

## AHS Board and Executive Expense Report

**Name** Brenda Hubley  
**Title** Chief Program Officer CancerControl Alberta  
**Location** Edmonton

Expenses submitted during the month of December 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)
Dec-19	P-Card	Meetings			156	323	479			
Dec-19	Expense Claim	Meetings		50			50			
Dec-19	Direct Billing	Meetings	221				221			
<b>Total</b>			\$ 221	\$ 50	\$ 156	\$ 323	\$ 750	\$ -	\$ -	\$ -

**Total for the Month** \$ 750

Maximum daily single meal expense claimed in the month \$ 24  
 Maximum daily base hotel rate claimed in the month \$ 139  
 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									
HUBLEY, BRENDA	Chief Program Officer Cancer Control Alberta	Edmonton	\$ 479.26									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
11/21/2019	TBCC Leadership Meetings in Calgary	AB - Local	Taxi	\$ 53.00	home	Edmonton Airport		1				
11/21/2019	TBCC Leadership Meetings in Calgary	AB - Local	Taxi	\$ 46.50	Calgary Airport	TBCC		1				
11/21/2019	TBCC Leadership Meetings in Calgary	AB - Local	Taxi	\$ 12.20	TBCC	Aloft Motel		1				
11/22/2019	TBCC Leadership Meetings in Calgary	AB - Local	Taxi	\$ 60.00	Edmonton Airport	home		1				
11/22/2019	TBCC Leadership Meetings in Calgary	AB - Local	Taxi	\$ 47.00	TBCC	Calgary Airport		1				
11/23/2019	TBCC Leadership Meetings in Calgary - Accommodations for the night of Nov 21, 2019	AB - Local	Accommodations	\$ 156.06				1				
12/4/2019	ACF Board Meeting/TBCC Meetings in Calgary	AB - Local	Taxi	\$ 54.00	home	Edmonton Airport		1				
12/4/2019	ACF Board Meeting/TBCC Meetings in Calgary	AB - Local	Taxi	\$ 50.50	Calgary Airport	TBCC		1				
Approver(s) for the claim		Approval Status		Approval Date								
CHIES, MAURO A		Approve		27-Dec-19								

Brenda Hubley, December 2019

Home → YEG

GREATER EDMONTON TAXI  
SERVICE  
10135 31 AVE NW  
EDMONTON AB

CARD [REDACTED]  
CARD TYPE MASTERCARD  
DATE 2019/11/21  
TIME 3075 07:06:36  
INVOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

PURCHASE AMOUNT \$48.00  
TIP \$5.00  
TOTAL \$53.00

ii...  
TBCC → Hotel

Checker Taxi  
316 Meridian Rd SE  
Calgary, AB  
T2A 1X2  
(403) 299-9999  
www.thecheckergroup.com

Nov 21, 19 17:38

Car# 671  
Driver# 11035  
Driver Tax# [REDACTED]  
Booking# [REDACTED]

From: 2019-11-21 5:31:14 PM

To: 2019-11-21 5:38:04 PM

Flagfall \$3.80  
Fare \$6.40  
Extras \$0.00  
Total + Tip \$12.20  
Subtotal \$10.20

Tip \$2.00  
Card Charged \$12.20  
Tax \$0.49

YEG → Home

AIRPORT TAXI SERVICE  
4608 101 ST.  
(7808907070)  
EDMONTON AB

CARD [REDACTED]  
CARD TYPE MASTERCARD  
DATE 2019/11/22  
TIME 0656 16:51:24  
INVOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

PURCHASE AMOUNT \$55.00  
TIP \$5.00  
TOTAL \$60.00

MasterCard

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#143

NYC → TBCC  
SALE

MD: [REDACTED] REF: [REDACTED]  
TID: [REDACTED] SEQ: [REDACTED]  
Batch #: [REDACTED] 102231  
11/21/19  
APPR CODE: [REDACTED]  
MASTERCARD [REDACTED]

AMOUNT \$41.50  
TIP \$5.00  
TOTAL \$46.50

Brenda Hubley, December 2019

TBCC -> Y48

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#143

SALE

MI [REDACTED] RE [REDACTED]  
TI [REDACTED] SEQ [REDACTED]  
Batch # [REDACTED] 11/27/19  
11/22/19  
APPR CODE [REDACTED]  
MASTERCARD [REDACTED]

AMOUNT \$42.00  
TIP \$5.00  
TOTAL \$47.00

00 - APPROVED - 001

MasterCard  
AID [REDACTED]  
TVR [REDACTED]  
TSL [REDACTED]

THANK YOU  
CUSTOMER COPY

Home - YEE

GREATER EDMONTON TAXI  
SERVICE  
10135 31 AVE NW  
EDMONTON AB

CARD [REDACTED]  
CARD TYPE MASTERCARD  
DATE 2019/12/04  
TIME 7697 07:22:56  
INVOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

PURCHASE  
AMOUNT \$48.00  
TIP \$6.00  
TOTAL

\$54.00

MasterCard  
[REDACTED]

Y4C -> TBCC

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#588

SALE

MI [REDACTED] P [REDACTED]  
TI [REDACTED] SEQ [REDACTED]  
Batch # [REDACTED] 11/27/19  
12/04/19  
APPR CODE [REDACTED]  
MASTERCARD [REDACTED]

