

AHS Board and Executive Expense Report

Name: Brenda Hubley
Title: Chief Program Officer CancerControl Alberta
Location: Edmonton
 Expenses approved during the month of May 2022

			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					-			
May-22	Direct Bill	Meetings	302		141		444			
Total			<u>\$ 302</u>	<u>\$ -</u>	<u>\$ 141</u>	<u>\$ -</u>	<u>\$ 444</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Total for
the Month** \$ 444

Maximum daily single meal expense claimed in the month \$ -
 Maximum daily base hotel rate claimed in the month \$ 132
 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 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 : May-22
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
4/28/2022	Direct Billing	Airline Ticket	Invoice No [REDACTED] Ticket # [REDACTED] Round Trip Edmonton to Medicine Hat	Vision Travel	\$302.41
4/28/2022	Direct Billing	Hotel	Invoice # [REDACTED] - Hamptons Medicine Hat	Vision Travel	\$141.40
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
Total Paid in the Month					\$ 443.81

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

www.dt.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: [REDACTED]
Issued: 05 April 2022

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

Customer Number: [REDACTED]
Customer Ref.: N/A

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.

Important COVID Information Related To Your Travels:

Effective 30Oct21 – Approved Vaccinations Required for Residents and Visitors Travelling Within Canada. For complete details click [here](#)

For complete Canadian Government details on COVID-19 vaccinated travellers entering Canada – click [here](#)

Please [click here](#) upon receipt of your itinerary for important COVID-related traveller information including COVID vaccination/test/quarantine requirements, transit restrictions, etc. We strongly recommend you continue to come back to this information regularly in advance of and during travel as requirements could change.

Protective face coverings may be required at various stages of travel. Travellers are responsible to familiarize themselves with requirements for their airlines, airports and destination cities.

AIR - Wednesday, April 27 2022		Add To Calendar	
WestJet Flight [REDACTED]	Economy Class		
Depart	Edmonton, Alberta Weather Edmonton International Airport 06:30 PM Wednesday, April 27 2022	Arrive	Calgary, Alberta Weather Calgary International Airport 07:24 PM Wednesday, April 27 2022

Duration:	0 hour(s) and 54 minute(s) Non-stop
Status:	Confirmed - WestJet Booking Reference: [REDACTED]
Operated By:	WESTJET ENCORE
FF Number:	[REDACTED] HUBLEY/BRENDA MS - please reconfirm at check-in
Online Check In:	Available 24 hours prior - click here
Baggage Allowance:	0 Piece(s)
Remarks:	PLEASE CHECK IN WITH WESTJET ENCORE

AIR - Wednesday, April 27 2022 [Add To Calendar](#)

WestJet Flight [REDACTED] Economy Class			
Depart	Calgary, Alberta Weather Calgary International Airport 08:00 PM Wednesday, April 27 2022	Arrive	Medicine Hat, Alberta Weather Medicine Hat Airport 08:58 PM Wednesday, April 27 2022
Duration:	0 hour(s) and 58 minute(s) Non-stop		
Status:	Confirmed - WestJet Booking Reference: [REDACTED]		
Operated By:	WESTJET LINK BY PACIFIC COASTAL		
FF Number:	[REDACTED] - HUBLEY/BRENDA MS - please reconfirm at check-in		
Online Check In:	Available 24 hours prior - click here		
Baggage Allowance:	0 Piece(s)		
Remarks:	PLEASE CHECK IN WITH WESTJET LINK BY PACIFIC COASTAL		

HOTEL - Wednesday, April 27 2022 [Add To Calendar](#)

Hampton Stes Medicine Hat Alberta - Map/Driving directions			
Address	2510 Boxsprings Blvd. Medicine Hat, AB T1C 0C8	Tel	+1 (403) 548-7818
		Fax	+1 (403) 548-2979
Check In/Check Out:	Wednesday, April 27 2022 - Thursday, April 28 2022		
Status:	Confirmed - Confirmation [REDACTED]		
Est. Total Rate:	CAD 147.84		
Number of Rooms:	1		
Additional Information:	PLEASE DIRECT BILL AHS		
Remarks:	[REDACTED]		

Excursion / Tour - Wednesday, April 27 2022

Depart:	Medicine Hat
Status:	Confirmed

AIR - Thursday, April 28 2022 [Add To Calendar](#)

WestJet Flight [REDACTED] Economy Class			
Depart	Medicine Hat, Alberta Weather Medicine Hat Airport 08:35 PM Thursday, April 28 2022	Arrive	Calgary, Alberta Weather Calgary International Airport 09:35 PM Thursday, April 28 2022
Duration:	1 hour(s) and 0 minute(s) Non-stop		
Status:	Confirmed - WestJet Booking Reference: [REDACTED]		
Operated By:	WESTJET LINK BY PACIFIC COASTAL		
FF Number:	[REDACTED] - HUBLEY/BRENDA MS - please reconfirm at check-in		
Online Check In:	Available 24 hours prior - click here		
Baggage Allowance:	0 Piece(s)		
Remarks:	PLEASE CHECK IN WITH WESTJET LINK BY PACIFIC COASTAL		

