

## AHS Board and Executive Expense Report

**Name** Catherine MacNeill  
**Title:** Corporate Secretary & Legal Counsel  
**Location** Calgary

Expenses submitted during the month of September 2017

### 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)
Sep-17	Expense Claim	Meetings		177	479	293	949			
Sep-17	Direct Billing	Meetings				268	268			
<b>Total</b>			\$ -	\$ 177	\$ 479	\$ 561	\$ 1,217	\$ -	\$ -	\$ -

**Total for the Month**      \$      1,217

Maximum daily single meal expense claimed in the month      \$      24  
Maximum daily base hotel rate claimed in the month      \$      149  
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 Total								
MACNEILL, CATHERINE	Corporate Secretary & Legal Counsel	Calgary	\$ 949.01								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
9/12/2017	Travel to Edmonton for Board Meetings	AB - Other Zones	Taxi	\$ 26.91	Home	Red Arrow		1			
9/12/2017	To attend Board Meetings in Edmonton	AB - Other Zones	Meals Per Diem	\$ 24.00			Dinner \$24.00	1			
9/13/2017	To attend Board Meetings in Edmonton	AB - Other Zones	Meals Per Diem	\$ 47.50			Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			
9/14/2017	To attend Board Meetings in Edmonton	AB - Other Zones	Meals Per Diem	\$ 34.50			Bfast \$10.50 Dinner \$24.00	1			
9/14/2017	Travel to Edmonton for Board Meetings	AB - Other Zones	Taxi	\$ 28.85	Red Arrow	Home		1			
9/14/2017	To attend Board Meetings in Edmonton	AB - Other Zones	Accommodations	\$ 319.22				2			
9/15/2017	To attend the Fall Forum for Foundations	AB - Other Zones	Parking - Lot or Parkade	\$ 10.50				1			
9/16/2017	To attend the Fall Forum for Foundations	AB - Other Zones	Parking - Lot or Parkade	\$ 5.25				1			
9/18/2017	To Attend Work Retreat in Red Deer		Mileage-Other	\$ 151.50	Calgary	Red Deer		1			300
9/18/2017	To attend Work Retreat in Red Deer	AB - Other Zones	Parking - Lot or Parkade	\$ 8.50				1			
9/27/2017	Travel to Edmonton for Board Meetings	AB - Other Zones	Taxi	\$ 30.72	Home	Red Arrow		1			
9/27/2017	To attend Board Meetings in Edmonton	AB - Other Zones	Meals Per Diem	\$ 24.00			Dinner \$24.00	1			
9/28/2017	To attend Board Meetings in Edmonton	AB - Other Zones	Meals Per Diem	\$ 47.50			Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			
9/28/2017	Travel to Edmonton for Board Meetings	AB - Other Zones	Taxi	\$ 30.45	Red Arrow	Home		1			
9/28/2017	To attend Board meetings in Edmonton	AB - Other Zones	Accommodations	\$ 159.61				1			
Approver(s) for the claim		Approval Status	Approval Date								
GIESBRECHT, TINA		Approve	10-Oct-17								

Parking  
RECEIPT

License Plate Number

\*Expiration Date/Time\*

06:00 PM  
SEP 15, 2017

Purchase Date/Time: 08:57am Sep 15, 2017

Total Parking: \$10.00

Total FEDERAL: \$0.50

Total Due: \$10.50

Rate: \$10 -6 pm

Total Paid: \$10.50

Payment Type: Card

Ticket #

S/N #

Setting: Lot 467

Mach Name: 467-2

MasterCard

Auth #

GST REG #102466000

Red Arrow → Home

CALGARY UNITED CABS  
5660 10TH ST NE  
SUITE 8  
CALGARY AB T2E 8W7  
(403) 777-1111

SALE

MID: [REDACTED] GST: 794386326RT0001  
TID: [REDACTED] REF#: [REDACTED]  
Batch #: [REDACTED] SEQ: [REDACTED]  
09/14/17 20:26:23  
APPR CODE: [REDACTED]  
MASTERCARD [REDACTED]

AMOUNT \$24.05  
TIP \$4.80  
TOTAL \$28.85

00 - APPROVED - 001

MasterCard

www.calgarycabs.ca

CUSTOMER COPY

Home → Red Arrow

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#1311

SALE

MID: [REDACTED]  
TID: [REDACTED] REF#: [REDACTED]  
Batch #: [REDACTED] SEQ: [REDACTED]  
09/12/17 16:06:14  
APPR CODE: [REDACTED]  
MASTERCARD [REDACTED]

AMOUNT \$23.40  
TIP \$3.51  
TOTAL \$26.91

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MasterCard

THANK YOU

CUSTOMER COPY

Parking  
RECEIPT

Red Deer  
Regional Hospital

License Plate Number

\*Expiration Date/Time\*

08:54 AM  
SEP 19, 2017

Purchase Date/Time: 08:54am Sep 18, 2017

Total Due: \$8.50 Rate: VALU-RATE 24HR/\$8.50

Total Paid: \$8.50 Payment Type: Card

Ticket #

S/N #

Setting: Red Deer

Mach Name: [REDACTED]

