

## Official Administrator and Executive Expense Report

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

Travel (1)										
Month-Year	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Aug-15	Expense Claim	Meetings		130	326	403	859			
Aug-15	Direct Billing	Meetings				141	141			
<b>Total</b>			\$ -	\$ 130	\$ 326	\$ 544	\$ 1,000	\$ -	\$ -	\$ -

**Total for the Month**      \$                      1,000

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	858.89

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
8/19/2015	Breakfast while attending Audit & Risk and Finance Committee Meetings		Meals Per Diem	9.20				1			
8/12/2015	Travel to Quality & Safety Committee Meeting	AB - Other Zones	Taxi	15.00				1			
8/11/2015	Dinner in Edmonton	AB - Other Zones	Meals - Dinner	40.00				1	1	Catherine MacNeill	
8/12/2015	Travel from Quality and Safety Committee Meeting	AB - Other Zones	Taxi	10.00				1			
8/12/2015	Hotel in Edmonton	AB - Other Zones	Accommodations	162.79				1			
8/12/2015	Meals while attending Quality & Safety Committee Meeting		Meals Per Diem	20.80				1			

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
8/18/2015	Travel to Edmonton for Risk & Audit and Finance Committee Meetings	AB - Other Zones	Taxi	35.00				1			
8/18/2015	Dinner in Edmonton	AB - Other Zones	Meals - Dinner	37.73				1	1	Catherine MacNeill	
8/19/2015	Lunch in Edmonton	AB - Other Zones	Meals - Lunch	22.58				1	1	Catherine MacNeill	
8/19/2015	Hotel in Edmonton	AB - Other Zones	Accommodations	162.79				1			
8/19/2015	Travel for Audit & Risk and Finance Committee Meetings	AB - Other Zones	Taxi	40.00				1			
8/12/2015	Travel from Edmonton for Quality and Safety Committee Meeting		Mileage	151.50	Edmonton	Calgary		1			300
8/11/2015	Travel to Edmonton for Quality & Safety Committee Meeting		Mileage	151.50	Calgary	Edmonton		1			300
<b>Approver(s) for the claim</b>		<b>Approval Status</b>		<b>Approval Date</b>							
WALJI-SHIVJI, SALIMAH		Approve		24-Aug-15							

**YELLOW CAB**

780.462.3456

GST# \_\_\_\_\_

Date: Aug-12/2015 Amount: \$ 15.00

Driver: 001 Car#: [REDACTED]

From: Westin Hotel

To: [REDACTED]

10135-31 Avenue, Edmonton, AB T6N 1C2



*Dinner*

Westin Edmonton  
10135 100 St NW  
Edmonton, AB T5J 0N7  
(780) 426-3636  
GST#861336493RT0005

910790002 [REDACTED]

CHK [REDACTED] TBL [REDACTED] GST 1  
mcneil  
11 AUG '15 18:58 PM

*SSP -> Westin*

YELLOW CAB  
10135 31 AVENUE NW  
EDMONTON AB T6N-1C2  
780-462-3456

Term Id:412478LU  
Item #:1691  
Interac  
PURCHASE  
Op Id:969980  
Card #: [REDACTED]

ATD:A0000002771010

00 APPROVED 001

Chequing  
AMOUNT CAD\$10.00

Ref. # [REDACTED]  
Auth. # [REDACTED]  
Resp. Code: 00  
TUR: 8000000000  
TSI: 6800

BOOK ON LINE AT EDMTAXI.COM  
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2015/08/12 Time: 10:54:16  
Response: AUTH [REDACTED]

\*\*\*CUSTOMER COPY\*\*\*

1 Side Organic Green Salad	9.00
1 Club Sandwich	17.00
1 Diet Coke	3.00
1 Delivery Charge	5.00
<b>Subtotal</b>	<b>\$34.00</b>
Service Charge	\$5.10
GST	\$1.96
<b>Total Due</b>	<b>\$41.06</b>

