

## AHS Board and Executive Expense Report

**Name** Katherine Chubbs  
**Title** Chief Zone Officer, South Zone  
**Location** Lethbridge

Expenses submitted during the month of April 2017

			Travel (1)					Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel			
Apr-17	Expense Claim	Relocation		646	505	45	1,196			22,250
<b>Total</b>			\$ -	\$ 646	\$ 505	\$ 45	\$ 1,196	\$ -	\$ -	\$ 22,250

**Total for the Month** \$ 23,446

Maximum daily single meal expense claimed in the month \$ 24  
 Maximum daily base hotel rate claimed in the month \$ 117  
 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								
CHUBBS, KATHERINE	Chief Zone Officer, South Zone	Lethbridge	\$ 23,445.60								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
4/10/2017	Relocation from NFLD to assume the SZ Chief Zone Officer Role	AB - Other Zones	Meals Per Diem	\$ 237.50				5			
4/10/2017	Relocating from NFLD to assume the SZ Chief Zone Officer position	NL	Relocation	\$ 21,515.33			[REDACTED]	1			
4/10/2017	Relocating from NFLD to assume the SZ Chief Zone Officer position	AB - Other Zones	Relocation	\$ 279.16			2 nights (Mar.30 & 31) accommodation in Calgary for Katherine, spouse [REDACTED] and son [REDACTED]. Awaiting arrival of their household goods & move in date at their new home.	2			
4/10/2017	Private vehicle (rental car) mileage	AB - Other Zones	Relocation	\$ 44.62	Seal Cove NFLD	St John's Airport	As per the HR-13-01 Directive claiming mileage @ .165/km. 39.4 km from home in Seal Cove, NFLD to the St. John's NFLD airport. Second leg of the trip is for mileage 231 km from the Calgary Airport to the Sandman Hotel in Lethbridge.	1			
4/10/2017	Incidental	AB - Local	Relocation	\$ 735.00	Calgary Airport	Lethbridge	As per directive HR-13-01 claiming the 1 time allowance for incidental expenses related to relocation. For Katherine this includes 3 flights from St. John's NFLD to Calgary AB and a rental car in Calgary for the trip to Lethbridge.	1			

## AHS Public Disclosure Expense Claims

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CHUBBS, KATHERINE	Chief Zone Officer, South Zone	Lethbridge	\$ 23,445.60

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
4/10/2017	Subsistence allowance for spouse █████ during relocation from NFLD to Lethbridge	AB - Local	Relocation	\$ 204.25			Subsistence allowance for spouse, █████ Chubbs, for relocation from St. John's NFLD to Lethbridge, AB	5			
4/10/2017	Subsistence allowance for dependent █████ Chubbs (age █████ during relocation from NFLD to Lethbridge	AB - Local	Relocation	\$ 204.25			Subsistence allowance for dependent █████ Chubbs (age █████, for relocation from St. John's NFLD to Lethbridge, AB	5			
4/10/2017	Relocating from NFLD to assume the SZ Chief Zone Officer position	AB - Local	Relocation	\$ 225.49			2 nights accommodation for the family in Lethbridge awaiting the arrival of their household contents	2			

Approver(s) for the claim	Approval Status	Approval Date
YIU, VERNA	Approve	9-May-17
HUBAND, BRENDA	Approve Approved the hardcopy	28-Apr-17



### Relocation Assistance Expense Claim Summary

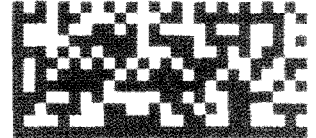
A completed copy of this Relocation Assistance Expense Claim Summary and all supporting receipts and documentation must be submitted to Accounts Payable in order for payment to be processed. The maximum that can be claimed is the amount of relocation assistance offered by your manager.

