

## AHS Board and Executive Expense Report

**Name** Catherine MacNeill  
**Title** Corporate Secretary (Acting)  
**Location** Calgary

Expenses submitted during the month of February 2016

### 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)
Feb-16	Expense Claim	Meetings		119	311	67	497			
Feb-16	Direct Billing	Meetings				134	134			
<b>Total</b>			\$ -	\$ 119	\$ 311	\$ 201	\$ 631	\$ -	\$ -	\$ -

**Total for the Month** \$ 631

Maximum daily single meal expense claimed in the month \$ 40  
 Maximum daily base hotel rate claimed in the month \$ 145  
 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 - Acting	Calgary	496.79

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
2/23/2016	Travel to Edmonton for Board Committee Meetings	AB - Other Zones	Taxi	32.20				1			
2/23/2016	Attendance at Board Committee Meetings	AB - Other Zones	Meals - Dinner	40.00				1	1	Catherine MacNeill	
2/24/2016	Attendance at Board Committee Meetings		Meals Per Diem	9.20			Breakfast	1			
2/24/2016	Attendance at Board Committee Meetings	AB - Other Zones	Meals - Dinner	40.00				1	1	Catherine MacNeill	
2/25/2016	Attendance at Board Committee Meetings		Meals Per Diem	29.95			B/Fast & Dinner	1			
2/25/2016	Attendance at Board Committee Meetings	AB - Other Zones	Accommodations	310.64				2			
2/25/2016	Return travel from Board Committee Meetings	AB - Other Zones	Taxi	34.80				1			
<b>Approver(s) for the claim</b>		<b>Approval Status</b>		<b>Approval Date</b>							
GILCHRIST, TODD		Approve		1-Mar-16							

Home → Red Arrow

ASSOCIATED CAB  
404-35 AVENUE N E T2E2K7  
CALGARY AB  
22143180

|||| PURCHASE ||||

02-23-2016 15:52:13  
Acct # [REDACTED] C  
Exp Date [REDACTED] Card Type MC  
Name: CATHERINE MACNEILL  
A0000000041010 MasterCard

Trace # [REDACTED]  
Inv. [REDACTED]  
Auth [REDACTED] RRN 001001621

Purchase \$28.00  
Tip \$4.20  
Total \$32.20

( 00 ) APPROVED-THANK YOU

Retain this copy for your records  
Customer copy

www.associatedcab.ca  
403-299-1111

Red Arrow → Home

CALGARY UNITED CABS  
5660 10TH ST NE  
SUITE 8  
CALGARY AB T2E 8W7  
(403) 777-1111

SALE

MID: 6367788 GST: 794386326RT0001  
TID: B0367788 REF#: 00000030  
Batch #: 006 SEQ: 006001001030  
02/25/16 22:12:05  
APPR CODE: [REDACTED]  
MASTERCARD [REDACTED]

AMOUNT \$29.00  
TIP \$6.80  
TOTAL \$34.80

00 - APPROVED - 001

MasterCard  
AID: A0000000041010  
TVR: 00 00 00 80 00  
TSI: E8 00

CUSTOMER COPY

Dinner Only Claimed \$40.00  
Matrix Hotel  
MZ Lounge  
10640-100 Avenue  
GST # 866344302

Check: [REDACTED] Guests: 1  
0901

02/23/2016 08:13PM

1 MATRIX CHICKEN 25.00  
1 POP 2.50  
1 FRUIT SALAD 7.00  
Delivery Charge 2.00  
Grat 17% 5.87  
Subtotal 34.50  
G.S.T. 2.12  
Service Chrg 7.87  
Total Due \$44.49

GRATUITY \_\_\_\_\_

TOTAL \_\_\_\_\_

Signature \_\_\_\_\_

Guest Name \_\_\_\_\_

Room # \_\_\_\_\_

Dinner Only Claimed \$40.00  
Matrix Hotel  
MZ Lounge  
10640-100 Avenue  
GST # 866344302

Check: [REDACTED] Guests: 1  
0901

02/24/2016 06:50PM

1 BC SALMON 25.00  
1 RHUBARB CRUMBLE 9.00  
1 POP 2.50  
Grat 17% 6.21  
Delivery Charge 2.00  
Subtotal 36.50  
G.S.T. 2.24  
Service Chrg 8.21  
Total Due \$46.95

