

## AHS Board and Executive Expense Report

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

Expenses submitted during the month of September 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)
Sep-18	Expense Claim	Meetings		142	447	321	910			
Sep-18	Direct Billing	Meetings	526				526			
<b>Total</b>			\$ 526	\$ 142	\$ 447	\$ 321	\$ 1,436	\$ -	\$ -	\$ -

**Total for the Month**      \$      1,436

Maximum daily single meal expense claimed in the month      \$      24  
 Maximum daily base hotel rate claimed in the month      \$      199  
 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	\$ 910.46								
8/27/2018	Foothills Medical Centre Change Day Site Visit & additional meetings (CALGARY)	AB - Other Zones	Accommodations	\$ 446.84			Foothills Medical Centre Change Day Site Visit & additional meetings (CALGARY)	3			
8/27/2018	MEALS - Foothills site visit & various meetings in Calgary	AB - Other Zones	Meals Per Diem	\$ 47.50			MEALS - Foothills site visit & various meetings in Calgary Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			
8/27/2018	MILEAGE from SSP to Edmonton International Airport for the Foothills Site Visit and additional meetings in Calgary		Mileage-Local-Home Zone	\$ 14.95	Seventh Street Plaza - Edmonton	Edmonton International Airport	MILEAGE from SSP to Edmonton International Airport for the Foothills Site Visit and additional meetings in Calgary	1			29.6
8/28/2018	MEALS - Foothills site visit & various meetings in Calgary	AB - Other Zones	Meals Per Diem	\$ 47.50			MEALS - Foothills site visit & various meetings in Calgary Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			
8/28/2018	TAXI from Hotel to to Southport Tower for various Meetings	AB - Other Zones	Taxi	\$ 57.31	Calgary Airport Hotel	Foothills Medical Centre Calgary	TAXI from Hotel to Southport Tower for various Meetings	1			
8/28/2018	TAXI from Southport Tower to Hotel (various meetings)	AB - Other Zones	Taxi	\$ 52.36	Southport Tower	Calgary Airport Hotel	TAXI from Southport Tower to Hotel (various meetings)	1			
8/29/2018	MEALS - Foothills site visit & various meetings in Calgary	AB - Other Zones	Meals Per Diem	\$ 47.50			MEALS - Foothills site visit & various meetings in Calgary Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			
8/29/2018	TAXI from Hotel to Foothills for site visit	AB - Other Zones	Taxi	\$ 44.99	Hotel	Foothills Medical Centre Calgary	TAXI from Hotel to Foothills for site visit	1			

## AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
GILCHRIST, TODD	VP, People, Legal & Privacy	Edmonton	\$ 910.46								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
8/29/2018	PARKING at the Edmonton International Airport (Foothills Site visit & various meetings)	AB - Local	Parking - Lot or Parkade	\$ 75.00			PARKING at the Edmonton International Airport (Foothills Site visit & various meetings)	1			
8/29/2018	MILEAGE from Edmonton International Airport to Home (Foothills Site visit & additional meetings)		Mileage-Local-Home Zone	\$ 21.01	Edmonton International Airport	Home	MILEAGE from Edmonton International Airport to Home (Foothills Site visit & additional meetings)	1			41.6
8/29/2018	TAXI from Foothills to Calgary Airport - Return flight to Edmonton (Foothills site visit)	AB - Other Zones	Taxi	\$ 38.50	Foothills Medical Centre Calgary	Calgary Airport	TAXI from Foothills to Calgary Airport - Return flight to Edmonton (Foothills site visit)	1			
9/17/2018	PARKING - AHS Senior Leaders & Dr. Calderwood CMO Scotland NHS	AB - Local	Parking - Lot or Parkade	\$ 17.00			PARKING AHS Senior Leaders & Dr. Calderwood CMO Scotland NHS	1			
<b>Approver(s) for the claim</b>		<b>Approval Status</b>		<b>Approval Date</b>							
YIU, VERNA		Approve		17-Oct-18							



**MARRIOTT  
CALGARY AIRPORT  
IN-TERMINAL HOTEL**

Calgary Airport Marriott In-Terminal Hotel  
2008 Airport Road NE Calgary, Alberta, Canada T2E 3B9  
Telephone: (403) 717-0522 Fax: (587) 232-0600