AIR - Thursday, April 28 2022 [Add To Calendar](#)

WestJet Flight WS237 Economy Class			
Depart	Calgary, Alberta Weather Calgary International Airport 11:30 PM Thursday, April 28 2022	Arrive	Edmonton, Alberta Weather Edmonton International Airport 12:21 AM Friday, April 29 2022
Duration:	0 hour(s) and 51 minute(s) Non-stop		
Status:	Confirmed - WestJet Booking Reference: [REDACTED]		
FF Number:	[REDACTED] - HUBLEY/BRENDA MS - please reconfirm at check-in		

Online Check In: Available 24 hours prior - [click here](#)
 Baggage Allowance: 0 Piece(s)
 Remarks: PLEASE CHECK IN WITH WESTJET

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	[REDACTED]					
WestJet	[REDACTED]	221.16	81.25	0.00	0.00	302.41
					Billed to: [REDACTED]	
Totals:		221.16	81.25	0.00	0.00	302.41
					Total Credit Card Billing:	302.41
					Balance Due:	0.00

Remarks

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

RECOMMENDED CHECK-IN TIME IS AT LEAST 90 MINUTES
 PRIOR TO DEPARTURE. AFTER CHECK-IN YOU MUST BE
 AVAILABLE AT THE BOARDING GATE AT LEAST 60 MINUTES
 PRIOR TO DEPARTURE OR YOU MAY BE DENIED BOARDING.
 PLEASE ENSURE THAT YOU HAVE GOVERNMENT-ISSUED
 PHOTO I.D. GATE ASSIGNMENTS AND DEPARTURE
 ARRIVAL INFORMATION ARE SUBJECT TO CHANGE.
 PLEASE CHECK MONITORS AT THE AIRPORT.
 PLEASE RECONFIRM ALL FLIGHTS
 IT IS YOUR RESPONSIBILITY TO VERIFY FLIGHT TIMES WITH
 THE AIRLINE PRIOR TO YOUR DEPARTURE. SCHEDULE CHANGE
 MAY OCCUR AT ANY TIME WITHOUT NOTICE BY THE AIRLINE.

ENSURE ALL TRAVELLERS HAVE PROPER TRAVEL DOCUMENTS
 CHECK THIS WEBSITE FOR AIRPORT SECURITY INFO
 WWW.CATSA.GC.CA
 ---AIRPORT SECURITY REVISIONS---
 BAGGAGE ALLOWANCE-SPECIFIC SIZE AND WEIGHT
 RESTRICTIONS VARY BETWEEN AIRLINES. EXCESS CHARGES
 MAY APPLY. VISIT THE AIRLINES WEBSITE TO SEE THE
 EXACT BAGGAGE RESTRICTIONS AND FEES.
 MOST AIRLINE BAGGAGE LINKS ARE AVAILABLE BY VISITING
 WWW.DT.CA/BAGGAGE/
 THIS IS AN ELECTRONIC TICKET VALID ONLY ON ISSUING AIRLINE
 PHOTO ID REQUIRED FOR CHECK IN.
 BOARDING PASS REQUIRED PRIOR TO ENTERING SECURITY.
 YOUR AIRLINE FILE NUMBER IS [REDACTED]

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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



REMIT TO: Equalico Corp.
 o/a Hamptons Medicine Hat
 PO Box 2109
 Drumheller AB, T0J 0Y0
 Website: www.canaltahotels.com

Invoice

Invoice#: [REDACTED]
 GST#: 824917231 RT0001
 Page: 1/1

Bill To: [REDACTED]

Alberta Health Services
 PO Box 1600
 Edmonton AB, T5J 2N9

Invoice Date	02-May-22
Due Date	01-Jun-22

Folio No	Description	QTY	Amount	Total
[REDACTED]	Room: [REDACTED] Standard 2 Queens: Hubley, Brenda Apr-27 - Apr-28		0.00	0.00
[REDACTED]	GUEST ROOM EXEMPT	1	132.00	132.00
[REDACTED]	DMF 3%	1	3.96	3.96
[REDACTED]	HOTEL TAX 4%	1	0.16	0.16
[REDACTED]	HOTEL TAX 4%	1	5.28	5.28

Invoice Total **\$141.40**

Invoice Summary

Room Charges	Other Charges	GST/HST	PST/RST	DMF/TIF	Accommodation Tax	TL (AB)
\$132.00	\$0.00	\$0.00	\$0.00	\$3.96	\$0.00	\$5.44

Terms: Net 30 Days

Make all payments to: Equalico Corp.

Please remit payment to PO Box 2109, Drumheller, AB T0J 0Y0
 Should you have any inquiries concerning this invoice, please contact Account Receivables Office
 Phone: 1-403-823-2030 Email: accr@canalta.com Website: www.canaltahotels.com

Thank you for choosing Canalta Hotels!