GRATUITY \_\_\_\_\_

TOTAL \_\_\_\_\_

Signature \_\_\_\_\_

Guest Name \_\_\_\_\_

Room # \_\_\_\_\_



Catherine Macneill

Room Number: [Redacted]  
Arrival Date: 02-23-16  
Departure Date: 02-25-16  
Page No: 1 of 1

Guest Name:

**INFORMATION INVOICE**

Folio No:

02-25-16

Date	Description	Charges	Credits
02-23-16	Room Service [Redacted]	44.49	Meal
02-23-16	Room Revenue	145.00	
02-23-16	Destination Marketing Fee - 3%	4.35	
02-23-16	Tourism Levy - 4% [Redacted]	5.97	
02-24-16	Room Service [Redacted]	46.95	Meal
02-24-16	Room Revenue	145.00	
02-24-16	Destination Marketing Fee - 3%	4.35	
02-24-16	Tourism Levy - 4%	5.97	
<del>02-25-16</del>	<del>Refreshment Centre - Pringles 01</del>	<del>3.15</del>	<del>Refreshment</del>
<del>02-25-16</del>	<del>Refreshment Centre - Diet Coke 02</del>	<del>3.68</del>	<del>Refreshment</del>
02-25-16	Mastercard [Redacted]		408.91
<b>Total</b>		<b>408.91</b>	<b>408.91</b>
<b>Balance</b>		<b>0.00</b>	

**\$310.64**

(44.49)  
(46.95)  
(3.15)  
(3.68)  

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310.64

**Signature:**

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #866344302 RT 0001

## Executive Expenses Report Direct Billing Summary

### Purpose of This Form:

The purpose of this form is to report expenses incurred on behalf of a designated Executive 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> Catherine MacNeill	<b>Reporting Period for the Month of :</b> Feb-16
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DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
03-Feb-16	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton and Return (February 4) to attend the Human Resources Committee Meeting	Marlin Travel	133.92
03-Feb-16	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton and Return Cancelled	Marlin Travel	(133.92)
23-Feb-16	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton and Return (Feb 25) to attend Board and Committee Meetings	Marlin Travel	133.92
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
<b>Total Paid in the Month</b>					<b>\$ 133.92</b>

MARLIN TRAVEL  
O-O PERCY HUNT TRAVELGROUP INC  
MAIN FLOOR, 9929 108TH ST.  
EDMONTON, AB T5K 1G8  
GST Reg#: 885101915

Branch: [REDACTED]  
Agent: [REDACTED]

To: ALBERTA HEALTH SERVICES  
SUITE 800, NORTH TOWER  
10030-107 ST  
EDMONTON AB  
CA T5J 3E4

Invoice Number: [REDACTED]  
Date: January 22, 2016  
Page: 1/2  
Our Reference: [REDACTED]

## INVOICE

**For**  
MS CATHERINE MACNEILL

Wednesday, February 3, 2016

 **Air**

OTHER TRAVEL **Flight:** 100 ECONOMY CLASS  
**From:** CALGARY AB 04:30 PM  
**To:** EDMONTON AB 07:50 PM **Mile(s) Flown:** 163  
**Stops:** 0 **Arrival:** 03Feb16  
RED ARROW ORDER NUMBER - [REDACTED]  
DEPARTING CALGARY TICKET [REDACTED] SEAT NUMBER - 07A

Thursday, February 4, 2016

 **Air**

OTHER TRAVEL **Flight:** 110 ECONOMY CLASS  
**From:** EDMONTON AB 04:30 PM  
**To:** CALGARY AB 07:50 PM **Mile(s) Flown:** 163  
**Stops:** 0 **Arrival:** 04Feb16  
RED ARROW ORDER NUMBER - [REDACTED]  
DEPARTING EDMONTON TICKET [REDACTED] SEAT NUMBER - 05B

**Cost:**  
RED ARROW [REDACTED] [REDACTED] 133.92

To: ALBERTA HEALTH SERVICES  
SUITE 800, NORTH TOWER  
10030-107 ST  
EDMONTON AB  
CA T5J 3E4

Invoice Number: [REDACTED]  
Date: January 22, 2016  
Page: 2/2  
Our Reference: [REDACTED]

# INVOICE

**Total:**

<b>Grand Total:</b>	133.92
<b>Less Credit Card Payments:</b>	133.92
<b>Credit / Balance Due To This Invoice:</b>	0.00
<b>Total Balance Due:</b>	0.00

FOR YOUR RECORDS.

