

## AHS Board and Executive Expense Report

**Name** Todd Gilchrist  
**Title** Vice President People  
**Location** Edmonton  
 Expenses approved during the month March of 2020

Approved 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	Direct Billing	Meetings	1,168				1,168			
<b>Total</b>			\$ 1,168	\$ -	\$ -	\$ -	\$ 1,168	\$ -	\$ -	\$ -

**Total for  
the Month**      \$      1,168

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: YES

<b>Name :</b> Todd Gilchrist	<b>Reporting Period for the Month of :</b> Mar-20
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
17-Jan-20	Direct Billing	Airline Ticket	AHS EXECUTIVE BOARD MEETING	Vision Travel	\$467.56
27-Jan-20	Direct Billing	Airline Ticket	AHS EXECUTIVE BOARD MEETING	Vision Travel	\$164.01
4-Mar-20	Direct Billing	Airline Ticket	EXECUTIVE PLP MEETINGS	Vision Travel	\$536.08
					\$
					\$
<b>Total Paid in the Month</b>					<b>\$ 1,167.65</b>



Alberta Health Services  
 North Tower  
 10030-107 St  
 [REDACTED]  
 Edmonton, AB T5J 3E4

Sale Invoice No: [REDACTED]  
 Date Issued: 1/17/2020  
 Agent [REDACTED]  
 Group No.:

Traveler	Ticket/Conf No	Department	Depart Date	Return Date	Remarks	QST	Total Fare
Type		Airline/Vendor	GST/HST Combined				
From	To	Flight	A/L	Depart	Arrive		
Gilchrist/Richard Todd Mr	[REDACTED]	Westjet		1/28/2020	1/29/2020		
Dom. Air	[REDACTED]	3288	WS	1/28/2020 9:00 PM	1/28/2020 10:00 PM	0.00	467.56
YEG Edmonton	YYC Calgary	3229	WS	1/29/2020 6:15 PM	1/29/2020 7:13 PM		
YEC Calgary	YEG Edmonton						
Gilchrist/Richard Todd		Delta Calgary		1/28/2020	1/29/2020		
Hotel	85603123	135 Southland Drive SE					
		Calgary AB T2J 5X5					
		+1 (403) 278-5050					

Payments Applied To This Invoice							
MC [REDACTED]	Received	1/17/2020		Pymt For Inv # [REDACTED]			-467.56

HST Amount	0.00
GST/HST Combined Total	0.00
QST Total	0.00
Invoice Total	467.56
Payment Total	-467.56
Balance Due	0.00

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Invoice and Itinerary for GILCHRIST/RICHARD TODD MR - 28January20 - Vision Travel Locator [REDACTED]  
**Date:** Friday, June 19, 2020 8:57:00 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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

[www.visiontravel.ca](http://www.visiontravel.ca)  
GST Reg : 723782728 RT 0001

## Invoice/Itinerary

Invoice: [REDACTED]  
Issued: 27 January 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): GILCHRIST/RICHARD TODD MR**

**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](http://www.westjet.com/canadian-passenger-rights)

**IMPORTANT COVID-19 INFO::**

Transport Canada is requiring travelers to wear protective face coverings at various stages of their air travel journey. Many airlines have made this as a mandatory practice as an additional safe guard for customers and crew. Please see full details here <https://www.canada.ca/en/transport-canada/news/2020/04/new-measures-introduced-for-non-medical-masks-or-face-coverings-in-the-canadian-transportation-system.html>

**AIR - Tuesday, January 28 2020 (Flown) Add To Calendar**

**WestJet Flight WS3288 Premium Economy Class**  
**Depart** Edmonton, Alberta [Weather](#) **Arrive** Calgary, Alberta [Weather](#)  
 Edmonton International Airport Calgary International Airport  
 09:00 PM Tuesday, January 28 2020 10:00 PM Tuesday, January 28 2020  
**Duration:** 1 hour(s) and 0 minute(s) Non-stop  
**Status:** Confirmed - WestJet Booking Reference: [REDACTED]  
**FF Number:** [REDACTED] GILCHRIST/RICHARD TODD MR - please reconfirm at check-in  
**Online Check In:** Available 24 hours prior - [click here](#)

**AIR - Tuesday, January 28 2020 (Flown) 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 Tuesday, January 28 2020 10:00 PM Tuesday, January 28 2020  
**Duration:** 1 hour(s) and 0 minute(s) Non-stop  
**Status:** Cancelled - WestJet Booking Reference: [REDACTED]  
**FF Number:** [REDACTED] - GILCHRIST/RICHARD TODD MR - please reconfirm at check-in  
**Online Check In:** Available 24 hours prior - [click here](#)  
**Remarks:** PLEASE CHECK IN WITH WESTJET ENCORE

