

AHS Board and Executive Expense Report

Name Todd Gilchrist
Title VP People, Legal & Privacy
Location Edmonton

Expenses submitted during the month of March 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)
Mar-18	Expense Claim	Meetings		108	417	298	823	369		
Mar-18	Direct Billing	Meetings	359				359			
Total			\$ 359	\$ 108	\$ 417	\$ 298	\$ 1,182	\$ 369	\$ -	\$ -

Total for the Month \$ 1,551

Maximum daily single meal expense claimed in the month \$ 24
Maximum daily base hotel rate claimed in the month \$ 209
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								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
GILCHRIST, TODD	VP, People, Legal & Privacy	Edmonton		\$ 1,191.59							
2/12/2018	Membership - International Coach Federation Fees	AB - Local	Membership Dues	\$ 369.19			Membership - International Coach Federation Fees	1			
2/20/2018	TAXI- Alberta's Top Employer 2018 Awards in Calgary	AB - Other Zones	Taxi	\$ 55.55	Calgary Airport	Delta Calgary South Hotel	TAXI- Alberta's Top Employer 2018 Awards in Calgary	1			
2/20/2018	MILEAGE - Alberta's Top Employer Awards in Calgary		Mileage-Local-Home Zone	\$ 14.95	Seventh Street Plaza	Edmonton International Airport	MILEAGE - Alberta's Top Employer Awards in Calgary	1			29.6
2/20/2018	MEALS - Top Employer Awards in Calgary	AB - Other Zones	Meals Per Diem	\$ 24.00			MEALS - Top Employer Awards in Calgary Dinner \$24.00	1			
2/21/2018	MEALS - Top Employer Awards in Calgary	AB - Other Zones	Meals Per Diem	\$ 23.50			MEALS - Top Employer Awards in Calgary Bfast \$10.50 Lunch \$13.00	1			
2/21/2018	PARKING - Alberta's Top Employer 2018 Awards in Calgary	AB - Local	Parking - Lot or Parkade	\$ 41.00			PARKING - Alberta's Top Employer 2018 Awards in Calgary	1			
2/21/2018	HOTEL - Alberta's Top Employer 2018 Awards in Calgary	AB - Other Zones	Accommodations	\$ 171.44			HOTEL - Alberta's Top Employer 2018 Awards in Calgary	1			
2/21/2018	MILEAGE - Alberta's Top Employer Awards in Calgary		Mileage-Local-Home Zone	\$ 21.01	Edmonton International Airport	Home	MILEAGE - Alberta's Top Employer Awards in Calgary	1			41.6
2/21/2018	TAXI - Alberta's Top Employer 2018 Awards in Calgary	AB - Other Zones	Taxi	\$ 6.17	Delta Calgary South Hotel	Southport Tower	TAXI - Alberta's Top Employer 2018 Awards in Calgary. Only Claiming the allowable portion. Tip amount was higher than allowable amount as per AHS Travel Policy.	1			
3/7/2018	TAXI - Council of HR Executive (Western Canada) Meeting in Vancouver	BC	Taxi	\$ 34.10	Vancouver Airport	JW Marriott Parq Vancouver Hotel	TAXI - Council of HR Executive (Western Canada) Meeting in Vancouver	1			