GRATUITY: \_\_\_\_\_

TOTAL: \_\_\_\_\_

ROOM #: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



<http://globalmty.com/10790002>

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

Catherine Macneill Page Number : [REDACTED] Invoice Nbr: [REDACTED]  
 Guest Number: [REDACTED] Arrive Date: 11-AUG-15 18:24  
 Folio ID : [REDACTED] Depart Date: 12-AUG-15 11:15  
 No. Of Guest: [REDACTED]  
 Room Number : [REDACTED]  
 Room Rate : 145.00  
 Club Account:

Tax Invoice

Tax ID: 815461330RT0001  
 The Westin Edmonton 12-AUG-15 11:15 [REDACTED]

Date	Reference	Description	Charges	Credits
11-AUG-15	[REDACTED]	In Room Dining	41.06	
11-AUG-15	[REDACTED]	Room Charge	145.00	
11-AUG-15	[REDACTED]	GST	7.47	
11-AUG-15	[REDACTED]	Destination Marketing Fee	4.35	
11-AUG-15	[REDACTED]	Tourism Levy	5.97	
12-AUG-15	[REDACTED]	Mastercard		-203.85
		** Total	203.85	-203.85
		*** Balance	0.00	

*Handwritten notes: meal (next to 41.06), 162.79 (sum of 41.06, 145.00, 7.47, 4.35, 5.97)*

PACK LIGHT, STAY FIT - With the Westin Gear Lending program, New Balance(TM) workout gear is conveniently delivered to your room so you can keep moving. Experience it during your next stay. Learn more at [westin.com/newbalance](http://westin.com/newbalance)

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 Continued on the next page

Tell us about your stay. [www.westin.com/reviews](http://www.westin.com/reviews)

Lunch.  
Aug 19<sup>th</sup>



[Redacted]

Tbl [Redacted] Chk [Redacted] Gst 1  
Aug 19<sup>th</sup> 11:12AM  
\*\*\* Reprint \*\*\*

1 SOFT DRINK	3.50
1 CAMEMBERT	15.00
1 ADD BRIOCHE	3.00
Subtotal 21.50	
21.50 GST Percent	1.08
Amount Due	22.58

*Red Arrow →*  
**Mayfair Home TAXI** PHONE: 255-6555  
221-Taxi (8294)  
1-888-995-6555

Calgary, Alberta

Fare Amount: 40.00 Date: AUG 19/15

To: [Redacted] From: [Redacted]

Car No: [Redacted] Driver: [Redacted]

THANK YOU FOR RIDING WITH US

Thank You for choosing Home → *Koo Arran*  
**ASSOCIATED CAB**

for all your transportation needs.

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



Driver [Redacted] Date Aug. 18, 15  
Car # [Redacted] Amount 35.00  
GST Included \_\_\_\_\_

*Dinner*  
Matrix Hotel  
MZ Lounge  
10640-100 Avenue  
GST # 866344302  
*Aug 18*

[Redacted]  
Check: [Redacted] Guests: [Redacted] 0511  
08/18/2015 08:16PM

1 MATRIX HOUSE SALAD	10.00
1 PARPPARDELLE	13.00
1 FRUIT SALAD	6.00
Delivery Charge	2.00
Grat 17%	4.93
Subtotal 29.00	
G.S.T.	1.80
Service Chrg	6.93
<b>Total Due</b>	<b>\$37.73</b>

GRATUITY \_\_\_\_\_

TOTAL \_\_\_\_\_

Signature \_\_\_\_\_

Guest Name \_\_\_\_\_

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

Mrs Catherine Macneill

Room Number: [REDACTED]  
 Arrival Date: 08-18-15  
 Departure Date: 08-19-15  
 Page No. 1 of 1

Guest Name

**INFORMATION INVOICE**

Folio No: [REDACTED]

