

AHS Board and Executive Expense Report

Name Dr. Brenda Hemmelgarn
Title AHS Board Vice-Chair
Location Calgary

Expenses submitted during the month of March 2019

			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-19	Expense Claim	Meetings				93	93			
Mar-19	Direct Billing	Meetings	493		190		683			
Total			\$ 493	\$ -	\$ 190	\$ 93	\$ 776	\$ -	\$ -	\$ -

Total for the Month \$ 776

Maximum daily single meal expense claimed in the month \$ -
Maximum daily base hotel rate claimed in the month \$ 169
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.



Employee # [REDACTED]

AHS - AP Processing - Internal Use Only	
Voucher #	
Naming Convention	
T4/ANR Applicable? - If yes, indicate line & amt	

BOARD MEMBER EXPENSE CLAIM FORM

SECTION 1: PAYEE INFORMATION					
Name:	Brenda Hemmelgarn			Expense Period Month:	Mar-19
Address:	[REDACTED]	City:	[REDACTED]		
Province:	[REDACTED]	Postal Code:	[REDACTED]	Country:	Canada
Reason for Expense	Attended Private Board Meeting on March 28, 2019 in Edmonton.				

SECTION 2: FINANCE CODING & TOTAL CLAIM					
Description	Corp/BU/Org	Location (if applicable)	Functional Centre/Primary	Expense/Secondary Acct	Total (Note: This column will auto fill)
Meals (A)	101	0005	71110300000	45000000	\$0.00
Travel Exp (B+C+E)	101	0005	71110300000	62212000	\$92.60 ✓
Other (D)	101	0005	71110300000	41090000	\$0.00
TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE					\$92.60 ✓ <i>JB</i>

SECTION 3: AUTHORIZATION			
I attest that I have read and understand the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and confirm expenses being claimed are in compliance with such policy to the best of my understanding and belief.			
I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services Board and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization.			
I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided below.			
Claimant (Print Name)	Signature: I, by signing this form, attest that I am compliant to all the above statements	Date	Phone#
Brenda Hemmelgarn	<i>B. Hemmelgarn</i>	Apr 2/19	[REDACTED]
I attest that I have read and understand the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and confirm expenses being claimed are in compliance with such policy to the best of my understanding and belief.			
I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services Board and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization.			
I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided below.			
Approved by (Print Name)	Position Title/Program Group		
Linda Hughes	Board Chair		
Signature: I, by signing this form, attest that I am compliant with all the above statements	Date		
<i>Linda Hughes</i>	Apr. 10/19		

Health and Personal information on this form is collected by AHS under the authority of section 20(b) of the Information and Protection of Privacy (FOIP) Act, respectively, for the pur

Apr. 4/19
Deborah Rhodes
Deborah Rhodes, VP Corporate Services & CFO

For payment please submit to:
14th Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmonton AB T5J 3E4, Attention: Jennifer Hamstra

Carry forward from Section 1

Name:	Brenda Hemmelgarn	Expense Period Month:	Mar-19
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Completion of the "cost effective method used" Column is required. If you select "No" in this column, Further Explanation is Required in the "Rationale is Required" section below

Rationale is Required for expenses that are not Cost Effective: (supporting analysis and documentation must be attached to this form)

SECTION 4A: BOARD MEMBER - TRAVEL EXPENSE CLAIM

The Board Members follow the Government of Alberta (GOA) Travel, Meal and Hospitality Expenses Policy

Note: For meal allowances outside Canada, the GOA policy redirects to the National Joint Council (NJC) travel directive for rates (Appendix C for USA, Appendix D for International).

Date	Description: (include purpose of trip, mode of travel, starting point, details of expenditure)	Cost Effective method used?	Meal (Allowance OR Receipt)(A)				Accommodation (B)	Transportation (Flight, Car Rental, Fuel, Parking, Taxi) (C)	Other (Itemize) (D)	Mileage km (E)
			Allowance Within Canada		With Receipt or Allowance Outside Canada					
			Meal Type	Allowance	Meal Type	Amount				
27-Mar-2019	Parking at YYC to attend Private Board Meeting on March 28, 2019 in Edmonton.	Yes					\$29.35	✓		
27-Mar-2019	Taxi from YEG to hotel.	Yes					\$63.25	✓		
Total: (amount auto fills to page 1)			\$0.00		\$0.00	\$0.00	\$92.60 ✓	\$0.00	0.00	

BOARD MEMBER Mileage Rate	0.505	Total Mileage	\$ -
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GREATER EDMONTON TAXI
SERVICE
10135 31 AVE NW
EDMONTON AB

CARD [REDACTED]
CARD TYPE VISA
DATE 2019/03/27
TIME 07:14 21:44:08
INVOICE # [REDACTED]
RECEIPT NUMBER [REDACTED]