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
GILCHRIST, TODD	VP, People, Legal & Privacy	Edmonton	\$ 1,191.59								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
3/7/2018	MILEAGE - Council of HR Executive (Western Canada) Meeting in Vancouver		Mileage-Local-Home Zone	\$ 14.95	Seventh Street Plaza	Edmonton International Airport	MILEAGE - Council of HR Executive (Western Canada) Meeting in Vancouver	1			29.6
3/7/2018	MEALS - Council of HR Executive (Western Canada) Meeting in Vancouver	BC	Meals Per Diem	\$ 37.00			MEALS - Council of HR Executive (Western Canada) Meeting in Vancouver Lunch \$13.00 Dinner \$24.00	1			
3/8/2018	MEALS - Council of HR Executive (Western Canada) Meeting in Vancouver	BC	Meals Per Diem	\$ 23.50			MEALS - Council of HR Executive (Western Canada) Meeting in Vancouver Bfast \$10.50 Lunch \$13.00	1			
3/8/2018	PARKING - Council of HR Executive (Western Canada) Meeting in Vancouver	AB - Local	Parking - Lot or Parkade	\$ 50.00			PARKING - Council of HR Executive (Western Canada) Meeting in Vancouver	1			
3/8/2018	MILEAGE - Council of HR Executive (Western Canada) Meeting in Vancouver		Mileage-Local-Home Zone	\$ 21.01	Edmonton International Airport	Home	MILEAGE - Council of HR Executive (Western Canada) Meeting in Vancouver	1			41.6
3/8/2018	HOTEL - Council of HR Executive (Western Canada) Meeting in Vancouver	BC	Accommodations	\$ 244.92			HOTEL - Council of HR Executive (Western Canada) Meeting in Vancouver. This hotel is where the	1			
3/8/2018	TAXI - Council of HR Executive (Western Canada) Meeting in Vancouver	BC	Taxi	\$ 39.30	JW Marriott Parq Vancouver Hotel	Vancouver Airport	TAXI - Council of HR Executive (Western Canada) Meeting in Vancouver	1			
Approver(s) for the claim		Approval Status		Approval Date							
YIU, VERNA		Approve		14-Mar-18							



International Coach Federation
 2365 Harrodsburg Road, Suite A325
 Lexington, KY 40504
 Toll free: 1.888.423.3131
 Fax: 1.859.226.4411
 Email: icfheadquarters@coachfederation.org

Customer #: [REDACTED]

Richard Todd Gilchrist
 Alberta Health Services



Receipt

Invoice #: [REDACTED]

Receipt Date: 2/12/2018

Order #	Description	Method	Pay Date	Amount
[REDACTED]	ICF Coach New Membership - February	credit card	2/12/2018	\$285.83 USD

If you have any questions regarding this receipt, please contact ICF at +1.859.219.3580 or toll free at 888.423.3131 or icfheadquarters@coachfederation.org.

Invoice Total	\$285.83 USD
Taxes	\$0.00 USD
Amount Paid	\$285.83 USD
Amount Due	\$0.00 USD

Payment Information:

Payment Date: 2/12/2018
 Payment Method: credit card
 Card Type: Mastercard
 Card ending in [REDACTED]
 Total Amount Paid: 285.83

\$369.19 CAD

DELTA

CALGARY SOUTH

135 Southland Drive S.E Calgary, Alberta, T2J 5X5
 Telephone: 403-278-5050 Fax: 403-225-5834

Ab Health Services
 Richard Gilchrist

Room: [REDACTED]
 Folio: [REDACTED]
 Cashier: [REDACTED]
 Arrival: 02-20-18
 Departure: 02-21-18

Date	Description	Additional Information	Charges	Credits
02-20-18	Room Charge		154.00	
02-20-18	DMF		4.02	
02-20-18	Tourism Levy		5.52	
02-20-18	Rooms - GST		7.90	
02-21-18	Master Card	[REDACTED]		171.44

GST Summary	
Registration No: 895126332	
Room	7.90
F&B	0.00
Other	9.54
Total	17.44

Total	171.44	171.44
Balance Due	0.00	CDN

GST# R128599776
 Edmonton Airports
 Can-T5J 2T2 Edmonton
 Tax Code CA5%

Exit Lane 21/02/18 16:24
 Receipt [REDACTED]

Short-term parking tkt
 HL - No. 076653
 20/02/18 14:28
 21/02/18 16:24
 Period 1d2h0'
 (Tax) \$41.00