Employee Name (Last, First) <i>Chubbs, Katherine</i>		Employee Number [REDACTED]
Department Name <i>South Zone Administration</i>	Position Title <i>C20</i>	Employee FTE <i>1.0</i>
<b>Pre-Location (House Moving)</b>		
Meals		
Accommodations		
Transportation		
<b>Total Pre-Location</b>		
<b>Household</b>		
Legal fees	<i>pending</i>	
Real estate fees	<i>pending</i>	
Household effects & one vehicle	<i>\$21518.33</i>	
Mobile or modular home		
<b>Total Household</b>	<i>\$21515.33</i>	
<b>Relocation</b>		
Meals	<i>\$237.50</i>	<i>husband, [REDACTED] yr old son to airport St. John's (394) to Lethbridge from (201) Calgary airport</i>
Subsistence allowance (Spouse or Partner)	<i>\$204.25</i>	
Subsistence allowance (Dependant)	<i>\$204.25</i>	
Transportation	<i>\$44.62</i>	
<b>Total Relocation</b>	<i>\$690.62</i>	
<b>Temporary Accommodation</b>		
<b>Total Temporary Accommodation</b>	<i>\$504.65</i>	
<b>Incidental</b>		
<b>Total Incidental</b>	<i>\$735.00</i>	
<b>Discretionary</b>		
Mortgage penalty	<i>pending</i>	<i>1239.65 (house sale pending)</i>
Tenancy lease penalty	<i>-</i>	
Interim financing/interest charges	<i>-</i>	
<b>Total Temporary Accommodations, Incidental &amp; Discretionary</b>	<i>1239.65 (house sale pending)</i>	
<b>Total Expenses</b>	<i>\$23445.60</i>	
<i>Maximum Amount Allowed (up to 10% of base salary)</i>		
<input checked="" type="checkbox"/> I confirm that these expenses are accurate.		
Employee Signature <i>Katherine Chubbs</i>		Date (yyyy-Mon-dd) <i>2017 04 11</i>
<input type="checkbox"/> I have reviewed this Relocation Assistance Expense Claim Summary expenses and approve the amount \$_____ for reimbursement.		
Manager's Name <i>Brenda Hubard</i>	Manager's Signature <i>Brenda Hubard</i>	Date (yyyy-Mon-dd) <i>2017 April 17</i>

*VP: CHOO Central & Southern AB*



UNIFORM HOUSEHOLD GOODS BILL OF LADING  
NON NEGOTIABLE CONTRACT



CONSIGNOR **Mr. & Mrs. Scott/Katherin Chubbs**  
STREET [REDACTED]  
CITY [REDACTED] PROV [REDACTED]  
POSTAL [REDACTED] PHONE [REDACTED]  
CELL PHONE [REDACTED]

CONSIGNEE **Mr. & Mrs. Scott/Katherin Chubbs**  
STREET [REDACTED]  
CITY **Lethbridge** PROV **AB**  
POSTAL [REDACTED] CELL PHON [REDACTED]

REGISTRATION NO [REDACTED] NINE GAVE **NO**

REQUIRED PACK DATE(S) **Mar 06/2017**  
REQUIRED LOAD DATE(S) **Mar 07/2017**

REQUIRED DELIVERY DATE(S) **Apr 02/2017 To Apr 05/2017**

BOOKING AGENT **1854 Household Movers and Shipp**  
ORIGIN AGENT **1854 Household Movers and Shipp**  
PHONE **(709) 747-4222 Mount Pearl, NL**

MOVING CONSULTANT [REDACTED]  
DESTINATION AGENT **1892 Alero Moving & Storage**  
PHONE **(403) 243-0448 Calgary, AB**

Pricing Option **Maximum Price**  
Tariff [REDACTED]  
Hauling **Section Five - Optional Transportation Rates**

**DECLARATION OF VALUE**

Unless the consignor expressly releases the shipment to a value of 60 cents per pound per article, the carrier's maximum liability for loss and damage shall be either the lump sum value declared by the consignor or an amount equal to \$10.00 for each pound of weight in the shipment, whichever is greater.

X I declare the total lump sum value of my shipment to be  
Household Goods \$ **\$10.00 per pound** Vehicle \$ \_\_\_\_\_  
I release this shipment to be a value not exceeding \_\_\_\_\_ per pound per article  
(\$0.60 / SIXTY CENTS)

DATE **03/17/17**  
CONSIGNOR'S SIGNATURE [REDACTED]

**THIS BILL OF LADING IS SUBJECT TO THE FOLLOWING CONDITIONS**

- 1 Unless payment has been otherwise arranged, the carrier will not relinquish possession of the shipment until the applicable charges have been paid in cash, money order, certified cheque or bank draft.
- 2 The carrier's tariff rates, rules, and regulations in effect on the date of loading shall govern this shipment. All charges will be audited and if necessary, corrected by a refund or additional billing.
- 3 The consignor remains jointly and severally liable for all charges regardless of invoicing instructions.
- 4 All terms printed, stamped, or typed on the front of this bill of lading, and the conditions of carriage printed on the back hereof, some of which limit the liability of the carrier, shall govern this shipment.