PURCHASE
AMOUNT \$55.00
TIP \$8.25
TOTAL

\$63.25

Visa Credit
[REDACTED]

APPROVED

AUTH# [REDACTED]
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

YELLOW CAB 780.462.3456
BARREL TAXI 780.489.7777
EDMTAXI.COM
GST 100403070

RECEIPT
GST NO. R122556194

TKT NO: [REDACTED]
POF: CS2
IN: 03/27/19 17:54
OUT: 03/28/19 16:56
PAID: \$ 29.35
DURATION: 0 23: 02
(GST INCLUDED)

VISA
[REDACTED]

YOU HAVE 10 MIN.
TO EXIT

FlyYYC

YYC CALGARY INTERNATIONAL AIRPORT

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 : Brenda Hemmelgarn	Reporting Period for the Month of : Mar-19
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
27-Mar-19	Direct Billing	Airline Ticket	Flight from Calgary to Edmonton and return on March 28, 2019 to attend Private Board Meeting on March 28, 2019 in Edmonton (Invoice [REDACTED])	Vision Travel	\$493.21
27-Mar-19	Direct Billing	Hotel	One night accommodation to attend Private Board Meeting on March 28, 2019 in Edmonton.	Vision Travel	\$189.73
	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	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
Total Paid in the Month					\$ 682.94

From: tripinfo@visiontravel.ca
Sent: Wednesday, March 13, 2019 7:36 PM
To: [REDACTED]@VISIONTRAVEL.CA
Subject: Invoice and Itinerary for HEMMELGARN/BRENDA MS - 27March19 - Vision Travel Locator [REDACTED]



Vision Travel DT Ontario-West Inc
,, Canada,
www.visiontravel.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice [REDACTED]
Issued: 14 March 2019

Agency Ref.: [REDACTED]
Sales Person: [REDACTED]

Customer Number [REDACTED]
Customer Ref. [REDACTED]

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

Passenger(s): HEMMELGARN/BRENDA MS

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

AIR - Wednesday, March 27 2019		Add To Calendar
Air Canada Flight AC8158 Economy Class		
Depart	Calgary, Alberta Weather Calgary International Airport 07:55 PM Wednesday, March 27 2019	Arrive Edmonton, Alberta Weather Edmonton International Airport 08:51 PM Wednesday, March 27 2019
Duration:	0 hour(s) and 56 minute(s) Non-stop	
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]	
Operated By:	AIR CANADA EXPRESS - JAZZ	
FF Number:	[REDACTED] HEMMELGARN/BRENDA MS - please reconfirm at check-in	
Online Check In:	Available 24 hours prior - click here	
E Upgrade:	For Eligible Flight - Aeroplan Members click here	
Remarks:	SEAT 3C - HEMMELGARN/BRENDA MS AIR CANADA CONFIRMATION [REDACTED] TICKET NUMBER [REDACTED]	

AIR - Thursday, March 28 2019

[Add To Calendar](#)

Air Canada Flight AC8153 Economy Class

Depart	Edmonton, Alberta Weather	Arrive	Calgary, Alberta Weather
	Edmonton International Airport		Calgary International Airport
	03:40 PM Thursday, March 28 2019		04:35 PM Thursday, March 28 2019

Duration: 0 hour(s) and 55 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference [REDACTED]
Operated By: AIR CANADA EXPRESS - JAZZ
FF Number: [REDACTED] HEMMELGARN/BRENDA MS - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)
E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)

Remarks: SEAT 13C - HEMMELGARN/BRENDA MS
AIR CANADA CONFIRMATION [REDACTED]
TICKET NUMBER [REDACTED]

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number [REDACTED]	[REDACTED]					
Vendor AC AIR CANADA		418.25	74.96	0.00	0.00	493.21
				Billed to: [REDACTED]		
	Totals:	418.25	74.96	0.00	0.00	493.21
				Total Credit Card Billing:		493.21
				Balance Due:		0.00

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



BRENDA HEMMELGARN

Page Number : 1 Invoice Nbr : [REDACTED]
 Guest Number : [REDACTED]
 Folio ID : [REDACTED]
 Arrive Date : 27-MAR-19 21:47
 Depart Date : 28-MAR-19 07:37
 No. Of Guest : 1
 Room Number : [REDACTED]
 Marriott Bonvoy Number : [REDACTED]
 AR Account : [REDACTED]

Copy Tax Invoice

Tax ID : 815461330RT0001
 The Westin Edm YEGWI APR-05-2019 16:37 [REDACTED]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
27-MAR-19	[REDACTED]	Room Chrg - Special Corp	169.00	
27-MAR-19	[REDACTED]	GST	8.70	
27-MAR-19	[REDACTED]	DMF	5.07	
27-MAR-19	[REDACTED]	Tour Levy	6.96	
28-MAR-19	[REDACTED]	Direct Bill		-189.73
** Total			189.73	-189.73
*** Balance			0.00	

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