

AHS Board and Executive Expense Report

Name Glenda Yeates
Title AHS Board Member
Location Edmonton

Expenses approved during the month of March 2020

Travel (1)

Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
	P-Card	Meetings					-			
	Expense Claim	Meetings					-			
Mar-20	Direct Billing	Meetings	788		165		953			
Total			\$ 788	\$ -	\$ 165	\$ -	\$ 953	\$ -	\$ -	\$ -

**Total for
the Month** \$ 953

Maximum daily single meal expense claimed in the month \$ -
Maximum daily base hotel rate claimed in the month \$ 154
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.

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

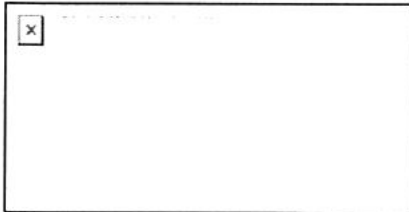
Name : Glenda Yeates	Reporting Period for the Month of : Mar-20
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
26-Feb-20	Direct Billing	Airline Ticket	Flight from Ottawa to Calgary and return on February 29, 2020 (Invoice ██████████) to attend Board and Public Board Meetings on February 27, 2020.	Vision Travel	\$761.62
26-Feb-20	Direct Billing	Hotel	One night accommodation to attend Board Meetings on February 27, 2020.	Other	\$164.96
26-Feb-20	Direct Billing	Choose from Drop-down List	Flight from Ottawa February 27 to Calgary and return on February 29, 2020- to attend Board-Seat Selection Fee	Vision Travel	\$26.25
Total Paid in the Month					\$ 952.83



From: [Redacted]
Sent: Thursday, January 30, 2020 4:30 PM
To: Jennifer Hamstra
Subject: Itinerary for YEATES/GLENDA MS - 26February20 - Locator: [Redacted]

Caution - This email came from an external address and may contain unsafe content. Ensure you trust this sender before opening attachments or clicking any links in this message.



Travel Itinerary

Agency Reference: # [Redacted] Sales Person: [Redacted] Customer Reference: # [Redacted]

Passenger(s): YEATES/GLENDA MS

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

HOTEL - Thursday, February 27 2020		Add To Calendar
Delta Marriott Calgary South		
Address	135 Southland Drive SE Calgary, AB T2J 5X5	Tel +1 (403) 278-5050 Fax +1 (403) 225-5834
Check In/Check Out:	Thursday, February 27 2020 - Friday, February 28 2020	
Status:	Confirmed - Confirmation 75813294	
Est. Total Rate:	CAD 172.90	
Number of Rooms:	1	
Cancellation Policy:	PERMITTED UP TO 02 DAYS BEFORE ARRIVAL	
Remarks:	DE12482ARR27FEB CXL:PERMITTED UP TO 02 DAYS BEFORE ARRIVAL	
Excursion / Tour - Wednesday, February 26 2020		
Depart:	Calgary	
Status:	Confirmed	

AIR - Wednesday, February 26 2020[Add To Calendar](#)**Air Canada Flight AC353 Economy Class - Seat [REDACTED] (Non smoking, Window, Chargeable) Confirmed**

Depart	Ottawa, Ontario Weather	Arrive	Calgary, Alberta Weather
	Ottawa International Airport		Calgary International Airport
	04:00 PM Wednesday, February 26 2020		06:38 PM Wednesday, February 26 2020

Duration: 4 hour(s) and 38 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference: [REDACTED]
FF Number: [REDACTED] YEATES/GLENDA MS - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)
Baggage Allowance: 1 Piece(s)

Remarks: PLEASE CHECK IN WITH AIR CANADA**HOTEL - Wednesday, February 26 2020**[Add To Calendar](#)**Delta Marriott Calgary South - [Map/Driving directions](#)**

Address	135 Southland Drive SE Calgary, AB T2J 5X5	Tel	+1 (403) 278-5050
		Fax	+1 (403) 225-5834

Check In/Check Out: Wednesday, February 26 2020 - Thursday, February 27 2020
Status: Confirmed - Confirmation [REDACTED]
Est. Total Rate: CAD 172.90
Number of Rooms: 1
Cancellation Policy: PERMITTED UP TO 02 DAYS BEFORE ARRIVAL
Remarks: DE12482ARR26FEB CXL:PERMITTED UP TO 02 DAYS BEFORE ARRIVAL
 DE12482ARR26FEB CXL:PERMITTED UP TO 02 DAYS BEFORE ARRIVAL

AIR - Saturday, February 29 2020[Add To Calendar](#)**Air Canada Flight AC394 Economy Class - Seat [REDACTED] (Non smoking, Aisle, Chargeable) Confirmed**

Depart	Calgary, Alberta Weather	Arrive	Ottawa, Ontario Weather
	Calgary International Airport		Ottawa International Airport
	10:30 AM Saturday, February 29 2020		04:18 PM Saturday, February 29 2020

