

## Official Administrator and Executive Expense Report

**Name** Catherine MacNeill  
**Title** Corporate Secretary - Acting  
**Location** Calgary  
 Expenses submitted during the month of April 2015

| Travel (1)   |                 |          |         |        |               |                 | Professional<br>Development<br>(2) | Working<br>Sessions<br>Hosting and<br>Hospitality<br>(3) | Other<br>(4) |
|--------------|-----------------|----------|---------|--------|---------------|-----------------|------------------------------------|--|--------------|
| Month-Year   | Source Document | Purpose  | Airfare | Meals  | Accommodation | Other<br>Travel | Total Travel                       |  |              |
| Apr-15       | Expense Claim   | Meetings |         | 101    | 163           | 92              | 356                                |  |              |
| <b>Total</b> |                 |          | \$ -    | \$ 101 | \$ 163        | \$ 92           | \$ 356                             | \$ -   | \$ -         |

**Total for the Month**      \$                      356

Maximum daily single meal expense claimed in the month      \$            40  
 Maximum daily base hotel rate claimed in the month            \$            145  
 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

## AHS Public Disclosure Expense Claims

| Claimant Name                    | Claimant Title  | Claimant Location      | Expense Claim Total |                      |               |             |               |           |                |                    |               |
|----------------------------------|---|------------------------|---------------------|----------------------|---------------|-------------|---------------|-----------|----------------|--------------------|---------------|
| MACNEILL, CATHERINE              | Acting Corporate Secretary, Office of the Official Administrator    | Calgary                | 356.34              |                      |               |             |               |           |                |                    |               |
| Expense Date                     | Business reason   | Expense Location       | Expense Type        | Amount               | From Location | To Location | Justification | # of days | # of Attendees | Attendee Name(s)   | Trip Distance |
| 4/1/2015                         | Travel from Home to Bus Depot to attend OA                          | AB - Local             | Taxi                | 30                   |               |             |               | 1         |                |                    |               |
| 4/2/2015                         | Meals during OA Finance and Audit and Risk Committee Meetings       | AB - Other Zones       | Meals - Breakfast   | 20                   |               |             |               | 1         | 1              | Catherine MacNeill |               |
| 4/1/2015                         | Travel from Bus Depot to Hotel to attend OA Committee Meeting       | AB - Other Zones       | Taxi                | 15                   |               |             |               | 1         |                |                    |               |
| 4/1/2015                         | Meals during OA Finance and Audit & Risk Committee Meetings         | AB - Other Zones       | Meals - Dinner      | 40                   |               |             |               | 1         | 1              | Catherine MacNeill |               |
| 4/2/2015                         | Westin Hotel accommodations to attend OA Meetings                   | AB - Other Zones       | Accommodations      | 162.79               |               |             |               | 1         |                |                    |               |
| 4/2/2015                         | Travel from Hotel to SSP to attend OA Committee Meetings            | AB - Other Zones       | Taxi                | 12                   |               |             |               | 1         |                |                    |               |
| 4/2/2015                         | Travel from Bus Depot to Home after attending OA Committee Meetings | AB - Local             | Taxi                | 35                   |               |             |               | 1         |                |                    |               |
| 4/16/2015                        | Meals during OA HR Committee Meeting                                |                        | Meals Per Diem      | 41.55                |               |             |               | 1         |                |                    |               |
| <b>Approver(s) for the claim</b> |   | <b>Approval Status</b> |                     | <b>Approval Date</b> |               |             |               |           |                |                    |               |
| WALJI-SHIVJI, SALIMAH            |   | Approve                |                     | 29-Apr-15            |               |             |               |           |                |                    |               |

Date: 01/04/15 Amount \$ 15.00  
 From: Bus Depart  
 To: HOTEL  
 To: \_\_\_\_\_  
 Driver: [REDACTED] Car [REDACTED]  
 780-442-4444  
 www.24-7taxiline.com

Thank You for choosing

**ASSOCIATED CAB**

for all your transportation needs.

Visit our counter at the  
 Calgary International Airport  
 International arrival door.