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE  
ACCEPTED:.....DECLINED:.....  
DOCUMENTATION REQUIRED:VALID PASSPORT...VISA..TOURIST CARD..  
...PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER.....  
PLEASE RECONFIRM ALL FLIGHTS BETWEEN 48 AND 72 HOURS PRIOR  
TO EACH DEPARTURE DIRECTLY WITH THE AIRLINE.  
CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY  
GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL  
24 HOUR EMERGENCY HELP DESK WITHIN CANADA OR USA CALL  
1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT  
1 303 801 2147. PLEASE QUOTE ACCESS CODE 2EC0  
OUR PRIVACY POLICY CAN BE FOUND AT WWW.MARLINTRAVEL.CA.

MARLIN TRAVEL  
O-O PERCY HUNT TRAVELGROUP INC  
MAIN FLOOR, 9929 108TH ST.  
EDMONTON, AB T5K 1G8  
GST Reg#: 885101915

Branch: [REDACTED]  
Agent: [REDACTED]

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SUITE 800, NORTH TOWER  
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CA T5J 3E4

Invoice Number: [REDACTED]

Date: February 3, 2016

Page: 1/2

Our Reference: [REDACTED]

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**Stops:** 0 **Arrival:** 03Feb16  
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DEPARTING CALGARY TICKET [REDACTED] SEAT NUMBER - 07A

Thursday, February 4, 2016

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OTHER TRAVEL **Flight:** 110 ECONOMY CLASS  
**From:** EDMONTON AB 04:30 PM  
**To:** CALGARY AB 07:50 PM **Mile(s) Flown:** 163  
**Stops:** 0 **Arrival:** 04Feb16  
RED ARROW ORDER NUMBER - [REDACTED]  
DEPARTING EDMONTON TICKET [REDACTED] SEAT NUMBER - 05B

**Cost:**  
RED ARROW MOTORCOACH [REDACTED] [REDACTED] -133.92



To: ALBERTA HEALTH SERVICES  
SUITE 800, NORTH TOWER  
10030-107 ST  
EDMONTON AB  
CA T5J 3E4

Invoice Number: [REDACTED]  
Date: February 3, 2016  
Page: 2/2  
Our Reference: [REDACTED]

# INVOICE

**Total:**

<b>Grand Total:</b>	-133.92
<b>Less Credit Card Payments:</b>	-133.92
<b>Credit / Balance Due To This Invoice:</b>	0.00
<b>Total Previous Payments:</b>	133.92
<b>Total Charges Previous Invoices:</b>	133.92
<b>Total Balance Due:</b>	0.00

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10030-107 ST  
EDMONTON AB  
CA T5J 3E4

Invoice Number:

Date:

January 22, 2016

Page:

1/2

Our Reference:

## INVOICE

### For

MS CATHERINE MACNEILL

Tuesday, February 23, 2016

 Air

OTHER TRAVEL

Flight: 100

ECONOMY CLASS

From: CALGARY AB

04:30 PM

To: EDMONTON AB

07:50 PM

Mile(s) Flown: 163

Stops: 0 Arrival: 23Feb16

RED ARROW TICKET NUMBER -

DEPARTING CALGARY TICKET O EAT NUMBER - 06B

Thursday, February 25, 2016

 Air

OTHER TRAVEL

Flight: 110

ECONOMY CLASS

From: EDMONTON AB

04:30 PM

To: CALGARY AB

07:50 PM

Mile(s) Flown: 163

Stops: 0 Arrival: 25Feb16

RED ARROW TICKET NUMBER -

DEPARTING EDMONTON TICKET SEAT NUMBER - 06B

### Cost:

RED ARROW MOTORCOACH

133.92

To: ALBERTA HEALTH SERVICES  
SUITE 800, NORTH TOWER  
10030-107 ST  
EDMONTON AB  
CA T5J 3E4

Invoice Number: [REDACTED]  
Date: January 22, 2016  
Page: 2/2  
Our Reference: [REDACTED]

# INVOICE

**Total:**

<b>Grand Total:</b>	133.92
<b>Less Credit Card Payments:</b>	133.92
<b>Credit / Balance Due To This Invoice:</b>	0.00
<b>Total Balance Due:</b>	0.00

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