**HOTEL - Tuesday, January 28 2020 Add To Calendar**

**Delta Marriott Calgary South - [Map/Driving directions](#)**

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

**Check In/Check Out:** Tuesday, January 28 2020 - Thursday, January 30 2020  
**Status:** Confirmed - Confirmation [REDACTED]  
**Est. Total Rate:** CAD 345.79  
**Frequent Guest ID:** [REDACTED]  
**Number of Rooms:** 1  
**Cancellation Policy:** PERMITTED UP TO 02 DAYS BEFORE ARRIVAL  
**Remarks:** DE12482ARR28JAN CXL:PERMITTED UP TO 02 DAYS BEFORE ARRIVAL  
 DE12482ARR28JAN CXL:PERMITTED UP TO 02 DAYS BEFORE ARRIVAL

**AIR - Thursday, January 30 2020 (Flown) Add To Calendar**

**WestJet Flight WS3145 Premium Economy Class**  
**Depart** Calgary, Alberta [Weather](#) **Arrive** Edmonton, Alberta [Weather](#)  
 Calgary International Airport Edmonton International Airport  
 04:15 PM Thursday, January 30 2020 05:13 PM Thursday, January 30 2020  
**Duration:** 0 hour(s) and 58 minute(s) Non-stop  
**Status:** Confirmed - WestJet Booking Reference [REDACTED]  
**FF Number:** [REDACTED] - GILCHRIST/RICHARD TODD MR - please reconfirm at check-in  
**Online Check In:** Available 24 hours prior - [click here](#)

**AIR - Thursday, January 30 2020 (Flown) Add To Calendar**

**WestJet Flight WS3229 Premium Economy Class**  
**Depart** Calgary, Alberta [Weather](#) **Arrive** Edmonton, Alberta [Weather](#)  
 Calgary International Airport Edmonton International Airport  
 06:15 PM Thursday, January 30 2020 07:13 PM Thursday, January 30 2020

**Duration:** 0 hour(s) and 58 minute(s) Non-stop  
**Status:** Cancelled - WestJet Booking Reference [REDACTED]  
**FF Number:** [REDACTED] - GILCHRIST/RICHARD TODD MR - please reconfirm at check-in  
**Online Check In:** Available 24 hours prior - [click here](#)

**Invoice Details**

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Change Fee:	[REDACTED]	100.00		0.00	0.00	100.00
Additional Collection:	[REDACTED]	64.01	0.00	0.00	0.00	64.01
<b>Totals:</b>		<b>164.01</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>164.01</b>
<b>Balance Due:</b>						<b>0.00</b>

**Remarks**

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\*\*\*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

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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

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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

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ENSURE ALL TRAVELLERS HAVE PROPER TRAVEL DOCUMENTS  
 CHECK THIS WEBSITE FOR AIRPORT SECURITY INFO  
[WWW.CATSA.GC.CA](http://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/](http://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 EPHAYA

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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](https://TRAVEL.GC.CA/TRAVELLING/CANNABIS-AND-INTERNATIONAL-TRAVEL)



Vision Travel DT Ontario-West Inc  
9929 - 108 St.  
Edmonton, AB  
T5K 1G8  
(780) 425-8611 1-866-425-8611

www.visiontravel.ca  
GST Reg : 723782728 RT 0001

## E-Ticket Receipt

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

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

Issued: 02Mar20  
Customer Number: [REDACTED]  
Customer Ref.: N/A

**Passenger(s):** GILCHRIST/RICHAR

AIR - Sunday, March 8 2020	
<b>WestJet Flight WS3352 Economy Class - Seat 05B (Non smoking) Confirmed</b>	
<b>Depart</b>	<b>Arrive</b>
Edmonton, Alberta Edmonton International Airport 04:15 PM Sunday, March 8 2020	Calgary, Alberta Calgary International Airport 05:11 PM Sunday, March 8 2020
<b>Duration:</b>	0 hour(s) and 56 minute(s) Non-stop
<b>Status:</b>	Confirmed - WestJet Booking Reference: [REDACTED]
<b>Operated By:</b>	WESTJET ENCORE
<b>FF Number:</b>	[REDACTED] - GILCHRIST/RICHARD TODD 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>	[REDACTED]
<b>Not Valid Before:</b>	08Mar
<b>Not Valid After:</b>	08Mar

AIR - Monday, March 9 2020	
<b>WestJet Flight WS3229 Economy Class - Seat 04B (Non smoking) Confirmed</b>	
<b>Depart</b>	<b>Arrive</b>
Calgary, Alberta Calgary International Airport 06:15 PM Monday, March 9 2020	Edmonton, Alberta Edmonton International Airport 07:10 PM Monday, March 9 2020
<b>Duration:</b>	0 hour(s) and 55 minute(s) Non-stop
<b>Status:</b>	Confirmed - WestJet Booking Reference: [REDACTED]
<b>Operated By:</b>	WESTJET ENCORE
<b>FF Number:</b>	[REDACTED] - GILCHRIST/RICHARD TODD 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>	[REDACTED]
<b>Not Valid Before:</b>	09Mar
<b>Not Valid After:</b>	09Mar



**Fare**

Form of payment:	Credit Card CA [REDACTED]
Endorsements / restrictions:	NONE
Fare calculation:	
Fare:	CAD 536.08
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.