AMOUNT \$45.50  
TIP \$6.00  
TOTAL \$50.50

00 - APPROVED - 001

MasterCard  
AID [REDACTED]  
TVR [REDACTED]  
TSL [REDACTED]

THANK YOU  
CUSTOMER COPY



Leaders Mtgs  
@ TBCC



Nov 21, 22  
Leadership Mtgs TBCC  
+ lunch dinner Nov 21  
lunch Nov 22

Aloft Calgary University  
 2359 Banff Trail NW  
 Calgary, AB T2M 4LZ  
 Canada  
 Tel: 403-289-1973 Fax: 403-282-1241



BRENDA HUBLEY

Page Number : 1 Invoice Nbr : [REDACTED]  
 Guest Number : [REDACTED]  
 Folio ID : [REDACTED]  
 21-NOV-19 17:40  
 22-NOV-19 07:14  
 1  
 [REDACTED]

Tax Invoice

Tax ID : 893755702RT0001  
 Aloft Calgary YYCUL NOV-22-2019 07:20 [REDACTED]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
21-NOV-19	[REDACTED]	Room Chrg - Govt./Military	139.00	
21-NOV-19	[REDACTED]	GST	7.16	
21-NOV-19	[REDACTED]	Tourism Levy	5.73	
21-NOV-19	[REDACTED]	Destination Marketing Fee	4.17	
22-NOV-19	[REDACTED]	MasterCard [REDACTED]		-156.06

\*\*\*For Authorization Purpose Only\*\*\*

Date	Time	Code	Authorized
21-NOV-19	17:39	025845	180.70

\*\* Total 156.06 -156.06  
 \*\*\* Balance -0.00

## AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
HUBLEY, BRENDA	Chief Program Officer CancerControl Alberta	Edmonton	\$ 50.00									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
11/21/2019	TBCC Leadership Meetings in Calgary	AB - Local	Meals Per Diem	\$ 37.00				1				
11/22/2019	TBCC Leadership Meetings in Calgary	AB - Local	Meals Per Diem	\$ 13.00				1				
Approver(s) for the claim		Approval Status		Approval Date								
CHIES, MAURO A		Approve		27-Dec-19								

## 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 Hubley **Reporting Period for the Month of :** Dec-19

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
7-Nov-2019	Direct Billing	Airline Ticket	Round trip on Dec 4, 2019 from Edmonton to Calgary to attend Board Meeting. Invoice [REDACTED] was used to pay for the return portion	Vision Travel	\$221.10
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
<b>Total Paid in the Month</b>					\$ 221.10

**From:** [REDACTED]@dt.com>  
**Sent:** Thursday, November 07, 2019 3:25 PM  
**To:** [REDACTED]  
**Subject:** Invoice and Itinerary for HUBLEY/BRENDA MS - 04December19 - 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](http://www.visiontravel.ca)  
GST Reg : 723782728 RT 0001

## Invoice/Itinerary

Invoice: [REDACTED]  
Issued: 07 November 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): HUBLEY/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, December 4 2019

[Add To Calendar](#)

**Air Canada Flight AC8133 Economy Class**

<b>Depart</b>	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 08:15 AM Wednesday, December 4 2019	<b>Arrive</b>	Calgary, Alberta <a href="#">Weather</a> Calgary International Airport 09:10 AM Wednesday, December 4 2019
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Duration: 0 hour(s) and 55 minute(s) Non-stop  
 Status: Confirmed  
 Operated By: AIR CANADA EXPRESS - JAZZ  
 FF Number: [REDACTED] - HUBLEY/BRENDA MS - please reconfirm at check-in  
 Online Check In: Available 24 hours prior - [click here](#)

Remarks: SEAT 4A  
 AIR CANADA CONFIRMATION [REDACTED]  
 TICKET NUMBER [REDACTED]

AIR - Wednesday, December 4 2019

[Add To Calendar](#)

**Air Canada Flight AC8158 Economy Class**

<b>Depart</b>	Calgary, Alberta <a href="#">Weather</a> Calgary International Airport 07:40 PM Wednesday, December 4 2019	<b>Arrive</b>	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 08:34 PM Wednesday, December 4 2019
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Duration: 0 hour(s) and 54 minute(s) Non-stop  
 Status: Confirmed  
 Operated By: AIR CANADA EXPRESS - JAZZ  
 FF Number: [REDACTED] HUBLEY/BRENDA MS - please reconfirm at check-in  
 Online Check In: Available 24 hours prior - [click here](#)

Remarks: SEAT 4A  
 AIR CANADA CONFIRMATION [REDACTED]  
 TICKET NUMBER [REDACTED]

**Invoice Details**

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number	[REDACTED]					
Vendor AC AIR CANADA		131.10	40.00	0.00	0.00	171.10
				Billed to [REDACTED]		
Vendor WEBSAV AIR CANADA	[REDACTED]	50.00	0.00	0.00	0.00	50.00
				Billed to: [REDACTED]		
	<b>Totals:</b>	<b>181.10</b>	<b>40.00</b>	<b>0.00</b>	<b>0.00</b>	<b>221.10</b>
				<b>Total Credit Card Billing:</b>		<b>221.10</b>
				<b>Balance Due:</b>		<b>0.00</b>