

AHS Board and Executive Expense Report

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

Expenses submitted during the month of October 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)
Oct-19	Expense Claim	Meetings		106	332	66	504			
Oct-19	Direct Billing	Meetings	137				137			
Total			\$ 137	\$ 106	\$ 332	\$ 66	\$ 641	\$ -	\$ -	\$ -

Total for the Month \$ 641

Maximum daily single meal expense claimed in the month \$ 24
 Maximum daily base hotel rate claimed in the month \$ 155
 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	\$ 503.74									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
10/8/2019	Travel to Edmonton for AHS Board and Committee Meetings	AB - Local	Taxi	\$ 31.86	Home	Red Arrow		1				
10/8/2019	Attend AHS Board Meetings in Edmonton	AB - Other Zones	Meals Per Diem	\$ 24.00				1				
10/9/2019	Attend AHS Board Meetings in Edmonton	AB - Other Zones	Meals Per Diem	\$ 34.50				1				
10/10/2019	Attend AHS Board Meetings in Edmonton	AB - Other Zones	Meals Per Diem	\$ 47.50				1				
10/10/2019	Travel to Edmonton for AHS Board and Committee Meetings	AB - Local	Taxi	\$ 33.80	Red Arrow	Home		1				
10/10/2019	Attend AHS Board and Committee Meetings in Edmonton	AB - Other Zones	Accommodations	\$ 332.08				2				
Approver(s) for the claim		Approval Status	Approval Date									
GIESBRECHT, TINA		Approve	22-Oct-19									

Home → Red Arrow

ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299-1111
Car#959

SALE

Batch #: [REDACTED] SE [REDACTED]
10/08/19 [REDACTED] 16:01:57
APPR CODE: [REDACTED]
MASTERCARD
[REDACTED]

AMOUNT \$27.00
TIP \$4.86
TOTAL \$31.86

00 - APPROVED - 001

MasterCard
[REDACTED]

THANK YOU

CUSTOMER COPY

Red Arrow → Home

CALGARYUNITDCABS#0161
#8 -5660 10TH ST NET2E8W7
CALGARY AB
27041871
QW2704187101

SALE

10-10-2019 22:46:37
Acct # [REDACTED]
Exp Da [REDACTED] Card Type MIC
Name: [REDACTED]

MasterCard

Trace [REDACTED]
Inv. # [REDACTED] RRN [REDACTED]
Auth [REDACTED]

Sale \$28.80
Tip \$5.00

TOTAL \$33.80

+++++
00 APPROVED-THANK YOU
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Retain this copy for your records
Customer copy

MATRIX HOTEL

MS Catherine Macneill

Room No. [REDACTED]
 Arrival : 10-08-19
 Departure Date : 10-10-19
 Folio No. [REDACTED]
 Conf. No. [REDACTED]
 P.O. No. :

Company Name: AHS - Vision/Marlin Travel

Group Name:

INVOICE

Date	Description	Charges	Credits
[REDACTED]	[REDACTED]	[REDACTED]	Meal
10-08-19	Room Revenue	155.00 ✓	
10-08-19	Destination Marketing Fee	4.65 ✓	166.04
10-08-19	Tourism Levy		
[REDACTED]	[REDACTED]	[REDACTED]	Meal
10-09-19	Room Revenue	155.00 ✓	
10-09-19	Destination Marketing Fee	4.65 ✓	166.04
10-09-19	Tourism Levy	6.39 ✓	
10-10-19	Mastercard [REDACTED]		404.01

Total Charges 404.01
Total Credits 404.01

Balance 0.00

Merchant ID [REDACTED]
 Transaction ID [REDACTED]
 Approval Code [REDACTED]
 Approval Amount 404.01

Credit Card # [REDACTED]
 Capture Method Swiped
 Transaction Amount 404.01

(26.68)
 (41.56)
 (3.50)
 (.18)

332.08

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

Name : Catherine MacNeill	Reporting Period for the Month of : Oct-19
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
08-Oct-19	Direct Billing	Other Transportation	Red Arrow from Calgary and return (October 10) to Edmonton to attend AHS Board Committee Meetings	Vision Travel	\$137.52
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
Total Paid in the Month					\$ 137.52

Subject:

FW: Invoice and Itinerary for MACNEILL/CATHERINE MS - 08October19 - Vision Travel
Locator [REDACTED]

Invoice/Itinerary

Invoice: [REDACTED]
Issued: 13 September 2019

Agency Ref.: [REDACTED]
Sales Person: [REDACTED]

Customer Number: [REDACTED]
Customer Ref.: [REDACTED]

ALBERTA HEALTH SERVICES
10030 107 STREET
EDMONTON AB
T5J 3E4

Passenger(s): MACNEILL/CATHERINE MS

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

Air Passenger Protection Regulations:

As of July 15, 2019, airlines will be required to meet new obligations concerning communication, denied boarding, tarmac delay, baggage and the transportation of musical instruments. For more information visit : <https://rppa-appr.ca>

<https://rppa-appr.ca/>

BUS - Tuesday, October 8 2019		Add To Calendar	
RED ARROW 2008706			
Depart	Calgary, Alberta	Weather	Arrive
			Edmonton
	04:30 PM Tuesday, October 8 2019		07:50 PM Tuesday, October 8 2019
Duration:	3 hour(s) and 20 minute(s) Non-stop		
Status:	Confirmed		
Remarks:	RED ARROW BUS CONFIRMATION [REDACTED] CALGARY DOWNTOWN 205 9AVE TO EDMONTON DOWNTOWN 10014 104ST SEAT 12A		

BUS - Thursday, October 10 2019

[Add To Calendar](#)

RED ARROW 2008706

Depart Weather **Arrive** Weather
Edmonton Calgary, Alberta
04:30 PM Thursday, October 10 2019 07:50 PM Thursday, October 10 2019

Duration: 3 hour(s) and 20 minute(s) Non-stop
Status: Confirmed

Remarks: RED ARROW BUS CONFIRMATION [REDACTED]
EDMONTON DOWNTOWN 10014 104ST TO CALGARY DOWNTOWN 205 9AVE
SEAT 6C

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number: Vendor REDARF RED ARROW EXPRESS	[REDACTED]	137.52	0.00	0.00	0.00	137.52
				Billed to: [REDACTED]		
	Totals:	137.52	0.00	0.00	0.00	137.52
				Total Credit Card Billing:		137.52
				Balance Due:		0.00