08-19-15

Date	Description		Charges	Credits
08-18-15	Room Service	Room [REDACTED] : CHECK# [REDACTED]	37.73	
08-18-15	Room Revenue		145.00	
08-18-15	Destination Marketing Fee - 3%		4.35	
08-18-15	Tourism Levy - 4%		5.97	
08-18-15	Room GST - 5%		7.47	
08-19-15	Refreshment Centre - Water	1	1.05	
08-19-15	Mastercard	[REDACTED]		201.57
<b>Total</b>			<b>201.57</b>	<b>201.57</b>
<b>Balance</b>			<b>0.00</b>	

*Handwritten notes: "meal" next to 37.73, "162.79" next to 145.00, and a bracket grouping 4.35, 5.97, 7.47, and 1.05.*

**Signature:** \_\_\_\_\_

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #866344302 RT 0001

## Executive Expenses Report Direct Billing Summary

### Purpose of This Form:

The purpose of this form is to report expenses incurred on behalf of a designated Executive 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

<b>Name :</b> Catherine Macneill	<b>Reporting Period for the Month of :</b> Aug-15
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DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
14-Aug-15	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton (August 18) and Return (August 19)	Marlin Travel	140.96
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
<b>Total Paid in the Month</b>					<b>\$ 140.96</b>



MARLIN TRAVEL  
O-O PERCY HUNT TRAVELGROUP INC  
MAIN FLOOR, 9929 108TH ST.  
EDMONTON, AB T5K 1G8  
GST Reg#: 885101915

Branch:

Agent:

To: ALBERTA HEALTH SERVICES  
SUITE 800, NORTH TOWER  
10030-107 ST  
EDMONTON AB  
CA T5J 3E4

Invoice Number:

Date:

Page:

Our Reference:

August 14, 2015

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## INVOICE

For

CATHERINE MACNEILL

Tuesday, August 18, 2015

 Air

OTHER TRAVEL

From: CALGARY AB

To: EDMONTON AB

Stops: 0 Arrival: 18Aug15

RED ARROW CONFIRMATION

CALGARY DOWNTOWN TO EDMONTON DOWNTOWN

SEAT 4A

Flight: 001

04:30 PM

07:50 PM

ECONOMY CLASS

Mile(s) Flown: 163

To: ALBERTA HEALTH SERVICES  
SUITE 800, NORTH TOWER  
10030-107 ST  
EDMONTON AB  
CA T5J 3E4

Invoice Number: [REDACTED]  
Date: August 14, 2015  
Page: 2/2  
Our Reference: [REDACTED]

# INVOICE

Wednesday, August 19, 2015

 Air

OTHER TRAVEL Flight: 002 ECONOMY CLASS  
From: EDMONTON AB 12:30 PM  
To: CALGARY AB 03:50 PM Mile(s) Flown: 163  
Stops: 0 Arrival: 19Aug15  
RED ARROW CONFIRMATION [REDACTED]  
EDMONTON DOWNTOWN TO CALGARY DOWNTOWN  
SEAT 6A

**Cost:**

RED ARROW MOTORCOAC [REDACTED] 140.96

**Total:**

Grand Total: 140.96  
Less Credit Card Payments: 140.96  
Credit / Balance Due To This Invoice: 0.00  
Total Balance Due: 0.00

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE  
ACCEPTED:.....DECLINED:.....  
DOCUMENTATION REQUIRED: VALID PASSPORT...VISA..TOURIST CARD..  
...PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER.....  
PLEASE RECONFIRM ALL FLIGHTS BETWEEN 48 AND 72 HOURS PRIOR  
TO EACH DEPARTURE DIRECTLY WITH THE AIRLINE.  
CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY  
GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL  
24 HOUR EMERGENCY HELP DESK WITHIN CANADA OR USA CALL  
1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT  
1 303 801 2147. PLEASE QUOTE ACCESS CODE 2EC0  
OUR PRIVACY POLICY CAN BE FOUND AT WWW.MARLINTRAVEL.CA.