

AHS Board and Executive Expense Report

Name Dr. Matt Parliament
Title Senior Medical Director Cancer Control of Alberta
Location Edmonton
 Expenses approved during the month of March 2020

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)
Mar-20	Expense Claim Direct Billing	Meetings Meetings	465				-			
							465			
Total			\$ 465	\$ -	\$ -	\$ -	\$ 465	\$ -	\$ -	\$ -

Total for the Month \$ 465

Maximum daily single meal expense claimed in the month \$ -
 Maximum daily base hotel rate claimed in the month \$ -
 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: **NO**

Name : Dr. Matthew Parliament	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
10-Mar-2020	Direct Billing	Airline Ticket	<div style="background-color: black; width: 100px; height: 1em; margin-bottom: 2px;"></div> Round Trip March 16 Edm/Calg - TBCC ED Interviews of candidates - Trip was cancelled due to COVID19 and credit issued	Vision Travel	\$465.01
Total Paid in the Month					\$ 465.01

Flight cancelled.

From: [REDACTED]
Sent: Tuesday, March 10, 2020 10:06 AM
To: [REDACTED]
Subject: Invoice and Itinerary for PARLIAMENT/MATTHEW DR - 16March20 - Vision Travel 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.



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]
Issued: 10 March 2020

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

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

ALBERTA HEALTH SERVICES
10030 107 STREET
EDMONTON AB
T5J 3E4

Passenger(s): **PARLIAMENT/MATTHEW DR**

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>

WS : www.westjet.com/canadian-passenger-rights
AC : <https://www.aircanada.com/ca/en/aco/home/legal/conditions-carriage-tariffs.html>

AIR - Monday, March 16 2020[Add To Calendar](#)**WestJet Flight WS3288 Economy Class**

Depart	Edmonton, Alberta Weather	Arrive	Calgary, Alberta Weather
	Edmonton International Airport		Calgary International Airport
	09:00 PM Monday, March 16 2020		09:56 PM Monday, March 16 2020

Duration: 0 hour(s) and 56 minute(s) Non-stop
Status: Confirmed - WestJet Booking Reference: [REDACTED]
Operated By: WESTJET ENCORE
FF Number: [REDACTED] PARLIAMENT/MATTHEW DR - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)

Remarks: PLEASE CHECK IN WITH WESTJET ENCORE**HOTEL - Monday, March 16 2020**[Add To Calendar](#)**Aloft Calgary University - [Map/Driving directions](#)**

Address	2359 Banff Trail NW	Tel	+1 (403) 289-1973
	Calgary, AB T2M-4L2	Fax	+1 (403) 282-1241

Check In/Check Out: Monday, March 16 2020 - Wednesday, March 18 2020
Status: Confirmed - Confirmation [REDACTED]
Est. Total Rate: CAD 289.66
Number of Rooms: 1
Cancellation Policy: PERMITTED UP TO 01 DAYS BEFORE ARRIVAL
Remarks: AL79757ARR16MAR CXL:PERMITTED UP TO 01 DAYS BEFORE ARRIVAL

AIR - Wednesday, March 18 2020[Add To Calendar](#)**Air Canada Flight AC8154 Economy Class - Seat 07C (Non smoking, Aisle, Chargeable) Confirmed**

Depart	Calgary, Alberta Weather	Arrive	Edmonton, Alberta Weather
	Calgary International Airport		Edmonton International Airport
	04:45 PM Wednesday, March 18 2020		05:39 PM Wednesday, March 18 2020

Duration: 0 hour(s) and 54 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference: [REDACTED]
Operated By: AIR CANADA EXPRESS - JAZZ
Online Check In: Available 24 hours prior - [click here](#)
E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)
Baggage Allowance: 0 Piece(s)

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Change Fee:		200.00		0.00	0.00	200
Additional Collection:		0.00	0.00	0.00	0.00	0.00
Air Canada		215.98	37.48	0.00	0.00	253.46
Air Canada Seats		11.55	0.00	0.00	0.00	11.55
Totals:		426.98	37.48	0.00	0.00	465.01
					Balance Due:	0.00

Remarks

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

24 HOUR EMERGENCY TRAVEL ASSISTANCE
OUTSIDE REGULAR BUSINESS HOURS - MONDAY TO FRIDAY
A SERVICE FEE MAY APPLY FOR CALLS TO THIS SERVICE
WITHIN NORTH AMERICA - CALL 1-888-700-6063
OUTSIDE NORTH AMERICA - CALL COLLECT 1-514-855-4263
EMAIL 24HRSERVICE-MNL AT VISIONTRAVEL.CA
PLEASE QUOTE ACCESS CODE 2EC0

RECOMMENDED CHECK-IN TIME IS AT LEAST 90 MINUTES
PRIOR TO DEPARTURE. AFTER CHECK-IN YOU MUST BE
AVAILABLE AT THE BOARDING GATE AT LEAST 60 MINUTES
PRIOR TO DEPARTURE OR YOU MAY BE DENIED BOARDING.
PLEASE ENSURE THAT YOU HAVE GOVERNMENT-ISSUED
PHOTO I.D. GATE ASSIGNMENTS AND DEPARTURE
ARRIVAL INFORMATION ARE SUBJECT TO CHANGE.
PLEASE CHECK MONITORS AT THE AIRPORT.
PLEASE RECONFIRM ALL FLIGHTS
IT IS YOUR RESPONSIBILITY TO VERIFY FLIGHT TIMES WITH
THE AIRLINE PRIOR TO YOUR DEPARTURE. SCHEDULE
CHANGES OR FLIGHT CANCELLATIONS MAY OCCUR AT ANY
TIME WITHOUT NOTICE BY THE AIRLINE

ENSURE ALL TRAVELLERS HAVE PROPER TRAVEL DOCUMENTS
CHECK THIS WEBSITE FOR AIRPORT SECURITY INFO
WWW.CATSA.GC.CA

---AIRPORT SECURITY REVISIONS---
BAGGAGE ALLOWANCE-SPECIFIC SIZE AND WEIGHT
RESTRICTIONS VARY BETWEEN AIRLINES. EXCESS CHARGES
MAY APPLY. VISIT THE AIRLINES WEBSITE TO SEE THE
EXACT BAGGAGE RESTRICTIONS AND FEES.
MOST AIRLINE BAGGAGE LINKS ARE AVAILABLE BY VISITING
WWW.VISIONTRAVEL.CA/BAGGAGE/
THIS IS AN ELECTRONIC TICKET VALID ONLY ON ISSUING AIRLINE
PHOTO ID REQUIRED FOR CHECK IN.
BOARDING PASS REQUIRED PRIOR TO ENTERING SECURITY.
YOUR AIRLINE FILE NUMBER IS BSZBID

FOR MORE INFORMATION ON CANADAS CANNABIS ACT EFFECTIVE
17 OCTOBER 2018 AND HOW IT RELATES TO TRAVEL PLANS PLEASE VISIT
TRAVEL.GC.CA/TRAVELLING/CANNABIS-AND-INTERNATIONAL-TRAVEL