I have read and accept the terms and conditions outlined on the front and back of the bill of lading

CONSIGNOR'S SIGNATURE [REDACTED]

SPECIAL INSTRUCTIONS

EST CHGS	EST WT	SHIPMENT WEIGHT	REWEIGH
Distance <b>\$22,000.22</b>	<b>12210</b>	Gross	Gross
Overflow <b>3745</b>	Automobile Wt	Tare	Tare
Preflow	Total Wt	Net	Net
	Constructive Wt		

AGENT CODE	AUTHORIZATION NO.	DATE	SERVICES PROVIDED	PERFORMED BY	RATE	CHARGES
PACKING			WEIGHT <b>11020</b> MOVING AS <b>11020</b>		<b>97.97</b>	<b>10,796.51</b>
PICK-UP			FUEL SURCHARGE		<b>10796.51</b>	<b>1,079.65</b>
SET OFF			AUTO BY VAN			
UNPACKING			AUTO HANDLING			
WAIT TIME			AREA SERVICE CHARGE - ORIGIN		<b>3.36</b>	<b>370.27</b>
REV PICK-UP			AREA SERVICE CHARGE - DESTINATION			
			SURCHARGE			
			FERRY OR TOLL CHARGE		<b>12.95</b>	<b>1,427.09</b>
			REPLACEMENT COST PROTECTION		<b>0.45</b>	<b>495.90</b>

HAULING MEMBERS	FROM	TO	DISTANCE
1 VAN FOREMAN	[REDACTED]	[REDACTED]	[REDACTED]
2 VAN FOREMAN	[REDACTED]	[REDACTED]	[REDACTED]
3 VAN FOREMAN	[REDACTED]	[REDACTED]	[REDACTED]

UNIT	PACKING	UNPACKED BY	UNIT	X	CVF
	UNIT PACKING CHARGES (Packing Slip Attached)				
	CRATES AND/OR TV CARTONS (Packing Slip Attached)				<b>205.26</b>
	PACKING WT <b>11020</b> MOVING AS <b>11020</b>				<b>22.84</b> <b>2,517.28</b>
	UNPACKING WT <b>11020</b> MOVING AS <b>11020</b>				<b>4.71</b> <b>519.15</b>
	AUTO BY THIRD PARTY				<b>2677.91</b> <b>2,677.91</b>
	THIRD PARTY CHARGES - ORIGIN				
	THIRD PARTY CHARGES - DESTINATION				
	MISCELLANEOUS				<b>0.00</b>
	EXTRA PICKUPS DELIVERIES				
	STORAGE WAREHOUSING HANDLING				
	CARTAGE				
	AUTH. NO	ORIG.	DEST	DATE IN	NAME OF AGENT

BILLING INFORMATION (Govt / CAN)  
NAME [REDACTED]  
ADDRESS [REDACTED]  
CITY / PROV [REDACTED]  
POSTAL [REDACTED] PO NO. [REDACTED]

**COD** Charges Payable Before Delivery  
Invoice - VL  
Invoice - AGT

PRF-PAYMENT RECEIVED \$ **21,089.92**  
AGT NO [REDACTED]  
DCN [REDACTED]

DEST-PAYMENT RECEIVED \$ \_\_\_\_\_  
AGT NO [REDACTED]  
GOVERNMENT DOR NO [REDACTED]

Received on this date at the address and from the consignor mentioned above shipment of goods in apparent good condition to be carried and delivered to the consignee at destination but subject to the declaration above, any inventory forms, and storage and damage report and conditions on the back hereof.

Consignee's Receipt for Delivery - The consignee or consignee's agent hereby receipts for the goods in apparent good order and condition, except as noted on the inventory.

Signature of the consignor for receipt of goods shall not preclude future claim for loss and/or damages made within the time limit as prescribed by the Uniform Conditions of Carriage.