Driver: [REDACTED] Date: 01/04/15  
 Car # [REDACTED] Amount: \$ 30.50  
 GST Included # 10

THE WESTIN EDMONTON  
 In Room Dining  
 GST# 861336493RT0005

[REDACTED] GST

MACNEILL  
 02APR'15 4:07AM

1 American Brfst 23.00  
 Sunny Side Up  
 Bacon  
 OJ  
 Coffee  
 SKIM MILK  
 \* SPEC PREP \*  
 Wheat Toast  
 DEL 7.00 TO 7.15  
 \* SPEC PREP \*

FOOD 23.00  
 R/S DEL CHG 4.00  
 15% Auto Grat 4.05  
 Tax 1.55  
 Total Due **\$32.60**

Gratuity: \_\_\_\_\_ \$20.00 / *claiming*

Total : \_\_\_\_\_

Room # \_\_\_\_\_

Name Print \_\_\_\_\_

Signature \_\_\_\_\_

*Breakfast April 2nd*

THE WESTIN EDMONTON  
 In Room Dining  
 GST# 861336493RT0005

[REDACTED] GST

MACNEIL  
 01APR'15 6:26PM

1 Tmato Caprse Sld 12.00  
 1 Chicken Panini 18.50  
 S.S. Fries

FOOD 30.50  
 R/S DEL CHG 4.00  
 15% Auto Grat 5.18  
 Tax 1.98  
 Total Due **\$41.66**

Gratuity: \_\_\_\_\_ *claiming* [REDACTED] \$40.00

Total : \_\_\_\_\_

Room # \_\_\_\_\_

Name Print \_\_\_\_\_

Signature \_\_\_\_\_

*Dinner - April 1*

The Westin Edmonton  
 10135 100 St  
 Edmonton, AB T5J 0N7  
 Canada  
 Tel: 780-426-3636 Fax: 780-428-1454

Catherine Macneill

Page Number : [REDACTED]  
 Guest Number: [REDACTED]  
 Folio ID : [REDACTED]  
 No. Of Guest:  
 Room Number : [REDACTED]  
 Room Rate : 145.00  
 Club Account:

Invoice Nbr: [REDACTED]  
 Arrive Date: 01-APR-15 17:45  
 Depart Date: 02-APR-15 08:19

Email: Has Not Been Asked For  
 Email

Tax Invoice

Tax ID: 815461330RT0001  
 The Westin Edmonton 02-APR-15 08:19 [REDACTED]

| Date      | Reference  | Description    | Charges             | Credits    |
|-----------|------------|----------------|---------------------|------------|
| 01-APR-15 | [REDACTED] | In Room Dining | 41.66 - Dinner →    | [REDACTED] |
| 01-APR-15 | [REDACTED] | Room Charge    | 145.00              | [REDACTED] |
| 01-APR-15 | [REDACTED] | GST            | 7.47                | [REDACTED] |
| 01-APR-15 | [REDACTED] | DMF            | 4.35                | [REDACTED] |
| 01-APR-15 | [REDACTED] | Tourism Levy   | 5.97                | [REDACTED] |
| 02-APR-15 | [REDACTED] | In Room Dining | 32.60 - Breakfast → | [REDACTED] |
| 02-APR-15 | [REDACTED] | Mastercard     |                     | -237.05    |
|           |            | ** Total       | 237.05              | -237.05    |
|           |            | *** Balance    | -0.00               |            |

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Continued on the next page

**YELLOW CAB**

780.462.3456

GST# 85117611

Date: April 02/2011 Amount: 12.00

Driver: [REDACTED] Car#: [REDACTED]

From: [REDACTED]

To: [REDACTED]

10135-31 Avenue, Edmonton, AB T6N1C2



316 MERRICK ROAD SE  
CALGARY AB T2A 1A2

|                |             |
|----------------|-------------|
| TERMINAL ID:   | 314 635 978 |
| VEHICLE ID:    | 1286        |
| DRIVER ID:     | 10429       |
| GST ACCOUNT #: | [REDACTED]  |
| TRIP NUMBER:   | [REDACTED]  |
| PROVIDERS:     | [REDACTED]  |

|                  |            |
|------------------|------------|
| BY: 02/2015      | [REDACTED] |
| START: 21:46     | [REDACTED] |
| DISTANCE: 1.5 KM | [REDACTED] |

FARE AMOUNT \$ 33.37

TAX AMOUNT \$ 1.67

TOTAL: \$ ~~35.00~~ \$ 35.00

TIP AMOUNT \$ [REDACTED]

GRAND TOTAL \$ [REDACTED]

\*\*\*CASH RECEIPT\*\*\*

THANK YOU  
CALL 780.462.3456  
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