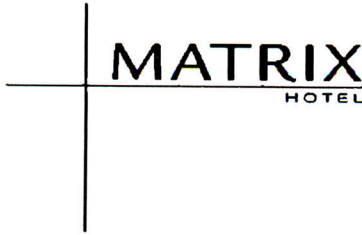
Hawes/Robert

| PRODUCT DESCRIPTION | DURATION | OCCUPANCY | QTY | PRICE/UNIT | BILLED |
|---|---------------|-----------|-----|------------|----------|
| CALEDM 08:00. Assigned to: 02A Departs Calgary (CGYNORTH / CNS 304 35 Ave NE) at 08:15 on 2018-05-02. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 11:50 on 2018-05-02. (3 hrs 35 mins) | 3 hrs 35 mins | Adult | 1 | \$ 72.38 | \$ 68.76 |

Payments Received

| DATE | GUEST | REFERENCE | AMOUNT |
|------------|---|-----------------------|-----------|
| 2018-04-25 | ALBERTA HEALTH SERVICES - MARLIN TRAVEL | MasterCard [REDACTED] | \$ 137.52 |
| 2018-04-30 | ALBERTA HEALTH SERVICES - MARLIN TRAVEL | MasterCard [REDACTED] | \$ -68.76 |

| | |
|---------------------------|----------|
| Base Price: | \$ 72.38 |
| Discounts: | \$ 3.62 |
| Service Charges: | \$ 0.00 |
| Invoice Total: | \$ 68.76 |
| Payments Received: | \$ 68.76 |



AB Health Services
Accounts Payable
P.O. Box 1600
Suite 300, 10030 - 107 Street NW
Edmonton AB T5J 2N9
Canada

Room No. : [REDACTED]
Arrival : 05-17-18
Departure : 05-18-18
Folio No. : [REDACTED]

Guest Name: Hawes, Robert A
Cost Centre: 101.0000.71115000025
AHS Email [REDACTED]
INVOICE

Invoice No. : [REDACTED]
AR No. : [REDACTED]
Conf. No. : [REDACTED]

| Date | Description | Charges | Credits |
|-------------|---------------------------|----------------------|----------------|
| 05-17-18 | Room Revenue | 159.00 | |
| 05-17-18 | Destination Marketing Fee | 4.77 | |
| 05-17-18 | Tourism Levy | 6.55 | |
| | | Total Charges | 170.32 |
| | | Total Credits | 0.00 |
| | | Balance | 170.32 |

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: June 19, 2018 1:38 PM
To:
Subject: Red Arrow Itinerary/Receipt

ITINERARY/RECEIPT



2018-06-19

You can reach us at:

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

Corporate Sales

| ORDER# | ORDERED | CUSTOMER# | P.O. | GROUP NAME | DEPARTING | RETURNING | SALES REP | SALES AGENT |
|------------|------------|------------|------|------------|------------|------------|-----------|--------------|
| ██████████ | 2018-04-25 | ██████████ | | | 2018-05-17 | 2018-05-18 | - | Website User |

Travellers:

Hawes/Robert

| PRODUCT DESCRIPTION | DURATION | OCCUPANCY | QTY | PRICE/UNIT | BILLED |
|--|---------------|-----------|-----|------------|----------|
| CALEDM 18:30 YYC. Assigned to: 02A Departs Calgary (CGYNORTH / CNS 304 35 Ave NE) at 18:45 on 2018-05-17. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 22:15 on 2018-05-17. (3 hrs 30 mins) | 3 hrs 30 mins | Adult | 1 | \$ 72.38 | \$ 68.76 |
| ECEXP 16:30. Assigned to: 02A Departs Edmonton (EDMTO / ETO 10014 104 St) at 16:30 on 2018-05-18. Arrives Calgary (CGYNORTH / CNS 304 35 Ave NE) at 19:35 on 2018-05-18. (3 hrs 5 mins) | 3 hrs 5 mins | Adult | 1 | \$ 72.38 | \$ 68.76 |

Base Price: \$ 144.76

Discounts: \$ 7.24

Service Charges: \$ 0.00

Invoice Total: \$ 137.52

Payments Received: \$ 137.52

Balance Due: \$ 0.00

Payments Received

| DATE | GUEST | REFERENCE | AMOUNT |
|------------|---|--------------------------|-----------|
| 2018-04-25 | ALBERTA HEALTH SERVICES - MARLIN TRAVEL | MasterCard [REDACTED] | \$ 137.52 |

**PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN.
PLEASE CHECK IN 15 MINUTES PRIOR TO DEPARTURE**

TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. If you wish to time change, date change, or cancel for a full refund – 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. December 15 - January 5 to cancel or make any changes to a reservation we require 24 hours notice. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change. Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. **Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices** **Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time** Corporate Billing Accounts: Payment due 30 days after completion of trip.

