

## AHS Board and Executive Expense Report

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

Expenses submitted during the month of February 2019

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)
Feb-19	Expense Claim	Meetings		58	170	68	296			
Feb-19	Direct Billing	Meetings	138				138			
<b>Total</b>			\$ 138	\$ 58	\$ 170	\$ 68	\$ 434	\$ -	\$ -	\$ -

**Total for the Month**      \$        434

Maximum daily single meal expense claimed in the month      \$        24  
Maximum daily base hotel rate claimed in the month              \$        159  
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	\$ 296.74									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
2/27/2019	Travel to Edmonton for AHS Board Meetings	AB - Local	Taxi	\$ 33.12	Home	Red Arrow	Travel to Edmonton for AHS Board Meetings	1				
2/27/2019	Attended AHS Board Meetings in Edmonton	AB - Other Zones	Meals Per Diem	\$ 24.00			Attended AHS Board Meetings in Edmonton	1				
2/28/2019	Attended AHS Board Meetings in Edmonton	AB - Other Zones	Meals Per Diem	\$ 34.50			Attended AHS Board Meetings in Edmonton	1				
2/28/2019	Travel to Edmonton for AHS Board Meetings	AB - Local	Taxi	\$ 34.80	Red Arrow	Home	Travel to Edmonton for AHS Board Meetings	1				
2/28/2019	Attended AHS Board Meetings in Edmonton	AB - Other Zones	Accommodations	\$ 170.32			Attended AHS Board Meetings in Edmonton	1				
Approver(s) for the claim		Approval Status		Approval Date								
GIESBRECHT, TINA		Approve		18-Mar-19								

Home → Red Arrow

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#1474

**SALE**

MID: [REDACTED]  
TID: [REDACTED] REF#: [REDACTED]  
Bat: [REDACTED] SEQ: [REDACTED]  
02/27/19 16:18:16  
APPR CODE: [REDACTED]  
MASTERCARD  
[REDACTED]

AMOUNT \$27.60  
TIP \$5.52  
TOTAL \$33.12

00 - APPROVED - 001

THANK YOU

CUSTOMER COPY

Red Arrow →  
Home

516 MERRILL ROAD SE  
CALGARY, AB T2A 1X2

TERMINAL ID: [REDACTED]  
MERCHANT ID: [REDACTED]  
VEHICLE ID: [REDACTED]  
DRIVER ID: [REDACTED]  
GST ACCOUNT NO. [REDACTED]  
TRIP NUMBER: [REDACTED]  
PASSENGERS: [REDACTED]

02/26/2019  
START: 20:30 END: 20:50  
DISTANCE: 143.00 RATE: 1

FUEL AMOUNT: \$ 27.60  
TAX AMOUNT: \$ 1.38  
TIP AMOUNT: \$ 5.50

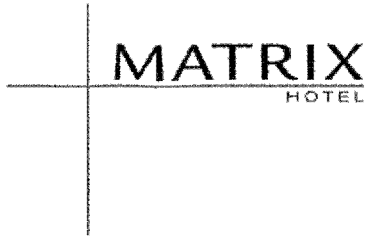
TOTAL : \$ 34.80

MASTERCARD SALE : [REDACTED]  
APPROVAL NUMBER : [REDACTED]

\*\*\*PASSENGER COPY\*\*\*

THANK YOU  
(403)299-9999  
WWW.YECHECKERGROUP.COM





MS Catherine Macneill

Room No. [REDACTED]  
Arrival : 02-27-19  
Departure Date : 02-28-19  
Folio No. : [REDACTED]  
Conf. No. : [REDACTED]  
P.O. No. :

Company Name: AB Health  
Group Name:

**INFORMATION INVOICE**

Date	Description	Charges	Credits
02-27-19	Room Revenue	159.00	
02-27-19	Destination Marketing Fee	4.77	
02-27-19	Tourism Levy	6.55	
02-27-19	Mastercard		202.07
		<u>170.32</u>	
		<b>Total Charges</b>	202.07
		<b>Total Credits</b>	202.07

Balance 0.00  
- 31.75  
170.32

Claiming only \$170.32

## 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> Feb-19
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DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
27-Feb-19	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton and Return (February 28) to attend AHS Board Meetings	Marlin Travel	137.52
	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>\$ 137.52</b>

**From:** [REDACTED]@visiontravel.ca>  
**Sent:** Monday, February 25, 2019 2:45 PM  
**To:** [REDACTED]  
**Subject:** FW: Red Arrow Itinerary/Receipt

[REDACTED]  
Corporate Travel Advisor

9929 - 108 St, Edmonton, Alberta, T5K 1G8

Office: 780-425-8611  
Toll-Free: 888-255-0515

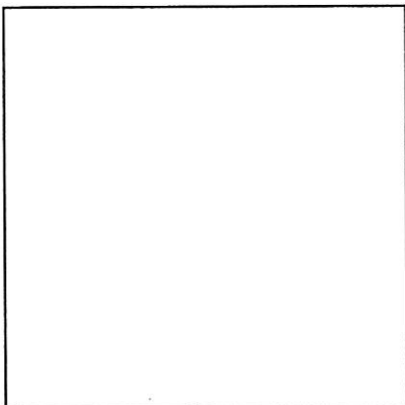
[REDACTED]@visiontravel.ca  
[www.visiontravel.ca](http://www.visiontravel.ca)



**From:** Red Arrow Reservations [mailto:itinerary@redarrow.ca]  
**Sent:** February-25-19 2:43 PM  
**To:** [REDACTED]  
**Subject:** Red Arrow Itinerary/Receipt

**ITINERARY/RECEIPT**

2019-02-25



You can reach us at:

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

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
	2018-12-03				2019-02-27	2019-02-28	-	Website User

Travellers:

MacNeill/Catherine

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
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<b>CEEXP 16:30.</b> Assigned to: 10C Departs Calgary (CALTO / CTO 205 9 Ave SE) at 16:30 on 2019-02-27. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 19:50 on 2019-02-27. (3 hrs 20 mins)	3 hrs 20 mins	Adult	1	\$ 72.38	\$ 68.76
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<b>ECEXP 17:00O/L</b> Assigned to: 09B Departs Edmonton (EDMTO / ETO 10014 104 St) at 17:00 on 2019-02-28. Arrives Calgary (CALTO / CTO 205 9 Ave SE) at 20:20 on 2019-02-28. (3 hrs 20 mins)	3 hrs 20 mins	Adult	1	\$ 72.38	\$ 68.76
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**Payments Received**

DATE	GUEST	REFERENCE	AMOUNT
2018-12-03	ALBERTA HEALTH SERVICES	MasterCard	\$ 137.52

<b>Base Price:</b>	\$ 144.76
<b>Discounts:</b>	\$ 7.24
<b>Service Charges:</b>	\$ 0.00
<b>Invoice Total:</b>	\$ 137.52
<b>Payments Received:</b>	\$ 137.52
<b>Balance Due:</b>	\$ 0.00