

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

					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)
May-24	P-Card Expense Claim Direct Bill	Meetings Meetings Meetings	523				523			
		Total by category	\$ 523	\$ -	· \$ -	\$	- \$ 523	3 \$ -	\$ -	\$ -

Total posted for

the Month \$ 523

Maximum daily single meal expense posted in the month \$ - Amazimum daily base hotel rate posted in the month \$ - Amazimum

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

YES

- 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)

Indicate whether you have expenses to report in this section for this reporting period:

- A personal cheque must be attached to cover expenses deemed ineligible.
- Name: Brenda Hubley Reporting Period for the Month of: May-24

Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
25-Mar-2024	Direct Billing		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	\$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	
Total Paid in the Month					\$ 523.25



Your Direct Itinerary

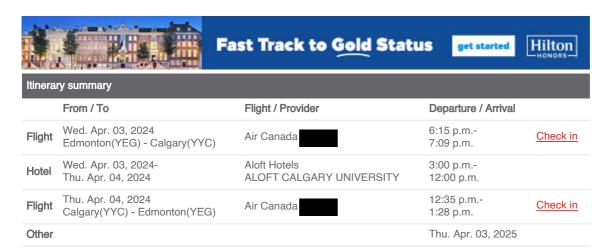
DIRECT TRAVEL 9929-108TH STREET NW EDMONTON AB T5K 1G8 1-833-692-4120 ALBERTA HEALTH SERVICES 10030 107 STREET EDMONTON AB Z/T5H3E4

Agency reference:	Agent name:
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 airling 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 <u>click here</u> 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.



Quic	k links
(Check-in Information
(D)	Passport & Visa Requirements
(D)	Canadian Government Travel Advisories
(D)	Airport & Flight Status
()	Weather

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₹ AC 8141	Edmonton Edmonton (YEG)	Cal Calgary (\	lgary /YC)
Departure	Wed. Apr. 03, 2024 6:15 p.m.	Arrival Wed. Apr. 03, 2024 7:09 p.m.	
Terminal		Terminal	
Class	Economy(K)	Seat	
Status	Confirmed	Airline check-in ID	
Special requests		Frequent traveler	
Equipment		Duration/ Meal service 00:54/No meal service	
eTicket			
Baggage ►		>	



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

	Other
Date	Thu. Apr. 03, 2025
Details	AIR

Invoice/Ticket information for BRENDA HUBLEY

Ticket: Air Canada Invoice:

 Base:
 CAD410.00

 Other tax:
 CAD113.25

 GST/HST tax:
 CAD0.00

 QST tax:
 CAD0.00

Amount: CAD523.25

Payment: CA XXXXXXXXXXXX Issue date: 25-Mar.-2024

Total invoiced amount: CAD523.25

Balance due: 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