

## AHS Board and Executive Expense Report

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

			Travel (1)					Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel			
	P-Card	Meetings					-			
	Expense Claim	Meetings					-			
Dec-22	Direct Bill	Meetings					-		3,325	
<b>Total</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,325	\$ -

**Total for the Month** \$ 3,325

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 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.
- Refer to Quick Reference Guide for: [Providing a Standard Business Reason\(s\)](#)
- 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> Dec-22
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
5-Dec-22	<b>Direct Billing</b>	<b>Working Session</b>	Working Session -Dec. 5 2022 - held at the Clique Hotel & Resorts Calgary for all Cancer Care Alberta Front-line managers/leaders for the purpose of staff engagement and planning.	<b>Clique Hotels &amp; Resorts</b>	\$3,324.65
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
<b>Total Paid in the Month</b>					\$ 3,324.65

# Clique Hotels & Resorts

24 Aero Crescent N.E.  
 Calgary, AB T2E 7Y5  
 Ph#(403)460-9588 Fax#(587)349-5939  
 info@hoteldique.ca

**GST#828485839RT0001:**

**Cancer Care Alberta**

Folio ID	Folio	CheckIn	CheckOut	Balance
		11/21/2022		3,324.65
Master Folio				

Route to: [REDACTED]

Date	Room	Description / Voucher	Charges	Credits	Balance
12/05/2022	1205AH	Banquet Food - \$49/PER x 54ppl	2,646.00	0.00	2,646.00
12/05/2022	1205AH	Banquet Service Charge	476.28	0.00	3,122.28
12/05/2022	1205AH	Banquet Food - 27 Juice \$3.50	94.50	0.00	3,216.78
12/05/2022	1205AH	Banquet Service Charge	17.01	0.00	3,233.79
12/05/2022	1205AH	Banquet Food - 22 Soft Drink \$3.50	77.00	0.00	3,310.79
12/05/2022	1205AH	Banquet Service Charge	13.86	0.00	3,324.65

**Thank you for staying with us!**  
 Visit us at [clique.ca](http://clique.ca)  
**GST#828485839RT0001**



## Working Session Pre-Approval Request

In accordance with the [Travel, Hospitality & Working Session Expenses Policy #1122](#) this form must be pre-approved for working sessions greater than \$500.00, in accordance with the [Delegation of Authority for Financial Commitments "Financial Authorization" Matrix](#).

Select healthy food and drink choices for working sessions to align with the [Healthy Eating Environment](#) policy (#1138). Refer to [Healthy Meetings and Events Resources](#) for planning

Details of Working Session Request			
Describe the purpose of the working session			
An opportunity for the Cancer Care front-line managers to come together to connect in person and collaborate on local and provincial issues and strategies. In addition, a presentation on Front-Line Decision Making, facilitated by Community Engagement has been scheduled.			
Name of Event			Date of Request (dd-mmm-yyyy)
Cancer Care Alberta Managers Engagement			18-Nov-2022
Event Lead (Name, Position, Department)			
Liz Ross, Acting Senior Program Lead			
Location of Venue		Event Date(s)	Number of Attendees
Hotel Clique, Calgary Airport		5-Dec-22	50
Guest Speaker(s)/Facilitators	Title/Role		Organization
Community Engagement			AHS
<b>Proposed Budget</b>	Venue cost	\$2,891.00	
	Meals	\$0.00	
	Non- Alcoholic Beverages	\$0.00	
	Other	\$0.00	Specify half-day meeting package room rental, meals, beverage, AV equipment
	GST (if applicable)	\$0.00	
	<b>Total Planned Event Budget</b>	<b>\$2,891.00</b>	
Finance Code / Accounting Distribution			
<b>Balancing Unit</b> Eg. 101	<b>Location</b> Eg. 9000	<b>Functional Centre</b> Eg. 00000000000	
Authorization			
<input checked="" type="checkbox"/> Approved	Name	Position / Title	DOA Level
	Brenda Hubley	Chief Program Officer	3
<input type="checkbox"/> Not Approved	Signature	Type text here	Date (dd-mmm-yyyy)
			18-Nov-2022