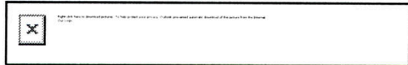
If you wish to change or cancel your booking, please contact a Passenger Experience Representative at 1-800-232-1958.

Thank you for booking with Red Arrow Motorcoach. We appreciate your business!

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: June 19, 2018 2:22 PM
To: [REDACTED]
Subject: Red Arrow Itinerary/Receipt

ITINERARY/RECEIPT



2018-06-19

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

You can reach us at:
 Corporate Sales

| ORDER# | ORDERED | CUSTOMER# | P.O. | GROUP NAME | DEPARTING | RETURNING | SALES REP | SALES AGENT |
|------------|------------|------------|------|------------|------------|------------|-----------|--------------|
| [REDACTED] | 2018-04-25 | [REDACTED] | | | 2018-06-13 | 2018-06-15 | - | Website User |

Travellers:

Hawes/Robert

| PRODUCT DESCRIPTION | DURATION | OCCUPANCY | QTY | PRICE/UNIT | BILLED |
|--|---------------|-----------|-----|------------|----------|
| CALEDM 18:30 YYC. Assigned to: 02A Departs Calgary (CGYNORTH / CNS 304 35 Ave NE) at 18:45 on 2018-06-13. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 22:15 on 2018-06-13. (3 hrs 30 mins) | 3 hrs 30 mins | Adult | 1 | \$ 72.38 | \$ 68.76 |
| EDMCAL 12:00 YYC. Assigned to: 02A Departs Red Deer (REDHOL / Red Deer Radisson Hotel 6500 67 St) at 14:00 on 2018-06-15. Arrives Calgary (CGYNORTH / CNS | 1 hr 50 mins | Adult | 1 | \$ 47.62 | \$ 45.24 |

304 35 Ave NE) at 15:50 on 2018-06-15.
(1 hr 50 mins)

Payments Received

| DATE | GUEST | REFERENCE | AMOUNT |
|------------|---|--------------------------|-----------|
| 2018-04-25 | ALBERTA HEALTH SERVICES - MARLIN TRAVEL | MasterCard [REDACTED] | \$ 114.00 |

| | |
|---------------------------|-----------|
| Base Price: | \$ 120.00 |
| Discounts: | \$ 6.00 |
| Service Charges: | \$ 0.00 |
| Invoice Total: | \$ 114.00 |
| Payments Received: | \$ 114.00 |
| Balance Due: | \$ 0.00 |

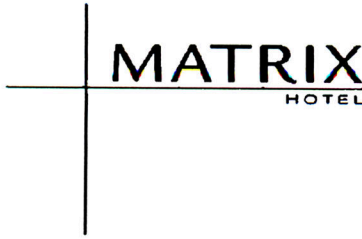
**PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN.
PLEASE CHECK IN 15 MINUTES PRIOR TO DEPARTURE**

TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. If you wish to time change, date change, or cancel for a full refund – 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. December 15 - January 5 to cancel or make any changes to a reservation we require 24 hours notice. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change. Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. **Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices** **Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time** Corporate Billing Accounts: Payment due 30 days after completion of trip.

If you wish to change or cancel your booking, please contact a Passenger Experience Representative at 1-800-232-1958.

Thank you for booking with Red Arrow Motorcoach. We appreciate your business!

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication



AB Health Services
Accounts Payable
P.O. Box 1600
Suite 300, 10030 - 107 Street NW
Edmonton AB T5J 2N9
Canada

Room No. : [REDACTED]
 Arrival : 06-13-18
 Departure : 06-15-18
 Folio No. : [REDACTED]

Guest Name: Hawes, Robert A
 Cost Centre: 101.0000.71115000025
 AHS Contact [REDACTED]
 AHS Email [REDACTED]
INVOICE

Invoice No. : [REDACTED]
 AR No. : [REDACTED]
 Conf. No. : [REDACTED]

| Date | Description | Charges | Credits |
|----------|---------------------------|----------------------|---------------|
| 06-13-18 | Room Revenue | 159.00 | |
| 06-13-18 | Destination Marketing Fee | 4.77 | |
| 06-13-18 | Tourism Levy | 6.55 | |
| 06-14-18 | Room Revenue | 159.00 | |
| 06-14-18 | Destination Marketing Fee | 4.77 | |
| 06-14-18 | Tourism Levy | 6.55 | |
| | | Total Charges | |
| | | 340.64 | |
| | | Total Credits | 0.00 |
| | | Balance | 340.64 |