

## AHS Board and Executive Expense Report

**Name:** Brenda Hubley  
**Title:** Chief Program Officer Cancer Care Alberta  
**Location:** Edmonton  
 Expenses posted during the month of May 2024

Approved MMM-YY	Source Document	Purpose	Travel (1)					Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
			Airfare	Meals	Accommodation	Other Travel	Total Travel			
	P-Card	Meetings					-			
	Expense Claim	Meetings					-			
May-24	Direct Bill	Meetings	523				523			
<b>Total by category</b>			\$ 523	\$ -	\$ -	\$ -	\$ 523	\$ -	\$ -	\$ -

**Total  
posted for  
the Month**    \$        523

Maximum daily single meal expense posted in the month    \$        -  
 Maximum daily base hotel rate posted 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 membership dues, 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> May-24
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
25-Mar-2024	Direct Billing	Airline Ticket	Travel from Edmonton to Calgary on April 3-4, 2024. Attend the Calgary Caucus Tour of the Arthur Child Comprehensive Cancer Centre	Vision Travel DT Ontario-West Inc	\$523.25
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
<b>Total Paid in the Month</b>					\$ 523.25



# Your Direct Itinerary

DIRECT TRAVEL  
9929-108TH STREET NW  
EDMONTON AB T5K 1G8  
1-833-692-4120

ALBERTA HEALTH SERVICES  
10030 107 STREET  
EDMONTON AB Z/T5H3E4

Agency reference: [REDACTED]

Agent name: [REDACTED]

Traveler name	Client reference
BRENDA HUBLEY	

Thank you for choosing Direct Travel. Complete details for your trip are below. Please review this document and the trip details thoroughly. If a discrepancy exists, please contact us immediately upon receipt. Missing your flight without cancelling will result in the forfeiture of the value of your airline ticket.

Government issued photo I.D. is required for all travel and the name on your photo I.D. must match the name on your ticket.

Please [click here](#) upon receipt of your itinerary for valuable information that may be critical to the success of your travels. We strongly recommend you come back to this information regularly in advance of and during travel as documentation and health requirements could change without notice.




Itinerary summary			
	From / To	Flight / Provider	Departure / Arrival
Flight	Wed. Apr. 03, 2024 Edmonton(YEG) - Calgary(YYC)	Air Canada [REDACTED]	6:15 p.m.- 7:09 p.m. <a href="#">Check in</a>
Hotel	Wed. Apr. 03, 2024- Thu. Apr. 04, 2024	Aloft Hotels ALOFT CALGARY UNIVERSITY	3:00 p.m.- 12:00 p.m.
Flight	Thu. Apr. 04, 2024 Calgary(YYC) - Edmonton(YEG)	Air Canada [REDACTED]	12:35 p.m.- 1:28 p.m. <a href="#">Check in</a>
Other			Thu. Apr. 03, 2025

- Quick links**

  - [▶ Check-in Information](#)
  - [▶ Passport & Visa Requirements](#)
  - [▶ Canadian Government Travel Advisories](#)
  - [▶ Airport & Flight Status](#)
  - [▶ Weather](#)



	AC 8141	Edmonton Edmonton (YEG)		Calgary Calgary (YYC)
<b>Departure</b>		Wed. Apr. 03, 2024 6:15 p.m.	<b>Arrival</b>	Wed. Apr. 03, 2024 7:09 p.m.
<b>Terminal</b>			<b>Terminal</b>	
<b>Class</b>		Economy(K)	<b>Seat</b>	
<b>Status</b>		Confirmed	<a href="#">Airline check-in ID</a>	[REDACTED]
<b>Special requests</b>			<b>Frequent traveler</b>	[REDACTED]
<b>Equipment</b>			<b>Duration/ Meal service</b>	00:54/No meal service
<b>eTicket</b>		[REDACTED]		
<a href="#">Baggage</a>				

 AC 8134	Calgary Calgary (YYC)		Edmonton Edmonton (YEG)
<b>Departure</b>	Thu. Apr. 04, 2024 12:35 p.m.	<b>Arrival</b>	Thu. Apr. 04, 2024 1:28 p.m.
<b>Terminal</b>		<b>Terminal</b>	
<b>Class</b>	Economy(K)	<b>Seat</b>	
<b>Status</b>	Confirmed	<b>Airline check-in ID</b>	██████████
<b>Special requests</b>		<b>Frequent traveler</b>	██████████
<b>Equipment</b>		<b>Duration/ Meal service</b>	00:53/No meal service
<b>eTicket</b>	██████████		
<b>Baggage</b>			

Other	
<b>Date</b>	Thu. Apr. 03, 2025
<b>Details</b>	AIR

**Invoice/Ticket information for BRENDA HUBLEY**

<b>Ticket:</b>	Air Canada	<b>Invoice:</b>	██████████
<b>Base:</b>	CAD410.00		
<b>Other tax:</b>	CAD113.25		
<b>GST/HST tax:</b>	CAD0.00		
<b>QST tax:</b>	CAD0.00		
		<b>Amount:</b>	CAD523.25
<b>Payment:</b>	CA XXXXXXXXXXXXX ██████████	<b>Issue date:</b>	25-Mar.-2024
		<b>Total invoiced amount:</b>	CAD523.25
		<b>Balance due:</b>	CAD0.00

General remarks  
 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  
 AIRFARES ARE NOT GUARANTEED UNTIL TICKETED  
 AIRLINES RECOMMEND CHECKING IN 2 HOURS PRIOR TO FLIGHT.

Agency registration  
 TPS/GST-723782728 RT 0001