

## AHS Board and Executive Expense Report

**Name** Robert Hawes  
**Title** Chief Program Officer Finance  
**Location** Calgary

Expenses submitted during the month of August 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)
Aug-18	Expense Claim	Meetings		85		20	105			
Aug-18	Direct Billing	Meetings			341	275	616			
<b>Total</b>			\$ -	\$ 85	\$ 341	\$ 295	\$ 721	\$ -	\$ -	\$ -

**Total for the Month**      \$        721

Maximum daily single meal expense claimed in the month      \$        24  
Maximum daily base hotel rate claimed in the month              \$        159  
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	\$ 105.00									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
8/7/2018	To attend staff meeting in Edmonton	AB - Other Zones	Parking - Lot or Parkade	\$ 10.00			To travel to Edmonton via Red Arrow, parking in lot.	1				
8/7/2018	To attend staff meetings and AHS Board Meeting	AB - Other Zones	Meals Per Diem	\$ 24.00			To attend staff meetings and AHS Board Meeting. Accommodation & Red Arrow direct billed. Dinner \$24.00	1				
8/8/2018	To attend staff meetings and AHS Board Meeting	AB - Other Zones	Meals Per Diem	\$ 37.00			To attend staff meetings and AHS Board Meeting. Accommodation & Red Arrow direct billed. Lunch \$13.00 Dinner \$24.00	1				
8/30/2018	To attend Labour Relations Meeting in Edmonton.	AB - Other Zones	Parking - Lot or Parkade	\$ 10.00			To attend Labour Relations Meeting in Edmonton, travel via Red Arrow, parked in lot.	1				
8/31/2018	To attend Labour Relations Meeting	AB - Other Zones	Meals Per Diem	\$ 24.00			To attend Labour Relations Meeting in person. Dinner \$24.00	1				
Approver(s) for the claim		Approval Status	Approval Date									
RHODES, DEBORAH		Approve	5-Sep-18									

**From:** Robert Hawes  
**Sent:** August 08, 2018 6:56 PM  
**To:**  
**Subject:** FW: Red Arrow Itinerary/Receipt

attached is parking. you should have bus.  
the matrix should have been emailed to email on file as requested on check out. I didn't get it so hope you did.  
per diem T dinner, W lunch & dinner.

**From:** Red Arrow Reservations [itinerary@redarrow.ca]  
**Sent:** August 7, 2018 6:00 PM  
**To:** Robert Hawes  
**Subject:** Red Arrow Itinerary/Receipt



**ITINERARY/RECEIPT**

2018-08-07

*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
	2018-08-07				2018-08-07	2018-08-08	-	

*Travellers:*  
HAWES/ROBERT

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
Parking Per Day 2018-08-07 until 2018-08-08 (2 days)	2 days	Per Day Parking	1	\$ 9.52	\$ 10.00

**Payments Received**

**Base Price:** \$ 9.52  
**Discounts:** \$ 0.00

DATE	GUEST	REFERENCE	AMOUNT
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2018-08-07 customer: ROBERT HAWES Visa [REDACTED] \$ 10.00

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**Service Charges:** \$ 0.00  
**GST:** \$ 0.48  
**Invoice Total:** \$ 10.00  
**Payments Received:** \$ 10.00  
**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](http://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:** Robert Hawes  
**Sent:** August 31, 2018 5:06 PM  
**To:**  
**Subject:** Fwd: Red Arrow Itinerary/Receipt

Robert Hawes, CA  
Chief Program Officer Finance  
[REDACTED]

Begin forwarded message:

**From:** Red Arrow Reservations <[itinerary@redarrow.ca](mailto:itinerary@redarrow.ca)>  
**Date:** August 30, 2018 at 6:14:36 PM MDT  
**To:** Robert Hawes [REDACTED]  
**Subject:** Red Arrow Itinerary/Receipt



**ITINERARY/RECEIPT**

2018-08-3

*You can reach us a*

ROBERT HAWES  
[REDACTED]

Red Arrow - [REDACTED]  
Central Reservations: 1-800-  
232-195  
[sales@redarrow.ca](mailto:sales@redarrow.ca)

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
[REDACTED]	2018-08-30	[REDACTED]			2018-08-30	2018-08-31	-	DAWN

*Travellers:*

HAWES/ROBERT

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLE
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**Parking Per Day** 2 days Per Day Parking 1 \$ 9.52 \$ 10.0  
 2018-08-30 until 2018-08-31 (2 days)

**Payments Received**

DATE	GUEST	REFERENCE	AMOUNT
2018-08-30	customer: ROBERT HAWES	Visa [REDACTED]	\$ 10.00

**Base Price:** \$ 9.52  
**Discounts:** \$ 0.00  
**Service Charges:** \$ 0.00  
**GST:** \$ 0.48  
**Invoice Total:** \$ 10.00  
**Payments Received:** \$ 10.00  
**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 un-checked baggage carried on board. For the full policy, please visit [www.redarrow.ca](http://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.

