

AHS Board and Executive Expense Report

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

Expenses submitted during the month of October 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)
Oct-17	Expense Claim	Meetings		95	160	117	372	63		
Oct-17	Direct Billing	Meetings				268	268			
Total			\$ -	\$ 95	\$ 160	\$ 385	\$ 640	\$ 63	\$ -	\$ -

Total for the Month \$ 703

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	\$ 435.09								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
10/5/2017	Travel to Edmonton for Crown Corporation Course	AB - Other Zones	Taxi	\$ 29.25	Red Arrow	Home		1			
10/5/2017	To attend Crown Corporation Course in Edmonton	AB - Other Zones	Meals Per Diem	\$ 37.00			Lunch \$13.00 Dinner \$24.00	1			
10/5/2017	Travel to Edmonton to attend Crown Corporation Course	AB - Other Zones	Taxi	\$ 29.04	Home	Red Arrow		1			
10/25/2017	To attend Board meeting in Edmonton	AB - Other Zones	Meals Per Diem	\$ 24.00			Dinner \$24.00	1			
10/26/2017	To attend Board meeting in Edmonton	AB - Other Zones	Meals Per Diem	\$ 34.50			Bfast \$10.50 Dinner \$24.00	1			
10/25/2017	Travel to Edmonton for Board meeting	AB - Other Zones	Taxi	\$ 30.24	Home	Red Arrow		1			
10/26/2017	Travel to Edmonton for Board meeting	AB - Other Zones	Taxi	\$ 28.45	Red Arrow	Home		1			
10/26/2017	To attend Board meeting in Edmonton	AB - Other Zones	Accommodations	\$ 159.61				1			
10/31/2017	To attend ICD course - Political and Government Policy Disruptions	AB - Other Zones	Courses and Professional Development	\$ 63.00				1			
Approver(s) for the claim		Approval Status	Approval Date								
GIESBRECHT, TINA		Approve	11-Dec-17								

Home → Red Arrow

ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299-1111
CAR#1315

SALE

MID: [REDACTED]
TID: [REDACTED] REF#: [REDACTED]
Batch #: [REDACTED] SEQ: [REDACTED]
10/05/17 07:21:13
APPR CODE: [REDACTED]
MASTERCARD [REDACTED]

AMOUNT \$24.20
TIP \$4.84
TOTAL \$29.04

00 - APPROVED - 001

MasterCard



THANK YOU

CUSTOMER COPY

Red Arrow → Home

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

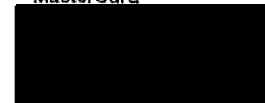
SALE

Batch #: [REDACTED] REF#: [REDACTED]
10/05/17 SEQ: [REDACTED] 20:27:25
APPR CODE: [REDACTED]
MASTERCARD [REDACTED]

AMOUNT \$24.45
TIP \$4.80
TOTAL \$29.25

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#368

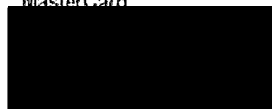
SALE

MID: [REDACTED]
TID: [REDACTED] REF#: [REDACTED]
Batch #: [REDACTED] SEQ: [REDACTED]
10/25/17 16:15:10
APPR CODE: [REDACTED]
MASTERCARD [REDACTED]

AMOUNT \$25.20
TIP \$5.04
TOTAL \$30.24

00 - APPROVED - 001

MasterCard



THANK YOU

CUSTOMER COPY

Red Arrow → Home

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

SALE

Batch #: 039 REF#: [REDACTED]
10/26/17 SEQ: [REDACTED] 20:32:21
APPR CODE: [REDACTED]
MASTERCARD [REDACTED]

AMOUNT \$23.45
TIP \$5.00
TOTAL \$28.45

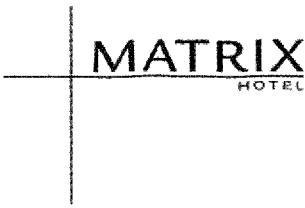
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MasterCard



www.calgarycabs.ca

CUSTOMER COPY



Catherine Macneill
[Redacted]

Room Number: [Redacted]
Arrival Date: 10-25-17
Departure Date: 10-26-17
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

10-26-17

Date	Description	Charges	Credits
10-25-17	Room Revenue	149.00	
10-25-17	Destination Marketing Fee - 3%	4.47	
10-25-17	Tourism Levy - 4%	6.14	
Total		175.96	0.00

Balance

175.96

(16.35)