**CCA Managers Meeting  
December 5, 2022  
Calgary, AB**

	First Name	Last Name	Program	Attending	Not Attending
1	Nadia	Kloc	CCI Edmonton	yes	
2	Anna	Thornton	CCI – Edmonton	yes	
3	Courtney	Ambury	CCI – Edmonton	yes	
4	Karey	McCann	CCI - Edmonton	yes	
5	Michelle	Blue	CCI - Edmonton	yes	
6	Kate	Leyerzapf	CCI - Edmonton	yes	
7	Amanda	Ord	CCI – Edmonton		NO
8	Tina	Brkin	CCI – Edmonton	yes	
9	Chris	Birk	CCI - Edmonton	yes	
10	Shannon	Eberle	CCI – Edmonton	yes	
11	Sharon	Appelman	CCI - Edmonton	yes	
12	Christie	Klaassen		yes	
13	Carmen	Valgardson	JACC - Lethbridge	yes	
14	Trevor	Campbell	JACC - Lethbridge	yes	
15	Dan	Thomas	MEYCC – Medicine Hat	yes	
16	Sasha	Johannson	CACC – Red Deer	yes	
17	Tracy	Peddy	GPCC – Grande Prairie	yes	
18	Dani	Moch	Community Manager	yes	
19	Marie	De Guzman Wilding		yes	
20	Treena	Hinse		yes	
21	Krista	Rawson	NP, Quality - Calgary	yes	
22	Deb	Allatt	Patient Ed - Calgary	yes	
23	Gayle	Knapik	CIS - Calgary	yes	
24	Xanthoula	Kostaras	GURU - Calgary	yes	
25	Lorraine	Shack	CR&A – Calgary	yes	
26	Jason	Smith	CR&A	yes	
27	Bethany	Kaposhi	CR-A - Edmonton	yes	
28	Angela	Eckstrandt	CR&A	yes	
29	Pam	Round	CR&A		NO
30	Shandra	Harman	CR&A	yes	
31	Andrea	Deiure	CR&A - Calgary	yes	
32	Chris	Normandeau	CR&A - Edmonton	yes	
33	Tim	Buckland	CSCN	yes	
34	Tara	Bond	CSCN	yes	
35	Michelle	Bonnier	TBCC – Calgary	yes	
36	Alexis	Desautels	TBCC – Calgary	yes	
37	Shauna	Greenough	TBCC – Calgary	yes	
38	Jodi	Scott	TBCC – Calgary, Mgr, OPD	yes	
39	Aimee	deCrom	TBCC – Calgary	yes	
40	Erin	MacDonald	TBCC – Calgary	yes	
41	Fiona	Lochray	TBCC – Calgary	yes	
42	Robin	Moore	TBCC – Calgary	yes	
43	Rose	Farrell	TBCC – Calgary	yes	
44	David	Dyer	CCI – Edmonton	yes	
45	Caroline	Hatcher	TBCC – Calgary	yes	
46	Liz	Ross	Edmonton	yes	NO
47	Shelley	Lawrence	Red Deer		NO

48	Amanda	Davison	Edmonton	yes	
49	Angie	Estey	Edmonton	yes	
50	Brenda	Hubley	Edmonton	yes	
51	Susan	Forgan	Edmonton	yes	
52	Glenda	Armstrong	Edmonton	yes	
53.	Leanne	Riverstone	Red Deer	yes	
54.	Bonnie	Harris	Calgary		NO
55	Desiree	MouraAbouzeeni	Calgary	yes	
56	Trevor	Beniston	Edmonton		NO
57	Paula	Germann	Edmonton	yes	

- 2 hour virtual in January
- In person – March - Edmonton