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## 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> Robert Hawes	<b>Reporting Period for the Month of :</b> Aug-18
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
7-Aug-2018	Direct Billing	Other Transportation	Red Arrow Return, Calgary to Edmonton return	Marlin Travel	137.52
7-Aug-2018	Direct Billing	Hotel	Matrix reservation one night	Marlin Travel	170.32
30-Aug-2018	Direct Billing	Other Transportation	Red Arrow Return, Calgary to Edmonton return for Labour Relations Meetings	Marlin Travel	137.52
30-Aug-2018	Direct Billing	Hotel	Matrix reservation one night for Labour Relations Meetings	Marlin Travel	170.32
<b>Total Paid in the Month</b>					<b>\$ 615.68</b>

# Vision

A DIRECT TRAVEL® COMPANY

## Invoice

ALBERTA HEALTH SERVICES  
 SUITE 800, NORTH TOWER  
 10030-107 ST  
 EDMONTON, AB T5J 3E4  
 CANADA

Trip #: [REDACTED]  
 Booking Date: 16 Aug 18  
 Client: [REDACTED]  
 Agent: [REDACTED]

File Locator: [REDACTED]

PASSENGERS: ROBERT HAWES

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
RED ARROW Confirmation # [REDACTED]	137.52	0.00	\$0.00	0.00	0.00	137.52 CAD
HOTEL MISC VOUCHERS Confirmation # [REDACTED]	159.00	0.00	\$0.00	0.00	0.00	159.00 CAD
<b>Total:</b>	<b>296.52</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>296.52 CAD</b>

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	08/01/2018	[REDACTED]	[REDACTED]	137.52 CAD
<b>Total Payment:</b>					<b>137.52 CAD</b>

**Balance Due CAD Currency 159.00 CAD**

**Payment Due Date: 16 Aug 18**

Total GST 0.00 Total HST \$0.00



ALBERTA HEALTH SERVICES  
SUITE 800, NORTH TOWER  
10030-107 ST  
EDMONTON, AB T5J 3E4  
CANADA

Trip #: [REDACTED]  
Booking Date: 16 Aug 18  
Client: [REDACTED]  
Agent: [REDACTED]  
File Locator: [REDACTED]

### MY ITINERARY

Passengers	Citizenship	Required Travel Documents
ROBERT HAWES	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