Xxx  
Richard Gilchrist

Room: [REDACTED]  
Folio: [REDACTED]  
Cashier: [REDACTED]  
Arrival: 08-27-18  
Departure: 08-29-18

Date	Description	Additional Information	Charges	Credits
08-27-18	Room Charge		199.00	
08-27-18	Rooms Destination Market Fee		5.97	
08-27-18	Rooms Tourism Levy		8.20	
08-27-18	Room GST		10.25	
08-28-18	Room Charge		199.00	
08-28-18	Rooms Destination Market Fee		5.97	
08-28-18	Rooms Tourism Levy		8.20	
08-28-18	Room GST		10.25	
08-28-18	Master Card	[REDACTED]		446.84

**GST Summary**

Reg No: 741907497 RT0001  
Room 20.50  
F&B 0.00  
Other 0.00  
**Total 20.50**

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#374

Total	446.84	446.84
Balance Due	0.00	CDN

**SALE**

GST# R128599776  
Edmonton Airports  
Can-T5J 2T2 Edmonton  
Tax Code CA5%  
Exit Lane 29/08/18 19:03  
Receipt [REDACTED]  
Short-term parking tkt  
HL - No. 002693  
27/08/18 14:44  
29/08/18 19:03  
Period 2d4h20'  
(Tax)

MID: [REDACTED]  
TID: [REDACTED] REF# [REDACTED]  
Batch # [REDACTED] SEQ: [REDACTED]  
08/28/18 07:35:01  
APPR CODE: [REDACTED]  
MASTERCARD [REDACTED]

AMOUNT \$52.10  
TIP \$5.21  
TOTAL \$57.31

00 - APPROVED - 001

MASTERCARD [REDACTED]

THANK YOU

CUSTOMER COPY

**SALE**

MID: [REDACTED]  
TID: [REDACTED] REF# [REDACTED]  
Batch # [REDACTED] SEQ: [REDACTED]  
08/28/18 16:28:52  
APPR CODE: [REDACTED]  
MASTERCARD [REDACTED]

AMOUNT \$47.60  
TIP \$4.76  
TOTAL \$52.36

00 - APPROVED - 001

MASTERCARD [REDACTED]

Thank You

CUSTOMER COPY

ny, or association fails to

pay for any part of or the refund of these charges.

**RECEIPT**  
Impark Lot 02-4

Licence Plate Number



Expiration Date/Time

**11:00 PM**  
**SEP 17, 2018**

Purchase Date/Time: 05:51pm Sep 17, 2018

Total Parking: \$15.19

Total GST: \$0.81

Total Due: \$17.00

Total Paid: \$17.00

Ticket # [REDACTED]

S/N # [REDACTED]

Setting: Lot 4

Mach Name: Mete 2

Rate: \$17- until 11pm  
Pmt Type: CC (Swipe)

Vis: [REDACTED]

Auth #: [REDACTED]

gst #887315638R70006  
NO IN AND OUT PRIVILEGES

PARKING RECEIPT  
RECU DE STATIONNEMENT  
PARKING RECEIPT  
RECU DE STATIONNEMENT

ASSOCIATED CAB  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#542

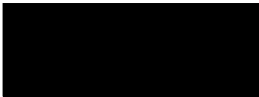
**SALE**

MID: [REDACTED]  
TID: [REDACTED] REF#: [REDACTED]  
Batch #: [REDACTED] SEQ: [REDACTED] 16:52:52  
08/29/18  
APPR CODE: [REDACTED]  
MASTERCARD

**AMOUNT \$35.00**  
**TIP \$3.50**  
**TOTAL \$38.50**

00 - APPROVED - 001

MASTERCARD



Thank You

CUSTOMER COPY

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#374

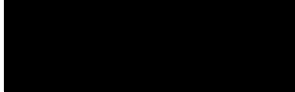
**SALE**

MID: [REDACTED]  
TID: [REDACTED] REF#: [REDACTED]  
Batch #: [REDACTED] SEQ: [REDACTED] 07:51:33  
08/29/18  
APPR CODE: [REDACTED]  
MASTERCARD

**AMOUNT \$40.90**  
**TIP \$4.09**  
**TOTAL \$44.99**

00 - APPROVED - 001

MASTERCARD



THANK YOU

CUSTOMER COPY

## 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> Todd Gilchrist	<b>Reporting Period for the Month of :</b> Aug-Sept 2018
------------------------------	--