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



Institute of Corporate Directors
 Institut des administrateurs de sociétés

2701-250 Yonge Street
 Toronto, ON M5B 2L7

RECEIPT

GST Remittance Number: 12179 8201
 QST Remittance Number: 1204855478

Invoice No. [REDACTED]

Sold To: Ms Catherine A. MacNeill
 Corporate Secretary and Legal Counsel
 Alberta Health Services
 [REDACTED]

Ship To: Ms Catherine A. MacNeill
 Corporate Secretary and Legal Counsel
 Alberta Health Services
 [REDACTED]

Account No.	Purchase Order No.	Order Date	Order Number	Terms	Invoice Date
[REDACTED]		10/10/2017	[REDACTED]	Upon Receipt	10/10/2017
Qty	Description	Unit Price	Extended Price		
1	Political and Government Policy Disruptions ICD Calgary Chapter Breakfast Session 10/31/2017 - 10/31/2017 Calgary, AB [REDACTED] Political and Government Policy Disruptions	60.00	60.00		
GST/HST: 3.00		Total PST/QST: 0.00			
Line Item Total	Other	Tax	Subtotal	Amount Received	Amount Due
60.00		3.00	63.00	63.00	0.00

Refund & Cancellation Policy

To be eligible for a full refund, cancellations must be received in writing 72 hours prior to the event date.
 If you register for an event and do not attend, you are liable for the full event fee. If you are unable to attend, you may transfer your ticket to someone else. However, please note that if your replacement has a different membership status with an associated price differential, you will be either credited or charged the balance after the event.

All refund requests must be emailed to the Chapter Administrator or events@icd.ca <<mailto:events@icd.ca>>.

MI
 OE1A

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**

Name : Catherine MacNeill	Reporting Period for the Month of : Oct-17
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DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
05-Oct-17	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton and Return to attend Crown Corporation Course	Marlin Travel	133.92
25-Oct-17	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton and Return (Oct 26) to attend Board Meeting	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	-
Total Paid in the Month					\$ 267.84

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: August 10, 2017 12:49 PM
To: [REDACTED]
Subject: Red Arrow Itinerary/Receipt

INVOICE



2017-08-10

You can reach us at:

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

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
[REDACTED]	2017-08-10	[REDACTED]			2017-10-05	2017-10-05	-	Website User

Travellers:

MacNeill/Catherine

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CALEDM 08:00 Assigned to: 12A Departs Calgary (CALTO / CTO 205 9 Ave SE) at 08:00 on 2017-10-05. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 11:50 on 2017-10-05. (3 hrs 50 mins)	3 hrs 50 mins	Adult	1	\$ 70.48	\$ 66.96
ECEXP 16:30 Assigned to: 12A Departs Edmonton (EDMTO / ETO 10014 104 St) at 16:30 on 2017-10-05. Arrives Calgary (CALTO / CTO 205 9 Ave SE) at 19:50 on 2017-10-05. (3 hrs 20 mins)	3 hrs 20 mins	Adult	1	\$ 70.48	\$ 66.96

Base Price: \$ 140.96
Discounts: \$ 7.04
Service Charges: \$ 0.00

Payments Received

DATE	DEBIT	REFERENCE	AMOUNT
2017-08-10	ALBERTA HEALTH SERVICES - MARLIN TRAVEL	MasterCard [REDACTED]	\$ 133.92

Invoice Total: \$ 133.92

Payments Received: \$ 133.92

Balance Due: \$ 0.00

PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN.

TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. If you wish to time change, date change, or cancel for a full refund - 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. December 15 - January 5 to cancel or make any changes to a reservation we require 24 hours notice. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change. Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. **Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices**
 Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time Corporate Billing Accounts - Please pay off your monthly statement & not individual invoices.

If you wish to change or cancel your booking, please contact a Passenger Experience Representative at 1-800-232-1958.

Thank you for booking with Red Arrow Motorcoach. We appreciate your business!

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication



Invoice

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]
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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
Total:	133.92	0.00	0.00	0.00	0.00	133.92 CAD

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

Balance Due CAD Currency 0.00 CAD

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101
REASON FOR TRAVEL 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 -----
 -----RED ARROW----- RESERVATION MAY BE CHANGED OR CANCELLED AT LEAST 2 HOURS PRIOR TO DEPARTURE. PLEASE CHECK WWW.REДАРROW.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		
		10/25/2017 4:30PM		10/25/2017 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		
		10/26/2017 4:30PM		10/26/2017 7:50PM			