HAULER'S SIGNATURE [REDACTED]  
DATE LOADED **03/17/17**

DATE DELIVERED [REDACTED]

CONSIGNOR'S SIGNATURE [REDACTED]

CONSIGNEE'S SIGNATURE [REDACTED]

SUB - TOTAL	<b>\$20,089.92</b>
GST / HST	<b>\$1,004.45</b>
QST / PST	<b>\$0.00</b>
LESS DEPOSIT	<b>\$0.00</b>
<b>TOTAL</b>	<b>\$21,094.37</b>

In accordance with the Personal Information Protection and Electronic Documents Act, information collected on this form will be kept confidential, not released without your written permission and used only to complete our current business with you.

northAmerican Van Lines Canada a division of SIRVA Canada LP P.O. Box 639, Station Main, Edmonton, AB T5J2L3

# 218 USA Ch  
\$ 21515.33

~~RECEIPT~~  
RECU

HOUSEHOLD MOVERS &  
SHIPPERS  
19 CLYDE AVE  
MOUNT REAL NL

CARD [REDACTED]  
CARD TYPE VISA  
DATE 2017/03/23  
TIME 2066 13:05:10  
RECEIPT NUMBER [REDACTED]

PURCHASE  
TOTAL  
\$21,515.33

APPROVED

AUTH# [REDACTED]  
THANK YOU

CARDHOLDER WILL PAY  
CARD ISSUER ABOVE AMOUNT  
PURSUANT TO CARDHOLDER  
AGREEMENT.

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

TAX REG. NO. N° DETAKE	FOR POUR	RECEIVED FROM RECU DE
VISA	Log # [REDACTED]	DATE MAE 23-17
BY PAR	20/04 421.86 (extra charge to be paying with visa)	[REDACTED]
TC158	100 DOLLARS	\$21,515.33

**Katherine Chubbs**

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**From:** KATHERINE CHUBBS [REDACTED]  
**Sent:** Sunday, April 09, 2017 10:10 AM  
**To:** Katherine Chubbs  
**Subject:** Fwd: Expedia travel confirmation - 30 Mar - (Itinerary # [REDACTED])

Sent from my iPad

Begin forwarded message:

**From:** "Expedia.ca" <Expedia@ca.expdiamail.com>  
**Date:** February 9, 2017 at 11:18:30 AM MST  
**To:** [REDACTED]  
**Subject:** Expedia travel confirmation - 30 Mar - (Itinerary # [REDACTED])  
**Reply-To:** Expedia@ca.expdiamail.com



Thanks!

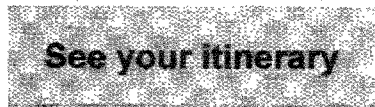
Your reservation is confirmed. No need to call to reconfirm.

Country Inn & Suites By Carlson - Calgary Airport, Calgary

30 Mar 2017 - 1 Apr 2017

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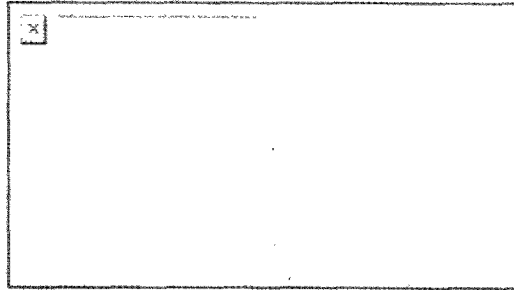
See live updates to your itinerary, anywhere and anytime.



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## Hotel overview



### Country Inn & Suites By Carlson - Calgary Airport

2481 39 Ave NE, Calgary, AB, T2E  
8V8 Canada

[View hotel](#)   [Map and directions](#)

#### Reservation dates

30 Mar 2017 - 1 Apr 2017

#### Itinerary #



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## Check-in and Check-out

**Check-in time**  
3 PM

**Check-out time**  
noon

#### Check-in policies

Check-in time starts at 3 PM

Minimum check-in age is 18

Your room/unit will be guaranteed for late arrival.