Duration: 3 hour(s) and 48 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference: [REDACTED]
FF Number: [REDACTED] YEATES/GLENDA MS - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)
E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)

Remarks: PLEASE CHECK IN WITH AIR CANADA


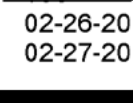
Invoice Details						
Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:						
Air Canada		693.66	67.96	0.00	0.00	761.62
					Billed to: CA	
	Totals:	693.66	67.96	0.00	0.00	761.62
					Total Credit Card Billing:	761.62
					Balance Due:	0.00



DELTA
CALGARY SOUTH


135 Southland Drive S.E Calgary, Alberta, T2J 5X5
Telephone: 403-278-5050 Fax: 403-225-5834

Alberta Health Services
Alberta Health Services
PO BOX 1600
EDMONTON AB T5J 2N9
Canada

Room: 
Folio: 
Cashier:
Arrival: 02-26-20
Departure: 02-27-20

Yeates, Glenda

A/R Invoice: 
A/R Account: 

Date	Description	Additional Information	Charges	Credits
02-26-20	Room charge		154.00	
02-26-20	DMF		4.62	
02-26-20	Tourism Levy		6.34	
02-26-20	Rooms - GST		7.93	
03-19-20	GST Exempt- 120903		-7.93	

GST Summary	
Registration No: 895126332	
Room	7.93
F&B	0.00
Other	10.96
Total	18.89

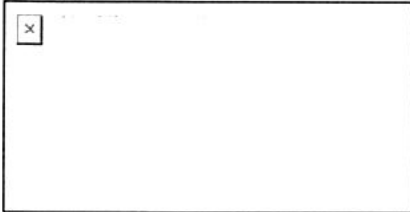
Total	164.96	0.00
Balance Due	164.96	CDN

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

[Redacted]

From: [Redacted]
Sent: Wednesday, March 18, 2020 1:21 PM
To: [Redacted]
Subject: Invoice and Itinerary for YEATES/GLENDA MS - 08March20 - Vision Travel Locator: [Redacted]
Attachments: E-Ticket Receipt 1 - [Redacted] March 8 2020 [Redacted] E-Ticket Receipt 2 - [Redacted] March 8 2020 [Redacted]



Vision Travel DT Ontario-West Inc
9929 - 108 St.
Edmonton, AB
T5K 1G8
1-833-692-4120 1-866-425-8611

www.visiontravel.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: [Redacted] Agency Ref.: [Redacted] Customer Number: [Redacted]
Issued: 18 March 2020 Sales Person: [Redacted] Customer Ref.: [Redacted]

ALBERTA HEALTH SERVICES
10030 107 STREET
EDMONTON AB
T5J 3E4

Passenger(s): YEATES/GLENDA 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>
- AC: <https://www.aircanada.com/ca/en/aco/home/legal/conditions-carriage-tariffs.html>

AIR - Sunday, March 8 2020 (Flown) [Add To Calendar](#)

Air Canada Flight AC451 Economy Class

Depart Ottawa, Ontario [Weather](#) **Arrive** Toronto, Ontario [Weather](#)
Ottawa International Airport Pearson International Airport
12:00 PM Sunday, March 8 2020 01:12 PM Sunday, March 8 2020

Duration: 1 hour(s) and 12 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference: [REDACTED]
FF Number: [REDACTED] - YEATES/GLENDA MS - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)
E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)

Remarks: PLEASE CHECK IN WITH AIR CANADA
ARR TERMINAL1

AIR - Sunday, March 8 2020 (Flown) [Add To Calendar](#)

Air Canada Flight AC145 Economy Class

Depart Toronto, Ontario [Weather](#) **Arrive** Calgary, Alberta [Weather](#)
Pearson International Airport Calgary International Airport
02:00 PM Sunday, March 8 2020 04:17 PM Sunday, March 8 2020

Duration: 4 hour(s) and 17 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference: [REDACTED]
FF Number: [REDACTED] - YEATES/GLENDA MS - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)
E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)

Remarks: PLEASE CHECK IN WITH AIR CANADA
DEP TERMINAL1

AIR - Thursday, March 26 2020 [Add To Calendar](#)

Air Canada Flight AC394 Economy Class

Depart Calgary, Alberta [Weather](#) **Arrive** Ottawa, Ontario [Weather](#)
Calgary International Airport Ottawa International Airport
10:30 AM Thursday, March 26 2020 04:17 PM Thursday, March 26 2020

Duration: 3 hour(s) and 47 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference: [REDACTED]
FF Number: [REDACTED] - YEATES/GLENDA MS - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)
E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)

Remarks: SEAT [REDACTED]

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Additional Collection:						
Vendor ACSEAT ACSEAT		26.25	0.00	0.00	0.00	26.25
		Billed to: CA				
Totals:		92.05	15.00	0.00	0.00	
		Total Credit Card Billing:				26.25
		Balance Due:				0.00