

AHS Board and Executive Expense Report

Name Robert Hawes
Title Chief Program Officer Finance
Location Calgary

Expenses submitted during the month of March 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)
Mar-16	Expense Claim	Meetings		109		302	411			
Mar-16	Direct Billing	Meetings			311	70	381			
Total			\$ -	\$ 109	\$ 311	\$ 372	\$ 792	\$ -	\$ -	\$ -

Total for the Month \$ 792

Maximum daily single meal expense claimed in the month \$ 145
 Maximum daily base hotel rate claimed in the month \$ 21
 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	410.53

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
3/12/2016	EDM - Lead Staff update sessions, three in total	AB - Other Zones	Car Rental	171.32				1			
3/14/2016	EDM - Lead Staff update Sessions, three in total	AB - Other Zones	Parking - Lot or Parkade-Service Rcpt	15.00				1			
3/14/2016	EDM - Lead Staff update Sessions, three in total		Meals Per Diem	64.70			14 & 15 Mar 2016 - Lunch & Dinner	2			
3/15/2016	EDM -Lead Staff update sessions Calgary to EDM	AB - Other Zones	Fuel	48.36				1			
3/17/2016	Red Deer - Corporate Services Leadership Retreat	AB - Other Zones	Fuel	28.70			Drove AHS Fleet vehicle, did not have PIN # for gas card.	1			
3/17/2016	Red Deer - Corporate Services Leadership Retreat	AB - Other Zones	Parking - Lot or Parkade-Service Rcpt	8.50			Drove AHS fleet vehicle.	1			
3/21/2016	Stayed in Edmonton to attend Lead Staff update sessions.		Meals Per Diem	43.95			Per diem for lunch and dinner to attend Finance Staff Engagement Session. 21-Mar-16- Lunch & Dinner 22-Mar-16- Lunch	2			
3/21/2016	EDM - Lead staff update Sessions	AB - Other Zones	Parking - Lot or Parkade-Service Rcpt	30.00			Parking of company fleet vehicle at SSP	1			
Approver(s) for the claim		Approval Status		Approval Date							
RHODES, DEBORAH		Approve		28-Mar-16							

WELCOME

Shell Canada
9420 MACLEOD TRAIL S
T2J 0P5
Calgary AB
(403) 252-4025

VISA PURCHASE C

INV No. [REDACTED]
2016/03/15 21:15
VISA CREDIT
AID A0000000031010
TVR 0080008000
TSI F800

Bronze
PUMP No. 01
LITRES 9.917
PRICE/L \$0.939
TOTAL FUEL \$9.31
01 APPROVED - THANK YOU 001

APPROVAL [REDACTED]
TERMINAL 89004630
VERIFIED BY PIN

IMPORTANT
retain this copy for
your records

FUEL INCLUDES
GST - Fuel \$0.44
No. 137400032RT

TOTAL SALE \$9.31

STORE: [REDACTED]
TRAN: [REDACTED]
2016/03/15 21:16:38

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www.shell.ca/opinion
and you could win a
\$100 Shell Gift Card
*Receipt Required
THANK YOU
1-800-661-1600

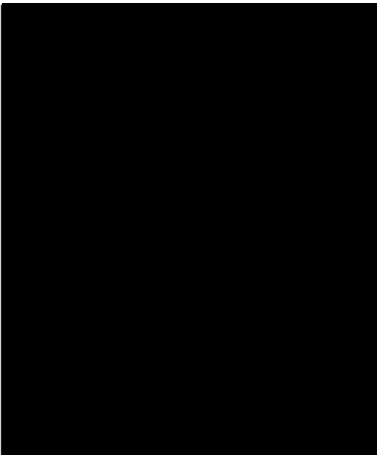
WELCOME

Shell Canada
37430 HWY 2 SOUTH
T4E 1B2
RED DEER AB
(403) 346-9230

VISA PURCHASE C

INV No. [REDACTED]
2016/03/15 18:54
VISA CREDIT
AID A0000000031010
TVR 0080008000
TSI F800
AIR MILES

Addr: 20022090600121
6031510053514
Reference: [REDACTED]



