

## AHS Board and Executive Expense Report

**Name** Steve Rees  
**Title** Chief Program Officer, Capital Management  
**Location** Edmonton  
 Expenses submitted during the month of November 2019

MMM-YY	Source Document	Purpose	Travel (1)					Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
			Airfare	Meals	Accommodation	Other Travel					
Nov-19	P-Card	Meetings				227	227				
Nov-19	Direct Billing	Meetings	511				511				
<b>Total</b>			\$ 511	\$ -	\$ -	\$ 227	\$ 738	\$ -	\$ -	\$ -	

**Total for the Month**      \$        738

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.

## AHS Public Disclosure P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
REES, STEPHEN P	Chief Program Officer, Capital Management	Edmonton	\$ 227.10								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
10/21/2019	Taxi - Home to Edmonton Airport - Trip to Calgary for Calgary Cancer Project site tour and meetings	AB - Local	Taxi	\$ 54.00	Home	Edmonton Airport		1			
10/21/2019	Taxi - Calgary Airport to FMC - Trip to Calgary for Calgary Cancer Project site tour and meetings	AB - Local	Taxi	\$ 58.90	Calgary Airport	FMC		1			
10/21/2019	Taxi - FMC to Calgary Airport - Trip to Calgary for Calgary Cancer Project site tour and meetings	AB - Local	Taxi	\$ 52.20	FMC	Calgary Airport		1			
10/21/2019	Taxi - Edmonton Airport to Home - Trip to Calgary for Calgary Cancer Project site tour and meetings	AB - Local	Taxi	\$ 62.00	Edmonton Airport	Home		1			
Approver(s) for the claim		Approval Status		Approval Date							
RHODES, DEBORAH		Approve		5-Dec-19							

(1) Taxi - Calgary Airport to FMC -  
Trip to Calgary for Calgary Cancer  
Project site tour and meetings

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299 1111  
Car#467

**SALE**

Batch # [REDACTED] RE [REDACTED]  
10/21/19 SEQ: [REDACTED] 09:12:43  
APPR CODE: [REDACTED]  
MASTERCARD [REDACTED]

AMOUNT \$52.90  
TIP \$6.00  
TOTAL \$58.90

00 - APPROVED - 001

MasterCard  
[REDACTED]

THANK YOU  
CUSTOMER COPY

(2) Taxi - Home to Edmonton Airport  
- Trip to Calgary for Calgary Cancer  
Project site tour and meetings

GREATER EDMONTON TAXI  
SERVICE  
10135 31 AVE NW  
EDMONTON AB

CARD [REDACTED]  
CARD TYPE MASTERCARD  
DATE 2019/10/21  
TIME 7311 06:20:54  
INVOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

PURCHASE  
AMOUNT \$48.00  
TIP \$6.00  
TOTAL

**\$54.00**

MasterCard  
[REDACTED]

**APPROVED**

AUTH# [REDACTED]  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

YELLOW CAB 780.462.3456  
BARREL TAXI 780.489.7777  
EDMTAXI.COM  
GST 100403070

**(3) Taxi - Edmonton Airport to Home  
- Trip to Calgary for Calgary Cancer  
Project site tour and meetings**

GREATER EDMONTON TAXI  
SERVICE  
10135 31 AVE NW  
EDMONTON AB

CARD [REDACTED]  
CARD TYPE MASTERCARD  
DATE 2019/10/21  
TIME 9959 18:25:14  
INVOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

-----  
PURCHASE  
AMOUNT \$55.00  
TIP \$7.00  
TOTAL

**\$62.00**  
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MasterCard  
[REDACTED]

**APPROVED**

AUTH# [REDACTED]  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

YELLOW CAB 780.462.3456  
BARREL TAXI 780.489.7777  
EDMTAXI.COM  
GST 100403070

**(4) Taxi - FMC to Calgary Airport -  
Trip to Calgary for Calgary Cancer  
Project site tour and meetings**

Checker Taxi  
316 Meridian Rd SE  
Calgary, AB  
T2A 1X2  
(403) 299-9999  
www.thecheckergroup.com

Oct 21, 19 14:27

Car# [REDACTED]  
Driver# [REDACTED]  
Driver Tax# [REDACTED]  
Booking# [REDACTED]