Total \$41.00

Payment Received
 MC [REDACTED] \$41.00

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

Sub Total \$39.05
 Tax 5% \$1.95

ASSOCIATED CAB
 ALLIED LIMOUSIN
 307-41 AVENUE NE
 CALGARY AB T2E 2N4
 (403) 299-1111
 CAR#1554

SALE

MID: [REDACTED]
 TID: [REDACTED]
 Batch # [REDACTED] 18/03/18
 02/20/18
 APPR CODE: [REDACTED]
 MASTERCARD

AMOUNT \$50.50
 TIP \$5.06
 TOTAL \$55.56

00 - APPROVED - 001

MASTERCARD

THANK YOU

CUSTOMER COPY

316 MERRILL ROAD SE
 CALGARY, AB T2A 1X2

TERMINAL ID:
 MERCHANT ID:
 VEHICLE ID:
 DRIVER ID:
 GST ACCOUNT #:
 TRIP NUMBER:
 PASSENGERS:
 02-21-2018
 START: 07:16
 DISTANCE: 8.00
 FARE AMOUNT:

TAX AMOUNT: \$ 0.26
 TIP AMOUNT: \$ 2.00
 TOTAL: \$ 7.46

MASTER CARD SALE:

APPROVAL NUMBER:

PASSENGER COPY
 ONLY CLAIM \$6.17
 THANK YOU
 (403)299-9999
 MAIL THECHECKERGROUP.COM



Guest Signature: _____



JW MARRIOTT

PARQ VANCOUVER

Alberta Health Services
Mr Richard Gilchrist
Canada

Room: [REDACTED]
Folio No: [REDACTED]
CRS No: [REDACTED]
Arrival: 03-07-18
Departure: 03-08-18
Reference:
Cashier: [REDACTED]

Group: Council of Human Resources (CHR)

Date	Description	Additional Information	Charges	Credits
03-07-18	Room Charge		209.00	
03-07-18	Destination Marketing Fee (DMF)		2.65	
03-07-18	Room PST		16.63	
03-07-18	Room MRDT		6.24	
03-07-18	Room GST		10.40	
03-08-18	Master Card	[REDACTED]		244.92

GST Summary		PST Summary		Total	244.92	244.92
Registration No:103539128						
Room	10.40	Room	22.87	Balance Due	0.00 CDN	
F&B	0.00	F&B	0.00	GST# R128599776		
Other	0.89	Other	0.00	Edmonton Airports		
Total	11.29	Total	22.87	Can-T5J 2T2 Edmonton Tax Code CA5%		

Exit Lane 08/03/18 17:3
Receipt [REDACTED]
Short-term parking tkt
HL - No. 012762
07/03/18 11:00
08/03/18 17:35
Period 2d0h0'
(Tax) \$50.0

Total \$50.0
Payment Received
MC [REDACTED] \$50.0
Merch [REDACTED]
Auth: [REDACTED]
Type: Swiped
Sub Total \$47.6
Tax 5% \$2.3

DELTA SUNSHINE TAXI # 87
12837 76 AVE SUITE 203
SURREY BC

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2018/03/07
TIME 9271 13:24:17
CLERK ID [REDACTED]
RECEIPT NUMBER [REDACTED]

PURCHASE AMOUNT \$31.00
TIP \$3.10
TOTAL \$34.10

MASTERCARD [REDACTED]

APPROVED
AUTH# [REDACTED]
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2018/03/08
TIME 1513 12:51:57
CLERK ID [REDACTED]
RECEIPT NUMBER [REDACTED]

CHASE AMOUNT \$35.80
TIP \$3.50
TOTAL \$39.30

MASTERCARD [REDACTED]

APPROVED
AUTH# [REDACTED]
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

871*1111
105485080
TAXI APP
LOAD AT APPLE STORE

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 : Todd Gilchrist	Reporting Period for the Month of : Feb-18
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
20-Feb-2018	Direct Billing	Airline Ticket	Edmonton to Calgary for the Alberta Top Employer 2018 Awards	Marlin Travel	256.10
20-Feb-2018	Direct Billing	Airline Ticket	Edmonton to Calgary for the Alberta Top Employer 2018 Awards **Flight Change Fee: We needed to change Todd's flight to Calgary as his schedule changed.	Marlin Travel	103.10
Total Paid in the Month					\$ 359.20



A DIRECT TRAVEL® COMPANY

Invoice

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

Trip #:
Booking Date: 23 Jan 18
Client:
Agent:

File Locator:

PASSENGERS: MR RICHARD TODD GILCHRIST

Table with columns: REFERENCE/ DESCRIPTION, FARE, HST/GST, PST, OTHER TAXES, PENALTY, TOTAL. Row 1: WESTJET Ticket #, 157.14, 0.00, \$0.00, 98.96, 0.00, 256.10 CAD. Row 2: Total: 157.14, 0.00, 0.00, 98.96, 0.00, 256.10 CAD.