MasterCard

Auth #

DO NOT PLACE ON DASH

Parking  
RECEIPT

License Plate Number

\*Expiration Date/Time\*

06:00 AM  
SEP 17, 2017

Purchase Date/Time: 08:25am Sep 16, 2017

Total Parking: \$5.00

Total FEDERAL: \$0.25

Total Due: \$5.25

Rate: \$5 - 6 am

Total Paid: \$5.25

Payment Type: Card

Ticket #

S/N #

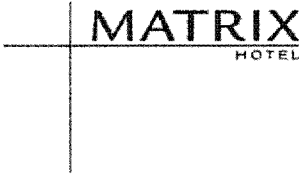
Setting: Lot 467

Mach Name: 467-2

MasterCard

Auth #

GST REG #102466000



Catherine Macneill



Room Number: [Redacted]

Arrival Date: 09-12-17

Departure Date: 09-14-17

Page No: 1 of 1

Guest Name:

**INFORMATION INVOICE**

Folio No:

09-14-17

Date	Description	Charges	Credits
09-12-17	Room Revenue	149.00	
09-12-17	Destination Marketing Fee - 3%	4.47	
09-12-17	Tourism Levy - 4%	6.14	
<b>[Redacted Section]</b>			
09-13-17	Room Revenue	149.00	
09-13-17	Destination Marketing Fee - 3%	4.47	
09-13-17	Tourism Levy - 4%	6.14	
09-14-17	F&B Mastercard		388.69
<b>Total</b>		<b>388.69</b>	<b>388.69</b>
<b>Balance</b>		<b>0.00</b>	

Claiming only room charges \$319.22

(31.94)  
 (31.22)  
 (3.68)  
 (2.68)

**319.22**

**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. #105631154 RT 0008

Red Arrow → Home

CALGARY UNITED CABS  
5660 10TH ST NE  
SUITE 8  
CALGARY AB T2E 8N7  
(403) 777-1111

**SALE**

Batch #: [REDACTED] REF#: [REDACTED]  
09/28/17 SEQ: [REDACTED] 22:29:53  
APPR CODE: [REDACTED]  
MASTERCARD  
[REDACTED]

AMOUNT \$24.46  
TIP \$6.00  
TOTAL \$30.45

00 - APPROVED - 001

MasterCard  
[REDACTED]

[www.calgarycabs.ca](http://www.calgarycabs.ca)

CUSTOMER COPY

Home → Red Arrow

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#127

**SALE**

MID: [REDACTED] REF#: [REDACTED]  
TID: [REDACTED] SEQ: [REDACTED]  
Batch # [REDACTED] 16:15:35  
09/27/17  
APPR CODE: [REDACTED]  
MASTERCARD  
[REDACTED]

AMOUNT \$25.60  
TIP \$5.12  
TOTAL \$30.72

00 - APPROVED - 001

MasterCard  
[REDACTED]

THANK YOU

CUSTOMER COPY



Catherine Macneill



Room Number: [Redacted]

Arrival Date: 09-27-17

Departure Date: 09-28-17

Page No: 1 of 1

Guest Name:

**INFORMATION INVOICE**

Folio No [Redacted]

10-10-17

Date	Description	Charges	Credits
09-27-17	Room Revenue	149.00	
09-27-17	Destination Marketing Fee - 3%	4.47	
09-27-17	Tourism Levy - 4%	6.14	
			191.19
<b>Total</b>		<b>191.19</b>	<b>191.19</b>
<b>Balance</b>		<b>0.00</b>	<b>- 31.58</b>

159.61

Claiming only room charges \$159.61

**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. #105631154 RT 0008

## 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> Sep-17
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DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
12-Sep-17	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton and Return (Sept 14) to attend Human Resources, Quality & Safety, Finance and Audit & Risk Board Committee Meetings	Marlin Travel	133.92
27-Sep-17	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton and Return (Sept 28) to attend Board Meetings	Marlin Travel	133.92
	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>\$ 267.84</b>



**Invoice**

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	<b>Trip #:</b> [REDACTED] <b>Booking Date:</b> 11 Aug 17 <b>Client:</b> [REDACTED] <b>Agent:</b> [REDACTED] <b>Agents email:</b> [REDACTED] <b>File Locator:</b> [REDACTED]
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**PASSENGERS:** MS CATHERINE MACNEILL

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
RED ARROW Confirmation # [REDACTED]	133.92	0.00	\$0.00	0.00	0.00	133.92 CAD
<b>Total:</b>	<b>133.92</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>133.92 CAD</b>

PAYMENTS				Form of Payment	Amount
Invoice #	Payment Date	Card Holder			
[REDACTED]	08/11/2017			[REDACTED]	0.00 CAD
	08/11/2017			[REDACTED]	133.92 CAD
<b>Total Payment:</b>					<b>133.92 CAD</b>
<b>Balance Due CAD Currency</b>					<b>0.00 CAD</b>