Bronze
PUMP No. 12
LITRES 42.265
PRICE/L \$0.924
TOTAL FUEL \$39.05
01 APPROVED - THANK YOU 001
APPROVAL No. 034793
TERMINAL No. 89003670
VERIFIED BY PIN

IMPORTANT
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FUEL INCLUDES
GST - Fuel \$1.86
No. 137400032RT

TOTAL SALE \$39.05

STORE: [REDACTED]
TRAN: [REDACTED]
2016/03/15 18:56:58

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THANK YOU
Questions?
1-800-661-1600

$\$9.31 + \$39.05 = \$48.36$

DISPLAY THIS SIDE UP ON DASHBOARD

EXPIRATION DATE
14/03/16 12:05 PM

DETACH RECEIPT FROM TICKET
RECEIPT GST # R108102831

DATE ISSUED
14/03/16 09:05 AM

AMOUNT PAID \$15.00
TIME ISSUED AMOUNT PAID \$15.00
CREDIT CARD NUMBER LOT 84

UNIVERSITY OF ALBERTA
NON TRANSFERABLE
NON REFUNDABLE

UNIVERSITY OF ALBERTA
NON TRANSFERABLE
NON REFUNDABLE

Lori Paulino

From: Enterprise Rent-A-Car Reservation <onlinereservations@enterprise.com>
Sent: March 16, 2016 9:17 AM
To: Lori Paulino
Subject: Car Rental Receipt (duplicate)



Contract Number: XXXXXXXXXX

ROBERT HAWES

Receipt Date: **Mar 15, 2016**

Enterprise Location: 7820 MACLEOD TRAIL SOUTH
CALGARY, AB T2H0L9
CA
Tel.: (403) 252-0222

Driver: ROBERT HAWES

Start Date	End Date	Make/Model	Start Miles	End Miles	Miles Driven
Mar 12, 2016 @ 11:12 am	Mar 15, 2016 @ 7:15 pm	HYUN ELAN	27,400	28,190	790
Total Miles					790

Charge Description	Quantity	Per	Rate	Total
Rate	4	Day	40.00	160.00
VLF				3.16
Subtotal:				CAD 163.16

Taxes and Surcharges	
GST	8.16
Subtotal: CAD 171.32	

Total Charges: CAD 171.32

Payment Information	
CREDIT CARD VISA	171.32
Subtotal: CAD 171.32	

Total Payment Amount CAD 171.32

9835 Macleod Trail, SW
Calgary AB T2J0P6

RECEIPT
Red Deer
Regional Hospital

ESSO EXPRESS PAY

SOUTH TRAIL ESSO
00302600
9835 MACLEOD TR. SW
CALGARY, AB T2J 0P6
URN:R121461107
03/17/2016 341884320
09:37:22 PM

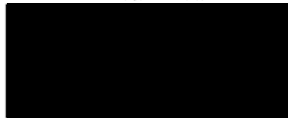
PUMP# 2
REGLR 31.925L
PRICE/L \$0.899
FUEL TOTAL \$ 28.70

GST in fuel \$ 1.37
CREDIT \$ 28.70

TYPE: PURCHASE
ACCOU [REDACTED] \$28.70
AUTH: [REDACTED] INVOICE: TTC57498
CARD NUMBER [REDACTED]
VERIFIED BY PIN [REDACTED]
A- VISA CREDIT
B- 0000000031010
01 Approved - Thank You 027

LOYALTY: NO
IMPORTANT - retain this copy for your records

License Plate Number



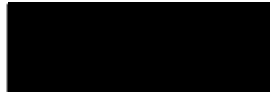
08:53 AM
MAR 18, 2016

Purchase Date/Time: 08:53am Mar 17, 2016
Total Due: \$8.50 Rate: \$8.50 - 24 Hours
Total Paid: \$8.50 Payment Type: Card
Ticket [REDACTED]
S/N #: 520015331427
Setting: Red Deer
Mach Name: CE-RDRH-023

