

## AHS Board and Executive Expense Report

**Name** Catherine MacNeill  
**Title** Corporate Secretary (Acting)  
**Location** Calgary

Expenses submitted during the month of April 2016

### Travel (1)

MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Apr-16	Expense Claim	Meetings		71	155	33	259			
Apr-16	Direct Billing	Meetings				134	134			
<b>Total</b>			\$ -	\$ 71	\$ 155	\$ 167	\$ 393	\$ -	\$ -	\$ -

**Total for the Month** \$ 393

Maximum daily single meal expense claimed in the month \$ 38  
 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.

### 5) Remuneration, Allowances Reported in the Financial Statements

Car allowance, honoraria, meeting fees, 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
MACNEILL, CATHERINE	Corporate Secretary - Acting	Calgary	259.07

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
4/13/2016	To attend Community Engagement meeting in Edmonton		Meals Per Diem	11.60			Lunch	1			
4/13/2016	To attend Community Engagement meeting in Edmonton	AB - Other	Meals - Dinner	38.35				1	1	Catherine MacNeill	
4/14/2016	To attend Audit & Risk and Finance meetings in Edmonton		Meals Per Diem	20.80			B/Fast & Lunch	1			
4/14/2016	To attend Board Committee meetings in Edmonton	AB - Other	Taxi	33.00				1			
4/14/2016	To attend Community Engagement, Audit & Risk and Finance meetings in Edmonton	AB - Other Zones	Accommodations	155.32				1			
<b>Approver(s) for the claim</b>		<b>Approval Status</b>		<b>Approval Date</b>							
GIESBRECHT, TINA		Approve		15-May-16							



Catherine Macneil

Room Number: [REDACTED]  
 Arrival Date: 04-13-16  
 Departure Date: 04-14-16  
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Guest Name:

**INFORMATION INVOICE**

Folio No:

04-13-16

Date	Description	Charges	Credits
04-13-16	Room Revenue	145.00	
04-13-16	Destination Marketing Fee - 3%	4.35	
04-13-16	Tourism Levy - 4%	5.97	
<b>Total</b>		<b>193.67</b>	<b>0.00</b>
<b>Balance</b>		<b>193.67</b>	
		<b>- 38.35</b>	
		<b>155.32</b>	

**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)

## 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.
- 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> Apr-16
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
13-Apr-16	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton and Return (Apr 14) to attend the community engagement , Audit & Risk and Finance Committee meetings	Marlin Travel	133.92
	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>					<b>\$ 133.92</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:

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## INVOICE

### For

MS CATHERINE MACNEILL

Wednesday, May 11, 2016

 Air

OTHER TRAVEL **Flight:** 100 ECONOMY CLASS  
**From:** CALGARY AB 08:00 AM  
**To:** EDMONTON AB 11:50 AM **Mile(s) Flown:** 163  
**Stops:** 0 **Arrival:** 11May16  
RED ARROW ORDER NUMBER - [REDACTED]  
DEPARTING DOWNTOWN CALGARY [REDACTED] WNTOWN EDMONTON.  
SEAT NUMBER - 06A

Thursday, May 12, 2016

 Air

OTHER TRAVEL **Flight:** 110 ECONOMY CLASS  
**From:** EDMONTON AB 02:00 PM  
**To:** CALGARY AB 06:05 PM **Mile(s) Flown:** 163  
**Stops:** 0 **Arrival:** 12May16  
RED ARROW ORDER NUMBER - [REDACTED]  
DEPARTING DOWNTOWN EDMONTON [REDACTED] OWNTOWN CALGARY.  
SEAT NUMBER - 06A

### Cost:

RED ARROW MOTORCOACH [REDACTED] [REDACTED] 133.92

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

Invoice Number: [REDACTED]  
Date: April 28, 2016  
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Our Reference: [REDACTED]

# INVOICE

**Total:**

<b>Grand Total:</b>	133.92
<b>Less Credit Card Payments:</b>	133.92
<b>Credit / Balance Due To This Invoice:</b>	0.00
<b>Total Balance Due:</b>	0.00

FOR YOUR RECORDS.

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.