Total GST                      0.00                      Total HST                      \$0.00

CORPORATE UNIT 101  
REASON FOR TRAVEL QUALITY AND SAFETY MEETING

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL  
 \*\*\*\*\* AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0 \*\*\*\*\*  
 \*\*\*PLEASE REVIEW YOUR ITINERARY FOR ACCURACY\*\*\*  
 PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY -----  
 -----RED ARROW----- RESERVATION MAY BE CHANGED OR CANCELLED AT LEAST 2 HOURS PRIOR TO DEPARTURE. PLEASE CHECK WWW.REDARROW.CA FOR A LISTING OF PICK UP AND DROP OFF LOCATIONS IN ALBERTA  
 RED ARROW TOLL FREE NUMBER 1 800 232 1958

GOVERNMENT CENTRE  
 MAIN FLOOR, 9929- 108TH ST, EDMONTON, AB T5K1G8  
 Tél.: 780 425 8611  
 GST REG# 88510191



ALBERTA HEALTH SERVICES  
ALBERTA HEALTH SERVICES  
10030 - 107 STREET  
EDMONTON AB  
T5J 3E4

Trip #: [REDACTED]  
Booking Date: 11 Aug 17  
Client: [REDACTED]  
Agent: [REDACTED]  
Agents email: [REDACTED]  
File Locator: [REDACTED]

### MY ITINERARY

Passengers	Citizenship	Required Travel Documents
CATHERINE MACNEILL	Not Specified	Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



AIR

Passengers: CATHERINE MACNEILL  
Booking Date: 08/10/2017  
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
CHARTER AIRLINE	00001	CALGARY INTL		EDMONTON INTL	Y		
		09/12/2017 4:30PM		09/12/2017 7:50PM			



AIR

Passengers: CATHERINE MACNEILL  
Booking Date: 08/10/2017  
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
CHARTER AIRLINE	00002	EDMONTON INTL		CALGARY INTL	Y		
		09/14/2017 4:30PM		09/14/2017 7:50PM			



**Invoice**

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	<b>Trip #:</b> [REDACTED] <b>Booking Date:</b> 11 Aug 17 <b>Client:</b> [REDACTED] <b>Agent:</b> [REDACTED] <b>Agents email:</b> [REDACTED] <b>File Locator:</b> [REDACTED]
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**PASSENGERS:** MS CATHERINE MACNEILL

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
RED ARROW Confirmation # [REDACTED]	133.92	0.00	\$0.00	0.00	0.00	133.92 CAD
<b>Total:</b>	<b>133.92</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>133.92 CAD</b>

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	08/11/2017		[REDACTED]	0.00 CAD
	[REDACTED]	08/11/2017		[REDACTED]	133.92 CAD
<b>Total Payment:</b>					<b>133.92 CAD</b>

**Balance Due CAD Currency 0.00 CAD**

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101  
REASON FOR TRAVEL PUBLIC BOARD MEETING

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL  
 \*\*\*\*\* AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0 \*\*\*\*\*  
 \*\*\*PLEASE REVIEW YOUR ITINERARY FOR ACCURACY\*\*\*  
 PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL \*\*\*\*\*  
 AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0  
 \*\*\*\*\*  
 \*\*\*PLEASE REVIEW YOUR ITINERARY FOR ACCURACY\*\*\* PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY -----RED ARROW-----  
 RESERVATION MAY BE CHANGED OR CANCELLED AT LEAST 2 HOURS PRIOR TO DEPARTURE. PLEASE CHECK WWW.REDARROW.CA FOR A LISTING OF PICK UP AND DROP OFF LOCATIONS IN ALBERTA RED ARROW TOLL FREE NUMBER 1 800 232 1958

GOVERNMENT CENTRE  
 MAIN FLOOR, 9929- 108TH ST, EDMONTON, AB T5K1G8  
 Tél.: 780 425 8611  
 GST REG# 88510191

ALBERTA HEALTH SERVICES  
ALBERTA HEALTH SERVICES  
10030 - 107 STREET  
EDMONTON AB  
T5J 3E4

Trip #: [REDACTED]  
Booking Date: 11 Aug 17  
Client: [REDACTED]  
Agent: [REDACTED]  
Agents email: [REDACTED]  
File Locator: [REDACTED]

### MY ITINERARY

Passengers	Citizenship	Required Travel Documents
CATHERINE MACNEILL	Not Specified	Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



AIR

Passengers: CATHERINE MACNEILL

Booking Date: 08/10/2017  
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
CHARTER AIRLINE	00001	CALGARY INTL 09/27/2017 4:30PM		EDMONTON INTL 09/27/2017 7:50PM	Y		



AIR

Passengers: CATHERINE MACNEILL

Booking Date: 08/10/2017  
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
CHARTER AIRLINE	00002	EDMONTON INTL 09/28/2017 6:30PM		CALGARY INTL 09/28/2017 10:00PM	Y		