[REDACTED] sa Auth # [REDACTED]
www.ahs.ca
DO NOT PLACE ON DASH

RECEIPT
IMPARK LOT 256
NO IN AND OUT PRIVILEGES

License Plate Number



Expiration Date/Time

06:00 PM
MAR 21, 2016

Purchase Date/Time: 09:05am Mar 21, 2016
Total Parking: \$28.57
Total gst: \$1.43
Total Due: \$30.00 Rate: \$30 - All Day
Total Paid: \$30.00 Payment Type: Card
Ticket [REDACTED]
S/N #: 500012451104
Setting: Lot 256
Mach Name: Meter 1

[REDACTED] Visa Auth # [REDACTED]
GST #887315638RT0001

RECEIPT
PARKING RECEIPT
PARKING RECEIPT
PARKING RECEIPT
PARKING RECEIPT
PARKING RECEIPT

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 :	Mar-16
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
3-Mar-2016	Direct Billing	Other Transportation	PH&N information session & LPIP Insurance Meeting travelled on Red Arrow one-way.	Other	70.48
14-Mar-2016	Direct Billing	Hotel	Staff engagement session in Edmonton	Marlin Travel	155.32
21-Mar-2016	Direct Billing	Hotel	Staff engagement session in Edmonton	Marlin Travel	155.32
	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					\$ 381.12

R 11/23/16

no costs claimed.
 coincided with being in
 Lori Paulino Edm for personal reasons.

① PHN information session (conflict for Calgary)
 ② LPIP mtg with Laurie Balfour + Bob Mc MCT.

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: February 29, 2016 11:15 AM
To: Lori Paulino
Subject: Invoice

Invoice

Date: 2016-02-29



Bill To: LORI PAULINO
 [Redacted Address]
 5116 Gateway Boulevard
 Edmonton, AB

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
[Redacted]	2016-02-29	[Redacted]	-	-	2016-03-03	2016-03-03	-	[Redacted]

Travellers:
 HAWES/ROBERT

Product	Details	Duration	Price Basis	Qty	Each	Billed
CEEXP 18:30 YYC Assigned to: 06A	Departs Calgary (CGYNORTH / CALGARY NORTH) 2016-03-03 at 18:45 Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2016-03-03 at 22:05	3 hrs 20 mins	Adult	1	70.48	0.00

Base Price:	70.48 CAD
Discounts:	70.48 CAD
Service Charges:	0.00 CAD
GST	0.00 CAD
Invoice Total:	0.00 CAD
Commission:	0.00 CAD
Received:	0.00 CAD
Balance:	0.00 CAD

TERMS: DUE UPON RECEIPT
 GST# BN139981476
 If you wish to time change, date change, or cancel for a full refund - 30 minutes notice prior to A.M. departures; 3 hours notice prior to P.M. departures must be given. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change.
 Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. If you wish to change or cancel your booking, please contact our Central Reservation line at 1-800-232-1958.
 Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices



AB Health



Room Number: [Redacted]
Arrival Date: 03-14-16
Departure Date: 03-15-16
Page No: 1 of 1
P/O Number: [Redacted]

Guest Name: Hawes, Robert

INFORMATION INVOICE

Folio No: [Redacted]

Date	Description	Charges	Credits
03-14-16	Room Revenue	145.00	
03-14-16	Destination Marketing Fee - 3%	4.35	
03-14-16	Tourism Levy - 4%	5.97	
Total		155.32	0.00
Balance		155.32	

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

AB Health
[REDACTED]

Room Number: [REDACTED]
Arrival Date: 03-21-16
Departure Date: 03-22-16
Page No: 1 of 1

Guest Name: Hawes, Robert

INFORMATION INVOICE

Folio No: [REDACTED]

03-23-16

Date	Description	Charges	Credits
03-21-16	Room Revenue	145.00	
03-21-16	Destination Marketing Fee - 3%	4.35	
03-21-16	Tourism Levy - 4%	5.97	
Total		155.32	0.00
Balance		155.32	

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