Table with columns: PAYMENTS, Invoice #, Payment Date, Card Holder, Form of Payment, Amount. Row 1: Invoice #, 01/19/2018, Form of Payment, 256.10 CAD. Row 2: Total Payment: 256.10 CAD.

Balance Due CAD Currency 0.00 CAD

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101

REASON FOR TRAVEL ORIENTATION MEETING AND HIGH PERFORMANCE GOAL RECEIPTI

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL
***** 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 -----
-----WESTJET AIRLINE RULES----- TICKET IS NON REFUNDABLE CHANGES PERMITTED UP TO 2 HOURS PRIOR TO FLIGHT TIME CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY TICKET MUST BE CANCELLED AT LEAST 2 HOURS PRIOR OR NO CREDIT WILL APPLY 24 HOURS IN ADVANCE GO TO WWW.WESTJET.COM TO CHECK IN AND PRINT YOUR BOARDING PASS. -----

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

Trip #: [REDACTED]
Booking Date: 23 Jan 18
Client: [REDACTED]
Agent: [REDACTED]

File Locator: [REDACTED]

MY ITINERARY

Passengers	Citizenship	Required Travel Documents
RICHARD TODD GILCHRIST	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



AIR

Passengers:	RICHARD TODD GILCHRIST	Booking Date:	19 Jan 18
		File Locator/Ticket #:	[REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	03140	EDMONTON INTL 20 Feb 18 6:00PM		CALGARY INTL 20 Feb 18 7:00PM	D/	



AIR

Passengers:	RICHARD TODD GILCHRIST	Booking Date:	19 Jan 18
		File Locator/Ticket #:	[REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	03225	CALGARY INTL 21 Feb 18 3:15PM		EDMONTON INTL 21 Feb 18 4:11PM	G/	



A DIRECT TRAVEL® COMPANY

Invoice

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	Trip #: [REDACTED] Booking Date: 07 Feb 18 Client: [REDACTED] Agent: [REDACTED] File Locator: [REDACTED]
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PASSENGERS: MR RICHARD TODD GILCHRIST

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
WESTJET Ticket # [REDACTED]	3.10	0.00	\$0.00	0.00	100.00	103.10 CAD
Total:	3.10	0.00	0.00	0.00	100.00	103.10 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	02/06/2018		[REDACTED]	103.10 CAD
Total Payment:					103.10 CAD

Balance Due CAD Currency **0.00 CAD**

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101

REASON FOR TRAVEL ORIENTATION MEETING AND HIGH PERFORMANCE GOAL RECEIPTI

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL

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

Trip #: [REDACTED]
Booking Date: 07 Feb 18
Client: [REDACTED]
Agent: [REDACTED]

File Locator: [REDACTED]

MY ITINERARY

Passengers	Citizenship	Required Travel Documents
RICHARD TODD GILCHRIST	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



AIR

Passengers:	RICHARD TODD GILCHRIST	Booking Date:	06 Feb 18
		File Locator/Ticket #:	[REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	03352	EDMONTON INTL 20 Feb 18 4:00PM		CALGARY INTL 20 Feb 18 5:00PM	X/	



AIR

Passengers:	RICHARD TODD GILCHRIST	Booking Date:	06 Feb 18
		File Locator/Ticket #:	[REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	03225	CALGARY INTL 21 Feb 18 3:15PM		EDMONTON INTL 21 Feb 18 4:11PM	G/	