

AHS Board and Executive Expense Report

Name Robert Hawes
Title Chief Program Officer Finance
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			76	311	387			
Feb-16	Direct Billing	Meetings			621		621			
Total			\$ -	\$ -	\$ 697	\$ 311	\$ 1,008	\$ -	\$ -	\$ -

Total for the Month \$ 1,008

Maximum daily single meal expense claimed in the month \$ 21
 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
HAWES, ROBERT	Chief Program Officer, Finance	Calgary	387.38

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
2/22/2016	EDM - Senior Leaders, Finance Committee and Audit & Risk, FLT, LPIP		Mileage	155.54	Calgary	Edmonton		1			308
2/22/2016	EDM - Senior Leaders, Finance Committee & Finance and Risk, FLT and LPIP Meetings		Meals Per Diem	76.30			2/23/2016- Lunch 2/24/2016- Lunch/Dinner 2/25/2016- Lunch/Dinner	3			
2/26/2016	EDM - Senior Leaders, Finance Committee and Audit & Risk, FLT, LPIP		Mileage	155.54	Edmonton	Calgary		1			308
Approver(s) for the claim		Approval Status		Approval Date							
RHODES, DEBORAH		Approve		9-Mar-16							

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

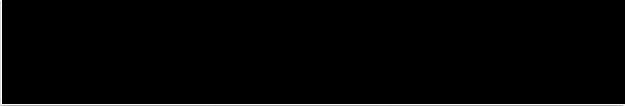
- Enter all items related to expenses incurred while conducting AHS business and paid for via a third party vendor (i.e. accommodations, airline tickets, car rentals, hosting events and working sessions)
- Enter all expenses pertaining to professional development such as conferences and courses, etc.
- 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**

Name : Robert Hawes	Reporting Period for the Month of : Feb-16
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
22-Feb-2016	Direct Billing	Hotel	Senior Leaders Finance & Audit Risk, FLT, LPIP meetings in Edmonton.	Other	621.28
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
Total Paid in the Month					\$ 621.28



AB Health



Room Number: [Redacted]
Arrival Date: 02-22-16
Departure Date: 02-26-16
Page No: 1 of 1
P/O Number: [Redacted]

Guest Name: Hawes, Robert

INFORMATION INVOICE

Folio N [Redacted]

03-07-16

Date	Description	Charges	Credits
02-22-16	Room Revenue	145.00	
02-22-16	Destination Marketing Fee - 3%	4.35	
02-22-16	Tourism Levy - 4%	5.97	
02-23-16	Room Revenue	145.00	
02-23-16	Destination Marketing Fee - 3%	4.35	
02-23-16	Tourism Levy - 4%	5.97	
02-24-16	Room Revenue	145.00	
02-24-16	Destination Marketing Fee - 3%	4.35	
02-24-16	Tourism Levy - 4%	5.97	
02-25-16	Room Revenue	145.00	
02-25-16	Destination Marketing Fee - 3%	4.35	
02-25-16	Tourism Levy - 4%	5.97	
Total		621.28	0.00
Balance		621.28	

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