From:  
2019-10-21 1:51:46 PM

To:  
2019-10-21 2:26:07 PM

Flagfall	\$3.60
Fare	\$41.40
Extras	\$0.00
Total + Tip	\$52.20
Subtotal	\$45.20
Tip	\$7.00
Card Charged	\$52.20
Tax	\$2.15

Approval

Card No [REDACTED]  
Entry Mode [REDACTED]  
Auth ID [REDACTED]  
MII [REDACTED]  
TII [REDACTED]  
Mode Issuer

AID [REDACTED]  
IVR [REDACTED]  
IAD [REDACTED]

TSI [REDACTED]  
ARC [REDACTED]  
MasterCard

Verified by PIN  
2019-10-21 2:27:07 PM

Thank you for using Checker  
Taxi!

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## 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

<b>Name :</b> Steve Rees	<b>Reporting Period for the Month of :</b> Oct-19
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
15-Oct-2019	<b>Direct Billing</b>	<b>Airline Ticket</b>	October 21/19 - Trip to Calgary for Calgary Cancer Project site tour and meetings	<b>Vision Travel</b>	\$510.68
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
<b>Total Paid in the Month</b>					\$ 510.68



Vision Travel DT Ontario-West Inc

, , Canada

www.visiontravel.ca

GST Reg : 723782728 RT 0001

## E-Ticket Receipt

Ticket Number: [REDACTED]  
Invoice: [REDACTED]  
Sales Person:

Issuing Airline: WS  
Agency Ref.: [REDACTED]  
IATA Number: [REDACTED]

Issued: 15Oct19  
Customer Number: [REDACTED]  
Customer Ref.: N/A

Passenger(s): REES/STEPHEN P M

### AIR - Monday, October 21 2019

#### WestJet Flight WS242 Economy Class - Seat Assigned at Check-in

<b>Depart</b>	Edmonton, Alberta Edmonton International Airport 07:30 AM Monday, October 21 2019	<b>Arrive</b>	Calgary, Alberta Calgary International Airport 08:21 AM Monday, October 21 2019
<b>Duration:</b>	0 hour(s) and 51 minute(s) Non-stop		
<b>Status:</b>	Confirmed - WestJet Booking Reference: [REDACTED]		
<b>FF Number:</b>	[REDACTED] - REES/STEPHEN P MR - please reconfirm at check-in		
<b>Online Check In:</b>	Available 24 hours prior		
<b>Baggage Allowance:</b>	0 Piece(s)		
<b>Remarks:</b>	PLEASE CHECK IN WITH WESTJET		
<b>Fare Basis:</b>	QA5D0ELK		
<b>Not Valid Before:</b>	21Oct		
<b>Not Valid After:</b>	21Oct		

### AIR - Monday, October 21 2019

#### WestJet Flight WS3145 Economy Class - Seat Assigned at Check-in

<b>Depart</b>	Calgary, Alberta Calgary International Airport 04:15 PM Monday, October 21 2019	<b>Arrive</b>	Edmonton, Alberta Edmonton International Airport 05:08 PM Monday, October 21 2019
<b>Duration:</b>	0 hour(s) and 53 minute(s) Non-stop		
<b>Status:</b>	Confirmed - WestJet Booking Reference: [REDACTED]		
<b>Operated By:</b>	WESTJET ENCORE		
<b>FF Number:</b>	[REDACTED] - REES/STEPHEN P MR - please reconfirm at check-in		
<b>Online Check In:</b>	Available 24 hours prior		
<b>Baggage Allowance:</b>	0 Piece(s)		
<b>Remarks:</b>	PLEASE CHECK IN WITH WESTJET ENCORE		
<b>Fare Basis:</b>	QA5D0ELK		
<b>Not Valid Before:</b>	21Oct		
<b>Not Valid After:</b>	21Oct		

**Fare**

Form of payment:	Credit Card [REDACTED]
Endorsements / restrictions:	NONE
Fare calculation:	
Fare:	CAD 510.68
Equivalent amount paid:	

**Positive identification required for airport check in****Notice:**

Transportation and other services provided by the carrier are subject to conditions of contract and other important notices. Please ensure that you have received these notices, and if not, contact the travel agent or issuing carrier to obtain a copy prior to the commencement of your trip.

If the passenger journey involves an ultimate destination or stop in a country other than the country of departure, the Warsaw Convention may be applicable. This convention governs and on most cases limits the liability of carriers for death or personal injury and in respect of loss of, or damage to baggage.