

## AHS Board and Executive Expense Report

**Name:** Brenda Hubley  
**Title:** Chief Program Officer, CancerCare AB  
**Location:** Edmonton  
 Expenses approved during the month of July 2021

### 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)
	P-Card	Meetings					-			
	Expense Claim	Meetings					-			
Jul-21	Direct Bill	Meetings	(12)				(12)			
<b>Total</b>			\$ (12)	\$ -	\$ -	\$ -	\$ (12)	\$ -	\$ -	\$ -

**Total for  
the Month** \$ (12)

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

Car allowance 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. 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> Brenda Hubley	<b>Reporting Period for the Month of :</b> Jul-21
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
5/18/2021	Direct Billing	Airline Ticket	Air Canada [REDACTED] Credit for Seat Selection	Vision Travel	-\$11.55
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
<b>Total Paid in the Month</b>					\$ (11.55)

[REDACTED]

[REDACTED]

[REDACTED]

**Subject:** Invoice and Itinerary for HUBLEY/BRENDA MS - [REDACTED]

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.

Vision Travel DT Ontario-West Inc  
9929 - 108th Street  
Edmonton AB T5K 1G8  
833-692-4120

[www.dt.ca](http://www.dt.ca)  
GST Reg : 723782728 RT 0001

# Invoice/Itinerary

Invoice: [REDACTED]  
Issued: [REDACTED]

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

Customer Number: [REDACTED]  
Customer Ref.: [REDACTED]

**ALBERTA HEALTH SERVICES**  
[REDACTED]

**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.

**Invoice Details**

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	[REDACTED]					
Vendor ACSEAT	[REDACTED]	-11.55	0.00	0.00	0.00	-11.55
ACSEAT						
				Billed to:	[REDACTED]	
<b>Totals:</b>		<b>-11.55</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-11.55</b>
				<b>Balance Due:</b>		<b>0.00</b>

**Remarks**

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\*\*\*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  
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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 D24CAN AT DT.COM  
PLEASE QUOTE ACCESS CODE 2EC0  
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