

AHS Board and Executive Expense Report

Name Steve Rees
Title Chief Program Officer, Capital Management
Location Edmonton
 Expenses submitted during the month of October 2018

		Travel (1)						Working Sessions		
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Hosting and Hospitality (3)	Other (4)
Oct-18	P-Card	Meetings					-	504		
Oct-18	Direct Billing	Meetings	408				408			
Total			\$ 408	\$ -	\$ -	\$ -	\$ 408	\$ 504	\$ -	\$ -

Total for the Month \$ 912

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 P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
REES, STEPHEN P	Chief Program Officer, Capital Management	Edmonton	\$ 504.27									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
10/15/2018	Membership renewal - International Facility Management Association	AB - Local	Membership Dues	\$ 504.27			Membership renewal - International Facility Management Association	1				
Approver(s) for the claim		Approval Status	Approval Date									
RHODES, DEBORAH		Approve	15-Nov-18									



(-/)

Dues

If you are renewing your membership and would like to change your options on your membership package, please contact Member Services at +1-713-623-4362 or ifma@ifma.org (mailto:ifma@ifma.org).

Your transaction was approved. The Authorization Code is [REDACTED]

Online Payment

Stephen P. Rees

- Online Payment Receipt

Payment Date	10/15/2018
Credit Card	MasterCard
Number	[REDACTED]
Amount	\$377.00
Reference	[REDACTED]

Membership Survey

(https://ifma.co1.qualtrics.com/SE/?SID=SV_87jPMZ375QMOyFL)



Executive Expenses Report Direct Billing Summary

Purpose of This Form:

The purpose of this form is to report expenses incurred on behalf of a designated Executive 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 : Steve Rees	Reporting Period for the Month of : Sep-18
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DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
16-Oct-18	Direct Billing	Airline Ticket	Nov 26/18 - Trip to Calgary to attend in-person People Executive Committee meeting	Marlin Travel	339.31
17-Oct-18	Direct Billing	Other Transportation	Oct 29/18 - Red Arrow, one-way ticket to Calgary for CapM Senior Leads Strategic Planning Session & AHS AHS Senior Leaders Mtg	Marlin Travel	68.76
	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					\$ 408.07

Traveler**Passenger Name:**

REES, STEPHEN P MR

e-Ticket Number:

[REDACTED]

Reservation Number:

[REDACTED]

Issue Date:

October 16, 2018

Agency Details**Agency Information:**

VISION TRAVEL

9929 - 108Th.Street Government Centre

Edmonton, AB T5K 1G8

Canada

Agency Phone:

780 425-8611 VISIONTRAVEL 60-87935-0/

**Fare Information****Form Of Payment:**

[REDACTED]

Fare:

CAD 240.35

Taxes and Carrier-imposed fees:

CAD 14.96 CA

CAD EXEMPT XG

CAD 84.00 XT

Total Airfare:

CAD 339.31



My Trip

MON, NOV 26, 2018 - Edmonton (YEG) to Calgary (YYC) - Confirmed



WestJet (WS) 3238*

Confirmation Number:

DEPART
 6:30^{AM}
YEG

NON
STOP
→
1H 9M

ARRIVE
7:39^{AM}
YYC

AGENT COMMENTS

PLEASE CHECK IN WITH WESTJET ENCORE

PASSENGERS

Name	eTicket Number	Special Services
REES, STEPHEN P MR		

*Operated by WESTJET ENCORE

Class Of Service: Economy

AIRPORT INFO

Edmonton Intl Arpt (YEG)

Edmonton, AB, CA

-----to-----

Calgary Intl Arpt (YYC)

Calgary, AB, CA

FLIGHT INFO

DHC8 Dash 8-400

MON, NOV 26, 2018 - Calgary (YYC) to Edmonton (YEG) - Confirmed



WestJet (WS) 3145*

Confirmation Number:

DEPART
 4:15^{PM}
YYC

NON
STOP
→
0H 56M

ARRIVE
5:11^{PM}
YEG

AGENT COMMENTS

PLEASE CHECK IN WITH WESTJET ENCORE

PASSENGERS

Name	eTicket Number	Special Services
REES, STEPHEN P MR		

*Operated by WESTJET ENCORE

Class Of Service: Economy

AIRPORT INFO

Calgary Intl Arpt (YYC)

Calgary, AB, CA

-----to-----

Edmonton Intl Arpt (YEG)

Edmonton, AB, CA

FLIGHT INFO

DHC8 Dash 8-400

MON, MAY 20, 2019 - Edmonton Intl Arpt (YEG)



Tour

From: [REDACTED]@visiontravel.ca
Sent: Monday, November 19, 2018 12:09 PM
To: [REDACTED]
Subject: Invoice and Itinerary for REES/STEPHEN MR - 29October18 - Vision Travel Locator: [REDACTED]



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: 18 October 2018

Agency Ref.: [REDACTED]
Sales Person: [Tiffany Aske](#)

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

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

Passenger(s): **REES/STEPHEN MR**

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

AIR - Monday, October 29 2018 (Flown)

[Add To Calendar](#)

XI Flight XI1 Economy Class

Depart	Weather	Arrive	Calgary, Alberta Weather
YEA		Calgary International Airport	
06:00 AM Monday, October 29 2018		09:05 AM Monday, October 29 2018	

Duration: 3 hour(s) and 5 minute(s) Non-stop
Status: Confirmed

Remarks: RED ARROW CONFIRMATION [REDACTED]
DEPARTS EDMONTON DOWNTOWN ARRIVES CALGARY NORTH
SEAT 6B

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	[REDACTED]					
Vendor REDARR	[REDACTED]	68.76	0.00	0.00	0.00	68.76
Domestic Air						
					Billed to:	[REDACTED]
	Totals:	68.76	0.00	0.00	0.00	68.76
					Total Credit Card Billing:	68.76
					Balance Due:	0.00

Remarks

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
-----RED ARROW-----
RESERVATION MAY BE CHANGED OR CANCELLED AT LEAST
2 HOURS PRIOR TO DEPARTURE.
PLEASE CHECK WWW.REDARROW.CA FOR A LISTING OF
PICK UP AND DROP OFF LOCATIONS IN ALBERTA
RED ARROW TOLL FREE NUMBER 1 800 232 1958