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
28-Aug-2018	Direct Billing	Airline Ticket	Edmonton to Calgary for the FMC Site Visit & Various Meetings. Flight from Edmonton to Calgary was changed to Aug 27.	Marlin Travel	372.33
27-Aug-2018	Direct Billing	Airline Ticket	Edmonton to Calgary for the FMC Site Visit & Various Meetings. The August 28th flight was changed to Aug 27.	Marlin Travel	153.77
<b>Total Paid in the Month</b>					<b>\$ 526.10</b>



**Invoice**

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	<b>Trip #:</b> [REDACTED] <b>Booking Date:</b> 19 Aug 18 <b>Client:</b> [REDACTED] <b>Agent:</b> [REDACTED] <b>Agents email:</b> [REDACTED]@MARLINTRAVEL.CA  <b>File Locator:</b> [REDACTED]
--	--

**PASSENGERS:** MR RICHARD TODD GILCHRIST

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
WESTJET Ticket # [REDACTED]	262.87	0.00	\$0.00	98.96	0.00	361.83 CAD
WESTJET Ticket # [REDACTED]	10.50	0.00	\$0.00	0.00	0.00	10.50 CAD
<b>Total:</b>	<b>273.37</b>	<b>0.00</b>	<b>0.00</b>	<b>98.96</b>	<b>0.00</b>	<b>372.33 CAD</b>

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	08/14/2018	[REDACTED]	[REDACTED]	361.83 CAD
	[REDACTED]	08/14/2018	[REDACTED]	[REDACTED]	10.50 CAD
				Total Payment:	372.33 CAD

**Balance Due CAD Currency 0.00 CAD**

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101  
REASON FOR TRAVEL PLP MEETING

\*\*\*\*\* 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: 19 Aug 18  
Client: [REDACTED]  
Agent: [REDACTED]  
Agents email: [REDACTED]@MARLINTRAVEL.CA  
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: 14 Aug 18  
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	03352	EDMONTON INTL 28 Aug 18 4:00PM		CALGARY INTL 28 Aug 18 4:55PM	G/	

Passengers: RICHARD TODD GILCHRIST  
Booking Date: 14 Aug 18  
File Locator/Ticket #: [REDACTED]



AIR

Passengers: RICHARD TODD GILCHRIST  
Booking Date: 14 Aug 18  
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	03229	CALGARY INTL 29 Aug 18 6:15PM		EDMONTON INTL 29 Aug 18 7:07PM	M/	





**Invoice**

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	<b>Trip #:</b> [REDACTED] <b>Booking Date:</b> 24 Aug 18 <b>Client:</b> [REDACTED] <b>Agent:</b> [REDACTED] <b>Agents email:</b> [REDACTED]@MARLINTRAVEL.CA  <b>File Locator:</b> [REDACTED]
--	--

**PASSENGERS:** MR RICHARD TODD GILCHRIST

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
WESTJET Ticket # [REDACTED]	53.77	0.00	\$0.00	0.00	100.00	153.77 CAD
<b>Total:</b>	<b>53.77</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>153.77 CAD</b>

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	08/22/2018		[REDACTED]	153.77 CAD
<b>Total Payment:</b>					<b>153.77 CAD</b>

**Balance Due CAD Currency 0.00 CAD**

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101  
REASON FOR TRAVEL PLP MEETING

\*\*\*\*\* 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: 24 Aug 18  
Client: [REDACTED]  
Agent: [REDACTED]  
Agents email: [REDACTED]@MARLINTRAVEL.CA  
File Locator: [REDACTED]

## MY ITINERARY

<b>Passengers</b> RICHARD TODD GILCHRIST	<b>Citizenship</b> Not Specified	<b>Required Travel Documents</b> 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

<b>Passengers:</b> RICHARD TODD GILCHRIST	<b>Booking Date:</b> 22 Aug 18
	<b>File Locator/Ticket #:</b> [REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	03352	EDMONTON INTL 27 Aug 18 4:00PM		CALGARY INTL 27 Aug 18 4:55PM	L/	



AIR

<b>Passengers:</b> RICHARD TODD GILCHRIST	<b>Booking Date:</b> 22 Aug 18
	<b>File Locator/Ticket #:</b> [REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	03229	CALGARY INTL 29 Aug 18 6:15PM		EDMONTON INTL 29 Aug 18 7:07PM	M/	