

AHS Board and Executive Expense Report

Name Dr. Brenda Hemmelgarn

Title AHS Board Vice-Chair

Location Calgary

Expenses approved during the month of March 2020

Travel (1)										
Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Mar-20	P-Card Expense Claim	Meetings					-			
	Direct Billing	Meetings					-			
		Meetings	600		165		765			
Total			\$ 600	\$ -	\$ 165	\$ -	\$ 765	\$ -	\$ -	\$ -

**Total for
the Month** \$ 765

Maximum daily single meal expense claimed in the month	\$ -
Maximum daily base hotel rate claimed in the month	\$ 154
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.

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-20
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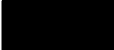
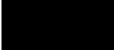
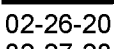
DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
26-Feb-20	Direct Billing	Hotel	Board Meeting and Public Board Meeting on February 27, 2020 -One night accommodation to attend the meetings.	Other	\$164.96
26-Feb-20	Direct Billing	Airline Ticket	Flight from Edmonton to Calgary and return to attend Board Meeting and Public Board Meeting on February 27, 2020 (Invoice #003078371)	Vision Travel	\$599.58
	Direct Billing	Choose from Drop-down List			
Total Paid in the Month					\$ 764.54



DELTA
CALGARY SOUTH

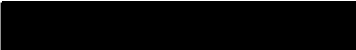
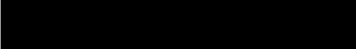
135 Southland Drive S.E Calgary, Alberta, T2J 5X5
Telephone: 403-278-5050 Fax: 403-225-5834

Alberta Health Services
Alberta Health Services
PO BOX 1600
EDMONTON AB T5J 2N9
Canada

Room: 
Folio: 
Cashier: 
Arrival: 02-26-20
Departure: 02-27-20

Hemmelgarn, Brenda

A/R Invoice: 
A/R Account: 

Date	Description	Additional Information	Charges	Credits
02-26-20	Room Charge		154.00	
02-26-20	DMF		4.62	
02-26-20	Tourism Levy		6.34	
02-26-20	Rooms - GST		7.93	
03-19-20	GST Exempt- 120903		-7.93	

GST Summary	
Registration No: 895126332	
Room	7.93
F&B	0.00
Other	10.96
Total	18.89

Total	164.96	0.00
Balance Due	164.96	CDN

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

From: [REDACTED]
Sent: Monday, February 24, 2020 11:20 AM
To: [REDACTED]
Subject: Invoice and Itinerary for HEMMELGARN/BRENDA MS - 26February20 - Vision Travel
Locator: [REDACTED]

Caution - This email came from an external address and may contain unsafe content. Ensure you trust this sender before opening attachments or clicking any links in this message.



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: 11 February 2020

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 Passenger Protection Regulations:

As of July 15, 2019, airlines will be required to meet new obligations concerning communication, denied boarding, tarmac delay, baggage and the transportation of musical instruments. For more information visit : <https://rppa-appr.ca>

AC : <https://www.aircanada.com/ca/en/aco/home/legal/conditions-carriage-tariffs.html>

AIR - Wednesday, February 26 2020[Add To Calendar](#)**Air Canada Flight AC8139 Economy Class**

Depart	Edmonton, Alberta Weather Edmonton International Airport 10:55 AM Wednesday, February 26 2020	Arrive	Calgary, Alberta Weather Calgary International Airport 11:50 AM Wednesday, February 26 2020
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Duration: 0 hour(s) and 55 minute(s) Non-stop
 Status: Confirmed
 Operated By: AIR CANADA EXPRESS - JAZZ
 FF Number: ██████████ 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: AIR CANADA CONFIRMATION MI95MS
 SEAT ██████████

HOTEL - Wednesday, February 26 2020[Add To Calendar](#)**Delta Marriott Calgary South - [Map/Driving directions](#)**

Address	135 Southland Drive SE Calgary, AB T2J 5X5	Tel	+1 (403) 278-5050
		Fax	+1 (403) 225-5834

Check In/Check Out: Wednesday, February 26 2020 - Thursday, February 27 2020
 Status: Confirmed - Confirmation ██████████
 Est. Total Rate: CAD 172.90
 Number of Rooms: 1
 Cancellation Policy: PERMITTED UP TO 02 DAYS BEFORE ARRIVAL
 Remarks: DE12482ARR26FEB CXL:PERMITTED UP TO 02 DAYS BEFORE ARRIVAL

AIR - Thursday, February 27 2020[Add To Calendar](#)**Air Canada Flight AC8158 Economy Class**

Depart	Calgary, Alberta Weather Calgary International Airport 07:40 PM Thursday, February 27 2020	Arrive	Edmonton, Alberta Weather Edmonton International Airport 08:34 PM Thursday, February 27 2020
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Duration: 0 hour(s) and 54 minute(s) Non-stop
 Status: Confirmed
 Operated By: AIR CANADA EXPRESS - JAZZ
 FF Number: ██████████ 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: AIR CANADA CONFIRMATION MI95MS
 SEAT ██████████

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	[REDACTED]					
Vendor AC AIR CANADA	[REDACTED]	501.52	74.96	0.00	0.00	576.48
					Billed to: [REDACTED]	
Vendor ACSEAT ACSEAT	[REDACTED]	23.10	0.00	0.00	0.00	23.10
					Billed to: [REDACTED]	
Totals:		524.62	74.96	0.00	0.00	599.58
					Total Credit Card Billing:	599.58
					Balance Due:	0.00

Remarks

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

24 HOUR EMERGENCY TRAVEL ASSISTANCE
OUTSIDE REGULAR BUSINESS HOURS - MONDAY TO FRIDAY
A SERVICE FEE MAY APPLY FOR CALLS TO THIS SERVICE
WITHIN NORTH AMERICA - CALL 1-888-700-6063
OUTSIDE NORTH AMERICA - CALL COLLECT 1-514-855-4263
EMAIL 24HRSERVICE-MNL AT VISIONTRAVEL.CA
PLEASE QUOTE ACCESS CODE 2EC0

FOR MORE INFORMATION ON CANADAS CANNABIS ACT EFFECTIVE
17 OCTOBER 2018 AND HOW IT RELATES TO TRAVEL PLANS PLEASE VISIT
TRAVEL.GC.CA/TRAVELLING/CANNABIS-AND-INTERNATIONAL-TRAVEL