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## Room

#### Guests

Reserved for Katherine Chubbs

3 adults

#### Room

Room, 2 Queen Beds, Non Smoking  
(Guest)

#### Included amenities

Full Breakfast, Free Parking, Free High-Speed Internet

#### Room requests

2 queen beds

Non-smoking room



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## Price summary

### Price breakdown

Room price C\$256.71  
2 nights: C\$114.33 avg./night  
30/03/2017 C\$120.70  
31/03/2017 C\$107.95  
Taxes & fees : C\$28.06

### Total C\$256.71

Collected by Expedia

### Save 15%

Prices shown after -C\$40.35 savings

Unless specified otherwise, rates are quoted in Canadian dollars.

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## Additional hotel fees

The below fees and deposits only apply if they are not included in your selected room rate.

The price shown above DOES NOT include any applicable hotel service fees, charges for optional incidentals (such as minibar snacks or telephone calls), or regulatory surcharges. The hotel will assess these fees, charges, and surcharges upon check-out.

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## Rules and restrictions

### Cancellations and changes

We understand that sometimes plans fall through. We do not charge a cancel or change fee. When the property charges such fees in accordance with its own policies, the cost will be passed on to you. Country Inn & Suites By Carlson - Calgary Airport charges the following cancellation and change fees.

The room/unit type and rate selected are non-refundable. Should you change or cancel this reservation for any reason, your payment will not be refunded.

No refunds will be issued for late check-in or early check-out.

Stay extensions require a new reservation.



Katherine Chubbs

Room No. : [Redacted]  
Arrival : 03-31-17  
Departure : 04-01-17  
Page No. : 1 of 1  
Folio No. : [Redacted]  
Conf. No. : [Redacted]  
Cashier No. : [Redacted]

**INFORMATION INVOICE**

Membership No. :  
A/R Number :  
Group Code :  
Company Name :

04-01-17 02:11:46 AM EST

Date	Text	Charges	Credits
03-31-17	Upgrade Charge for 03/30,04/01	20.00	
03-31-17	GST	1.03	
03-31-17	Tourism Levy	0.82	
03-31-17	DMF	0.60	
04-01-17	VISA [Redacted]		22.45
Room GST	0.00	Other PST	0.00
		Other GST	0.00
		Liquor Tax	0.00
Net Amount	20.00	CAD	
<b>Total</b>		<b>22.45</b>	<b>22.45</b>
<b>Balance</b>			<b>0.00</b>

Club Carlson: A faster way to a free night stay at over 1000 Carlson hotels worldwide.  
Enroll and learn more at the front desk or at clubcarlson.com

**Thank You For Staying With Us**

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

Guest Signature \_\_\_\_\_

Country Inn & Suites Calgary-Airport  
2481 39 Avenue NE, Calgary, AB T2E 8V8  
Telephone: (403) 250-1800 Fax: (403) 250-2121  
Email: ex\_clgr@countryinns.com  
GST #R868084880



# Sandman

HOTELS | INNS | SUITES

Sandman Hotel Lethbridge  
 421 Mayor Magrath Drive S.  
 Lethbridge Alberta T1J 3L8  
 Tel: 403.328.1111  
 www.sandmanhotels.com

PROPERTY: [REDACTED] Invoice #: [REDACTED] Description: Guest Folio

Page: 1

Mail To: Chubbs

Res. No. : [REDACTED]  
 Arrive: 01/04/2017 11:13pm  
 Depart: 03/04/2017 12:51pm  
 Room: twnn [REDACTED]  
 Rate: .00

Group:  
 Guest: Katherine Chubbs  
 Bill To: Chubbs

Date	Description	voucher	Amount
01/04/2017	Room Revenue	[REDACTED]	85.94
01/04/2017	Destination Marketing Fee	[REDACTED]	1.72
01/04/2017	Goods & Services Tax	[REDACTED]	4.38
01/04/2017	Provincial Tourism Levy	[REDACTED]	3.51
02/04/2017	Room Revenue	[REDACTED]	116.87
02/04/2017	Destination Marketing Fee	[REDACTED]	2.34
02/04/2017	Goods & Services Tax	[REDACTED]	5.96
02/04/2017	Provincial Tourism Levy	[REDACTED]	4.77
03/04/2017	Visa	[REDACTED]	-225.49
<b>Balance:</b>			<b>.00</b>

Bill To: Chubbs

Total Goods & Services Tax 10.34  
 GST Registration # 12176 7065 RT0001

Signature