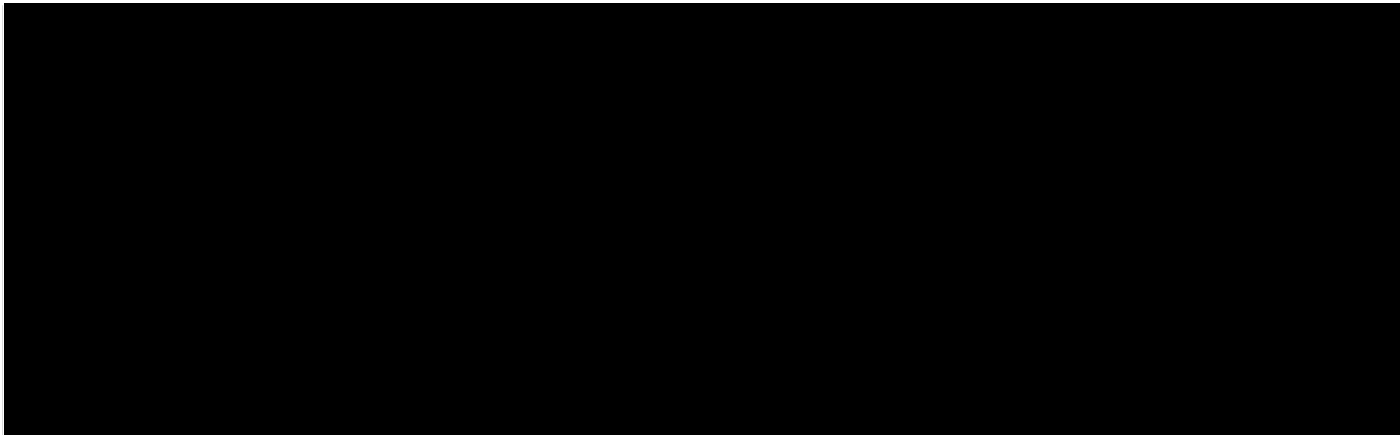
RED ARROW

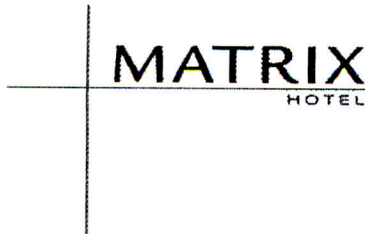
Passengers:	ROBERT HAWES	Booking Date:	01 Aug 18			
		File Locator/Ticket #:	[REDACTED]			
Airline	Flight	From	Terminal	To	Class/Seat	Stops
VISTARA AIRLINES		CALGARY INTL		EDMONTON INTL	/	
		07 Aug 18 6:45PM		07 Aug 18 10:15PM		



RED ARROW

Passengers:	ROBERT HAWES	Booking Date:	01 Aug 18
		File Locator/Ticket #:	[REDACTED]
RED ARROW	From:	07 Aug 18	To:
	City		
	Room Type:		
	Svc Type		
	Occupancy		





AB Health Services  
Accounts Payable



Room No. : [REDACTED]  
Arrival : 08-07-18  
Departure : 08-08-18  
Folio No. : [REDACTED]

Guest Name: Hawes, Robert A  
Cost Centre: 101.0005.71115000025  
AHS Contact: [REDACTED]

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

**INVOICE**

Date	Description	Charges	Credits
08-07-18	Room Revenue	159.00	
08-07-18	Destination Marketing Fee	4.77	
08-07-18	Tourism Levy	6.55	
		<b>Total Charges</b>	170.32
		<b>Total Credits</b>	0.00
		<b>Balance</b>	<b>170.32</b>

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
	2018-08-17				2018-08-30	2018-08-31	-	Website User

Travellers:

Hawes/robert

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
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**CALEDM 18:30 YYC.** 3 hrs 30 mins Adult 1 \$ 72.38 \$ 68.76

Assigned to: 04A  
 Departs Calgary (CGYNORTH / CNS  
 304 35 Ave NE) at 18:45 on 2018-08-30.  
 Arrives Edmonton (EDMTO / ETO  
 10014 104 St) at 22:15 on 2018-08-30. (3  
 hrs 30 mins)

**ECEXP 16:30.** 3 hrs 5 mins Adult 1 \$ 72.38 \$ 68.76

Assigned to: 05A  
 Departs Edmonton (EDMTO / ETO  
 10014 104 St) at 16:30 on 2018-08-31.  
 Arrives Calgary (CGYNORTH / CNS  
 304 35 Ave NE) at 19:35 on 2018-08-31.  
 (3 hrs 5 mins)

**Base Price:** \$ 144.76

**Discounts:** \$ 7.24

**Service Charges:** \$ 0.00

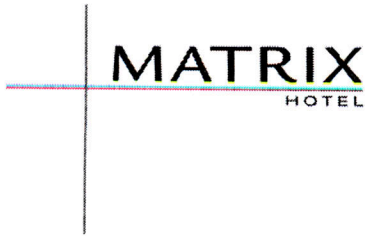
**Invoice Total:** \$ 137.52

**Payments Received:** \$ 137.52

**Balance Due:** \$ 0.00

**Payments Received**

DATE	GUEST	REFERENCE	AMOUNT
2018-08-17	Robert Hawes	MasterCard	\$ 137.52



**Robert A Hawes**

Room No. : [REDACTED]  
 Arrival : 08-30-18  
 Departure Date : 08-31-18  
 Folio No. [REDACTED]  
 Conf. No. [REDACTED]  
 P.O. No. :

Company Name: AHS - Vision/Marlin Travel  
 Group Name:

**INVOICE**

Date	Description	Charges	Credits
08-30-18	Room Revenue	159.00	
08-30-18	Destination Marketing Fee	4.77	
08-30-18	Tourism Levy	6.55	
08-31-18	Visa [REDACTED]		178.51
09-07-18	visa [REDACTED] Refund [REDACTED]		-8.19
		<b>Total Charges</b>	170.32
		<b>Total Credits</b>	170.32
		<b>Balance</b>	<b>0.00</b>

Merchant ID [REDACTED]  
 Transaction ID [REDACTED]  
 Approval Code [REDACTED]  
 Approval Amount 178.51

Credit Card # [REDACTED]  
 Capture Method Swiped  
 Transaction Amount 178.51

Merchant ID [REDACTED]  
 Transaction ID [REDACTED]  
 Approval Code [REDACTED]  
 Approval Amount -8.19

Credit Card # [REDACTED]  
 Capture Method Manual  
 Transaction Amount -8.19